JOINT RESOLUTION 2025 – 05 OF THE TOWN AND VILLAGE OF EAGLE BOARDS TO ESTABLISH A JOINT LIBRARY AND JOINT LIBRARY BOARD

WHEREAS the Town of Eagle, WI (hereafter "Town") and the Village of Eagle, WI (hereafter "Village") deem it necessary and in the best interest of the residents of both the Town and the Village to create and support a public library;

THEREFORE pursuant to the provision of Chapter 43 of the Wisconsin Statutes, the Town Board of the Town of Eagle and the Village Board of the Village of Eagle do hereby jointly establish a library of ALICE BAKER MEMORIAL LIBRARY and a library board for the operation, maintenance and care of the ALICE BAKER MEMORIAL LIBRARY as follows:

ARTICLE 1

DUTIES

The Library Board of the Alice Baker Memorial Library and the Library Director shall work together regarding library monies and funds. The Library Director shall have authority to manage the monies and funds; and the Library Board shall govern and have oversight of the expenditures of all moneys collected, donated or appropriated for the Library Fund; and per WI state statute 43.53 (2) shall own and operate all physical facilities. For the purpose of this agreement; all physical facilities shall include all physical entities the library uses excluding the walls, windows and roof of the building. The Library Board shall have exclusive control of items such as carpeting, wall coverings, etc. of the designated library area to use and change to meet the library's needs. Per WI state statute 43.53 (2), the Library Board shall also have control over physical entities the library uses and controls, such as the HVAC system due to there being a HVAC unit used exclusively for the library square footage of the building.

ARTICLE II

MEMBERSHIP

(1) The Alice Baker Memorial Library Board shall consist of seven members,

The seven members shall consist of six residents of the communities and a representative from a school district. The terms of all appointed members shall commence on June 1st of the year the member is appointed.

The residential appointments shall be from either the Town or the Village based on population. Each municipality may appoint one member of the municipal board as one of their residential appointments (board members are required to be residents of the municipality, therefore would meet

the definition of a residential appointment), however this is not required and cannot exceed one member of each municipal board. The residential appointments shall be determined by population of the municipal bodies, the Town of Eagle, WI and the Village of Eagle, WI; as determined by the most recent federal census. Divide a municipal's population by the total population of both municipalities to determine its population percentage. The municipal's population percentage shall be multiplied by six (total appointments minus the school representative) and rounded to the nearest whole number to determine the amount of residential representatives the municipality shall have. The town residential appointments shall be appointed by the Chairperson of the Town Board, subject to approval by the Town Board. The village residential appointments shall be appointed by the President of the Village Board, subject to approval by the Village Board.

The school district representative shall alternate between school districts represented in the Eagle communities. The school district representative shall rotate every three years when the appointment is up for consideration. The school district representative shall be the school district's administrator or the administrator's designee. As a formality for approval, the name of the school district's administrator or the administrator's designee shall be presented to both the Town and Village boards for approval.

The terms of the residential appointments and school district appointment as Library Board members shall be for three years. To start the appointments with this updated agreement, the residential member appointments shall have two appointments for one year (named seat 1 and 2). After the one year term, the new appointments shall be to a three year term. Two appointments shall have their term end the next year (named seat 3 and 4). After the two year term, the new appointments shall be to a three year term. The last two appointments shall be for three years (named seat 5 and 6). Then thereafter all appointments shall be on the 3 year appointment process. The population of the municipalities shall be reviewed every federal census as required by WI state statute 43.53) to determine the appointments for the Town and Village appointments.

(2) If any Library Board representatives are from the Town Board or the Village Board, they shall retain their appointment for the Library Board for the full three year term even if they are no longer on the Town Board or Village Board.

(3) In the case any Library Board member resigns from the Library Board prior to their term expiring, the vacant position shall be filled for remainder of the unexpired term per WI statute 43.54(1)(b)

(4) Members of the Library Board shall serve without compensation, except that they may be reimbursed for their actual and necessary expenses incurred in performing duties for the library, if so authorized by the Board.

ARTICLE III

MEETINGS

(1) Meetings of the Library Board shall be held monthly, at a day and time agreed upon by the Board on an annual basis. All meetings shall follow open meeting laws as governed by WI state statute 19.83

(2) A majority of the Board (4 members) shall be a Quorum, and a quorum is required for all meetings.

(3) At the monthly meeting of the Board, it shall audit and approve all vouchers for the expenditures of such Library.

(4) The agenda for all library board meetings shall be drafted by the Library Board Secretary, or a person designated by the Library Board. The Library Director, or designee, shall post the agenda in accordance with state statutes only after the Library Board President, or designee, has approved the agenda for posting.

ARTICLE IV

ORGANIZATION

(1) At the June meeting of the Library Board, the members of the Library Board shall organize, by election from among the Library Board members, a President and other officers as deemed necessary per WI state statute 43.54 (2)

(2) Such officers shall hold office for one year.

(3) In the case of the absence or inability to act of any officer of the Board, the Board may delegate for the time being the duties of such officer to any other officer.

(4) A member of the Board may resign at any time by filing his or her written resignation with the President, or for the President such notice shall be filed with the Town Chairperson and the Village President.

ARTICLE V

PLACE OF MEETINGS

All meetings of the Board shall be held at a location determined by the Library Board on an annual basis. Any location, as approved by the Library Board, shall be accessible by the public, and shall be able to house any public attendees that may attend said meeting.

ARTICLE VI

BOOKS AND RECORDS

The general and principal books of account, records and minutes shall be kept in the Library Building.

ARTICLE VII

LIBRARY EMPLOYEES

(1) The Library Board may appoint a Librarian (hereafter "Director"). The Director shall hire other assistants and employees as deemed necessary, and prescribe their duties and compensation.

(2) The Director, appointed by the Library Board, must be a certified Librarian at the time of the appointment, and must maintain certification to retain the position of Director. The Director shall have general supervision, control and management of the Library Building and its various rooms and property, and shall be responsible for the general operation of the Library, and for the carrying out of such rules and regulations as prescribed from time to time by the Library Board.

(3) Per WI state statute 43.58(5), the Board may also employ competent persons to deliver lectures upon scientific, literary, historical and educational subjects, and may cooperate with the University of Wisconsin System, technical college district boards, the historical society, the department, cooperative educational service agencies, school boards and other educational institutions to secure such lectures or to foster and encourage by other means the wider use of books and other resource, reference and educational materials upon scientific, historical, economic, literary, educational and other useful subjects.

(4) The Director shall attend all meetings of the Library Board, unless an executive session is called by the Board, and shall further assist the board officers in keeping records and accounts of the Library and the Board.

(5) The Director shall keep an itemized account of all receipts of money in his or her hands, on behalf of the Library, and shall assist the board officers in preparing reports and accounts to the Board at the monthly meeting.

(6) The Director shall have the authority to purchase, repair or exchange books for the Library.

ARTICLE VIII

CONTRACTS

The Library Board shall have the right to enter into a contract with Bridges Library System.

ARTICLE IX

AMENDMENTS

The Library Board, by a majority vote of its members, may adopt, amend or repeal all, or any, parts of the By-Laws of the Board, but such change or repeal shall be proposed at least one month previous to final action by the Library Board.

ARTICLE X

APPROPRIATION

On or before October 1 of each year, the Library Board shall submit to the Town Board and Village Board a proposed budget for the forthcoming year. When such budget requires an appropriation of funds from the municipalities, it must be approved by both the Town Board and Village Board. Such appropriation of funds from the municipalities shall be divided between the Town and Village. The Town's and the Village's contributions shall first be based on the minimum amount to exempt the municipality from county tax for libraries. Any appropriation above the contributions by the Town and the Village to exempt from county tax shall be divided in proportion to the number of Library users from each Municipality. Number of users shall be defined as number of card holders, as retrieved from the Bridges Library System, for each municipality on August 31 of each year. Each municipality shall forward its share to the Director of the Library within the first two weeks of each fiscal quarter.

ARTICLE XI

FISCAL AGENT

Per WI state statute 43.53(2)(a) a fiscal agent has to be designated in a joint library agreement. To help balance the work load, the Town shall be the agent for payroll, financial record keeping and auditing. The Village shall be the agent for benefit and insurance administration.

ARTICLE XII

DISSOLUTION

Either municipality wishing to withdraw from this Agreement may do so on at least five (5) years written notice addressed to the Clerk of the other Municipality. In the event of the termination of this Agreement, the Library Board shall cause all of the assets it owns and the property owned as tenants in

common by the participating Municipalities and used by Alice Baker Memorial Library to be appraised by competent appraisers, and the Library Board is authorized to sell such assets to the Municipalities at the appraised value provided, however, that if more than one participating Municipality desires to purchase a particular asset, it shall be sold to the highest bidder. Failing to dispose of such assets to the Municipalities, the Library Board is authorized to sell or dispose of the remaining assets at the best price obtainable therefore. Sale of the assets may not commence prior to four (4) months before the Dissolution Date. No delivery of any asset to the purchasing party may occur until the Dissolution Date.

Remaining Funds. In the event of termination, the Library Board shall pay all outstanding liabilities and obligations first. The proceeds from the sale of property owned as tenants in common by the participating Municipalities, net of costs of appraisal and costs of sale (if any), shall be divided in proportion to each respective Municipality's ownership interest therein (i.e., based on the Financing Formula in effect on the date of dissolution) on a property by property basis. Lastly, all remaining funds of the Alice Baker Memorial Library shall be divided between and paid to the Municipalities in proportion to the then current year percentage of total municipal contributions. Percentage of total contributions shall be contributions for county tax exemption and any funds beyond the county tax exemption. Any funds that were retained by the Library Board from donations for the library shall be transferred to the treasurers of the Town of Eagle and the Village of Eagle, in the same manner the library funds were distributed. All funds that are documented as donations shall be defined as Library Board funds. All other funds that are not documented as donations shall be defined as Alice Baker Memorial Library funds.