

Bridges Library System
Membership Agreement for Waukesha County Libraries

General Agreement and Purpose:

The Bridges Library System Board and the **Mukwonago Community Library**, as member, do hereby enter into an agreement for the purpose of providing library service to all residents of the library system through local participating public libraries by creating a system of reciprocity of library services and facilities for all residents of Waukesha and Jefferson Counties.

1. Definitions

- A. **System Board** means the body established by the Waukesha and Jefferson County Boards in accordance with ss.43.19 Wis. Stats. and known as the Bridges Library System Board. It consists of the minimum number of board members allowed in the statute, apportioned by population, and appointed in accordance with the ss. 43.19 (1) b.
- B. **Member Library** means the participating public library within the System organized under ss.43.52 or 43.53 of Wisconsin Statutes and which has entered into an agreement with the Bridges Library System. There are 24 member libraries.
- C. **Resource Library** means the participating public library designated by the System Board for the purpose of performing specific functions related to interlibrary loan and reference referral as outlined in ss.43.24(2) Wis. Stats. The City of Waukesha's Public Library shall serve as the System Resource Library for the Bridges Library System and shall agree to cooperate with the Library System Board and member libraries in developing and improving System-wide services.
- D. **Resident** means a person residing in one of the communities directly supporting a public library.
- E. **County-taxed Resident (also known as TNR or True Non-Resident)** means a person residing in one of the communities without its own library which is taxed by its county for the purpose of reimbursing libraries for use made of libraries by these residents.
- F. **Crossover circulation** shall mean the borrowing of library materials at a Bridges Library System library by persons who live in a county community other than where the library utilized is located.
- G. **County Tax** means a tax levied by a county pursuant to ss.43.64(a), Wis. Stats. for library services if it meets the conditions specified in ss.43.15(4)(b), Wis. Stats.

- 47 H. *Exemption from County Tax* means the exemption a municipality receives from
48 the county tax levy for library service if, during the year the levy is made, the
49 municipality appropriates and expends for a library fund a sum at least equal to the
50 sum of the municipality's share of the sum levied by the county board for public
51 library service in the prior year pursuant to ss.43.64, Wis. Stats. In order to be
52 exempt from the county tax, a municipality must achieve compliance with the
53 minimum standards adopted by the Waukesha County Board in the Library
54 Services Plan if approved by local library boards as provided in the Library
55 Services Plan.
56
- 57 I. *Municipal Appropriation* means the annual tax that a municipality levies pursuant
58 to ss.43.52, Wis. Stats.
59
- 60 J. *System* means the Bridges Library System.
61
- 62 2. **System Responsibilities**
63
- 64 A. Written agreements to provide, to any resident of the System area, the same library
65 services, on the same terms, that are provided to the residents of the municipality or
66 county that established the member library, except for the group programming
67 preference authorized under ss.43.15(4)(c)4., Wis. Stats. and to provide for the
68 interlibrary loan of materials among all participating public libraries, as evidenced
69 by agreements with those libraries.
70
- 71 B. Backup reference, information and interlibrary loan services from the System
72 Resource Library, including the development of an access to specialized
73 collections, as evidenced by a written agreement with that library.
74
- 75 C. Referral or routing of reference and interlibrary loan requests from libraries within
76 the System to libraries within and outside the System.
77
- 78 D. In-service training for, and professional consultation with, participating public
79 library personnel and trustees.
80
- 81 E. Rapid and regular delivery and communication systems for participating public
82 libraries as evidenced by a written plan and service program.
83
- 84 F. Electronic delivery of information and physical delivery of library materials to
85 participating libraries.
86
- 87 G. Service agreements with all adjacent library systems.
88
- 89 H. Professional consultant services to participating public libraries and counties as
90 evidenced by a written plan and a service program.
91



- 92 I. Any other service programs designed to meet the needs of participating public
93 libraries and the residents of the System area, as determined by the public library
94 system board after consultation with participating public libraries.
- 95
- 96 J. Continuous planning with the Division for Libraries and Technology (DLT) and
97 with participating public libraries and counties in the area in regard to developing
98 collections, services, and programs to meet member libraries' needs.
- 99
- 100 K. Promotion and facilitation of library service to users with special needs.
- 101
- 102 L. Cooperation and planning with other types of libraries in the System area, which
103 results in agreements with those libraries for the appropriate sharing of library
104 resources to benefit the clientele of all libraries in the System area and a written
105 plan for furthering cooperative activities among all types of libraries.
- 106
- 107 M. Continuous planning with the Division for Libraries and Technology (DLT) and
108 with participating libraries and counties in the area in regard to the library
109 automation and technical services as evidenced by a written plan.
- 110
- 111 N. That, if the System reimburses a participating public library for the costs of
112 providing interlibrary borrowing services to an individual who holds a valid
113 borrower's card of another participating public library, the reimbursement from
114 state sources shall not exceed the actual costs incurred by the public library in
115 providing such services.
- 116
- 117
- 118 **3. Member Library Responsibilities**
- 119
- 120 To be eligible for System membership, and the services described above, participating
121 libraries agree to meet the following requirements:
- 122
- 123 A. Be established under Chapter 43, Wisconsin Statutes.
- 124
- 125 B. Be located in a county that participates in a public library system.
- 126
- 127 C. Be authorized by its municipal governing body or county board to participate in the
128 public library system.
- 129
- 130 D. By written agreement with the System Board, participate in the System and its
131 activities, participate in interlibrary loan of materials with other System libraries
132 and to provide, to any resident of the System area, the same library services, on the
133 same terms, that are provided to the residents of the municipality or county that
134 established the member library. This subdivision does not prohibit a municipal,
135 county, or joint public library from giving preference to its residents in library
136 group programs held for children or adults if the library limits the number of
137 persons who may participate in the group program.

- 138
139 E. Employ a head librarian holding current and appropriate public library certification
140 from the Department of Public Instruction. Allow attendance by appropriate staff
141 at cooperative in-service workshops run by the System for continuing education in
142 library services.
143
144 F. Honor valid borrower's cards from other System libraries, and those libraries in
145 library systems with which the System Board has intersystem agreements.
146 Libraries shall issue library cards according to mutually agreed upon procedures, to
147 county residents who live outside a municipality that supports a public library
148 directly.
149
150 G. Loan materials to other System libraries based on System-adopted procedures.
151
152 H. Accept the return of materials borrowed from other participating System libraries
153 for pickup by System delivery service, and permit local materials to be returned to
154 other participating System libraries. Exceptions may be made for audio-visual and
155 other agreed upon short circulation materials. The library where materials are
156 returned shall retain income from fines.
157
158 I. To maintain and provide complete and accurate records as directed by the System
159 Board and the state Division for Libraries and Technology of all expenditures
160 relating to the System and to account in full for all funds appropriated to it in
161 accordance with acceptable accounting procedures.
162
163 J. The library's annual report shall be presented to the System and the State Division
164 for Libraries and Technology.
165
166 K. All records regarding circulation shall be maintained in an orderly fashion, as
167 required by the System, and shall be presented to the System in an annual report.
168 Members shall conduct operations and library services in accordance with accepted
169 library procedures.
170
171 L. Agree to other requirements of Chapter 43, Wisconsin Statutes as they pertain to
172 member libraries.
173
174 M. Recognize state standards as prescriptive measures to encourage quality library
175 services.
176
177 N. Comply with all numerical standards as adopted by the Waukesha County Board in
178 the County Library Services Plan.
179
180
181
182
183



184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227

4. Library Funding

- A. *Control and custody of funds.* The library must deposit all general tax funds with the city/village clerk or municipal officer responsible for disbursing funds. Said officer shall write all checks from these sources. The library board’s treasurer or other officers are not authorized to write such checks. They are subject to the provisions of ss.43.58(1), Wis. Stats., which provides that the library board must have “exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund.” The municipality cannot determine amounts for specific line items. It can only set the overall total, the library board must set specific amounts for each line item.

- B. *Minimum rate for exemption.* The municipality operating a library may exempt from the county tax providing that it is taxing its own residents at a rate equivalent to the county as provided in ss.43.64(2), Wis. Stats. (see section 2 above).

- C. *Library Board Distribution of Funds.* The System recognizes that adding additional residents to be served adds to the library’s costs for providing those services. The System does not set specific amounts that should be used by the municipality to reduce local taxes as opposed to being used by the library to enhance services to County-taxed residents. It does however, offer the following guidelines:
 - 1. Municipal appropriations should be used to support the basic operation of the building, staffing and materials to supply services to local residents.
 - 2. County appropriations should be used to reimburse:
 - a. the city, for service to nonresidents,
 - b. the library, to meet the increased demand on the collection and personnel by nonresidents, and
 - c. the library, to provide appropriate and necessary progress in library services, including technological progress.

5. Member Library Payments – Conditions

- A. The System agrees to pay member libraries for services to county-taxed residents rendered pursuant to the agreement.

- B. Payments shall be contingent upon the amounts appropriated by the Waukesha County Board of Supervisors. Payments shall be based on System-approved formulas that account for current use by county-taxed residents and crossover borrowers. The formula is subject to annual review by the member libraries through the advisory committee known as the Alliance for Public Libraries (APL) and by the System Board.



- 228 C. A notice of the System budget request figures shall be sent annually to member
229 libraries when appropriation requests are sent to the county. It shall indicate the
230 proposed amounts of payment to each library.
231
- 232 D. The System shall submit an annual Memorandum of Agreement to each member
233 library specifying the amount of money to be paid pursuant to this agreement. Said
234 memorandum shall be sent as soon as possible after the County Board of
235 Supervisors and the Library System Board have approved final appropriations for
236 any fiscal year.
237
- 238 E. Recipients agree to submit to the System an annual statement of the manner in
239 which the funds were spent.
240
- 241
- 242 **6. Effective Dates**
243
- 244 A. This agreement is effective from the date of its signing by both parties. It shall be
245 renewed annually. Renewals may be by addendum. Notice of proposed changes to
246 the language of the contract shall be made at least 90 days prior to the end of any
247 contract year. In the event either party does not meet the conditions and
248 requirements of this agreement, then it shall terminate after failure of said party to
249 cure its default within thirty days after written notice thereof by the other party.
250
251
252



253
254
255
256
257
258
259
260
261
262
263

Bridges Library System
Member Library Contract – Waukesha County
2016

Subject to the terms and conditions of the general agreement between the System and the member library, the System agrees to pay the following amounts to the member library during the 2016 calendar year. County Payments will be made in two equal payments no later than April and October.

Library	Waukesha County Payment	Lakeshores Library System Payment	Continuing Education Grant	Youth Services Grant
Mukwonago	\$386,041	\$90,875	\$312.50	\$1,000

264
265
266



267 IN WITNESS HERETO, the duly authorized agents of the parties affix their signatures.

268

269

270

271

272 MUKWONAGO COMMUNITY LIBRARY

273

274

275

Stephen M. Cicchierauda *10/26/15*
President, Board of Trustees Date

276

277

278

279

280

Sandra A. Kemp *11-3-15*
Secretary, Board of Trustees Date

281

282

283

284

285 BRIDGES LIBRARY SYSTEM

286

287

288

289

Richard N. ... *10/20/15*
President, Board of Trustees Date

290

291

292

293

294

Marion Onesti *10-20-15*
Secretary, Board of Trustees Date

295

296