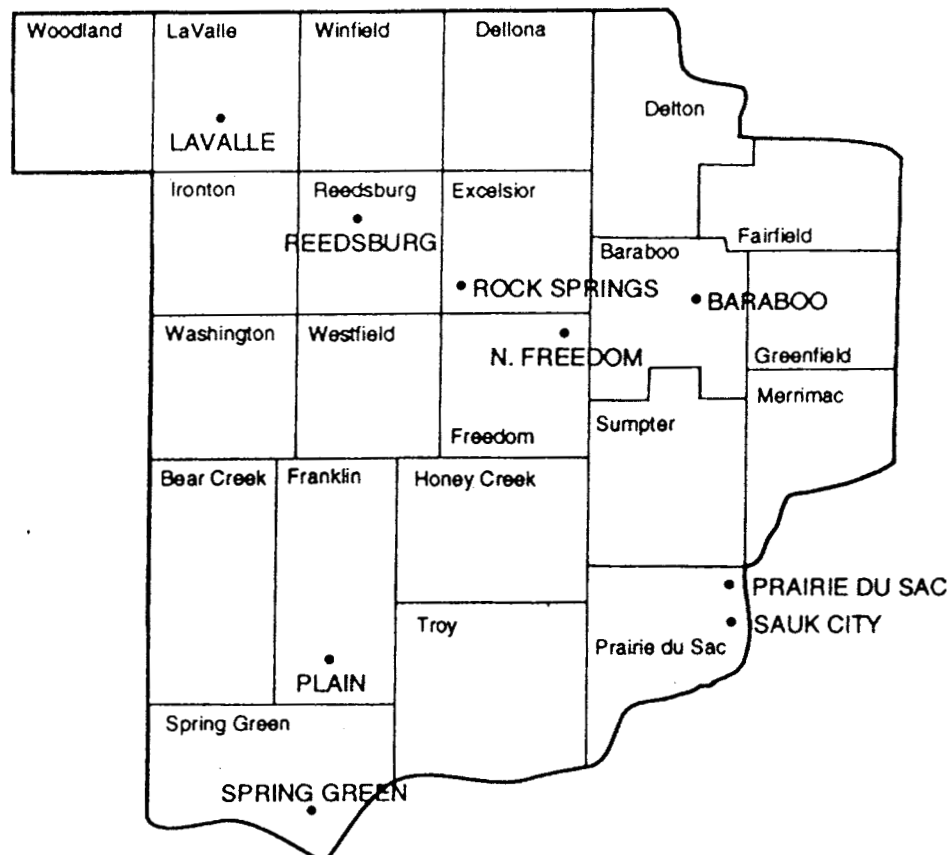


Sauk County Long Range Plan for Library Services

2006-2010



LIBRARY SERVICE PLAN OF THE SAUK COUNTY LIBRARY BOARD 2006-2010

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.

Baraboo Public Library, as the designated county resource library, coordinates services within the county and serves as the informal coordinator of system services for the county. Baraboo Public Library assists where needed on item searches identified as not available locally.

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, two days of delivery service per week to all libraries, board expenses, and payments to municipal libraries for use by rural residents. Internet access is now available to rural residents at all libraries in the county.

■ 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.
- Goal 3:** Continue funding for the county resource library to serve as a reference resource and coordinate county library board reporting mandates.
- Goal 4:** Maintain funding assistance from the county for delivery service and technology costs.
- Goal 5:** Work for equity in cross border use funding.
- Goal 6:** Encourage libraries to address the needs of the county's special user populations.
- Goal 7:** Inform and advocate with 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.

A discussion of each goal follows:

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
- Audiobooks
- Large print books
- Audiovisual equipment
- Audiocassettes & compact discs
- Video recordings
- Programs for adults
- Book discussion groups
- Children's story hours
- Independent study
- Internet access
- Fax machines
- Meeting rooms
- Readers advisory
- Computer database searching by trained staff
- Community information
- Local history resources
- Magazines and newspapers
- Tax forms
- Services to homebound
- Photocopiers
- Typewriters
- Computers for public use
- Adult literacy programs
- Cultural displays
- Summer reading programs
- Job search information
- Internet use training
- Microfilm readers/printers
- CD-ROM databases
- Skilled reference staff

Recommended Basic Standards of Service for Libraries

Open Hours

All Sauk County Libraries should be open a minimum of 12 hours per week by 2005, 15 hours by 2007, and 20 hours by 2009.

Libraries serving a municipal population of over 1,000 shall be open a minimum of 40 hours by 2007.

Libraries serving a municipal population of over 2,000 shall be open a minimum of 50 hours per week by 2007.

Libraries serving a municipal population of over 3,000 shall be open a minimum of 55 hours per week by 2007.

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 strive to have a staff size of at least of 1 FTE (40 hours) by 2007.

Sauk County Libraries shall have a certified library director who is paid to perform 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 have a materials collection that contains at least 4,000 book volumes by 2005, 5,000 book volumes by 2007, and 6,000 book volumes by 2009.

Technology

Sauk County Libraries shall provide access to current and future generations of shared automated systems.

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 funding for public libraries.*

■ 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 that reports the number of loans of materials made by that library during the prior calendar year to residents of the 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 materials made by that library during the previous calendar year.”

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.

GOAL 3: *Continue funding for the county resource library to serve as a reference resource and coordinate county library board reporting mandates.*

■ BACKGROUND INFORMATION

The Baraboo Public Library has served as a county resource library since 1964. It continues to do so, though with the advent of computerized library services, its role as a resource library is significantly diminished from the past. However, the staff of the Baraboo Public Library continues to serve as a resource to all other county librarians. As the Sauk County Library Board has no access to county secretarial services, the staff of the Baraboo Public Library coordinates and completes all SCLS and state reporting mandates for the Sauk County Library Board. It also assists in compiling the yearly budget for presentation to the county finance committee.

IMPLEMENTATION

- 3.1 The Sauk County Library Board by contract will designate county funds to the Baraboo Library to allow it to act as a resource library in a capacity required by member libraries.
- 3.2 The County Library Board and Sauk County Libraries will review on a yearly basis the roles and responsibilities of the County Resource Library for possible changes to their role.

GOAL 4: *Maintain funding assistance from the county for delivery service and technology costs.*

■ BACKGROUND INFORMATION

Originally, the larger libraries in Sauk County (Baraboo, Reedsburg, Sauk City, Prairie du Sac and Spring Green) had 3-day delivery on Mondays, Wednesdays, and Fridays. South Central paid for two of those days; the local library for one. Later, 5-day delivery was purchased; South Central continued to pay for two; the local library, two; and Sauk County, one. Since rural usage has increased a minimum of 30% to 40% at these libraries, in 1998 the County funded a second day of delivery service, leaving only one day to be paid by the local library. Currently, six Sauk County libraries receive 5-day delivery: Baraboo, Prairie du Sac, Reedsburg, Sauk City, Spring Green and Wisconsin Dells. The funding is still two days South Central, two days Sauk County and one day local. The other four receive 4-day delivery: Rock Springs, Plain, North Freedom and LaValle.

South Central pays for two of those days, the County two and the local library none.

IMPLEMENTATION

- 4.1 The County Library Board will continue to designate county funds for a minimum of two days per week of delivery service for all the libraries in Sauk County.
- 4.2 The County Library Board will annually evaluate the expansion of delivery service to meet future demand.
- 4.3 The County Library Board will determine the feasibility of financial assistance for technology based on the information provided by the Sauk County library directors.

GOAL 5: *Participate in SCLS Cross Border reimbursement program, to reimburse libraries in other SCLS counties for use by Sauk County residents and to work toward compensation for cross border use by residents of adjacent systems.*

■ BACKGROUND INFORMATION

Although Wisconsin Statutes do not currently require counties to reimburse libraries in other counties, the SCLS Cross Border Task Force annually recommends that counties within SCLS reimburse libraries in other SCLS counties at a per circulation amount. The payments are reciprocal; that is, if a county does not participate, other counties do not reimburse libraries in the non-participating county. Sauk County has traditionally participated in the SCLS Cross Border Reimbursement program, although some counties that owe money to Sauk County libraries have not always participated. Service to residents in other library systems, for which they may receive no reimbursement, is also a factor for some Sauk County libraries.

IMPLEMENTATION

- 5.1 The County Library Board will continue to designate county funds to compensate other SCLS counties for cross border use by Sauk County residents where there is a reciprocal payment. The basic level of reimbursement would be the rate determined by the SCLS Cross Border Usage Task Force.
- 5.2 The Sauk County Library Board will continue to advocate at the county, system, and statewide level for compensation across county borders.
- 5.3 The County Library Board will review data regarding usage by Sauk County residents of

libraries within and outside of Sauk County.

5.4 The County Library Board will review data regarding usage of Sauk County Libraries by residents outside of Sauk County.

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, books on audio cassettes, 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 and advocate with the public and the governing bodies of the wide range of library services available to rural residents, using a variety of public relations and marketing 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.