



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 09/23/2016

Amended* Post Date:

The following documents are included in the packet for the Finance Committee on September 23, 2016:

- 1) Agenda
- 2) Draft minutes from the 08/25/2016 and 09/14/2016
- 3) Information on Winnefox Library
- 4) Resolution regarding library funding



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Finance Committee Meeting Notice

Date: September 29, 2016 Time: 4:30 PM
The Green Lake County Government Center, County Board Room
571 County Road A, Green Lake WI

Amended* AGENDA

Committee Members

Harley Reabe, Chairman
Larry Jenkins, Vice-Chair
Robert Lyon
*Dennis Mulder**
Joanne Guden

Margaret R. Bostelmann,
Secretary

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 08/25/2016 and *09/14/2016
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Appearances:
9. Open Tax Deed Bids
10. *Removal of personal property from tax deed property parcel 016-01634-0000, W5156 Oxbow Trail, Town of Princeton
11. Treasurer's Monthly Report
12. Department Head Report- Jason Jerome, HHS
13. Refinancing 2009 Notes
14. 2017 Budget
15. Approve 2017 Budget for Publication
16. Resolutions/Ordinances
 - Resolution Regarding Library Funding
17. Budget Adjustments
18. Budget Review
19. Supervisor's Monthly Claims
20. Monthly Vouchers
21. Clerk's Report
 - Relating to Agenda Items
22. Committee Discussion
 - Future Meeting Dates: Regular Meeting October 27, 2016 at 4:30 pm
 - Future Agenda items for action & discussion:
23. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office.

Sincerely,
Margaret R. Bostelmann, County Clerk

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

FINANCE COMMITTEE
August 25, 2016

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 4:30 PM on Thursday, August 25, 2016, in the Green Lake County Board Room. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Harley Reabe
Joanne Guden
Larry Jenkins
Robert Lyon

Also Present: Marge Bostelmann, County Clerk Dawn Klockow, Corporation Counsel
Betsy Amend, Treasurer Linda Van Ness, HHS
Amy Brooks, Highway Becky Pence, Highway
Sheriff Podoll Lori Evans, Sheriff's Office
Jason Jerome, HHS Joy Waterbury, Supervisor
Tony Daily, Berlin Journal

AGENDA

Motion/second (Guden/Jenkins) to approve the amended agenda. Motion carried.

MINUTES

Motion/second(Guden/Jenkins) to approve the minutes of July 28, 2016. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

APPEARANCES

Jon Trautman, CPA, Schenck appeared and presented the 2015 Audit. Trautman reviewed the Management Letter, Financial Report and the Federal Awards and State Financial Assistance Report. Trautman will be at the September County Board to give his report to the full County Board.

OPEN TAX DEED BIDS

There were no bids and Reabe suggested that the Adams Street property be looked at and determine if the sale price can be reduced. This will be discussed at the next meeting.

TREASURER'S MONTHLY REPORT

Amend stated that as of August 17, 2016 the taxes left to be collected are \$949,451.75 which is 2.494% of the total tax roll this compares to 2.129% on the same day in 2015. \$9,510,113.08 was distributed to the State, municipalities, special district and school in the August settlement. On the first working day of September, the Treasurer will issue a certificate number to every parcel with delinquent 2015 taxes.

The sales tax to be deposited on September 1st is \$134,873.04. This is for sales reported in the month of June. Total boat launch fees as of August 18th are \$30,990.99 for 2016.

Amend presented a list of the 2012 delinquent taxes deed parcels. The Committee will tour the tax deed properties on September 14th at 1 PM. The committee thanked Amend for the report.

FUNDING FOR ARMOR VEHICLE

Podoll presented the Armor vehicle bids:

- International Armored Group US \$98,750
- Execarmor \$76,900.

The Sheriff's budget has funds of \$26,900 in 2016, \$25,000 in 2017 and \$25,000 in 2018. That will cover the cost of the armor. The Sheriff is requesting permission to purchase the armor for the vehicle in 2016 with money from the undesignated funds and the Sheriff's budget will reimburse the undesignated fund in 2017 and 2018 with the Sheriff's budgeted funds.

Reabe read the letter from Supervisor Rich Slate stating that there is no funding for the armor vehicle and the money should be used for roads. Sheriff Podoll stated that the money is in his budget and he has planned for the vehicle over three budget cycles.

Motion/second(Guden/Jenkins) to approve payment for the armored vehicle from the Sheriff's office of \$26,900 in 2016 and \$50,000 from the undesignated fund in 2016 with the Sheriff's office budget reimbursing the undesignated fund with \$25,000 in 2017 and \$25,000 in 2018. Motion carried.

DEPARTMENT HEAD REPORT – AMY BROOKS, HIGHWAY

Brooks presented information on the current budget. Highway crews have completed WisDOT cracking sealing and shouldering projects and will be completing a chip seal project on STH 44. The county work crews have been mowing ditches, they have chip sealed over 10 miles of county roads and are working on the County M reconstruction project with paving scheduled for after Labor Day.

2017 BUDGET

The budget summary was reviewed department by department. The total increase in levy is \$1,334,539. Discussion was held on the request to increase the Highway levy by \$423,423. This will be discussed at the next meeting when more updated budget figures are presented.

RESOLUTION/ORDINANCES – None

BUDGET ADJUSTMENTS

Health & Human Services Alzheimer's Family and Care Giver Support contract was amended by an increase of \$1,803.00 from \$5,434 to \$7,502.

Motion/second(Guden/Jenkins) to approve the budget adjustment. Motion carried.

BUDGET REVIEW

The Committee reviewed the revenues and expenditures. Discussion was held.

SUPERVISOR'S MONTHLY CLAIMS

Supervisors' claims: \$4,510.56

Lay People claims: \$0

MONTHLY VOUCHERS

Finance Departments: \$22,365.04

IT: \$2,667.99

Motion/second (Guden/Jenkins) to approve the Finance and IT vouchers and Supervisors' claims. Motion carried.

CLERK'S REPORT

Bostelmann will be presenting a fee schedule of all departments' fees next month.

COMMITTEE DISCUSSION

- **Future meeting dates:** Special meeting to tour tax deed properties – September 14th at 1 PM.
Regular meeting on September 29, 2016 at 4:30 PM
- **Future Agenda:**

ADJOURNMENT

Reabe adjourned the meeting at 6:26 PM.

Submitted by,

Marge Bostelmann
County Clerk

FINANCE COMMITTEE
September 14, 2016

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 1:00 PM on Wednesday, September 14, 2016 in the Green Lake County Board Room. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Harley Reabe
Joanne Guden
Larry Jenkins
Robert Lyon

Also Present: Marge Bostelmann, County Clerk Betsy Amend, Treasurer
John Vande Brink

AGENDA

Motion/second (Guden/Jenkins) to approve the amended agenda. Motion carried.

PUBLIC COMMENTS – None

DISCUSSION OF BUYER'S CERTIFICATE FROM MARINE CREDIT UNION FOR 470 S. BRIDGE STREET PROPERTY

A certificate from Marine Credit union was presented stating that a loan has been applied for by Larry and Lois Rose. The taxes due for all four years will be paid by the loan proceeds.

Motion/second(Jenkins/Guden) not to take the property at this time and to review it at the October meeting. Motion carried.

DISCUSSION OF PAYMENT CONTRACT N2811 PARK RD PROPERTY
JOHN VANDE BRINK – DISCUSSCONTRACT OF N2811 PARK RD PROPERTY

Amend has drafted a payment contract for the property located in N2811 Park Road that will be reviewed by Corporation Counsel Klockow. The Contract will be in John Vande Brink's name. Vande Brink has paid \$8,000 and has agreed to pay \$4,000 per month. \$137,855.41 is the outstanding balance. A letter was presented from Farmers State Bank that they are currently in discussions with Vande Brink regarding a refinance of his property to satisfy the property taxes. Vande Brink explained his intent for the loan and to move forward. Discussion was held on the payment of all taxes when the loan is received.

Motion/second(Guden/Jenkins) not to take the property at this tie and to review it at the November Finance meeting and in the interim, a payment contract be signed. Motion carried.

VIEW TAX DEED PROPERTIES

The Committee left to tour the tax deed properties at 1:20 PM.

- City of Berlin 151 N. Kossuth St.
- City of Berlin: 316 SW Ceresco St.
- Town of Princeton: W5156 Oxbow Trail
- City of Markesan: 102 S. High Street

- City of Markesan: 470 S. Bridge Street
- Town of Green Lake: N2811 Park Rd and parking lot across from N2811

RESUME MEETING AT GREEN LAKE GOVERNMENT CENTER IN THE COUNTY BOARD TOOM AT 3:10

DISCUSSION AND ACTION RELATING TO SELLING THE ADAMS STREET PROPERTY

Discussion was held on the Adams Street property in the City of Berlin that was taken on tax deed last year. The property will be advertised that no minimum bid is required.

Motion/second(Guden/Jenkins) to send letters to the adjacent property owners and neighbors and others that may be interested in purchasing the property stating the property is available for sale. Motion carried.

ACQUISITION OF TAX DEED PROPERTIES

- City of Berlin 151 N. Kossuth Street: *Motion/second(Guden/Jenkins)* to take the property with a minimum bid of \$20,234.53. Motion carried. The assessment is high and is not reflecting that the building was taken down. Amend will see if the assessor can review the 2015 taxes.
- City of Berlin: 316 SW Ceresco Street: *Motion/second(Lyon/Guden)* to take tax deed and set the minimum bid at \$21,242.35. Motion carried.
- Town of Princeton: W5156 Oxbow Trail: *Motion/second(Guden/Jenkins)* to take tax deed and set the minimum bid at \$33,765.59. Motion carried.
- City of Markesan: 102 S. High Street: *Motion/second(Lyon/Guden)* to have Corporation Counsel review and advise on the Federal liens on the property. Motion carried.
- City of Markesan: 470 S. Bridge Street: This will be discussed at the October meeting.
- Town of Green Lake: N2811 Park Rd and parking lot across from N281: This will be reviewed at the November meeting.

COMMITTEE DISCUSSION

- **Future meeting dates:** Regular meeting on September 29, 2016 at 4:30 PM.

ADJOURNMENT

Motion/second(Guden/Jenkins) to adjourn at 3:38 PM.

Submitted by,

Marge Bostelmann
County Clerk



GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Elizabeth A. Amend

Treasurer and Real Property Lister

Office: 920-294-4018

FAX: 920-294-4009

09-19-2016

Memo to Finance Committee:

I am unable to attend the meeting; I am in Mexico on vacation with my family.

The new sales tax figure to be deposited October 1, 2016 was not reported on the State website yet, so I will report it in October.

When the 2015 sale book was run on 9-1-15, we had 493 delinquent taxpayers, with a balance of \$701,954.85 left to collect. That was 1.67% left to collect on the roll.

Boat Launch Report: as of today; \$35,764.53 – Last year at this time is was \$33,051.51.

Tax Deed Property Report: The Finance committee viewed 4 delinquent properties from the 2012 tax year on September 14, 2016 starting @ 1:00 p.m. It was decided to take three of the properties. The fourth property acquisition will be determined on October 27, 2016 after Corporation Counsel researches the federal liens against the property.

Letters were mailed to the surrounding neighbors of the Adams Avenue property in Berlin to notify them of the property being for sale yet with now minimum bid required.

Elizabeth A Amend
County Treasurer

To: Green Lake County Agriculture, Extension Education & Fair Committee
From: Mark W. Arend, Assistant Director, Winnefox Library System
Date: 14 June 2016
Re: 2017 library funding request

Under the terms of the 2012 - 2016 agreement between Green Lake County and Winnefox Library System the directors of the public libraries in Green Lake County are directed to submit a reimbursement request formulated according to the following methodology:

- a) Using the latest Annual Reports filed with the Wisconsin Department of Public Instruction (DPI), the public libraries in Green Lake County shall determine what percentage of the previous year's total circulation is to residents of Green Lake County residing outside of the municipalities which maintain libraries (county rural residents).
- b) The percentage of circulation to county rural residents shall be multiplied by the total operational expenditures of the libraries for the prior year. This figure shall constitute the libraries' request for reimbursement for services to Green Lake County rural residents.

$$\begin{array}{ccccc} \text{Total expenditures} & \times & \text{percentage of circulation to} & = & \text{Green Lake} \\ & & \text{county rural residents} & & \text{County support} \\ (a) & & (B) & & (c) \end{array}$$

Funding for the Winnefox Cooperative Technical Services agency is then added to this figure to determine the total request.

On behalf of the libraries in Green Lake County and using the formula specified in the Green Lake County Library Service Plan Winnefox Library System is submitting a 2017 library reimbursement request of **\$280,950**.

This request does *not* include billing from libraries outside of Green Lake County. Libraries have until the end of June to submit those bills.

The following supporting documents are attached to this request:

- An explanation of how county funding for libraries in Green Lake County is determined
- Figures used in calculation of funding request
- Distribution of requested funds
- Municipal & county support, and rural circulation figures for each library
- Two charts comparing municipal and county library support.
- A chart showing each library's use by rural residents.

COUNTY FUNDING FOR LIBRARIES IN GREEN LAKE COUNTY

The formula used for calculating library funding for Green Lake County attempts to fairly distribute library support among county residents. Our goal is that county rural residents—people not living in one of the six municipalities maintaining a library—pay for library services at a rate similar to residents of those municipalities.

A library's county reimbursement depends on these factors:

- Municipal support
- Total expenditures
- Total and rural circulation

Funding requests always use figures from the *preceding* year to request funding for the *next* year. Funding received in 2017 will reimburse libraries for service provided in 2015.

According to the 2012 - 2016 agreement between Green Lake County and Winnefox Library System, the county librarians formulate their annual funding request to the county for serving rural residents in this manner:

The method we use begins with the amount spent in the previous year by the five county libraries. In 2015 the combined operational expenditures of the five libraries was \$901,057

We also look at how much of the libraries' use was by county rural residents. This year we have included use of Overdrive ebooks and digital audiobooks in our calculations. Use of these materials continues to increase and county reimbursement should reflect this use. Of the 262,520 items checked out by the libraries in 2015, 65,260 or 24.86% were checked out by rural residents.

We then multiplied the combined expenditures of \$901,057 by 24.86%. This gives \$224,003, which is the amount requested for county library reimbursement.

Funding for the Winnefox Cooperative Technical Services (WCTS) agency is then added to this figure to determine the total request. WCTS is funded by Green Lake, Marquette, & Waushara Counties. Each county's funding is determined by a per-capita amount. For 2017 we are requesting \$56,947, or \$2.97 per person living in the county.

Calculating the 2017 County Funding Request

Library	Total Circulation	Total Rural Circulation	Percentage of Total	2015 Expenditures for Operations	Library Resources spent serving Rural Residents
Berlin	104,826	12,572		355,268	
Green Lake	68,442	11,345		213,644	
Kingston	20,716	13,310		71,326	
Markesan	30,035	14,373		134,180	
Princeton	38,501	13,660		126,639	
Total	262,520	65,260	24.86%	901,057	224,003

DISTRIBUTION OF THE 2017 COUNTY FUNDING

\$224,004 Reimbursement to individual libraries for service provided to county residents living outside municipalities with libraries:

Library	2017 Request	2016 Funding	Difference 16 - 17	
Berlin	40,822	42,990	(2,168)	-5.04%
Green Lake	33,599	37,010	(3,411)	-9.22%
Kingston	43,989	40,464	3,525	8.71%
Markesan	62,450	63,048	(598)	-0.95%
Princeton	43,144	45,399	(2,255)	-4.97%
Total	224,004	228,911	(4,907)	-2.14%

\$56,947 Winnefox Cooperative Technical Services (WCTS)

\$280,950 Total County funding for Green Lake County Libraries, 2017

Use of County Libraries by County Rural Residents in 2015

Library	Circulation to Rural Residents	Rural Overdrive	Total Rural including Overdrive
Berlin	11,589	983	12,572
Green Lake	9,802	1,543	11,345
Kingston	12,995	315	13,310
Markesan	12,507	1,866	14,373
Princeton	12,511	1,149	13,660
Total	59,404	5,856	65,260

2015 Municipal & County Support

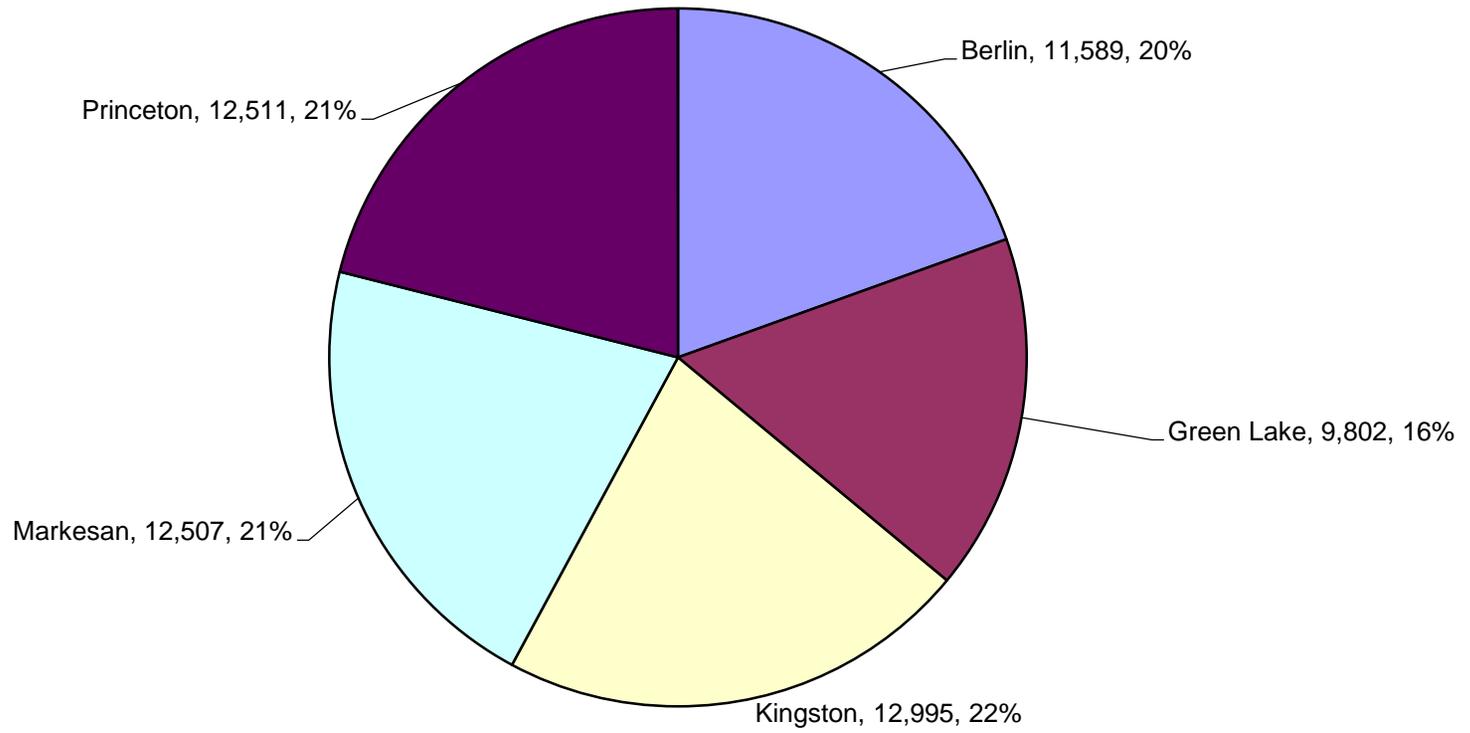
Library	2015 Municipal Appropriation	2015 County Appropriation
Berlin	267,954	52,822
Green Lake	162,202	37,709
Kingston	8,250	42,423
Markesan	65,200	52,696
Princeton	68,569	49,710
	572,175	235,360

Funding for County Libraries

Year	Reimbursement to Libraries for Service to County Residents	WCTS	Library Funding not Including payments to Libraries in Other Counties	Change from previous year
2010	210,808	59,219	270,027	7,000 2.70%
2011	230,149	58,987	289,136	19,109 7.10%
2012	228,071	52,390	280,461	-8,675 -3.00%
2013	226,262	52,390	278,652	-1,809 -0.60%
2014	230,936	53,115	284,051	5,399 1.90%
2015	235,360	53,842	289,202	5,151 1.80%
2016	228,911	55,431	284,342	-4,860 -1.68%
2017 request	224,004	56,947	280,951	-3,391 -1.19%

Year	Reimbursements to Libraries in Adjacent Counties	Change from previous year		Total Library Funding	Change from previous year	
2010	29,860	7,000	2.70%	299,887		
2011	33,316	19,109	7.10%	322,452	22,565	7.52%
2012	34,218	-8,675	-3.00%	314,679	-7,773	-2.41%
2013	35,290	-1,809	-0.60%	313,942	-737	-0.23%
2014	34,046	5,399	1.90%	318,097	4,155	1.32%
2015	32,964	5,151	1.80%	322,166	4,069	1.28%
2016	30,839	-2,125	-6.45%	315,181	-6,985	-2.17%
2017 estimate	30,466	-373	-1.21%	311,417	-3,764	-1.19%

Library Use by County Rural Residents--2015



AGREEMENT

THIS AGREEMENT is by and between **Green Lake County**, a State of Wisconsin Municipal Corporation, hereinafter called "COUNTY," and the Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX."

WITNESSETH

WHEREAS, in accordance with Wisconsin Statutes, Section 43.15(4)(b), the County may participate in a federated public library system if it does all of the following:

1. Adopts and maintains the plan of library service submitted and approved under Section 43.11(3) and 43.13(1).
2. Provides the financial support for library services required under sub. (2). [43.15(2)]
3. Enters into a written agreement with the public library system board to participate in the system and its activities and to furnish library services to residents of those municipalities in the county not maintaining a public library, and

WHEREAS, the plan of library service for a county... (43.11 [3] [c]) shall provide for library services to residents of those municipalities in the county not maintaining a public library under Chapter 43. The services shall include full access to public libraries in the county participating in the public library system. The plan shall specify the method and level of funding to be provided by the county to implement the services described in the plan and shall describe the services to be provided by the public library system and the allocation of state and county aid to fund those services, and

WHEREAS, Winnefox has been organized and operates as a federated public library system within the meaning of Section 43.19 Wisconsin Statutes, and

WHEREAS, Winnefox must, in order to qualify for and maintain its eligibility for state aid, provide all services outlined in Section 43.24(2) of the Wisconsin Statutes; and

WHEREAS, it is in the best interest of Green Lake County to contract with Winnefox to provide for the extension and development of library services described in the Long-Range Plan of Library Service, hereinafter called the Plan, a copy of which is attached.

NOW IT IS HEREBY AGREED as follows:

1. The Green Lake County Board of Supervisors authorizes the Winnefox Library System to negotiate and execute such Agreements as are necessary to implement the Plan attached hereto for the calendar year 2017 and each subsequent year for the plan's life.

- 2 The County agrees to participate in the Winnefox Library System and its activities.

- 3 The County agrees that all of the public libraries in Green Lake County should be compensated for serving Green Lake County residents living outside municipalities that maintain libraries. Accordingly, the Green Lake County Library Advisory Committee, composed of the Directors of the libraries in Green Lake County, shall present an annual funding request based on this formula. It is understood that due to budget constraints the county may not be able to fund the full request in some years.
 - a) Using the latest Annual Reports filed with the Wisconsin Department of Public Instruction (DPI), the public libraries in Green Lake County shall determine what percentage of the previous year's total circulation is to residents of Green Lake County residing outside of the municipalities which maintain libraries (county rural residents).
 - b) The percentage of circulation to county rural residents shall be multiplied by the total operational expenditures of the libraries for the prior year. This figure shall constitute the libraries' request for reimbursement for services to Green Lake County rural residents.

$$\begin{array}{rcc} \text{Total expenditures} & \times & \text{percentage of circulation to} & = & \text{Green Lake} \\ & & \text{county rural residents} & & \text{County support} \\ \text{(a)} & & \text{(B)} & & \text{(c)} \end{array}$$
 - c) The allocation of funds shall be as follows:
 - a) Using figures reported on their most recent annual reports, each library shall determine their cost per-circulation by dividing their total operational expenditures by their total circulation for the service year.
 - b) The cost per-circulation at each individual library shall be multiplied by the library's total non-resident circulation from Green Lake County. The resulting sum, plus any funds for shared services, will constitute that library's share of support from Green Lake County.

- 4 Funds appropriated by Green Lake County shall also provide support for Winnefox Cooperative Technical Services (WCTS) which provides libraries with cooperative ordering, cataloging, material processing, and other services. The WCTS Executive Council with the assistance of the Green Lake Librarians Advisory Committee (LAC) shall determine the WCTS service program and shall submit a budget request to fund the county's share of the service program.

- 5 Green Lake County shall pay funds requested by libraries in adjacent counties under Section 43.12(1) of Wisconsin Statutes.

- 6 Nothing in the funding formula shall preclude the libraries from requesting grant funds or special project funds from the County for a specific purpose. Approval of such a request shall be at the County's discretion.
- 7 The County shall be entitled to membership on the library boards of the participating libraries as provided in sec. 43.60(3), Wis. Stats. The Green Lake County Board Chairman, subject to confirmation by the Green Lake County Board of Supervisors, shall appoint County members to the library boards.
- 8 The County designates the Agriculture, Extension, Education & Fair Committee and the Green Lake County Librarians Advisory Committee as the Green Lake County Library Planning Committee.
- 9 The borrower registration records of participating libraries may be audited by an official of Green Lake County appointed by the Chairman or County Board to ascertain that registration procedures for borrowers are applied equally to both city and county residents and that borrower percentage figures described in the Plan are accurate. This audit may not violate provisions of sec. 43.30, Wis. Stats. regarding confidentiality of library records.
- 10 The parties agree to cooperate to further improve public library service to County residents.
- 11 Winnefox agrees to provide such financial or operational reports of its activities as the County requests.
- 12 Winnefox will present a request for a County library appropriation in accordance with the County's budgeting procedures and will distribute these funds to the participating libraries based on Member Library Agreements and the Plan.
- 13 This Agreement shall go into effect January 1, 2017 and remain in effect through December 31, 2021, the life of the attached long-range plan. This Agreement may be amended at anytime by mutual agreement of both parties. The parties may abrogate it only by following procedures outlined in Wisconsin Statute 43.18.

APPENDIX A: Long-Range Plan of Library Service - Green Lake County 2017 - 2021

ATTACHMENT:

IN THE PRESENCE OF:

GREEN LAKE COUNTY, a State of
Wisconsin Municipal Corporation,
("COUNTY")

By: Harley Reabe, Chair

Margaret R. Bostelmann, County Clerk

Dated: _____

IN THE PRESENCE OF:

WINNEFOX LIBRARY SYSTEM
(WINNEFOX)

By: Kevin DeCramer, WLS Board President

Jeff Gilderson-Duwe, Director

Dated _____

Green Lake County
Long Range Plan of Library Service 2017 - 2021

Statement of Principles:

1. The people of Green Lake County should have convenient access to all library services being provided by all county municipal libraries within the county on the same terms as local municipal residents supporting such libraries. The people should be free to use any or all libraries at their discretion.
2. Nothing in the county plan of service or the formula for reimbursement should inhibit the libraries' ability to aggressively promote the use of libraries by all county residents.
3. The participating libraries recognize a responsibility to provide library services in the most cost effective manner. Each library will initiate or continue a planning process in order to provide the most needed services in the most cost-effective way.
4. The participating libraries recognize that there is an illiteracy problem in the county, and the libraries have a responsibility and an important role to play in community efforts to combat illiteracy.
5. Residents of those municipalities with libraries should be assured access to the other libraries in Green Lake County. No compensation will be necessary when respective use is determined to be *reciprocal*.
6. Residents of Green Lake County should have access to the resources of other libraries within the Winnefox Library System. It is the responsibility of the County to reimburse libraries for that service. (Wis. Stat. 43.11(3)(c)) in accordance with the Plan. No compensation shall be necessary when respective use between the counties is *reciprocal*.
 - a. Green Lake County shall provide reimbursement to Winnefox member libraries serving Green Lake County residents living outside municipalities with libraries at the same level of reimbursement (excluding grants and support for shared services) as is paid to Green Lake County libraries.
 - b. Winnefox Library System member libraries located outside Green Lake County electing to request payment must submit a bill for service provided in the preceding calendar year to the County Library Services Committee by August 1 of each year so that an amount may be budgeted for the following fiscal year.

7. Residents of the Winnefox Library System should have access to the resources of other libraries outside the Winnefox Library System. No compensation will be necessary when respective use between systems is determined to be *reciprocal*.

Library Service Priorities 2017 through 2021:

Residents of Green Lake County enjoy the opportunity of receiving service from five unique libraries located within the county. The priorities and activities listed below are examples of priorities found in individual plans and policies and will be undertaken by one or more libraries.

Priority I: All libraries in Green Lake County recognize the value of establishing reading skills in youth as a basis for lifelong learning and will continue to consider services to children and families to be of primary importance.

Activities:

- a. Establish/strengthen liaisons with other community organizations serving children and families such as Headstart, preschools, WIC, etc.
- b. Develop intergenerational activities such as holding preschool story hours in retirement facilities.
- c. Increase and diversify programming for children and families by holding programs for different ages of children, offering craft programs, and other means.
- d. Offer summer reading programs for all ages
- e. Offer more hands-on activities to encourage more frequent and longer visits to the library by families.

Priority II: The libraries in Green Lake County will remain the center of community life for Green Lake County residents.

Activities:

- a. Provide support for community events by providing resources such as meeting space, publicity, or co-sponsoring activities with other county organizations.
- b. Be a primary resource for community information.
- c. Provide a comfortable atmosphere within libraries for visiting and meeting with neighbors.
- d. Provide services that may not be readily available elsewhere such as tax forms, a copy machine, fax machine, public access computers, etc.

Priority III: Green Lake County libraries will be leaders in providing access to information technology to all citizens of the county, promoting information literacy, and keeping up-to-date with all continuing technology as practical.

Activities:

- a. Provide public access to the Internet and training for those that need it.
- b. Provide computers with word processing software for creating resumes and letters, or for other personal needs.
- c. Promote the use of online resources available through library web pages.
- d. Make sure that all computers within each library are updated frequently so public service is not limited by equipment obsolescence.
- e. Provide public access and assistance to online books and media.

Priority IV: Green Lake County libraries will work closely with local schools and homeschoolers as partners in the educational process.

Activities:

- a. Consult with school staff to obtain information on curriculum needs to provide better resources for students' homework needs.
- b. Provide book talks and other programs in classrooms to encourage students to visit the library.
- c. Encourage class visits to the library including visits from Headstart and preschools.
- d. Sponsor displays on behalf of the schools such as student art works.

Priority V: Green Lake County libraries recognize the need to serve all county residents, including those with disabilities and other special needs.

Activities:

- a. Form partnerships with public and private sector service providers to both assess the needs of disabled individuals in the county and reach those in need of library services.
- b. Continue to ensure that all facilities and technology are accessible to all
- c. Continue to provide home delivery of material.
- d. Support the activities of other agencies in teaching English to non-English speakers.
- e. ~~Work with the Green Lake County Literacy Council to provide learning material for adult new readers in the county.~~ **(remove, the literacy council no longer exists)**
- f. County libraries will provide information in alternative formats

Priority VI: Green Lake County Libraries will facilitate lifelong learning for all county residents.

Activities:

- a. Consider adult learning needs to be a central collection development priority.
- b. Provide quiet areas for study as well as distance learning technology.

- c. Provide programming for adults

Priority VII: Green Lake County libraries will be proactive in meeting changing needs within the county.

Activities:

- a. Library directors will continue to attend Library Advisory Committee meetings and meetings of other community organizations to discuss mutual concerns.
- b. Examine community need and change hours and services as needed
- c. Continually evaluate library usage patterns, discontinuing services that are no longer relevant and implementing new services to meet emerging needs.
- d. Revisit and update the long-range plan on a regular basis.
- e. Stay in touch with governmental officials soliciting their opinions regarding community needs.

Evaluation

Each year, prior to annual funding requests, County Libraries will present a report to the Green Lake County Agriculture, Extension, Education & Fair Committee and County Board detailing progress on service priorities listed above. The committee will be provided with appropriate statistics, and other information, to assess the effectiveness of county libraries.

RESOLUTION NO 2016

Relating to Green Lake County Plan of Library Service, 2017 - 2021

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, Duly assembled at its regular meeting begun on the 18th day of October, 2016, does resolve as follows:

WHEREAS, the current plan for providing library service to residents of Green Lake County expires on December 31, 2016, and;

WHEREAS, the plan of libraries services for a county (Chapter 43.11(3)(c)) shall provide for library services to residents of those municipalities in the County not maintaining a public library, and;

WHEREAS, the plan of Library Services includes goals relating to having all libraries participate in the shared Winnefox Automated Library Services (WALS), and will continue upgrading equipment, software and connections to the participating libraries, and;

WHEREAS, every five years a Long Range Plan of Library Services is presented outlining the Statement of Principles and Library Service Priorities for the next five years.

NOW, THEREFORE, BE IT RESOLVED, that the attached Plan of Library Service for 2017 to 2021 be approved and the County Board Chairman and the County Clerk be authorized to sign same on behalf of the County.

FISCAL NOTE: as described by formula in the attached contract agreement.

2017 Actual Levy Contribution - \$280,950

Roll Call on Resolution No. -2016

Aye , Nay , Absent , Abstain
Passed & Adopted / Rejected this 18th
day of October, 2016

County Board Chair

Attest: County Clerk
Approved as to form:

Corporation Counsel

Submitted by Finance Committee

Harley Reabe, Chair

Larry Jenkins

Submitted by Agriculture, Extension
Education and Fair Committee

Joanne Guden, Chair

Robert Schweder

Patti Garro

Katie Mehn

David Richter

Robert Lyon

Joanne Guden