

**SAUK COUNTY, WISCONSIN
2020 BUDGET
Agency Type: Contractual Agency**

Organization	Library Board
Prepared by:	Sue Ann Kucher
Phone #	608-415-2120
E-Mail	kuchers@reedsburglibrary.org

1. Request for Sauk County Funds for the year beginning January 1, 2020:

\$ 1,173,754

2. Type of organization. (LLC, Corporation, Partnership, etc.) and Registered Agent.

County Library Board – Special Committee

3. Attach Bylaws and Articles of Organization.
4. Provide Proof of who can sign for the organization.
5. Are you a Not-for-Profit Organization? Yes
6. Organization Mission and Vision:

The mission of the Sauk County Library Board is to provide library service to rural residents in the most accountable and efficient manner. The Board requests and distributes county funds for ten libraries within Sauk County and provides advocacy to ensure that our libraries meet the needs of residents of all ages and walks of life.

7. What is the primary purpose of the use of these funds (feel free to attach more information)?

The requested funds represent reimbursement for use of the Sauk County Libraries by rural residents as measured by circulation of library materials from January 1 - December 31, 2018, the last full year for which circulation statistics are available. These funds are utilized for operating costs including staffing, materials, programming, library system membership, Interlibrary catalog System (ILS), computer and network support services, statewide delivery services and technology.

Provide **revenue and expense figures for the project for which you are requesting** Sauk County support, not necessarily your total organization's budget:

REVENUES AND EXPENSES	ACTUAL 2018	ESTIMATED 2019	REQUEST 2020
REVENUES:			
SAUK COUNTY REQUEST	\$ 1,044,698	\$ 1,074,904	\$ 1,173,754
USER FEES			
ALL OTHER REVENUE			
TOTAL REVENUES			
EXPENSES:			
SALARIES, WAGES & FRINGES			
SUPPLIES & SERVICES			
CAPITAL OUTLAY			
TOTAL EXPENSES	\$ 1,044,698	\$ 1,074,904	\$ 1,173,754

8. List the programs provided to Sauk County residents (not just the program requesting funds for):

- 24/7 access to shared library catalog (LINKcat), shared databases and digital collections via computers and mobile devices.
- Leisure materials – Books in a variety of physical and digital formats, music, movies, periodicals and unique collections including tools, equipment kits and technology.
- Research Materials - Local history resources, databases, microfilm readers and skilled reference staff.
- Equipment - Audiovisual equipment, fax machines, flatbed scanners, photocopiers, typewriters.
- Internet access – High-speed bandwidth, computers for public use and wireless internet.
- Training - Computer assistance, youth and adult literacy programs, exam proctoring, resources for job searching and skills, language training and assistance with identifying and navigating available resources.
- Programming for all ages – Literacy programs, discussion groups, creative programs, cultural displays, summer reading programs.
- Community Outreach - Homebound delivery, community information, public meeting spaces, and collaboration with community organizations and resources.
- Safe, neutral community spaces for people of all backgrounds to meet, interact and exchange ideas.

9. List the goals of your organization for the program requesting funds for 2020 and beyond and the output measures used to define success of those goals:

Goals and implementation measures are listed in the Library Service Plan, included with this budget request, all with the goal of maintaining and enhancing quality library service for rural residents of Sauk County. Goals include ensuring a basic level of service for all county residents, obtaining equitable funding for public libraries serving rural Sauk County residents, funding for a county resource library, delivery service and meeting technology needs. Additional goals include encouraging libraries to seek and provide services to those who experience barriers to traditional library services and inform rural residents and the Sauk County Board of Supervisors about the wide range of services and needs of the libraries.

In addition to setting recommended standards for open hours, staffing, collection development and technology, the County Library Board reviews quantitative accomplishments of the individual libraries and the Sauk County Libraries as a whole to ensure equitable library service throughout the county. The 2018 Output Performance Measures are included with this budget request.

10. List ways in which you collaborate with partners throughout the community. How will this funding increase these efforts?

The Sauk County Libraries have a long-standing commitment to maximizing and sharing resources through participation in the South Central Library System and cooperation between the libraries in the development and promotion of services. Local collaborations extend to area school districts, emergency management, Aging and Disability Resources, Park Departments, County Extension offices, universities and technical colleges, community and regional job services and members of the local business and arts communities. This funding request ensures that the libraries can continue our existing partnerships and extend our services within the community to serve all residents.

By signing this document, I agree and bind the organization in the following ways:

- a. No money provided to Sauk County will be used for any prohibited purpose, including any illegal or unconstitutional purpose.
- b. The organization will work with Sauk County to provide accurate reporting of how the funds have been used.
- c. The organization will provide to Sauk County a written description by January 30, 2021 on how the money has positively affected Sauk County citizens.


Signature

Craig Braunschweig, Chair, Sauk County Library Board
Printed name and authority to sign

7-18-19
Date

2020 SCLS Libraries - County Reimbursement Funding - SAUK COUNTY

Based on Wisconsin Statutes, s.43.12 (1) - Statistics taken from 2018 Wisconsin Public Library Annual Reports

(full decimal numbers are "behind the scenes" for the "2018 Expenditures divided by Circulation" column)

Library	2018 Operational Expenditures (excludes federal funds)	2018 Total Circulation	2018 Expenditures divided by Circulation	County Average 2018 (Expenditures Divided by Circulation)	2018 Circulation to Sauk County Residents w/o a library	Reimbursement to be paid in 2020 - Sauk Co. Libraries at 100% Level
Baraboo	\$932,842	239,893	\$3.89		74,363	\$289,166
LaValle	\$57,507	7,649	\$7.52		4,601	\$34,591
North Freedom	\$63,997	17,845	\$3.59		6,594	\$23,648
Plain	\$155,667	26,811	\$5.81		13,547	\$78,655
Prairie du Sac	\$505,210	125,389	\$4.03		26,028	\$104,870
Reedsburg	\$736,705	228,599	\$3.22		76,709	\$247,210
Rock Springs	\$46,144	5,604	\$8.23		2,633	\$21,680
Sauk City	\$410,577	108,006	\$3.80		30,349	\$115,370
Spring Green	\$260,962	79,746	\$3.27		25,882	\$84,697
Wisconsin Dells *	\$566,577	79,814	\$7.10		8,989	\$54,239
TOTALS	\$3,736,188	919,356	\$4.06	\$5.05	269,695	\$1,054,126
<i>Totals from 2019 Reimbursement Spreadsheet</i>	<i>\$3,647,040</i>	<i>974,494</i>	<i>\$3.74</i>	<i>\$4.17</i>	<i>269,833</i>	<i>\$960,525</i>

NOTE:

* Wisconsin Dells has territory located in both Columbia & Sauk Counties, reimbursed at 85%

Calculations for Sauk County Library Funding:

- 1) Divide Operational Expenditures by Total Circulation (the resulting full decimal number is "behind the scenes" & used to calculate totals)
- 2) Multiply this "Expenditures divided by Circulation" by the Library's Circulation to Sauk County Residents without a Library

Updated by Mark Ibach - South Central Library System - April 10, 2019

smk 7/3/2019

SAUK COUNTY LIBRARY BOARD 2020 BUDGET
(for circulation costs incurred in 2018)

NOTE: per Wisconsin Statute 66.0602(3)(e)(4), "the amount that a county levies in that year to make payments to public libraries under s. 43.12 is exempt from the levy limits."

	2018	2019		2020	\$ change over 2019
County Library Support Services	\$2,086.00	\$2,086.00		\$2,086	\$0
Delivery Services	\$29,742.00	\$30,040.00		\$30,340	\$300
Technology	\$20,000.00	\$20,000.00		\$20,000	\$0
Board Mileage & Per Diem	\$1,968.00	\$1,968.00		\$2,875	\$907
Total County Service Costs	\$53,796.00	\$54,094.00		\$55,301	\$1,207
Payments to County Libraries for Rural Use					
Baraboo	\$261,436.00	\$269,619.32		\$289,166	\$19,547
LaValle	\$29,132.00	\$24,449.69		\$34,591	\$10,141
North Freedom	\$18,850.00	\$20,039.33		\$23,648	\$3,609
Plain	\$72,799.00	\$79,818.91		\$78,655	-\$1,164
Prairie du Sac	\$83,746.00	\$88,861.44		\$104,870	\$16,009
Reedsburg	\$233,678.00	\$236,392.56		\$247,210	\$10,817
Rock Springs	\$9,922.00	\$12,773.21		\$21,680	\$8,907
Sauk City	\$93,890.00	\$98,278.02		\$115,370	\$17,092
Spring Green	\$81,776.00	\$81,582.06		\$84,697	\$3,115
Wisconsin Dells	\$47,391.00	\$48,710.00		\$54,239	\$5,529
(Subtotal of Payments)	\$932,620.00	\$960,524.55		\$1,054,126	\$93,601
Payments to Libraries in Adjacent Counties					
	\$ 58,282	\$ 60,285		\$64,327	\$4,042
Grand Total	1,044,698	1,074,904		1,173,754	\$98,851

7/9/2019 smk

Adjacent County 2020 Budget

Library.	Total 2020 Reimbursement (Multiplier * Circ to NonLib)	County	System
Dodgeville	\$0.00	Iowa	SWLS
Lone Rock	\$0.00	Richland	SWLS
Mineral Point	\$0.00	Iowa	SWLS
Richland Center	\$0.00	Richland	SWLS
Elroy	\$1,090	Juneau	WRLS
Hillsboro	\$5,490	Juneau	WRLS
Mauston	\$5,835	Juneau	WRLS
New Lisbon	\$226	Juneau	WRLS
Wonewoc	\$23,339	Juneau	WRLS
Belleville Public Library	\$181.93	Green (Dane)	SCLS
Black Earth Public Library	\$39.22	Dane	SCLS
Jane Morgan Memorial Library (Cambria)	\$17.59	Columbia	SCLS
Cambridge Community Library	\$205.66	Dane	SCLS
Columbus Public Library	\$6.35	Columbia	SCLS
Rosemary Garfoot Public Library (Cross Plains)	\$2,379.59	Dane	SCLS
Dane County Library Service (Bookmobile)	\$404.73	Dane	SCLS
Deerfield Public Library	\$130.67	Dane	SCLS
DeForest Area Public Library	\$333.42	Dane	SCLS
Fitchburg Public Library	\$236.35	Dane	SCLS
Lodi Woman's Club Public Library	\$435.57	Columbia	SCLS
Madison Public Library	\$8,951.32	Dane	SCLS
Marshall Community Library	\$82.82	Dane	SCLS
Mazomanie Free Library	\$398.39	Dane	SCLS
E.D. Locke Library (McFarland)	\$168.14	Dane	SCLS
Middleton Public Library	\$4,326.80	Dane	SCLS
Monona Public Library	\$335.83	Dane	SCLS
Mount Horeb Public Library	\$408.51	Dane	SCLS
Oregon Public Library	\$173.52	Dane	SCLS
Angie W. Cox Public Library (Pardeeville)	\$0.00	Columbia	SCLS
Portage Public Library	\$6,082.00	Columbia	SCLS
Poynette Public Library	\$0.00	Columbia	SCLS
Stoughton Public Library	\$66.69	Dane	SCLS
Sun Prairie Public Library	\$1,649.44	Dane	SCLS
Verona Public Library	\$584.52	Dane	SCLS
Waunakee Public Library	\$568.73	Dane	SCLS
Wyocena Public Library	\$180.31	Columbia	SCLS
SCLS 7/3/2019	\$28,348.11		
SWLS 7/3/2019	\$0.00		
WRLS 7/3/2018	\$35,979		
TOTAL REIMBURSEMENT REQUESTED	\$64,327.08		



Sauk County Libraries

2018 – Year at a Glance

VISITORS

The 10 Sauk County Libraries welcomed 695,032 people in 2018.

That's an average of 13,366 visitors each day!

CIRCULATION

919,302 items were checked out at the 10 County Libraries in 2018.

Rural Sauk County residents checked out 269,695 of those items!

In addition to physical materials 76,777 Electronic items were downloaded for use.

PROGRAMS

3,833 **FREE** Programs. 77,315 Attendees of all ages!

COLLECTIONS

Together the libraries own over 440,000 items.

355,964 Books - 61,177 DVDs - 18,836 Audio Items - 150+ magazine & newspaper titles

Residents can access over 3 million books, DVDs and other items through the South Central Library System.

More than 200,000 digital books, audio books and videos are available through Overdrive.

TECHNOLOGY

Libraries have computers available for use as well as printing, copying and a variety of other services, that may include computer assistance, faxing, scanning and more.

SPACES & PLACES

The Libraries' meeting and study rooms were used nearly 4,000 times by organizations, businesses and individuals. That number doesn't include use of desks, tables, seating areas and other public gathering spaces within the libraries.

Sauk County Libraries - Performance Output 2018

PROGRAMMING

Library	Meeting Room uses (Non-library use)	Children's Programs	Children's Program Attendance	Young Adult Programs	Young Adult Program Attendance	Other Programs	Other Program Attendance	Drop-In Programs	Drop-in participation	Total Programs	Total Program Attendance
Baraboo	39	578	17,805	104	1,423	165	1,862	16	719	863	21,809
Lavalle	0	1	15	1	10	2	45	3	18	4	70
North Freedom	0	32	1,028	29	455	33	654	38	1,140	132	3,277
Plain	178	53	1,530	1	3	38	843	1	14	93	2,390
Prairie du Sac	169	306	12,231	27	270	30	247	23	1,553	363	12,748
Reedsburg	1,981	472	10,145	46	670	123	1,423	1	163	641	12,238
Rock Springs	0	59	686	3	21	15	268	53	278	130	1,253
Sauk City	396	299	7,851	4	88	146	1,581	16	628	449	9,520
Spring Green	247	136	2,640	17	206	41	506	5	129	199	3,481
Wisconsin Dells	984	311	3,602	20	246	292	3,760	25	1,962	959	10,529
COUNTY TOTAL	3,994	2,247	57,533	252	3,392	885	11,189	181	6,604	3,833	77,315

Sauk County Libraries - Performance Output 2018

CIRCULATION

Library	Municipal Circ	Sauk Co Circ - With Library	Sauk Co Circ - NO Library	Other Circ	TOTAL CIRC	Prior Year Total		ILL Items Borrowed	ILL Items Loaned	Overdrive uses	ILL Items Borrowed	ILL Items Loaned
Baraboo	145,847	4,697	74,363	860	239,839	253,298	-5.31%	86,901	74,816	19,670	86,901	74,816
Lavalle	2,523	230	4,601	295	7,649	15,341	-50.14%	7,005	4,183	1,263	7,005	4,183
North Freedom	9,998	989	6,594	264	17,845	19,730	-9.55%	7,436	11,736	679	7,436	11,736
Plain	11,942	632	13,547	690	26,811	28,161	-4.79%	13,429	19,569	1,653	13,429	19,569
Prairie du Sac	48,942	18,193	26,028	32,226	125,389	128,671	-2.55%	44,030	47,159	12,231	44,030	47,159
Reedsburg	120,447	8,015	76,709	23,428	228,599	246,394	-7.22%	82,435	66,207	18,194	82,435	66,207
Rock Springs	2,240	641	2,633	90	5,604	7,229	-22.48%	2,316	3,619	525	2,316	3,619
Sauk City	35,602	13,071	30,349	28,984	108,006	113,953	-5.22%	39,977	47,372	9,882	39,977	47,372
Spring Green	28,533	1,545	25,882	23,786	79,746	78,513	1.57%	33,753	30,675	5,753	33,753	30,675
Wisconsin Dells	38,984	2,860	8,989	28,981	79,814	86,586	-7.82%	31,563	26,411	6,927	31,563	26,411
COUNTY TOTAL	445,058	50,873	269,695	139,604	919,302	977,876	-5.99%	348,845	331,747	76,777	348,845	331,747

Sauk County Libraries - Performance Output 2018
SERVICE & COLLECTIONS

Library	FTE Staff	Winter Hours/Wk	Winter Weeks	Summer Hours/Wk	Summer Weeks	TOTAL HOURS	Book & Serial Volumes owned	Print Subscriptions, Periodicals & Newspapers	Audio Material	Video Material	Other Materials / Formats	Total Items owned	Number of Library Visits	Average Visits per week
Baraboo	11.39	58	52	58	0	3,016	68,866	136	3,466	11,017	163	83,512	149,914	2,882
Lavalle	0.85	20	34	0	0	680	9,235	33	402	1,944	5	11,622	3,975	117
North Freedom	1.03	34	26	34	26	1,768	9,703	28	832	4,862	191	15,616	10,922	210
Plain	2.53	42	26	42	26	2,184	15,851	49	800	2,586	139	19,425	27,022	520
Prairie du Sac	7.45	62	52	62	52	6,448	52,257	138	3,752	6,215	962	63,330	83,653	1,609
Reedsburg	10.79	68	38	59	14	3,410	87,390	126	5,173	15,681	312	108,682	185,159	3,561
Rock Springs	0.95	22	34	0	0	748	5,425	12	22	1,749	0	7,208	2,992	88
Sauk City	5.83	58	52	0	0	3,016	37,427	114	1,854	6,958	290	46,643	85,592	1,646
Spring Green	4.28	46	16	48	36	2,464	26,542	78	1,438	6,270	32	34,360	50,696	975
Wisconsin Dells	6.90	57	38	57	13	2,907	43,268	107	3,153	3,895	195	50,618	95,107	1,829
COUNTY TOTAL	52.00	467.00		360.00		26,641	355,964	821	18,836	61,177	2,289	441,016	695,032	11,527

Sauk County Libraries - Performance Output 2018
REVENUES & EXPENDITURES

Library	Municipal Funding	Sauk County Funding	Other Funding	Total Funding	Salaries & Wages	Staff Benefits	Library Materials	SCLS ILS / Technology	\$ Delivery	\$ Other Operating Expenditures	Total Expenditures	Total Circulation	Average Cost per Circulation	Circulation to Sauk Co Rural Residents
Baraboo	\$589,993	\$263,658	\$110,774	\$964,425	\$548,720	\$168,638	\$73,787	\$48,739	\$3,041	\$89,917	\$932,842	239,839	\$3.88	74,363
Lavalle	\$18,000	\$31,354	\$8,153	\$57,507	\$18,753	\$1,918	\$7,427	\$9,572	\$662	\$19,175	\$57,507	7,649	\$7.52	4,601
North Freedom	\$30,000	\$21,073	\$12,185	\$63,258	\$29,679	\$11,629	\$3,626	\$12,048	\$797	\$6,218	\$63,997	17,845	\$3.59	6,594
Plain	\$65,000	\$75,021	\$15,647	\$155,668	\$69,902	\$8,163	\$17,239	\$13,526	\$1,056	\$45,781	\$155,667	26,811	\$5.81	13,547
Prairie du Sac	\$327,817	\$83,746	\$69,826	\$481,389	\$197,140	\$70,183	\$54,520	\$34,370	\$2,294	\$95,164	\$453,671	125,389	\$4.02	26,028
Reedsburg	\$465,649	\$237,986	\$62,273	\$765,908	\$403,151	\$127,884	\$104,268	\$51,783	\$2,909	\$46,710	\$736,705	228,599	\$3.22	76,709
Rock Springs	\$25,000	\$12,144	\$10,431	\$47,575	\$22,466	\$2,944	\$2,862	\$8,772	\$592	\$8,508	\$46,144	5,604	\$8.23	2,633
Sauk City	\$206,500	\$96,112	\$132,426	\$435,038	\$181,776	\$65,090	\$49,018	\$26,561	\$2,271	\$85,861	\$410,577	108,006	\$3.80	30,349
Spring Green	\$98,942	\$83,998	\$80,291	\$263,231	\$133,168	\$35,121	\$33,060	\$22,206	\$1,700	\$35,707	\$260,962	79,746	\$3.27	25,882
Wisconsin Dells	\$558,554	\$15,660	\$80,770	\$654,984	\$284,875	\$112,456	\$47,871	\$32,266	\$6,704	\$82,405	\$566,577	79,814	\$8.21	8,989
COUNTY TOTAL	\$2,385,455	\$920,752	\$582,776	\$3,888,983	\$1,889,630	\$604,026	\$393,678	\$259,843	\$22,026	\$515,446	\$3,684,649	919,302	\$5.16	269,695

Bylaws of the Sauk County Library Board

Article I – Name

This organization shall be called the “Sauk County Library Board,” existing by virtue of the provisions of Chapter 43 of the laws of the State of Wisconsin and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II – Members

Section 1. Members must be residents of Sauk County and are appointed by the Chair of the Sauk County Board of Supervisors with the approval of the Sauk County Board. The Library Board shall consist of seven (7) members, each of whom serve three-year terms. The term of office shall begin in the month of January. As set forth in ss. 43.57 (4) the board 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 2 county board supervisors. Board membership should reflect an equitable geographical distribution. In the case of resignation, the County Board Chair, with the approval of the Sauk County Board, shall appoint a new member to fill the unexpired term.

Section 2. The Sauk County Library Board shall recommend prospective members to the Sauk County Board Chair as the need arises.

Section 3. Any member who moves out of the county shall be responsible for notifying the Secretary of the Library Board. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the Library Board Chair to notify the County Board Chair of the vacancy, and, by direction of the Library Board, suggest to the County Board Chair the names of persons who may qualify to fill the position.

Section 4. When any trustee fails to attend three consecutive meetings of the Board, the Chair of the Library Board may notify the appointing authority, request the disqualification of the trustee, and suggest other prospective persons qualified to fill the position.

Article III – Officers

Section 1. The officers shall be the Chair, Vice-Chair, and Secretary. All officers shall be elected from among the appointed members at the first Board meeting of the calendar year. Vacancies shall be filled by election at the next regularly scheduled meeting after the vacancy occurs.

Section 2. Officers shall serve a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected. Elected officers may serve a maximum of three (3) consecutive terms in their respective office.

Section 3. The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve

as an ex officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The Vice-Chair shall, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the Board, submit a copy of the minutes of each Board meeting to the Clerk of Sauk County as well as to a representative of the South Central Library System in a timely manner, preside over meetings in the absence of the Chair and Vice-Chair, and perform other duties generally associated with that office.

Article IV – Duties

Section 1. The Board shall prepare an annual budget for support of County Library services and present it to the Sauk County Board.

Section 2. The Board shall recommend to the Sauk County Board Chair prospective representatives to serve on the South Central Library System Board.

Section 3. The Board shall, in addition, have all the other powers and duties as set forth in ss. 43.57 (5) and (6) and 43.58, Wisconsin Statutes.

Article V – Meetings

Section 1. Regular meetings shall be held four (4) times a year or as deemed necessary by the Chair or as requested by another Board member.

Section 2. The meeting place of the Board shall consist of the participating libraries or a handicap accessible site in the community (Baraboo, LaValle, North Freedom, Plain, Prairie du Sac, Reedsburg, Rock Springs, Sauk City, Spring Green, Wisconsin Dells). Date and meeting time shall be determined by the Board at the previous meeting.

Section 3. The annual meeting shall be held at the time of the first regular meeting of the calendar year.

Section 4. The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown whenever possible:

- a. Call to order and verification of compliance with Open Meetings Law
- b. Adoption of agenda
- c. Adoption of minutes
- d. Reports
- e. Unfinished business (itemize)
- f. New business (itemize)
- g. Next meeting and adjournment

Section 5. The presence of four (4) members of the Board constitutes a quorum for the transaction of business.

Section 6. Anyone who wishes to address the Board must notify the Board Chair twenty-four (24) hours prior to the meeting.

Article VI – Committee

Section 1. The Chair shall appoint ad hoc committees of one or more members each for such specific purpose as the business of the Board may require. The committees shall be considered discharged upon completion of the purpose for which they were appointed and after a final report is made to the Board.

Section 2. All committees shall make a progress report to the Board at each meeting.

Section 3. A committee shall have only advisory powers unless, by vote of the Board, it is granted specific power to act.

Article VII – Mileage and Compensation

Section 1. Board members shall be reimbursed for actual mileage to attend Library Board meetings and other meetings authorized by the County Library Board at the current rate approved by the Sauk County Board.

Section 2. Board members shall be compensated on a per diem basis for each Library Board meeting attended at the current rate approved by the Sauk County Board.

Article VIII – General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon, and may move, or second a proposal before the Board.

Section 2. The bylaws may be amended by the majority vote of all members of the Board. Discussion of such change will take place at as many meetings as may be necessary. Final vote to ratify the change will be delayed to the subsequent meeting.

Section 3. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. But such suspension, to be valid, may be taken only at a meeting at which two-thirds (5) of the members of the Board shall be present and two-thirds (4) of those members shall approve.

These bylaws will be in force upon adoption by the Sauk County Library Board on the 12th day of January, 2016.

**LIBRARY SERVICE PLAN
OF THE SAUK COUNTY LIBRARY BOARD
2020-2024**

MISSION STATEMENT: The mission of the Sauk County Library Board is to provide high quality 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:

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.

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.

The Sauk County Library Board meets at least quarterly. The Sauk County library directors also meet quarterly, or more often as the need arises. 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.

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 increasing the representation on 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 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 Sauk County Library Board and to coordinate joint activities of the Sauk County library directors.

Goal 4: Maintain funding assistance from the county for delivery service.

Goal 5: Continue County funding to assist libraries in meeting technology needs.

GOAL 6: Encourage Sauk County libraries to seek and provide services to those who experience barriers to traditional library services.

GOAL 7: Inform rural residents and the Sauk County Board of Supervisors about the wide range of services and needs of the libraries.

GOAL 8: Review the goals set in the Library Service Plan of the Sauk County Library Board .

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:

- 24/7 access to shared library catalog (LINKcat), shared databases and digital collections via computers and mobile devices.
- Leisure materials – Books in a variety of physical and digital formats, music, movies, periodicals and unique collections including tools, equipment kits and technology.
- Research Materials - Local history resources, databases, microfilm readers and skilled reference staff.
- Equipment - Audiovisual equipment, fax machines, flatbed scanners, photocopiers, typewriters.
- Internet access – High-speed bandwidth, computers for public use and wireless internet.
- Training - Computer assistance, youth and adult literacy programs, exam proctoring, resources for job searching and skills, language training and assistance with identifying and navigating available resources.
- Programming for all ages – Literacy programs, discussion groups, creative programs, cultural displays, summer reading programs.
- Community Outreach - Homebound delivery, community information, public meeting spaces, and collaboration with community organizations and resources.
- Safe, neutral community spaces for people of all backgrounds to meet, interact and exchange ideas.

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 library directors will attend at least 75% of scheduled Sauk County Library Board and Sauk County library directors' meetings.
- 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 strengthen their collections of materials on an ongoing basis to reflect the needs and interests of Sauk County residents.

Technology

- Sauk County libraries shall provide access to the shared online catalog of the South Central Library System as well as access to the Internet, local and shared databases.

IMPLEMENTATION

- 1.1 The Sauk County Library Board will encourage all county libraries to strive for at least a basic level of service based on service population, as established by the Department of Public Instruction's set of Wisconsin Public Library Standards.
- 1.2 The Sauk 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. An annual report of performance measures derived from the DPI Annual Reports will be used in the evaluation of services provided by libraries to rural residents.

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 will strive to be an active partner in determining alternative mechanisms for equitable funding.

GOAL 3: Continue funding for a designated library to provide administrative support to the Sauk County Library Board and to coordinate joint activities of the Sauk County library directors.

BACKGROUND INFORMATION

The Sauk County Library Board has no access to county administrative services; instead, the Board designates one library in the county to provide needed administrative support and to compile annual report data.

The designated library also provides desired services to the rest of the libraries in Sauk County. These services include, but are not limited to, 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.

IMPLEMENTATION

- 3.1 The Sauk County Library Board will 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 library directors will annually review the services provided by the designated library for possible changes.

GOAL 4: Maintain funding assistance from the County for delivery service.

BACKGROUND INFORMATION

Of the 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-day delivery.

IMPLEMENTATION

- 4.1 The Sauk County Library Board will annually evaluate the county funding percentage for delivery service.

GOAL 5: Continue county funding to assist libraries in meeting technology needs.

BACKGROUND INFORMATION

Technology is increasingly important to maintaining the relevance of libraries. The county library board has provided a line item to assist libraries in updating existing technology and introducing new technology.

IMPLEMENTATION

- 5.1 The Sauk County Library Board will advocate for appropriate funding for technology.
- 5.2 The Sauk County Library Board and Sauk County library directors will review technology spending on a yearly basis.

GOAL 6: Encourage Sauk County libraries to seek and provide services to those who experience barriers to traditional library services.

BACKGROUND INFORMATION

Sauk County libraries serve diverse populations and strive to meet the needs of our communities by providing equitable access to residents from all backgrounds, interests and abilities.

IMPLEMENTATION

- 6.1 Support libraries in actively engaging their communities to successfully identify community needs and barriers and develop services and programming in response.
- 6.2 Encourage libraries to collaborate with other libraries, agencies and organizations to offer programming and services to meet needs and eliminate barriers in our county.

GOAL 7: Inform rural residents and the Sauk County Board of Supervisors about the wide range of services and needs of the libraries.

IMPLEMENTATION

- 7.1 Inform the Sauk County Board of Supervisors of the existing services and needs of the public libraries that serve rural Sauk County residents.
- 7.2 Share annual reporting of library services provided by Sauk County libraries to the County Board of Supervisors in recognition of National Library Week.
- 7.3 Utilize community connections, print and social media to publicize services, programs and opportunities and to invite input from county residents.

GOAL 8: Review the goals set in the Library Service Plan of the Sauk County Library Board .

IMPLEMENTATION

- 8.1 Annually review progress toward the goals set forth in the Library Service Plan of the Sauk County Library Board.
- 8.2 Evaluate the goals set forth in the Library Service Plan of the Sauk County Library Board annually.

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