

Sub. ____ to Resolution 233, 2016-2017

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 19 of 19 municipalities with libraries in Dane County, representing 100% 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

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

Minimum Public Internet Access Workstations per capita

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

Minimum Annual Material Expenditures Per Capita

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

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

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

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

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 - 31,250

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.

- 63 • Newly established libraries (WI Statutes 43.52) may be granted provisional exemptions in the first three years of
64 existence, with a plan approved by the DCLS Board to bring the library into full compliance by year four of
65 operation.
- 66 • Newly established libraries that comply in year four but fail to meet standards relating to collection size in a
67 future year may be granted one additional provisional exemption in the first 10-year period of operation,
68 contingent upon the DCLS Board’s approval of a plan to bring the library back into compliance.

69 **DCLS Standards Decision Timeline and Appeals Process**

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

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78 Appeals must be made in writing and delivered to: Dane County Library Board, 1819 Aberg Av., Madison, WI 53704.

79 The basis for an appeal shall include one of the following:

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

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

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

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