

Oneida County Library Board

Plan of Service 2020 – 2024

Mission Statement

To make quality library service available to Oneida County residents of all ages and to provide equitable funding of that service.

Value Statement/Philosophy

Oneida County recognizes the value to all of its residents of library services beyond the basic transaction of a loan of material from the library. Each library provides programming, free Internet access through public computers and Wi-Fi, access to public meeting space, outreach to the homebound, and activities to address emerging issues in the local community. Each library also strives to maximize the number of hours they are open beyond the standard 9 AM – 5 PM workday (evenings and weekends), and the number of days they provide for courier transport of materials loaned through the WVLS integrated library system.

Background

In 1961 Oneida County began its affiliation with the Wisconsin Valley Library Service (WVLS), a federated library system operating under Chapter 43 of the Wisconsin Statutes.

In 1973 the Oneida County Library Board (OCLB) was first appointed by the Oneida County Board of Supervisors (OCBS) to provide general oversight of public library service in the county. It has seven members and is constituted according to ss. §43.57(4), responsibilities under ss. §43.11(3)(a-d), WIS STATS.

Definitions

A libraried municipality is defined as a municipality that maintains a public library through the use of a tax levy.

A non-libraried municipality is defined as a municipality that does not maintain a public library through its own property tax levy and does not plan on maintaining funding in the forthcoming year.

A loan is defined by ss. §43.17(11)(a) as a unit of service that involves the checking out of a single item from a library to an individual for use outside the library for a specific period of time.

Current Services

Wisconsin Valley Library Service

Oneida County is represented on the Wisconsin Valley Library Service Board of Trustees by two (2) persons as required by ss. §43.19(1)(b), WIS. STATS.

The current agreement between Oneida County and the Wisconsin Valley Library Service (Appendix A) states the purpose of the Oneida County Library Board is as follows:

- Maintain an updated plan for library services with the county;
- Oversee library services within the county;
- Cooperate with the Oneida County Board of Supervisors and the County's municipal library boards to develop and maintain adequate county funding for established public libraries which serve residents living in non-librariated municipalities.
- Cooperate with the Oneida County Board of Supervisors, Municipal Library Boards and Wisconsin Valley Library Service to achieve and maintain compliance with statutory and system requirements for each of the three municipal libraries.
- Distribute funds and/or other benefits from the Wisconsin Valley Library Service and/or other sources with the purpose of improving and/or extending library services.

Municipal Public Library Services

Oneida County has three autonomous public libraries.

1. Rhinelander Public Library: a municipal public library primarily funded and operated by the City of Rhinelander and the adjacent towns of Crescent, Newbold, Pelican and Pine Lake. Its Board of Trustees is properly appointed per ss. §43.53 and §43.54(1m)(a), WIS STATS.
2. Minocqua Public Library: a municipal library primarily funded and operated by the Town of Minocqua. Its Board of Trustees is properly appointed per ss. §43.53 and §43.54(1m)(a), WIS STATS.
3. Edward U. Demmer Memorial Library, a municipal library primarily funded and operated by the Town of Three Lakes. Its Board of Trustees is properly appointed per ss. §43.53 and §43.54(1m)(a), WIS STATS.

Each public library in this county provides services to all residents of Oneida County and to residents of all Wisconsin Valley Library Service counties; each holds membership in the Wisconsin Valley Library Service automated shared system known as V-Cat; each also serves residents of all Wisconsin counties which are members of Wisconsin library systems with which Wisconsin Valley Library Services has an agreement for that purpose. Each library keeps records of resident and non-resident circulations by municipal residence whenever possible.

Current information about public library service in Oneida County including collection size, circulation, finances, and staffing is provided by each library via the state-required annual report. Copies of these reports are filed at each library; with each library's municipality; with the Oneida County Library Board; with Wisconsin Valley Library Service and with the Wisconsin Department of Public Instruction, Division of Libraries, and Technology (DLT).

Service to non-residents

Each library shall determine its own criteria for borrower identification and/or possession of library cards from other libraries; fees and/or deposits; and any other requirements it deems fair and necessary. A property owner/taxpayer is considered to be a resident borrower of the municipality in which the property is located, whether or not said property is his/her primary residence.

In-County Funding of Library Services

Each public library in Oneida County is supported by funds from:

1. Librariated municipalities through a local tax levy.

Each librariated municipality maintains a public library through a municipal tax levy.

2. Non-Libraried municipalities through a county tax levy

The Oneida County Library Board allocates funds to each public library through a county library services tax levy of non-libraried municipalities. Payments shall be based on the current allocation formula approved by the Oneida County Library Board. (Appendix B) Payment of these funds meets the requirements of Wis. State Statute §43.12(1) and (3). Libraried municipalities within the county may be exempted from this levy pursuant to ss. §43.64(2)(b), WIS STATS. Request for such exemption shall be submitted in writing to the Oneida County Clerk no later than September 1 prior to the year in which the exemption is to apply.

3. Occasional grant money from federal, system, county, or other sources.
4. Gifts and donations.
5. The Oneida County Library Board encourages the municipal libraries within Oneida County to request reimbursement from other counties each year for services they provide to non-libraried residents of those counties.

Out-of County Funding of Library Services

Oneida County recognizes the value of on-site circulation services given to its non-libraried residents by public libraries in other WVLS counties and, as required by ss. §43.11(3)(C), WIS. STATS., will reimburse those libraries for such service according to the following plan.

The library providing service to Oneida County non-libraried residents must submit to the Clerk of Oneida County, by July 1 of any year, a written request for reimbursement, along with statistics to determine the actual cost of services as described in ss. §43.12(1), WIS STATS. These statistics shall include:

- a. the number of circulations provided the year previous for which reimbursement is being requested;
- b. the requesting library's total operating expenditures (minus capital and federal expenditures) for the year previous to the request;
- c. the requesting library's total circulation for the year previous to the request ; and
- d. a description of the method/s used to determine the residence of patrons from Oneida County for whom the library is requesting reimbursement.

Based on the written request for reimbursement and the submission of statistics, Oneida County will provide reimbursement to the requesting library as specified in ss. §43.12(1), WIS. STATS. Payment will be made by Oneida County directly to the requesting library by March 1st, immediately following the request.

Goals of this Plan:

- a. To continue to provide all county residents with open access to all library services provided by all WVLS member libraries as per ss. §43.11(3)(C), WIS STATS.
- b. Continue to meet statutory and system requirements for membership in WVLS, and if necessary, to assist libraries to meet said requirements.

- c. Provide adequate, equitable financial support for all public libraries in Oneida County through the current allocation formula outlined in Appendix B.
- d. Review/revise annually by June 1st, the allocation formula and contract used to distribute county tax levy funds to each of the municipal libraries in the county.
- e. To encourage and provide financial assistance for public library outreach programs in order to maintain county-wide library service that will provide access to library services to those county residents who are homebound or otherwise unable to visit the municipal libraries.
- f. To encourage formal cooperation among all county libraries through
 - Regular director's meetings
 - Shared continuing education
 - Shared programming for patrons
 - Shared public relations activities
 - Coordinated collection development
- g. To assist municipal libraries to take full advantage of new technologies.
- h. To consider establishment of minimum standards of public library operations in Oneida County as provided under ss. §43.11(3)(d) WIS STATS.
- i. To review and revise this plan of service every three years or more often as necessary.

Current members of the Oneida County Library Board

Pechura, Pat:

6519 East Manhardt Drive, Tripoli, WI 54564; ppechura@hughes.net; 715-564-2442

Tom Kelly:

511 Evergreen Court, Rhinelander, WI 54501; district4@rhinelandercityhall.org; 715-369-3018

Blicharz, Dianna:

P.O. Box 439, Three Lakes, WI 54562; dblicharz@aol.com; 715-499-0984

Carriere, Dennis:

222 Hillside Road, Rhinelander, WI 54501; denlinsd67@gmail.com; 715-482-0343

Kaiser, Paul:

6937 W School St., Three Lakes, WI 54562; plkaiser722@hotmail.com; 715-546-2040

Mejerle, Jean:

P.O. Box 592, Woodruff, WI 54568; mejerles@charter.net; 715-356-9706

Van Raalte, Alan:

2732 Kelly Fire Lane, Tomahawk, Wisconsin 54487; a.e.vanraalte@gmail.com; 715-453-8083

Current Oneida County representatives on the Wisconsin Valley Library Board of Trustees:

Knuth, Paul:

1975 Larsen Drive, Rhinelander, WI 54501; jpknuth@frontiernet.net; 715-369-2615

Pechura, Pat:

6519 East Manhardt Drive, Tripoli, WI 54564; ppechura@hughes.net; 715-564-2442

Wisconsin Valley Library Service Member County Participation Agreement (2013 Revision)

**WISCONSIN VALLEY LIBRARY SERVICE
MEMBER COUNTY PARTICIPATION AGREEMENT
2013 Revision**

THIS AGREEMENT is by and between the Wisconsin Valley Library Service, a federated library system organized in accordance with Chapter 43 of the WISCONSIN STATUTES, hereinafter called "WVLS," and Oneida County.

WHEREAS, the WVLS has provided system services such as reference, interlibrary loan services between libraries, continuing education opportunities for library personnel, professional consultant services, and other supportive library activities for the improvement of library service to residents in all WVLS participating counties since 1961, and

WHEREAS, under the provisions of the Wisconsin library law (WISCONSIN STATUTES, CH. 43) the WVLS has served the counties of Clark, Forest, Langlade, Lincoln, Marathon, Oneida, and Taylor, and

WHEREAS, in accordance with the WISCONSIN STATUTES, Section 43.15(4)(b), this county has:

- 1) adopted and will continue to maintain a plan of library service as per s. 43.11(3) and
- 2) entered into a written agreement with WVLS Board of Trustees (being updated and revised by this document) to participate in the system and its activities and to furnish library services to residents of those areas of the county not maintaining a public library, and

WHEREAS, this county has, for many years, actively participated in the WVLS, on behalf of and for the benefit of all of this county's libraries and residents, and

WHEREAS, this county's Board of Supervisors has had and will continue to have developmental input into the establishment and implementation of WVLS policies and procedures through appointment of its allocated number of members to represent this county on the WVLS Board of Trustees, and

WHEREAS, this county understands and agrees that the Board of Trustees of the WVLS, which represents all WVLS participating counties, shall have control, supervision and authority over the system policies, services, personnel and activities of the WVLS under the authority of the WISCONSIN STATUTES, Chapter 43, and

WHEREAS, this county understands and agrees that the annual budget for the WVLS shall be established by the WVLS Board of Trustees, that the budget shall be funded by such portion of state aids available to the system as the Board shall decide, and by annual appropriations from all counties participating in the WVLS, and

WHEREAS, this county understands and agrees that each participating county's annual share of financial support of the WVLS has been and will continue to be determined each year on the basis of a formula which includes the following three factors: (1) the population of each county according to the latest annual Department of Administration estimates available at the WVLS Fall budget time (and the percentage such population is of the total system population); (2) the latest equalized full value of all real and personal property of each county (and the percentage such valuation is of the total equalized full value of the system area);

and (3) the latest total corporate and individual income taxes paid from each county to the State of Wisconsin (and the percentage such total is of the total of such taxes paid from the system area). These three percentages factors for each county are averaged and the average percentage is applied to the total amount which the counties annually appropriate for system support, and

WHEREAS, In accordance with WVLS policy, this county's Board of Supervisors has and will continue to annually appoint a county library board which shall maintain a currently useful plan of library services within this county; oversee library services within this county; and work with the County Board of Supervisors and the county's librarians to develop and maintain adequate county funding for established public libraries which serve residents of the county who live in areas of the county which do not maintain a public library; to determine the purpose and distribution of any funds or other benefits which may come to the county to improve and extend library services from WVLS or other funding sources; and to work with the County Board of Supervisors, librarians from within the county and the WVLS staff and Board of Trustees to help this county's libraries to achieve and maintain compliance with statutory and system requirements, and

WHEREAS, this county has previously indicated, by means of a county resolution, its intent to participate in the WVLS as a member county,

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. THIS COUNTY, by means of this 2013 revision of the WVLS/Member County Participation Agreement:

- a) Renews its intent to participate in the Wisconsin Valley Library Service, and
- b) Agrees to continue to comply with the requirements for county participation in a library system as stated in the WISCONSIN STATUTES, s.43.15(4)(b), and
- c) Agrees to continue to participate in the development of and comply with the requirements of county participation in a library system as promulgated by the WVLS Board of Trustees.

2. THE WISCONSIN VALLEY LIBRARY SERVICE, by means of this 2013 revision of the WVLS/Member County Participation Agreement:

- a) Renews its acceptance of this county as a member of the Wisconsin Valley Library Service, and
- b) Agrees to continue to provide to this county, as a member in good standing, all WVLS services to which this county and its libraries are entitled by law or by system policy.

This Agreement shall become effective as of 1/1/13 and shall continue in force until it is terminated by either party upon the provision of a six month advance written notice of termination prior to the start of the calendar year.

This Agreement is subject to amendment at any time by mutual agreement of both parties.

Appendix A

Wisconsin Valley Library Service Member County Participation Agreement (2013 Revision)

WVLS/Member County Participation Agreement – Page 3

SIGNED BY:

Alice A. Sturgis

(President, WVLS Board of Trustees)

10-03-12

(Date)

Maria R. Depnafski

(Director, Wisconsin Valley Library Service)

10.3.12

(Date)

Oneida

(County Name)

Thodore K. Cushing

(Chair, County Board of Supervisors)

9/12/12

(Date)

Janet Baer

(Chair, County Library Board)

9/13/12

(Date)

Appendix B Oneida County Library Board Allocation Formula June 2015

The Oneida County Library Board shall provide allocations to the Minocqua Public Library, Rhinelander District Library, and E. U. Demmer Memorial Library in Three Lakes to support their service to Oneida County residents living in municipalities that do not provide direct financial support to one of the three public libraries.

To ensure quality library service throughout the county, the Oneida County Library Board encourages and supports:

1. Enhanced library collections that meet the needs of county residents.
2. Comprehensive library programming for all ages, including outreach services to county residents who are homebound or otherwise unable to make personal visits to the municipal libraries.
3. Timely computer maintenance and replacement to guarantee residents access to the online catalog, reference information, and the Internet.

Each library providing such service must submit to the Clerk of Oneida County, by July 1 of any year the following statistics used to determine the actual cost of services as described in §43.12(1), WIS STATS:

- a. The number of circulations for each non-librariated municipality for which reimbursement is being requested;
- b. The requesting library's total operating expenditures (minus capital and federal expenditures) for the year previous to the request;
- c. The requesting library's total circulation in the year previous to the request.

The Oneida County Library Board will use this information to determine the funding to the municipal libraries. Financial support will meet the requirements of ss. §43.12(1), WIS STATS.

County funding will be allocated to the municipal libraries as follows:

Part A

Cost per circulation reimbursement for circulations to residents of non-librariated municipalities.

Each library shall be reimbursed for cost of circulations to residents of non-librariated municipalities made at their library. Inasmuch as possible cost per circulation reimbursement shall be determined for each library at 100% of its actual cost per circulation.

Part B

Allocation for Material, Programming, and Technology Support

Building from historical precedent, the OCLB will allocate funds to each library to ensure a consistency of service over time while striving to provide equitable service based on unique local needs to each community.

The allocation will be determined for each library based on past budget allocation, current demonstrated service, and proposals for expanded service. Allocation will be determined at the discretion of the Oneida County Library Board.

Total

Parts A and B shall be totaled for each municipal library and shall be adjusted as necessary to insure that each municipal library receives no less than is required by Wisconsin State statute for services to non-librariated residents during the preceding year.

Appendix C

Inventory of Library Services

| Library Services | Rhineland | Minocqua | Three Lakes |
|---|-----------|----------|-------------|
| Books | X | X | X |
| Audiobooks | X | X | X |
| DVDs and videos | X | X | X |
| Music CDs | X | X | X |
| Magazine and newspaper subscriptions | X | X | X |
| Activity kits | X | X | X |
| Digital book and music collections | X | X | X |
| Reference and reader advisory service | X | X | X |
| Outreach services | X | X | X |
| Interlibrary loan | X | X | X |
| Community and family history | X | X | X |
| Programming for children and adults | X | X | X |
| Summer reading programs and incentives | X | X | X |
| Games and toys (in library use) | X | X | X |
| Technology help | X | X | X |
| Online information services | X | X | X |
| Internet access for public | X | X | X |
| Public access computers | X | X | X |
| Copy machines | X | X | X |
| Fax machine | X | X | X |
| Public scanning | X | X | X |
| Microfilm reader | X | X | X |
| Equipment rental/loan (e.g., digital projector, laptop) | X | X | X |
| Wi-Fi hotspots | X | | |
| Meeting room(s) and private study rooms | X | X | X |
| Tables and seating | X | X | X |
| Displays | X | X | X |
| Tours and library orientation | X | X | X |
| Income tax forms | X | X | X |
| Test proctoring | X | X | X |
| Annual reports | X | X | X |
| Continuing education for staff and board members | X | X | X |