

*Dunn County*  
*Plan of*  
*Library Service*

*Adopted 2007*

*Revised 2008*

*Revised 2009*

*Revised 2013*

## **I. Introduction**

The four municipalities of Dunn County; Boyceville, Colfax, Menomonie, and Sand Creek, offer library service to Dunn County. The county developed this plan for the financial support of the service provided by these libraries.

## **II. Vision Statement**

Dunn County shall continue to promote equitably and adequately funded libraries which provide equitable access to library services for all residents of Dunn County through the cooperative efforts of involved units of government.

## **III. Background**

### **A. Requirements for a County Library Planning Committee as per Wisconsin Statutes 43.11.**

43.11.1 CREATION. Any county board may appoint a county library planning committee under this section. If a county board, in a county where all public library service is administered or coordinated by an existing county library board or where there is a single-county public library system board, determines to appoint a committee under this section, the existing library board may serve as the county library planning committee. The county Board shall notify the division immediately upon appointment of the committee.

### 43.11.3 DUTIES AND POWERS.

- (a) The committee may prepare a new plan for the organization of a county or multicounty system, revise an existing plan or change the boundaries of a public library system. It shall conduct public hearings concerning these plans, revisions and changes to which representatives of all libraries in the county shall be invited.
- (b) The committee's final report, including a new plan, revisions to an existing plan or changes to the boundaries of a public library system and copies of any written agreements necessary to implement the proposal, shall be filed with the county board, and submitted to the division. Plans for multi-county systems shall include a method for allocating system board membership among the member counties.
- (c) The plan of library service for a county, whether for a single county or a multicounty system, shall provide for library services to residents of those municipalities in the county not maintaining a public library under this chapter. The services shall include full access to public libraries participating in the public library system, and the plan shall provide for reimbursement for that access. Services may include books-by-mail service, bookmobile service, the establishment of additional libraries or other services deemed appropriate by the committee. Services may be provided by contracting with existing public libraries in the county or in adjacent counties, or with the public library system, or

by creating a county library organization under this chapter. The plan of library service for a county may provide for improving public library service countywide and in municipalities that have libraries. The plan shall specify the method and level of funding to be provided by the county to implement the service described in the plan, including the reimbursement of public libraries for access by residents of those municipalities in the county not maintaining a public library.

- (d) The plan of library services for a county may include minimum standards of operation for public libraries in the county. The county shall hold a public hearing on any standards proposed under this paragraph. The standards shall take effect if they are approved by the county and the public library boards of at least 50% of the participating municipalities in the county that contain, according to the most recent estimate prepared under Section 16.96, at least 80% of the population of participating municipalities in the county.
- (e) The plan of library services for a county may require that a municipality located in whole or in part within the county that operates a public library compensate another municipality located in whole or in part within the county that operates a public library whenever the latter public library provides library services to residents of the municipality that operates the former public library. The plan's compensation for each loan may not exceed the actual cost of the loan, as defined by the department by rule.

#### **B. History of Library Development and Planning in the County**

As members of the Indianhead Federated Library System (IFLS) since 1978, the four public libraries in the county have access to library consultants who provide information service such as reference, interlibrary loan service, and support for children's services, and services for special needs. Each library is eligible for both state and federal grants through IFLS. The Library directors meet on an as needed basis to discuss items of mutual interest and explore methods of providing equitable library services. Since 2004, greater emphasis has been placed on the equitable funding by those library users who use these libraries but live outside the municipal area.

#### **C. County Membership in the Indianhead Federated Library System**

By virtue of its membership in the Indianhead Federated Library System, the Chair of the County Board appoints two citizens of Dunn County to the Board, one of which is usually a member of the County Board.

### **IV. Current Library Services to County Residents**

- A. Inventory of Services. **See Attachment 1.**
- B. Governance Structure of Library Organizations. **See Attachment 2.**
- C. Library Usage Statistics for County Residents. Current statistical data is available from the Dunn County Clerk.

## V. Required Funding Under Act 150

Information and data related to compliance with Act 150 is available from the Dunn County Clerk.

## VI. Goals and Objectives

A. Goal: Provide equitable access to library services to all residents of Dunn County.

Objectives:

- 1) Each library shall continue to provide hours of operation and a range of services in accordance with Wisconsin Statutes 43.11 (c).
- 2) Continue to provide service to special individuals, childcare centers, nursing homes and group homes, on an individual library basis.
- 3) All libraries will provide interlibrary loans in the manner prescribed by IFLS and will follow System guidelines, policies, and procedures.
- 4) All libraries will continue to provide shared research and information service.
- 5) Continue courier service among public libraries.
- 6) Each public library will participate in MORE.
- 7) The Menomonie Public Library will develop, strengthen and maintain strategic partnerships to improve library service by;
  - a) Continuing to foster development of the Elk Mound Branch
  - b) Supporting increased programming and services of the Elk Mound Branch

B. Goal: Promote equitably and adequately funded libraries.

Objectives:

- 1) State Statute 43.12 (1) requires the home county to reimburse libraries for at least 70% of the cost of serving home rural residents. County libraries will continue to seek 100% reimbursement of the costs associated with serving home rural residents.
  - a. Total operating expenditures are divided by the total circulation, which represent the library's cost per circulation. The cost per circulation is multiplied by the home county non-resident circulation, which is the total cost for serving home county residents.

2) Maintain the compensation to outside county libraries at a rate of 70% of the cost of circulation.

3) Continue to work with legislators to promote equitable funding of libraries.

C. Goal: Develop cooperative efforts between involved units of government and the Library Planning Committee.

Objectives:

1) The Library Planning Committee should meet on a quarterly basis. The meeting location should rotate between each municipal library. Other units of government and librarians should be invited to participate.

D. Goal: Maintain communication between the Library Planning Committee and the County Board and its standing committee.

Objectives:

1) The Library Planning Committee shall make an annual library service report to the County Board.

2) The Library Planning Committee shall make library service status reports as requested by the Chair of the Community Resources and Tourism Committee.

E. Goal: Maintain the relevancy of the Library Plan

Objectives:

1) Maintain a continuing planning process including an evaluation component and mechanisms to pursue implementation of recommendations for change.

F. Goal: Dunn County will continue to be represented on the IFLS Advisory Council of Libraries.

G. Goal: Encourage the Dunn County librarians to communicate and cooperate effectively and to hold meetings as needed on a rotating location basis.

H. Goal: To make county residents aware of the scope of library services.

Objectives:

1) Publicize library services and programs within each library service area utilizing techniques such as.

- a. Local press releases.
- b. Submit special interest stories to local newspapers.
- c. Provide information and links to Dunn County to be published on the County's social media network.
- d. Develop and maintain a local social media presence.

I. Goal: To enhance future library use by supporting literacy

Objectives:

- 1) Encourage all libraries to serve as Literacy Volunteers.
- 2) Encourage all libraries to maintain a variety of materials to support “new readers” of all ages and abilities.

J. Goal: Encourage all libraries to achieve compliance with the most recent addition of the Wisconsin Library Standards

- 1) Each library will be encouraged to establish a long- range plan of library services.
- 2) Each library will be encouraged to set benchmarks for compliance with Wisconsin Library Standards.

## **VII. Implementation**

Individual libraries in the county will provide the services listed in Section IV. Reimbursement to the libraries for rural library use will be provided by the Dunn County Clerk’s Office based on figures submitted to the office in the form of the annual Department of Public Instruction report. These payments are made as direct cash payments to the municipal library boards of trustees per the requirement in Wisconsin Statutes 43.12.

## **VIII. Updating, Evaluating, and Amending the Plan**

This plan is subject to the passing of time, which may make objectives and recommendations obsolete. Plan monitoring and evaluation is an ongoing process and will eventually lead to plan updates. The time that elapses between adoption and the need to update the plan, depends on the merits of the changes. On an annual basis, or when plan updates occur the Dunn County Library Planning Committee will make a report to the Community Resources and Tourism Committee.

## **VIII. Attachments**

- 1) Inventory of Services
- 2) Governance Structure of Library Organizations

# ATTACHMENT 1

## INVENTORY OF SERVICES

(Unless otherwise noted the list of services is available at each Dunn County Library)

- Books in print
- Audio books or downloadable audio books
- Videos and DVD's
- Music on CD
- CD-ROM learning software for children available the Menomonie Library
- Reference and readers advisory service
- Computer and Internet training for the public
- Training Dunn County patrons about Act 150 pickup locations
- Programming for children and adults
- Magazine and newspaper subscriptions
- Community and family history
- Outreach services
- Interlibrary loans
- Internet or Wi-Fi access for the public
- Online information resources
- Computer work stations for the public
- E-readers and e-content
- Copy machines are available at all libraries
- Microfilm reader available the Menomonie Library
- Meeting room(s) available at the Menomonie and Boyceville Libraries
- Continuing education for the staff and board members
- Annual reports
- Tours and library orientation
- Summer reading programs and incentives
- Displays
- Literacy collection to improve reading skills
- Tables and seating



- Income tax form are available at the Boyceville and Menomonie Libraries
- Self checkout and pick up of items at the Menomonie Library

## ATTACHMENT 2

### GOVERNANCE STRUCTURE OF LIBRARY ORGANIZATIONS

All four libraries in Dunn County are governed by municipal boards which meet monthly and are appointed by their municipality. Rural representatives are appointed in accordance with Wisconsin Statutes 43.60(3). When the funding from the county reaches more than one third of the total funding, the County Board Chair may appoint an additional county member to the local library board. Current board composition and terms of service are as follows:

Library	Board Composition	Terms
Boyceville (5)	1 Village Representative 1 County Representative 1 Board of Education Representative 1 Municipal Representative 1 Rural Representative	3 Years 2 Years Indefinite 1 Year 3 years
Colfax (7)	1 Village Representative 1 County Representative 1 Board of Education Representative 2 Village Board Representative 2 Rural Representative	3 Years 2 Years Indefinite 2 Years 3 years
Menomonie (7) Municipal (5) County	<b><u>Municipal Board</u></b> 1 School Board Representative 1 City Council Representative 5 Citizen At Large <b><u>County Board</u></b> 5 County Representatives	3 Years 3 Years 3 Years 3 Years
Sand Creek (5)	3 Township Representatives 1 County Representative 1 Board of Education	3 Years 2 Years