

LIBRARY SERVICE PLAN OF THE SAUK COUNTY LIBRARY BOARD 2011-2015

MISSION STATEMENT: The mission of the Sauk County Library Board is to provide library service to rural residents in the most accountable and efficient manner.

INTRODUCTION

Sauk County maintains a library service under the authority of Wisconsin Statutes 43.57(3):

A county board may establish and maintain a county library service to serve the residents of the county who do not live in municipalities that have established libraries under 43.52 or 43.53 or to improve the library service of municipal libraries established under 43.52 or 43.53. The county library service may operate a library or library service program or may contract with library organizations within this state or in adjacent states for services.

43.57(4)(b) In a county operating a library service under sub (3) the county board chairperson shall, with the approval of the county board, appoint a seven member library board.

(c) Boards appointed under paragraphs (a) and (b) shall include at least one school district administrator of a school district located in whole or in part in the county, or that school district administrator's designee, and one or two county board supervisors. Boards appointed under par. (b) shall include, in addition, representatives of existing library boards under s. 53.54 and persons residing in municipalities not served by libraries.

(d) Boards appointed under paragraphs (a) and (b) have the power of a library board under 43.58.

The Sauk County Library Board has operated a county library service since 1964. From 1964 to 1975, the county library service provided direct services to libraries including consultant services, materials, grant administration, and bookmobile service. In 1975, Sauk County joined the newly formed South Central Library System. The Sauk County Library Board meets at least quarterly. The Sauk County Librarians also meet quarterly, or more often as the need arises.

Since 1976, the Sauk County Library Board has contracted with the South Central Library System to administer county library funds. Actual library service to county residents, rural and urban, is provided by the libraries in Sauk County with assistance from county funds. Those public libraries are in the communities of Baraboo, LaValle, North Freedom, Plain, Prairie du Sac, Reedsburg, Rock Springs, Sauk City, and Spring Green. Since part of the city of Wisconsin Dells is within Sauk County, per statute 43.12 it receives funds based on its service to Sauk County residents. In 2008, Wisconsin Dells created a joint library with Lake Delton.

The Sauk County Library Board contracts with one library in the county to provide the administrative services required by the library board and to complete state reporting mandates. The county resource library also provides services to the other libraries in the county, coordinating activities and outreach events.

Sauk County participates fully as a member of South Central Library System and receives the full range of system services. Sauk County supports the concept of allowing a minimum of 2 county appointees to the SCLS board, as provided in s. 43.19(1)(b)(2).

Sauk County library funds provide for countywide resource services and pay for a portion of the total cost to provide 5 or 6 days of delivery service to all libraries.

SERVICE PLAN GOALS

Seven goals have been adopted by the Sauk County Library Board as being essential to maintain and enhance quality library service for all rural residents of Sauk County.

- Goal 1:** Ensure a basic level of service for all county residents.
- Goal 2:** Obtain equitable funding for public libraries serving rural Sauk County residents.
- Goal 3:** Continue funding for a designated library to provide administrative support to the county library board and to coordinate joint activities of the county libraries.
- Goal 4:** Increase funding assistance from the county for delivery service.
- Goal 5:** Renew county funding to assist in meeting technology requirements.
- Goal 6:** Encourage libraries to address the needs of the county's special user populations.
- Goal 7:** Inform rural residents and the Sauk County Board of Supervisors about the wide range of library services and the needs of the public libraries in Sauk County, using a variety of public information strategies.
- Goal 8:** Develop an annual review process that measures goals set in the Sauk County Long Range Plan for Library Services.

GOAL 1: Ensure a basic level of service for all county residents.

BACKGROUND INFORMATION

County libraries may provide the following materials and services to all library users, regardless of residence:

- Shared on-line catalog (LINKcat), including remote access
- Shared databases, including remote access, and

Interlibrary loan and reference

Books

Paperbacks

Audio books

Large print books

Audiovisual equipment

Audiocassettes & compact discs

Video recordings

Ebook readers

Programs for adults

Book discussion groups

Children's story hours

Independent study

Internet access

Fax machines

Meeting rooms

Readers advisory

Digital audio players

Programs for teens

Computer scanners

Community information

Local history resources

Magazines and newspapers

Tax forms

Services to homebound

Photocopiers

Typewriters

Computers for public use

Computer classes

Adult literacy programs

Cultural displays

Summer reading programs

Wireless Internet access

Internet use training

Microfilm readers/printers

CD-ROM databases

Skilled reference staff

Proctoring

Computer database searching by trained staff

Recommended Basic Standards of Service for Libraries

Open Hours

All Sauk County Libraries should be open a minimum of 20 hours per week.

Libraries serving a municipal population of over 1,000 shall be open a minimum of 40 hours per week.

Libraries serving a municipal population of over 3,000 shall be open a minimum of 55 hours per week.

Those hours should be fixed and posted and include morning, afternoon, evening and weekend hours. The selected hours should strive to meet the needs and size of the community the library serves.

Staffing

Sauk County librarians will attend at least 50% of scheduled meetings of the Sauk County Library Board and Sauk County librarians.

Sauk County libraries should maintain a staff size of at least of .75 FTE (30 hours).

Sauk County libraries shall have a certified library director who is paid to perform municipal library board-designated duties. The director shall attend continuing education activities as required to achieve certification and re-certification (43.091(1) and P16.03).

Collection

Sauk County libraries should strive to grow their materials collection on a yearly basis.

Technology

Sauk County libraries shall provide access to current and future generations of shared automated systems as well as patron access to the Internet.

IMPLEMENTATION

- 1.1 The County Library Board will require signed member library contracts from all public libraries receiving Sauk County funding.
- 1.2 The County Library Board will require regular reporting from municipal libraries to the Sauk County Library Board on use of county funds, service improvements, and needs.

GOAL 2: Obtain equitable funding for public libraries serving rural Sauk County residents.

BACKGROUND INFORMATION

Wisconsin State Statute 43.12 "County payment for library services. (1) By March 1 of each year, a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of municipality that maintains a public library under s. 43.52 or 43.53 shall pay to each public library in the county an amount that is equal to at least 70% of the amount computed by multiplying the number of loans reported under sub. (2) by the amount that results from dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditures of federal funds, by the total number of loans of material made by the public library during the calendar year for which the loans are reported."

S.43.12 (2) By July 1 of each year, each public library lying in whole or in part in a county shall provide a statement to the county clerk of that county and to the county clerk of each adjacent county, other than a county with a population of at least 500,000, that reports the number of loans of material made by that library during the prior calendar year to residents of the county, or adjacent county, who are

not residents of a municipality that maintains a public library under s. 43.52 or 43.53 and the total number of loans of material made by that library during the previous calendar year.

S.43.12 (3) A county may enter into an agreement with its participating municipalities or with a public library system to pay no less than the amounts determined under sub. (1) to the public library system for distribution to the public libraries that participate in that system.

S.42.12 (4) Upon request of a county clerk, a public library shall provide access to all books and records used to determine the amount computed under sub. (2).

S.42.12 (5m) Nothing in this section prohibits a county from providing funding for capital expenditures.

S.42.12 (6) The county library board or, if no county library board exists, the county itself, shall either distribute the aid provided by the county to the public libraries, as provided in the plan prepared under s.43.11, or shall transfer the aid for distribution to the public library system in which it participates.

S.42.12 (7) This section does not apply to a county having a population of 500,000 or more.

IMPLEMENTATION

- 2.1 Each library in its state Annual Report will provide a statement of the number of items loaned to residents of the county who are not residents of a municipality that maintains a public library.
- 2.2 Require Sauk County public libraries, including Wisconsin Dells, to provide annually the necessary information to determine their "unit cost" per circulation in order to receive a county payment for library service that is at least equal to 70% of the amount stated.
- 2.3 Sauk County public libraries are encouraged to prepare invoices for services provided to residents from adjacent counties.
- 2.4 The Sauk County Library Board in conjunction with SCLS will explore alternative mechanisms for determining equitable funding.

GOAL 3: Continue funding for a designated library to provide administrative support to the county library board and to coordinate joint activities of the county libraries.

BACKGROUND INFORMATION

The Sauk County Library Board has no access to county secretarial services; instead, the Board contracts with one library in the county to provide needed administrative support and to complete the state mandated annual report.

The designated library also provides desired services to the rest of the libraries in Sauk County. These services include, but are not limited to, purchasing Sauk County library cards and distributing them on request,

coordinating the distribution of excess South Central In-Demand (SCID) copies of books and DVDs, and representing the libraries at a variety of countywide outreach events. To keep abreast of current library needs, these services require regular review and evaluation.

IMPLEMENTATION

3.1 The Sauk County Library Board will by contract allocate county funds to a designated library to allow it to act as a resource library in the capacity required by the Sauk County Library Board and member libraries

3.2 The Sauk County Library Board and Sauk County libraries will review on a yearly basis the services provided by the designated library for possible changes.

GOAL 4: Increase funding assistance from the county for delivery service.

BACKGROUND INFORMATION

Currently, of the 40% of delivery costs not paid by South Central Library System, the county funds a 2/3 share and the municipal libraries fund the remainder, with libraries receiving 5 or 6-day delivery.

IMPLEMENTATION

4.1 The County Library Board will annually evaluate the feasibility of increasing the county funding percentage for delivery service.

GOAL 5: Renew county funding to assist in meeting technology requirements.

BACKGROUND INFORMATION

The county provided a line item of \$15,000 annually to support online access to each of the libraries in the county. Once each library had received this funding and had acquired online access, the allocation was divided among the libraries in the county to help cover automation costs. That allocation was reduced. Currently, the county is providing no assistance to cover automation and technology costs.

IMPLEMENTATION

5.1 The Sauk County Library Board will review library automation and technology costs each year and advocate for appropriate funding for technology.

GOAL 6: Encourage libraries to address the needs of the county’s special user populations.

BACKGROUND INFORMATION

In Sauk County, the following special needs populations can be identified: elderly, low income, unemployed, ethnic minorities, persons using English as a second language, functionally illiterate, physically disabled, mentally and developmentally disabled, jails, sheltered care, detention centers, group homes, and children with special needs.

The Sauk County Library Board encourages municipal libraries to provide such services as rotating collections to nursing homes in their areas, homebound delivery, delivery to community based residential facilities, large print collections, audio books, and contact with the Library for the Blind and Physically Handicapped in Milwaukee.

IMPLEMENTATION

- 6.1 The County Library Board will encourage libraries to publicize services to users with special needs via radio, television, newspapers, and handouts at county festivals and other celebrations.
- 6.2 The County Library Board will encourage libraries to cooperate fully with other agencies providing services to those with special needs.
- 6.3 The County Library Board will encourage libraries to cooperate with agencies offering literacy programs in Sauk County.

GOAL 7: Inform rural residents and the Sauk County Board of Supervisors about the wide range of library services and needs of the public libraries in Sauk County, using a variety of public information strategies.

IMPLEMENTATION

- 7.1 The County Library Board encourages libraries to prepare informational handouts about library services for the residents of Sauk County.
- 7.2 The Sauk County Library Board, working with the directors of the Sauk County public libraries, will inform the Sauk County Board of Supervisors of the needs of the public libraries that serve rural Sauk County residents.
- 7.3 Libraries are expected to use press releases, newsletters, bookmarks, flyers, and other means to promote their services.

GOAL 8: Develop an annual review process that measures goals set In the Library Service Plan of the Sauk County Library Board 2011-2015.

IMPLEMENTATION

- 8.1 The Sauk County libraries will annually report to the Sauk County Library Board how they are meeting the goals set forth in the Library Service Plan of the Sauk County Library Board 2011-2015.
- 8.2 The Sauk County Library Board will annually report to the Sauk County librarians how they are meeting the goals set forth In the Library Service Plan of the Sauk County Library Board 2011-2015.