

**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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