

**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, effective January 2025. 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 May 4, 2023 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, updated by Resolution 185, 2011-12, and updated by Resolution 233, 2016-2017.

**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. Provide patron access to SCLS Wi-Fi services
  - f. Share an automated library system
  - g. 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)
  - h. Act as a source of RESJ information and resources for Dane County Libraries
  - i. Participation in Beyond the Page programming through EZ grants & collaborative projects
- 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**

		RANGE
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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42 **Minimum FTE Paid Staff Per Capita**

43 **Considerations for automation:**

44 **Automated Handling = 1 FTE Credit**

45 **Self-check machine = .2 FTE Credit/machine**

		RANGE
Villages up to 2,500 population	.001	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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48 **Minimum Public Internet Access Workstations per capita**

SCLS WIFI REQUIRED	MINIMUM	
Villages up to 2,500 population	1	
Villages/cities between 2,500 and 5,000	3	
Villages/cities between 5,000 and 10,000	5	
Villages/cities between 10,000 and 25,000	7	
Villages/cities between 25,000 and 50,000	13	
Villages/cities between 50,000 and 99,000	25	
Cities over 100,000	50	

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51 **Minimum Annual Material Expenditures Per Capita**

		Range:
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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54 **DCLS Standards Considerations:**

- 55 • These are minimum standards per WI Statute 43.64(2m), (floor, not ceiling).
- 56 • These standards were established in accordance with Wisconsin Statutes 43.11(3)(d) by Resolution 269, 2007-2008 of the Dane County Board of Supervisors and subsequently amended by Resolution 185, 2011-12, Resolution 98, 2013-14, and **Resolution 233, 2016-2017.**
- 59 • Standards require data provided to DPI through the Annual Report.
- 60 • Standards are based on municipal (not service) population for the most recent year.
- 61 • Standards must be met by any municipality seeking an exemption from the county library tax.
- 62 • Libraries not meeting one or more standard may be granted a provisional exemption by submitting a compliance plan for the DCLS Board approval.

- 64 • Libraries are limited to 3 provisional exemptions in a 10-year period.
- 65 • Newly established libraries (WI Statutes 43.52) may be granted provisional exemptions in the first three years of  
66 existence, with a plan approved by the DCLS Board to bring the library into full compliance by year four of  
67 operation.
- 68 • Newly established libraries that comply in year four but fail to meet standards relating to collection size in a  
69 future year may be granted one additional provisional exemption in the first 10-year period of operation,  
70 contingent upon the DCLS Board’s approval of a plan to bring the library back into compliance.

## 71 72 **DCLS Standards Decision Timeline and Appeals Process**

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

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81 Appeals must be made in writing and delivered to: Dane County Library Board, 1874 S Stoughton Rd, Madison, WI  
82 53716. The basis for an appeal shall include one of the following:

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

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

## 92 93 **Responsibilities of the Dane County Library Board**

94 The Dane County Library Board has been designated by the Dane County Board of Supervisors as the County Library  
95 Planning Committee under the provisions of Chapter 43.11(1) Wis. Statutes. Per Wisconsin Statute 43.11 (3), the  
96 following responsibilities are assigned to this body (emphasis added):

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

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

- 117 (d) The plan of library services for a county may **include minimum standards of operation for public**  
118 **libraries in the county**. The county shall hold a public hearing on any standards proposed under this  
119 paragraph. The standards shall take effect if they are approved by the county and the public library  
120 boards of at least 50% of the participating municipalities in the county that contain, according to the  
121 most recent estimate prepared under s. 16.96, at least 80% of the population of participating  
122 municipalities in the county.