



September 6, 2016

Dear Dane County Library Director,

At their September 1, 2016 meeting, the Dane County Library Board voted to approve a resolution to amend the Dane County Library Standards. These changes are listed below:

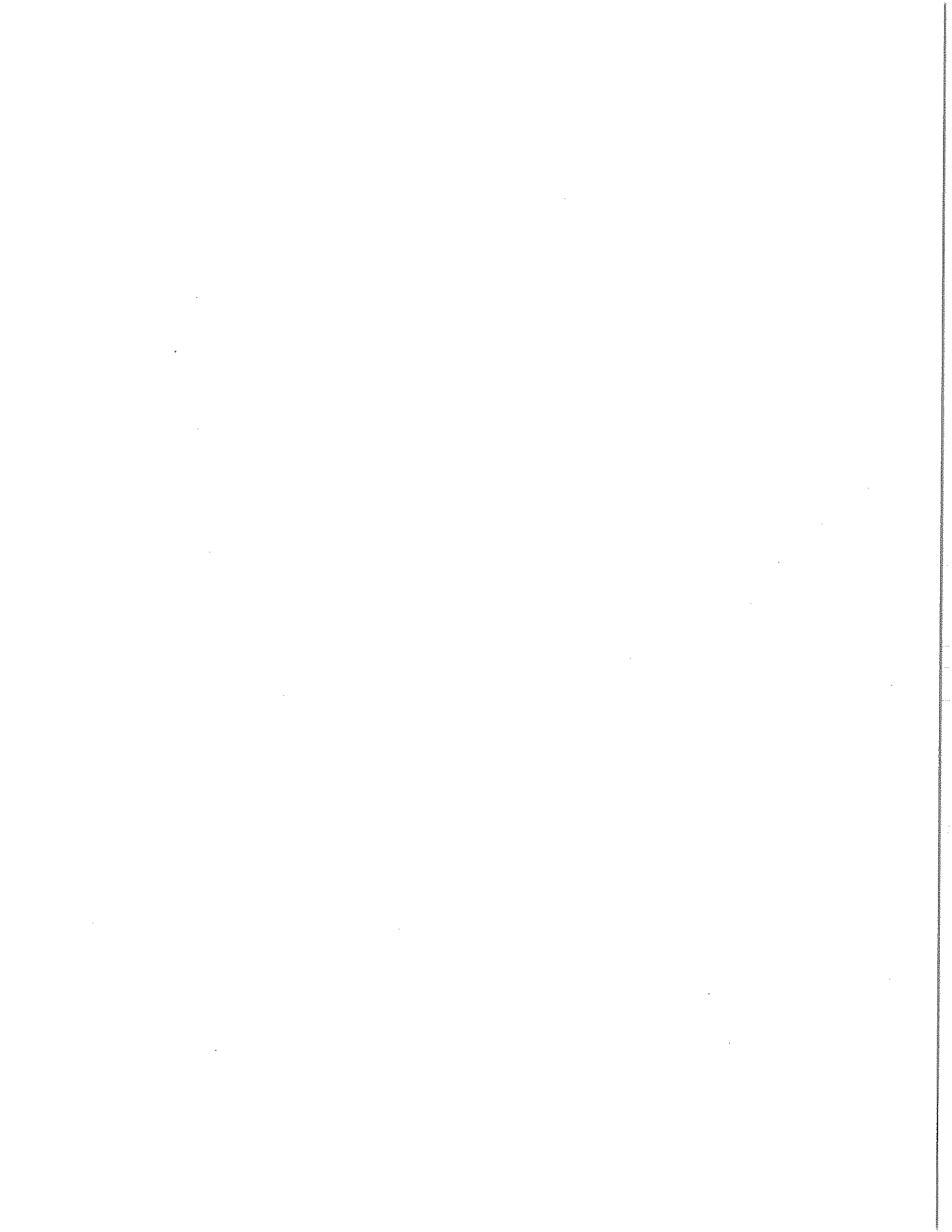
1. Include a percentage of digital titles in the "Minimum Total Items Held per Capita." The expenditures for this collection are included in the "Minimum Annual Material Expenditures per Capita;" however, libraries had not received credit for this expenditure in the collection standard.
2. Base the 5% "Minimum Annual Item Acquisitions" standard on the "Minimum Total Items Held per Capita" standard, thereby creating a range and eliminating standards from being in direct conflict.
3. Eliminate the standard for periodicals. This does not mean that a library cannot carry periodicals; it simply means that the uncertainty of the periodical market, coupled with the purchase of Flipster and other online periodicals has rendered this standard obsolete.

As you know, the Dane County Library Directors have been working toward these changes for over a year. The changes are proposed in direct response to concerns about libraries' requirement to allocate increased funding to digital materials without getting credit for them towards the DCL Standards.

In order to change the Dane County Library Standards, 50% of the municipal library boards representing 80% of the population must approve the resolution. In order to enact the amended standards in 2017, local library boards must approve this resolution by October 31, 2016. I ask that you send me the signed resolution after your Library Board takes action at their September or October meeting. Please let me know if you have any questions.

Sincerely,

Tracy Herold, Director



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Resolution 233, 2016

Amending Dane County Standards for Public Libraries

The Dane County Library Board, acting as the designated County Library Planning Committee, proposes an amendment to the County Standards for public libraries in Dane County. The current standards were adopted by the County Board as Resolution 269, 2007-2008 and updated by Resolutions 185, 2011-2012, and 98, 2013-2014. The County Library Board approved the 2017-2021 DCLS Plan of Service in June 2016 with the standards being Goal V of this document.

As required by Chapter 43.11(3)(d), the Library Board held a public hearing on the proposed revision. Subsequent to the public hearing, the proposed amendment was approved by the public library boards of ___ of 19 municipalities with libraries in Dane County, representing ___% of the population of municipalities with libraries in Dane County. Chapter 43.11(3)(d) requires approval by 50% of the public library boards representing 80% of the population.

The Dane County Library Board approved this proposed amendment at its September 1, 2016 meeting.

NOW, THEREFORE, BE IT RESOLVED that Dane County amends the current Standards for Public Libraries per the following updates to the standards established by Resolution 269, 2007-2008, and updated by Resolution 185, 2011-12:

Goal V: Implement, update and enforce municipal library compliance with the Dane County Library Standards as developed through the county planning process and adopted by the County Board Strategies:

- A. Hold municipal libraries accountable to the following requirements:
 - a. Utilize a delivery service that connects with all other Dane County public libraries, the DCLS, and the South Central Library Service with a minimum of 5-day/week service;
 - b. Employ a director who is properly certified by the WI Department of Public Instruction;
 - c. Offer delivery service to qualified confined-to-the-home individuals either directly or through a service contract with another library agency;
 - d. Provide patron access to the Internet, governed by a locally determined policy;
 - e. Share an automated library system;
 - f. Annually compensate all other standards-compliant libraries within Dane County, for the cost of services provided to residents of the library's municipality (service measured by checkouts; compensation model established by DCLS Board for compensating municipal libraries for serving residents of areas taxed by the county for library service).
- B. Enforce the following minimum quantitative standards based on WI Official Population Final Estimates issued by WI DOA for the most recent year:

Minimum Hours open annually per capita

| | | |
|---|------|-----------------------|
| Villages up to 2,500 population | 1 | 1,000 to 1,875 hours |
| Villages/cities between 2,500 and 5,000 | .75 | 1875 to 2,250 hours |
| Villages/cities between 5,000 and 10,000 | .45 | 2,250 to 2,500 hours |
| Villages/cities between 10,000 and 25,000 | .25 | 2,500 to 3,000 hours |
| Villages/cities between 25,000 and 50,000 | .12 | 3,000 to 3,250 hours |
| Villages/cities between 50,000 and 99,000 | .065 | 3,250 to 3500 hours |
| Cities over 100,000 | .05 | 3,500 to 12,500 hours |

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Minimum FTE Paid Staff Per Capita

| | | |
|---|------------------------|------------------|
| Villages up to 2,500 population | .001 (1 FTE min total) | 1.00 to 2.00 FTE |
| Villages/cities between 2,500 and 5,000 | .0008 | 2.00 to 4.00 FTE |
| Villages/cities between 5,000 and 10,000 | .0008 | 4.00 to 7.00 FTE |
| Villages/cities between 10,000 and 25,000 | .0007 | 7.00 to 15 FTE |
| Villages/cities between 25,000 and 50,000 | .0006 | 15 to 25.00 FTE |
| Villages/cities between 50,000 and 99,000 | .0005 | 25 to 40.00 FTE |
| Cities over 100,000 | .0004 | 40 to 120.00 FTE |

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Minimum Public Internet Access Workstations per capita

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|---|-------|------------------------|
| Villages up to 2,500 population | .001 | 1 to 3 Workstations |
| Villages/cities between 2,500 and 5,000 | .001 | 3 to 5 Workstations |
| Villages/cities between 5,000 and 10,000 | .001 | 5 to 7 Workstations |
| Villages/cities between 10,000 and 25,000 | .0007 | 7 to 13 Workstations |
| Villages/cities between 25,000 and 50,000 | .0005 | 13 to 25 Workstations |
| Villages/cities between 50,000 and 99,000 | .0005 | 25 to 50 Workstations |
| Cities over 100,000 | .0005 | 50 to 125 Workstations |

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Minimum Annual Material Expenditures Per Capita

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|---|--------|------------------------|
| Villages up to 2,500 population | \$6.00 | \$6,000 to \$14,250 |
| Villages/cities between 2,500 and 5,000 | \$5.70 | \$14,250 to \$28,500 |
| Villages/cities between 5,000 and 10,000 | \$5.70 | \$28,500 to \$54,000 |
| Villages/cities between 10,000 and 25,000 | \$5.40 | \$54,000 to \$127,500 |
| Villages/cities between 25,000 and 50,000 | \$5.10 | \$127,500 to \$240,000 |
| Villages/cities between 50,000 and 99,000 | \$4.80 | \$240,000 to \$340,000 |
| Cities over 100,000 | \$3.40 | \$340,000 to \$850,000 |

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Minimum Total Items Held per capita (includes % of WPLC holdings)

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|---|-----|--------------------|
| Villages up to 2,500 population | 8 | 8,000 to 16,250 |
| Villages/cities between 2,500 and 5,000 | 6.5 | 16,250 to 28,500 |
| Villages/cities between 5,000 and 10,000 | 5.7 | 28,500 to 44,000 |
| Villages/cities between 10,000 and 25,000 | 4.4 | 44,000 to 85,000 |
| Villages/cities between 25,000 and 50,000 | 3.4 | 85,000 to 160,000 |
| Villages/cities between 50,000 and 99,000 | 3.2 | 160,000 to 250,000 |
| Cities over 100,000 | 2.5 | 250,000 to 625,000 |

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Minimum Annual Item Acquisitions as percent of Standard Range for Items Held per capita

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|---|----------------|
| Villages up to 2,500 population | 400 - 813 |
| Villages/cities between 2,500 and 5,000 | 814 – 1,425 |
| Villages/cities between 5,000 and 10,000 | 1,426 – 2,200 |
| Villages/cities between 10,000 and 25,000 | 2,201 – 4,250 |
| Villages/cities between 25,000 and 50,000 | 4,251 – 8,000 |
| Villages/cities between 50,000 and 99,000 | 8,000 – 12,500 |
| Cities over 100,000 | 12,501 - 31250 |

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DCLS Standards Considerations:

- These are minimum standards per WI Statute 43.64(2m), (floor, not ceiling).
- These standards were established in accordance with Wisconsin Statutes 43.11(3)(d) by Resolution 185, 2011-12 of the Dane County Board of Supervisors, and subsequently amended by Resolution 98, 2013-14.
- Standards require data provided to DPI through the Annual Report.
- Standards are based on municipal (not service) population for the most recent year.
- Standards must be met by any municipality seeking an exemption from the county library tax.
- Libraries not meeting one or more standard may be granted a provisional exemption by submitting a compliance plan for the DCLS Board approval.
- Libraries are limited to 3 provisional exemptions in a 10-year period.
- Newly established libraries (WI Statutes 43.52) may be granted provisional exemptions in the first three years of existence, with a plan approved by the DCLS Board to bring the library into full compliance by year four of operation.
- Newly established libraries that comply in year four but fail to meet standards relating to collection size in a future year may be granted one additional provisional exemption in the first 10-year period of operation, contingent upon the DCLS Board's approval of a plan to bring the library back into compliance.

DCLS Standards Decision Timeline and Appeals Process

Municipal libraries will supply the data demonstrating compliance by April 1 of the year in which an exemption is desired. Should such data demonstrate that one or more standards have not been met, as judged by the County Library Board and noticed to the affected library by May 15 the Library will submit by June 15, a plan designed to bring the library into full compliance within the allowed time period. By July 15, the County Library Board will determine for each library that minimum standards have been met or will decide whether a library's submitted plan to meet all standards within the required time frame is sufficient. Any decision of the County Library Board may be appealed by any municipal library. Such an appeal must be filed within 15 days of the date of the original decision.

Appeals must be made in writing and delivered to: Dane County Library Board, 1819 Aberg Av., Madison, WI 53704. The basis for an appeal shall include one of the following:

- Natural disasters affecting the library's ability to meet the standards;
- Significant library building projects affecting the library's ability to meet the standards;
- Action of a governmental body whose authority exceeds that of the city, village, or county and which prevents compliance with these standards.

88 All appeals will be heard within 30 days of filing, at a regularly scheduled County Library Board meeting. Any
89 such meeting will include a presentation by the appealing library and a public hearing. All libraries in Dane
90 County will receive notice of the appeal and the hearing. The County Library Board will act on the appeal
91 within 30 days of the hearing. The affected library will be notified. The decision of the County Library Board
92 shall be final.

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95 NOW, THEREFORE, BE IT FURTHER RESOLVED that this provision be added to the Dane
96 County Standards for Public Libraries effective immediately.

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Resolution Approving Amendment to Dane County Standards for Public Libraries

Whereas the Dane County Board of Supervisors has established the County Library Board as the County Library Planning Committee as required by Section 43.11, Wisconsin Statutes, and

Whereas Section 43.11(3)(d) of the Wisconsin Statutes states that the plan of library services for a county may include standards of operation for public libraries in the county, and

Whereas, the Dane County Library Board is proposing Resolution 233, 2016 to the Dane County Board of Supervisors to amend the standards to do the following:

- Include a percentage of digital titles in the "Minimum Total Items Held per Capita."
- Base the 5% "Minimum Annual Item Acquisitions" standard on the "Minimum Total Items Held per Capita" standard, thereby creating a range and eliminating standards from being in direct conflict.
- Eliminate the standard for periodicals.

Whereas Section 43.11(3)(d) requires that such standards be approved by the public library boards of at least 50% of the participating municipalities in the county that contain at least 80% of the population of participating municipalities in the county prior to adoption by the County Board of Supervisors,

Now, therefore be it resolved that the Madison Public Library Board hereby approves the amendment as proposed in Resolution 233, 2016 amending Dane County Library Standards.

Now, therefore be it further resolved that a confirmed copy of this resolution be forwarded by this Library Board to:

Dane County Library Board
1819 Aberg Ave.
Madison, WI 53703

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person signing

