GENERAL FINANCIAL CONDITION
JEFFERSON COUNTY WISCONSIN
February 1, 2019

Available Cash on Hand

January 1, 2019	$	540,252.82
January Receipts	$	16,862,383.58
Total Cash	$	17,402,636.40

Disbursements

General - January 2019	$	14,924,945.40
Payroll - January 2019	$	2,206,138.20
Total Disbursements	$	17,131,083.60
Total Available Cash	$	**271,552.80**

Cash on Hand (in bank) Feb. 1, 2019	$	1,635,832.07
Less Outstanding Checks	$	1,364,279.27
Total Available Cash	$	**271,552.80**

Local Government Investment Pool - General	$	14,406,001.36
Dana Investments	$	29,039,047.86
Local Government Investment Pool -Clerk of Courts	$	26,882.84
Local Government Investment Pool -Farmland Preservation	$	175,575.30
Local Government Investment Pool -Parks/Liddle	$	84,407.45
Local Government Investment Pool -Highway Bond	$	1,932,605.09
	$	45,664,519.90

2019 Interest - Super N.O.W. Account	$	178.91
2019 Interest - L.G.I.P. - General Funds	$	17,137.44
2019 Interest - DANA Investments	$	61,559.65
2019 Interest - L.G.I.P. - Parks /Carol Liddle Fund	$	176.75
2019 Interest - L.G.I.P. - Farmland Preservation	$	367.66
2019 Interest - L.G.I.P. - Clerk of Courts	$	56.29
2019 Interest - L.G.I.P. - Highway Bond	$	4,046.92
Total 2019 Interest	$	83,523.62

JOHN E. JENSEN
JEFFERSON COUNTY TREASURER

RESOLUTION NO. 2018-_____

Accepting Bid for Construction of a Swine Barn and connected covered animal wash rack at the Jefferson County Fair Park

Executive Summary

The Jefferson County Fair Park is in need of an expanded swine barn and animal wash rack. The Fair Park solicited proposals from contractors and received proposals from three bidders: 1) Walters Buildings, 2) Thorson Building Co. / Wick Buildings, and 3) Bos Design Builders / Cleary Building Corporation. The Fair Park Committee considered these three proposals at its meeting on February 7, 2019 and determined that Bos Design Builders / Cleary Building Corporation was the lowest responsible bidder. The Committee recommended this resolution to be forwarded to the Jefferson County Board of Supervisors to accept the bid of Bos Design Builders / Cleary Building Corporation in the amount of $83,417 which includes a marketing package offset in the amount of $5000.

———————

WHEREAS, the Jefferson County Fair Park is in need of an expanded swine barn and animal wash rack, and

WHEREAS, Jefferson County solicited proposals from contractors to construct a Swine Barn and connected covered animal wash rack at the Jefferson County Fair Park, and

WHEREAS, proposals were submitted by: 1) Walters Buildings, 2) Thorson Building Co. / Wick Buildings, and 3) Bos Design Builders / Cleary Building Corp as follows

Vendor	Net Bid Price
Thorson Building Co. / Wick Buildings	$95,299
Walters Buildings	$93,622
Bos Design Builders / Cleary Building Corp.	$83,417

AND WHEREAS, the Fair Park Committee determined that Bos Design Builders / Cleary Building Corp. is the lowest responsible bidder after taking into consideration the marketing package offset to the bid price.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Administrator is authorized to execute a contact for Construction of a Swine Barn and connected covered animal wash rack at the Jefferson County Fair Park with Bos Design Builders / Cleary Building Corporation for a net cost to Jefferson County of $83,417.

Fiscal Note: $75,000 of this project has been included in the 2019 Fair Park Budget. The balance of $8,147 will be paid through Fair Park fundraising efforts.

Requested by
Fair Park Committee

Addendum: 02-12-19

J. Blair Ward: 02-08-19

REVIEWED: Administrator: _____; Corp. Counsel: _____ Finance Director _____

JEFFERSON COUNTY

Comprehensive Plan and Agricultural Preservation and Land Use Plan

BOARD PRESENTATION
FEBRUARY 12, 2019

SRF

Paul Chellevold, AICP, GISP
Project Manager

Stephanie Falkers, AICP
Lead Planner

Comprehensive Plan Background - What is a Comprehensive Plan?

- Local government's guide to community, physical, social, and economic development

- Creates at least a 20 year vision for future planning and community decisions

- Wis. State Statutes 66.1001 referred to as the Comprehensive Planning Law indicates a plan must address nine elements

- Wis. State Statute 66.1002 states that comprehensive plans must be updated once every ten years

- If county enacts or amends official mapping, subdivision, or zoning ordinance, the amendment must be consistent with comprehensive plan

SRF

What is a Comprehensive Plan?

Guiding Document

Intended for Elected Officials, **Investments in County Systems**

Citizen's Plan **Staff and Residents** Plan for Implementation

Plan for Future Growth Guide for County Decision Making

Protect and Enhance County Amenities **Living Document**

Influence Future Land Use Regulations Develops a County Vision, Goals and Objectives

Built from Community Engagement

Future Vision

SRF

Existing Plans

- We understand the existing plans are still relevant
- Needs to have a full update to address current needs/issues
- Update vision to reflect current stakeholder input
- All ages/all backgrounds
- Guided by Steering Committee
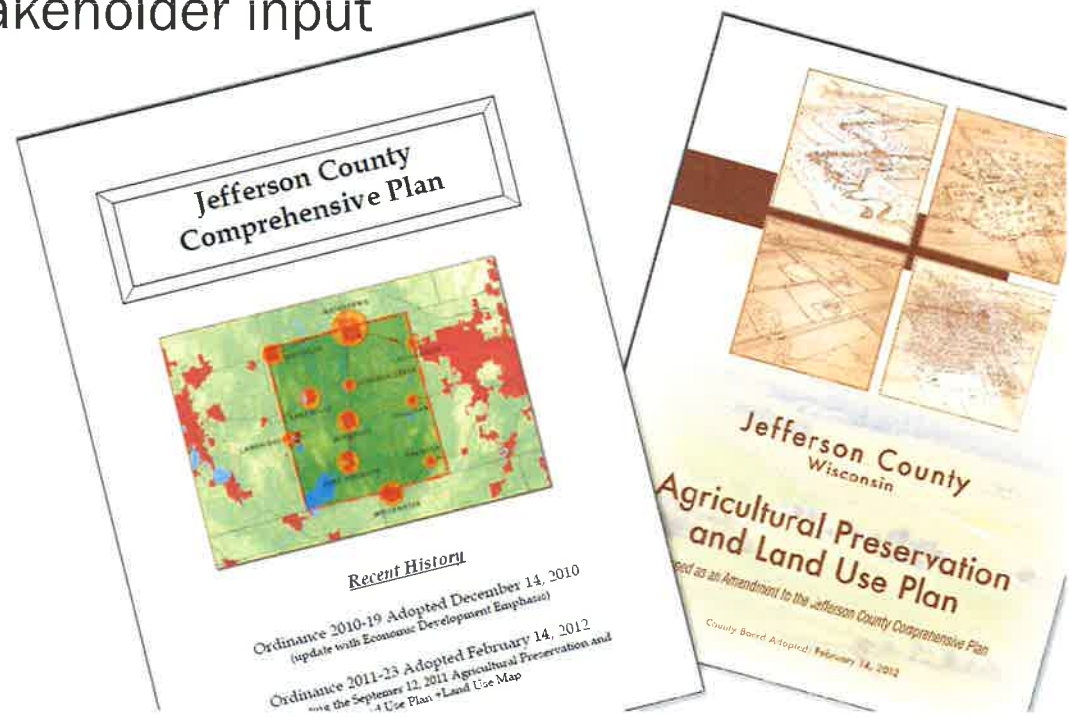
Comprehensive Plan Elements

Issues & Opportunities

Housing

Implementation

Land Use Plans & Regulations

Transportation Facilities

VISION

Intergovernmental Cooperation

Community Facilities & Utilities

Economic Development

Agricultural, Natural & Cultural Resources

SRF
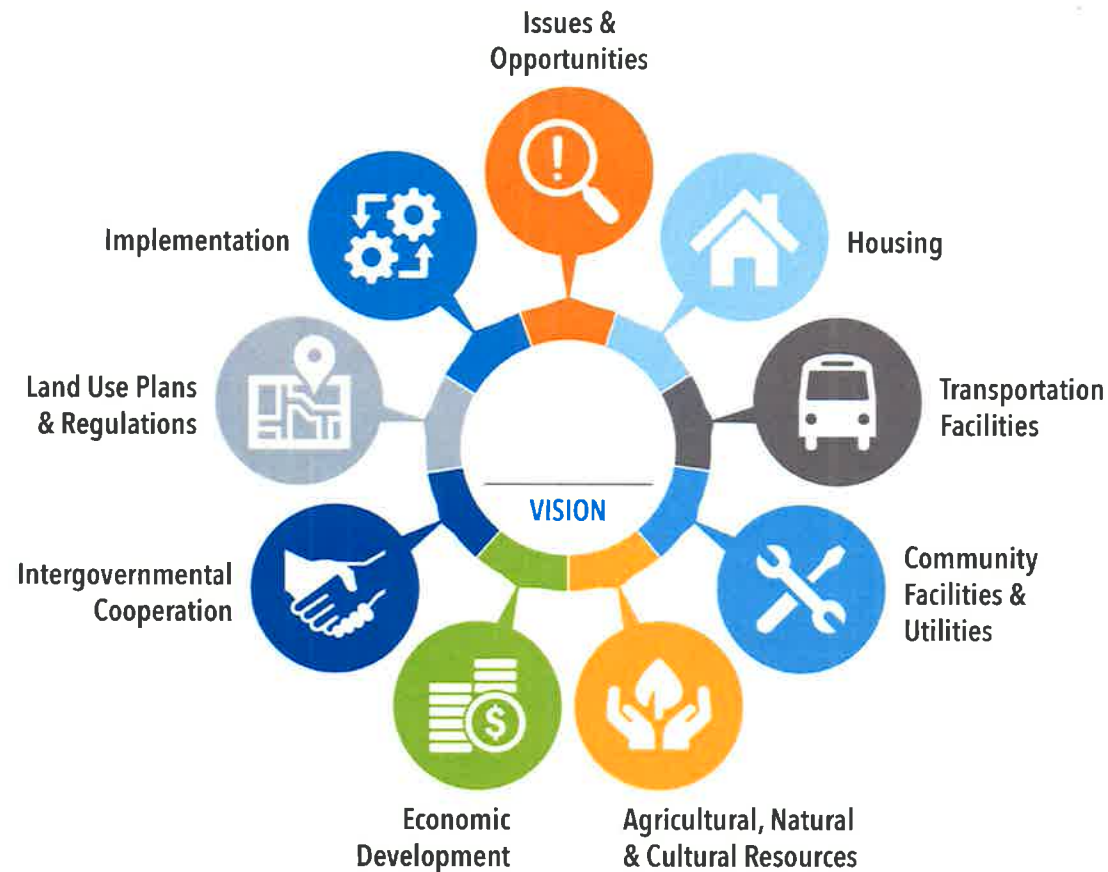
Put together plans that...

Helps preserve the quality of life for Jefferson County residents

Is consistent with vision, goals, objectives, and policies

Guides sustainable and orderly development throughout the County

SRF

Project Process and Roles

- The strongest component to establishing a vision for Jefferson County is participation from those who live and work here.
- Input from those of all ages/all backgrounds
- Guided by Steering Committee

Steering Committee Meetings	Anticipated Purpose of Meeting
Project Kick-Off	Discuss project scope and approach Review upcoming public involvement activities Review schedule and discuss overall issues Discuss initial existing conditions review Review online engagement tool
Public Engagement Review	Review input gathered during initial public engagement efforts Visioning exercises Review county context report
Mid-Project Review	Review land use plan scenarios Discuss plan element strategies Review implementation plan elements
Draft Plan Review	Review draft plan

SRF

Project Approach

STEERING COMMITTEE

Existing Conditions/ Data Collection

Regional Meetings

Goal & Policy Development
- Housing
- Transportation
- Community Facilities & Utilities
- Agricultural, Natural & Cultural Resources
- Economic Development
- Intergovernmental Cooperation
- Land Use

Plan Analysis
- Land Use
- Community Facilities & Utilities
- Agricultural, Natural & Cultural Resources
- Issues & Opportunities

Plan Analysis (Optional Tasks)
- Housing
- Transportation
- Intergovernmental Cooperation

Focus Groups Meetings Regional Meetings

Jefferson County Comprehensive Plan

Open House

SRF

PHASE ONE → PHASE TWO → PHASE THREE → PHASE FOUR → PHASE FIVE

STEERING COMMITTEE

Steering Committee Meetings
- 18 Stakeholder Member Committee representing various County interests
- Meet at key milestones throughout the planning process
- 4 Meetings planned:

- Project Kick Off
- Early Public Engagement Review
- Mid-Project Review
- Draft Plan Review

DATA COLLECTION

Regional Meetings
- Public meetings open to all
- 4 meeting dates and locations
- Presentation and Engagement exercises to:
  - Introduce planning process
  - Gain feedback about strengths and weaknesses

Online Community Survey
- Host an online survey to gain input from residents and stakeholders regarding their desires for Jefferson County
- Survey will be hosted on SurveyMonkey, Wikimaps, or similar platform
- Paper copies of the survey will also be available for distribution

INTERGOVERNMENTAL INTERVIEWS

Municipal Interviews
- Discuss current long-range planning efforts, trends, and issues with municipalities
- Provide an opportunity for each municipality to meet with consultant staff to provide input into planning process

PLAN ANALYSIS

Focus Group Meetings
- Following the completion of updated goals and policies, hold focus group meetings specific to a plan element
- Attendees will represent various positions and sectors of the plan element
- 4 to 5 meetings to be held focusing on the various plan elements:
  - Housing
  - Transportation
  - Community Facilities & Utilities
  - Agricultural, Natural & Cultural Resources
  - Economic Development
  - Intergovernmental Cooperation
  - Land Use Plans Regulations

Regional Meetings - Round 2
- Public meetings open to all
- 4 meeting dates and locations
- Presentation and Engagement exercises to:
  - Update residents of the plan's progress
  - Review and discuss preliminary findings of the plan analysis
  - Identity areas that require additional refinement
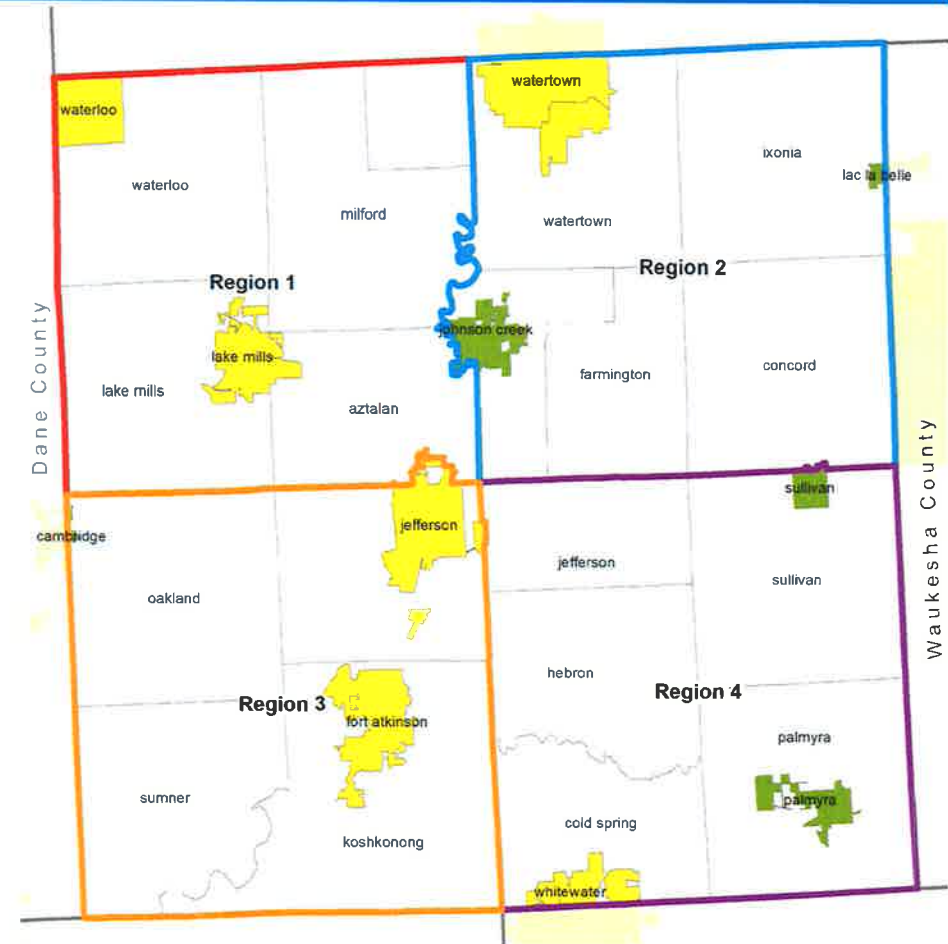
DRAFT PLAN

Open House
- Public open house open to all
- Provide the draft plan for review prior to the meeting
- Opportunities for residents and stakeholders to ask questions and provide feedback about the draft plans

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Regional Meeting Format

- Provide additional meeting times and locations

- Provides insight on issues specific to different geographies

Project Schedule

Task	2018 Dec	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr - Sep
Project Management																
General Project Management																
Steering Committee Meetings		★				★					★					★
Existing Conditions/Data Collection																
Review Past and Current Planning Reports and Studies																
Gather Demographic and Economic Data																
Gather Physical Information/GIS/and Mapping Data																
County Context Report																
Public and Stakeholder Engagement																
Kick-Off Meeting	★															
Regional Meetings				★	★ ★	★										
Focus Group Meetings									★ ★	★ ★						
Draft Plan Open House														★		
Project Website and Social Media																
Online Community Survey																
Visioning, Goals, Objectives and Policies																
Goals and Objectives Review																
Strengths, Opportunities, Weaknesses, Threats																
Develop Vision and Goals																
Plan Elements																
Existing Land Use Map																
Population/Employment Projections																
Future Land Use Plan/Map																
Land Use and Development Strategies																
Transportation Plan																
Housing Plan																
Intergovernmental Cooperation						★										
Implementation																
Implementation Measures																
Plan Development																
Draft Plan													★			
Final Plan & Production																★
Contingency Support Service Tasks																
Additional Regional Meeting					★											
Additional Round of Regional Meetings						★ ★	★ ★									
Additional Focus Group Meting									★							
Support Services																

SRF

QUESTIONS?

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Stephanie Falkers

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SRF

Plan for Jefferson County Library Services 2019-2021

The Jefferson County Library Service works to support and strengthen our municipal libraries so that *all* county residents receive quality public library service.

Background

Chapter 43 of the Wisconsin Statutes established the state's policy regarding public libraries. Because Chapter 43 outlines certain responsibilities for counties, it is important to note that this policy emphasizes:

- The importance of providing all of Wisconsin residents with free access to knowledge, information, and diversity of ideas;

- The critical role played by public, school, special, and academic libraries in providing that access;

- The major educational, cultural, and economic asset that is represented in the collective knowledge and information resources at the libraries in Wisconsin;

- The importance of public libraries to the democratic process; and

- That the most effective use of Wisconsin's library resources can occur only through interlibrary cooperation among all types of libraries and with the effective use of technology.

County Profile

Jefferson County is located in Wisconsin's southeastern quarter, with an area of 583 square miles. The towns of Aztalan, Cold Spring, Concord, Farmington, Hebron, Ixonia, Jefferson, Koshkonong, Lake Mills, Milford, Oakland, Palmyra, Sullivan, Sumner, Waterloo and Watertown; the cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; and the villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra and Sullivan form the county's political subdivisions.

Watertown, Whitewater, Cambridge and Lac La Belle municipal boundaries cross county lines. Watertown is partially in Dodge County. Whitewater is partially in Walworth County. Cambridge is partially in Dane County and Lac La Belle is partially in Waukesha County.

Approximately 43% of Jefferson County's residents live in rural areas. For this plan's purposes, rural residents are defined as residents who live in municipalities (such as townships and villages) in the county that do not maintain a public library. In Jefferson County those areas are shown in Table 1 below.

Table 1. Municipalities without libraries

Towns	Villages
Aztalan	Lac La Belle
Cold Spring	Sullivan
Concord	
Farmington	
Hebron	
Ixonia	
Jefferson	
Koshkonong	
Lake Mills	
Milford	
Oakland	
Palmyra	
Sullivan	
Sumner	
Waterloo	
Watertown	

County Library Service Profile

Jefferson County maintains a library service under the authority of Wisconsin Statutes 43.57 and 43.58. The governing body of the Jefferson County Library Service is the Jefferson County Library Board. It was established by the Jefferson County Board of Supervisors in 1979. It consists of seven members appointed by the Jefferson County administrator and confirmed by the Jefferson County Board of Supervisors. The composition, powers, and duties of the Jefferson County Library Board are prescribed in Wisconsin Statutes. The Jefferson County Library Board meets approximately 2-4 times a year to plan, evaluate services, prepare the county budget request, decide on the distribution of county funds, and act on matters in regard to the Bridges Library System. More information about the county library service is available at https://jeffersoncountylibraries.info/

There are nine public libraries in the county providing library service to the residents of Jefferson County. A resident may visit any of these public libraries to seek information, materials, and services. The Dwight Foster Public Library in Fort Atkinson currently serves as the resource library for Jefferson County. The resource library designation is determined annually by the Jefferson County Library Board. The nine Jefferson County libraries are: Cambridge Community Library, Dwight Foster Public Library (Fort Atkinson), Jefferson Public Library, Johnson Creek Public Library, L.D. Fargo Public Library (Lake Mills), Powers Memorial Library (Palmyra), Karl Junginger Memorial Library (Waterloo), Watertown Public Library, and Irvin L. Young Memorial Library (Whitewater).

Jefferson County, through the Jefferson County Library Board, contracts with these nine municipal libraries to provide library services. As a result of that contractual process, rural residents have equal access to services at any of the nine municipal libraries in the same manner as the residents of those municipalities.

On January 1, 2016, the Jefferson County Library Service joined with the libraries of the former Waukesha County Federated Library System to form the new Bridges Library System, consisting of eight libraries in Jefferson County (excluding the Cambridge Public Library, which is a member of the South Central Library System) and the 16 libraries of Waukesha County. Prior to this, from 1980 to 2015, the eight libraries of Jefferson County were part of the Mid-Wisconsin Federated Library System, along with the libraries of Dodge and Washington counties.

Public library systems are organized according to Wisconsin Statutes 43.13 through 43.24. The Bridges Library System is funded by state aid monies. Library system services include: management of the shared automation system and consortium, interlibrary loan, van delivery, continuing education, grants for specific purposes, special needs services, technology assistance and cooperative agreements with other library systems. County libraries receive significant benefits by virtue of their library system membership.

Planning Process

Before 1979, many Jefferson County residents did not have access to library services. At that time, the county had seven municipal libraries supported by municipal taxpayers. Most residents who lived in municipalities without libraries did not contribute any financial support for libraries. Some municipal libraries were beginning to charge non-municipal county residents a user fee. In early 1978, a planning committee was formed by the county to study the issue. The county library plan that was approved required that all citizens of the county have equal access to a public library. That plan was in effect until 1994 when the county library plan was rewritten. A new library plan was written in 2000 and adopted for the 2001-2006 time period. It was revised for the 2008-2012 time period. In 2009, county administrator Gary Petre asked the Jefferson County Library Board to conduct an operational audit. The board responded by engaging Professor Steve Grabow, planning specialist with the UW-Extension, to lead it through a comprehensive, yearlong review process. Those meetings, together with the follow-up work done in 2011 and 2012, laid the foundation for the 2012-2015 plan.

In July 2015, the service plan was updated for 2016-2018. It was adopted at the November 11, 2015, Jefferson County Library Board meeting after a public hearing, to which representatives of each public library in the county were invited, was conducted. The plan was submitted to the Jefferson County Board of Supervisors for approval and

was then provided to the Division for Libraries and Technology (DLT) in the Department of Public Instruction (DPI) at the state of Wisconsin.

Goals and Objectives

1. **Extend quality library services to Jefferson County citizens without regard to geographical or physical boundaries.**

    A. **Provide, and ensure access to, a full range of library services. Currently, all residents benefit from the following library services:**

    - Skilled staff
    - DVDs, audiobooks, and music discs
    - Internet and wireless access
    - Meeting rooms
    - Reference materials and services
    - Job search information and assistance
    - Magazines and Newspapers
    - Fax service
    - Community information
    - Summer reading programs
    - Local history resources
    - Local author archives
    - Exam proctoring
    - Die Cutting service
    - Spanish language collections
    - Resume assistance
    - Wi-fi hotspots to check out
    - Independent study areas
    - "Library of Things", such as kayaks, seeds, dolls (See: https://en.wikipedia.org/wiki/Library_of_Things)
    - STEM kits
    - Books/e-books
    - 'Maker' spaces
    - Digital materials
    - Licensed databases
    - Training on technology
    - Interlibrary loan
    - Photocopiers/scanners
    - Computers
    - Early literacy programs
    - Programs for all ages
    - Large print books
    - Tax forms
    - Laminating service
    - Home delivery service
    - Book discussion groups
    - Audiovisual equipment
    - Web and mobile library access
    - Literacy services

    In 2017, a total of 924,606 books, magazines, DVDs, compact discs and other library materials were checked out of the county's libraries. Of those items, 193,266 (or 21%) were checked out by rural residents. This percentage of usage by rural residents has been stable for many years.

    B. **Support and help fund county libraries' use of technology to expand library access.**

    Libraries have stayed true to their mission even as they have embraced the extraordinary changes wrought by rapidly developing technologies. Indeed, their role as an informational and educational resource for all of our citizens is

as important as ever, even though the delivery mechanisms are profoundly changing. As more governmental and non-governmental organizations and businesses put their content and information on the Internet, access to those web-based platforms becomes critical. To meet this need, all county libraries offer Internet access for the public via high speed data lines and all libraries also provide free access to premium content such as Ancestry.com. This offers county residents "value added" Internet access and thereby makes quality information available to all regardless of age, wealth, social status, gender, political or religious belief. All libraries offer wireless access within their buildings as well as remote access to the library catalog. Individual libraries have websites and the county library service maintains a website as well. These websites should have links to each other for maximum exposure. Mobile access to library resources is important. Internet access is extended outside the library via circulating wi-fi hotspots.

With more than 9.3% of the population living in poverty in Jefferson County[1], libraries provide an essential service, helping bridge the gap in the growing digital divide. Providing equitable, public access to an array of technologies, including the Internet, shared catalogs, and computers as tools for living in a modern day world, is an important service goal for county libraries. Implementing technologies to improve library efficiency and effectiveness is also important as all county libraries strive to make the best use of tax dollars while providing the best possible library service.

In January 2016, when the eight Jefferson County libraries joined the new Bridges Library System, they thereby also joined an automation consortium called CAFÉ, merging the catalogs of the 24 member libraries. Automation partnerships provide cost savings to our libraries through economies of scale, while also increasing access to materials for all county citizens.

In some years, the county has allocated funds for capital purchases to assist municipalities with technology improvements in their libraries. The past requests to the county for capital funding have been irregular. A four-year plan was created in 2012 to provide for more consistent funding for critical technology needs. Looking ahead, the county library board will work with the County on developing a five year technology capital budget.

C. Encourage county libraries to meet or exceed the service guidelines setting forth expectations for excellence.

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[1]United States Census Bureau
(https://www.census.gov/quickfacts/fact/table/jeffersoncountywisconsin/PST045216)

In 2012, the county library board adopted a set of guidelines setting forth the board's expectations for excellence in all the county libraries. All libraries are asked to present the guidelines to their library board of trustees for review and consideration. The guidelines should be reviewed when the service plan is reviewed.

D.   Support sharing among county libraries.

Encourage communication among the county libraries so that sharing of materials, ideas, programs, staff, and solutions is maximized.

E.   Advocate for library system membership benefits that strengthen county libraries.

The county library board should conduct an annual review to ensure the current library system is meeting the needs of the Jefferson County libraries.

F.   Take advantage of opportunities to create collaborations and partnerships that improve county libraries' abilities to offer services.

County libraries should seek partnerships with community organizations and other agencies wherever the relationships might enhance and promote the services they can offer.

2.   Continue to seek equitable funding for library services in Jefferson County.

A.   Seek to provide a "fair share" reimbursement to all public libraries in the county for rural usage by utilizing a formula reviewed by the Jefferson County Library Board when the service plan is reviewed.

Since 1979, Jefferson County has taxed its rural residents so that those residents would have access to all municipal library services available within Jefferson County.

Municipalities within Jefferson County that already tax themselves to provide support for their municipal library may exempt themselves from the county library tax providing they meet the requirements specified in S.43.64 (2). All municipalities in Jefferson County have historically done so.

As a result, the county tax is assessed on rural residents only and is a non-countywide tax. This has allowed the county library levy to be excluded from any county tax levy restrictions that the county must follow.

In 1992, Jefferson County first met its goal of reimbursing county libraries 100% of the average cost to provide library services to its rural residents. Since that time, its commitment to "fair share" funding (paying for library services at a rate equitable with municipal residents) has made a significant difference in the quality of libraries throughout Jefferson County. Beginning in 2008, the annual county library budget request was determined by a formula that multiplied the number of each library's rural circulations by the average countywide cost per circulation during that year. The countywide cost per circulation average was then used to reimburse each county library based on its rural circulations. Each library was guaranteed by state law a reimbursement rate of at least 70% of its costs. Most libraries received a rate higher than that. The goal was that Jefferson County tax at a rate of 100% of the aggregate costs per circulation so that the "fair share" partnership between the county and the municipalities was maintained.

From 1995 through 2007, Jefferson County maintained an annual contractual agreement with the Oconomowoc Public Library which reimbursed that library for use by rural residents of Jefferson County in recognition of county residents' wish to use that library. This request for funding was added on to the top of the total budget request each year. It provided important access for those Jefferson County residents who lived in the far eastern portion of the county, many of who reside in the Oconomowoc Area School District.

In 2006, state law changed, requiring counties to pay adjacent county libraries; as a result, beginning in 2008 a separate contract with Oconomowoc became unnecessary. That change, which was signed into law on May 19, 2006, is known as Act 420. A key provision of the law extended to all adjacent counties the requirement that counties reimburse public libraries for the cost of serving county residents which live in areas of the county without public library service. All libraries in counties adjacent to Jefferson County (who serve Jefferson County residents living in municipalities without libraries) that make a valid claim for reimbursement by July 1, are included in the county library budget request for the following year.

In 2017, the Jefferson County Library Board adopted a new funding formula. The distribution portion of the formula was revised to add in a safety net factor thereby stabilizing library payments. The collection portion of the funding formula was also simplified. A description of the current formula is shown in Appendix A.

B.   Continue to provide funding for central services such as the county library contract and the board expenses.

In addition to cash reimbursement to libraries, each year the Jefferson County Library Service budget includes a small amount of funding for library board activities such as meetings and mileage and the annual contract with a county resource library.

C.   Charge the resource library with annually collecting and verifying adjacent county library requests and submitting valid requests for reimbursement in the following year's budget request.

Although the statute indicates that the county clerk is the recipient of the requests, the county clerk can assign the tasks to the county library service. The county library board has offered the services of the county resource library to do all the necessary work related to adjacent county requests for reimbursement. Because it saves the county clerk considerable work and because the county resource library staff has the library knowledge needed to carefully examine and verify all requests, this arrangement has been financially beneficial for the county and should be continued.

Since 2016, some of the adjacent county reimbursement tasks are handled by the Bridges Library System, to be overseen by the county library administrator.

D.   Ensure that county payments to municipal libraries for providing services are disbursed by March 1st each year per s.43.12(1).

The Bridges Library System, in conjunction with the county library administrator, will send contracts for service to the Jefferson County libraries each year after the budget is adopted with a deadline for return on or before February 1st of the following year so the county can process their payments prior to March 1st.

Each year, the county resource library (or the Bridges Library System) will provide to the county an itemized payment schedule detailing approved amounts for all county and adjacent county libraries as soon as possible after the budget has been adopted.

E.   Encourage the Division for Libraries and Technology (DLT) to review the statute regarding reimbursement for adjacent county library service and recommend that a threshold for reimbursement be established whereby libraries with significant impact are reimbursed and libraries with incidental usage are not.

Act 420 became legislation with the important goal of helping to correct unfair burdens on local libraries that were serving patrons in neighboring areas and not receiving commensurate funding.   The legislation has been in effect since 2006. In the years since then, the requests for funding from Jefferson County have included reimbursement for as little as $7. The county library board will seek to communicate with the DLT the view that there is a need for revision of the statute creating a threshold for billable funding.

F.   Encourage the Division for Libraries and Technology (DLT) to review the statute regarding reimbursement for adjacent county library service and recommend that a May 1st deadline for requests be established.

The annual county budget request is due in July. A July 1st deadline for adjacent county requests means that preparing, presenting and getting the budget approved by the county library board is on a very tight timeline. July 1st seems to be an arbitrary date since all library annual reports are due in mid-February at library systems' offices. With a July 1st deadline, there is little room for error, and some requests come from libraries needing verification or clarification. There have even been instances where requests have been sent to the wrong place. The budget request has had to be redone due to last-minute requests three separate years. Moving the deadline to May 1st would not be a burden to libraries and would allow appropriate time for the budget process to take place for counties.

3.   Investigate methods for best measuring library use.

A.   Continue to explore measurement beyond circulation statistics. Support and encourage the DLT to explore ways to best measure library use for funding purposes.

Ironically, at the same time that libraries have become "institutions without walls" offering access to worldwide, web-based information, they are also increasingly recognized as critical community facilities, providing essential community gathering spaces and services. How to best capture and measure new ways people use libraries is an ongoing challenge and should be studied.

B. **Encourage all county libraries to track the number of annual patron visits.**

Patron visits are an increasingly important way to measure library usage. Using a "people counter" to physically count the people who enter the library is a way to capture foot traffic. Comparing library circulation statistics and patron visit statistics, particularly over time, guides library boards in decision-making.

4. **Educate stakeholders about the state of and need for county library services.**

A. **Report to the Jefferson County Board of Supervisors on an annual basis or as-requested.**

There is an annual appearance of the county library board and librarians to the finance committee but the county library board president and/or the county library administrator are available to appear before the County Board of Supervisors at any time.

B. **It is expected that county library directors attend county library board meetings.**

The county library board depends on feedback and direction from local librarians to guide them in their decision-making. Attendance at county library board meetings is considered important and is set forth as an expectation in the county library contract. While occasional meetings might be missed, prolonged absences are not allowed. Per the county contract for library services that each library signs annually, "*the Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve county library services.*"

C. **County library directors are encouraged to share county library information with their local library boards.**

Updates from the county library service to the local library board are important and help "close the loop" on the exchange of important information.

D.   Maintain and expand the Jefferson County Library Service website.

The county library service website is located at the following URL:
https://jeffersoncountylibraries.info/
It was updated in 2017 and is now linked to the county's website. Key documents such as by-laws, library guidelines, and a trustee orientation guide are accessible at this site along with other useful county library service information.

E.   Offer to have a county library board member or the county library administrator attend a municipal library board meeting for support.

At any time, a county library director may request a visit from the county library administrator or a county library board member.

F. Make County appointments to local library boards as authorized under WI Stat. 43.60 when feasible and with input from local libraries.

To increase engagement with and communication between local libraries and the county, an effort will be made to explore the opportunity provided in the statute that allows counties to make appointments to local library boards in proportion to their share of funding. The county will consider current library board composition, library board size as well as availability of qualified board members.

Review of the Plan

Before the end of 2021, efforts to review and revise this plan will be made for the following year.

Contact Information

Jefferson County Library Service
% Dwight Foster Public Library
209 Merchants Avenue
Fort Atkinson, WI 53538
920-563-7790

Jefferson County Library Funding Formula Description

Formula to Determine County Library Budget Request Amount – *Collection Formula:*
Step 1: Calculate the previous year's percentage of circulations to residents who live in municipalities without libraries. These residents are referred to as True Non-Residents (TNR). This is done by dividing the total number of circulations made at county libraries to residents who live in municipalities without libraries (TNR) by the total number of circulations made at the county libraries. PERCENTAGE CIRCULATION ATTRIBUTED TO TNR (TNR%)
Step 2: Sum the county libraries' operating expenditures as reported on the previous year's state required, filed annual report. OPERATING EXPENDITURES (OE)
Step 3: Multiply the percentage of circulation made by residents who live in municipalities without libraries (TNR) by the total operating expenditures to determine the base allocation. BASE ALLOCATION (BASE)
Step 4: Add in adjacent county library requests made by July 1. ADJACENT COUNTY LIBRARY REQUESTS (ADJCO)
Step 5: Add in county library board administrative costs (ADMIN)

TNR% x OE = BASE + ADJCO + ADMIN = Total Collection Formula Amount
to use for budget request

Formula to Determine County Library Payments - *Distribution Formula*:
Step 1: Determine minimum amount of funding for each library required under statute (as a result of WI Act 150) for each library. ACT 150 AMOUNT
Step 2: Examine each library's prior year county allocation. Calculate either a 5% or $5,000 reduction from this amount—whichever has the lesser impact on the library. HOLD HARMLESS AMOUNT.
Step 3: Determine the rural compensation amount for each library by multiplying the number of circulations to people who live in municipalities without libraries by the prior-year actual county-wide dollar rate per-item-borrowed (also known as the county-wide cost per circulation), using data from the libraries' previous year's state annual report. RURAL COMPENSATION AMOUNT
Step 4: Compare each library's RURAL COMPENSATION AMOUNT (step 3) with their ACT 150 AMOUNT (step 1) and the HOLD HARMLESS AMOUNT (step 2). Libraries with either a higher ACT 150 AMOUNT or a higher HOLD HARMLESS AMOUNT than their RURAL COMPENSATION AMOUNT receive the highest amount calculated. This caps the loss for these libraries, but also makes them ineligible to receive additional funds in a SECONDARY ALLOCATION.
Step 5: If a library's RURAL COMPENSATION AMOUNT is more than their HOLD HARMLESS AMOUNT and their ACT 150 AMOUNT, the library is eligible for a

SECONDARY ALLOCATION. The amount of funding remaining for the SECONDARY ALLOCATION amount is determined by subtracting the total for all libraries in step 4 of the distribution formula from the total appropriation for in-county libraries as determined by the Library Collection Formula.

Step 6: After removing libraries not eligible for the SECONDARY ALLOCATION, the remaining libraries' RURAL COMPENSATION AMOUNTS are apportioned by share to reflect each libraries proportional percentage of circulation to citizens who live in municipalities without libraries.

Step 7: The final distribution payment for each library is the highest of their ACT 150 AMOUNT, HOLD HARMLESS AMOUNT, or proportional allocation amount calculated in Step 6.