

**Sauk County Library Board Agenda
Tuesday, November 27, 9:00 a.m.
Kraemer Library and Community Center
910 Main St. Plain, WI
608-546-4201**

1. Call to Order and verification of compliance with the open meetings law
2. Adoption of agenda
3. Approval of the minutes of the July 10, 2018 meeting in Reedsburg
4. SCLS report – Martha VanPelt
5. Adventure Pass Program – International Crane Foundation
6. Discussion and decision on 2017 budget disbursement, as approved by the County Board
7. Discussion of upcoming Board vacancies/appointments
8. Library Service Plan Review
9. Librarians' Reports – Directors in attendance
10. Next meeting date and adjournment

Minutes
Sauk County Library Board
July 10, 2018, 9:00 a.m
Reedsburg Public Library

Board Members present: David Wernecke, Peggy Heidenreich, Sue Meise, Pat Andreessen, Jean Berlin.
Librarians present: Jessica Bergin, Nicholas Studnicka, Raina Roloff, Sue Kucher, Carrie Portz, Emily Judd,
and Mark Ibach from SCLS

1. Wernecke called the meeting to order and verified compliance with the open meetings law at 9 a.m.
2. Meise moved and Heidenreich seconded to adopt the agenda. Passed unanimously
3. Andreessen moved and Berlin seconded to approve the minutes of the May 8, 2018 meeting. Motion passed.
4. Review of Library Service Plan of the Sauk County Library Board 2016- 2020: Discussion concerned the deletion of the line in the Service Plan dealing with the signed contract. Ibach will compare this with Dane County. The contract is on file until the end of next year, so the Service Plan will be reviewed in 2019.
5. Consider finalizing and approving the 2019 Budget request and forwarding it to the Sauk County Finance Committee for consideration. Meise explained the history of the budget request and commented Wisconsin Dells is offering many services to Sauk County residents. Wisconsin Dells is a joint library, serving residents of Columbia and Sauk County residents, while their facility is located in Columbia County. Columbia County reimburses Wisconsin Dells at 70% for Columbia County rural usage, while Sauk County reimburses libraries located in Sauk County at 100% for rural Sauk County usage. Discussion concerned average costs per circulation for all the libraries. Discussion concerned reimbursement for Wisconsin Dells at 70, 80, 90, or 100%. Andreessen moved and Meise seconded to fund Wisconsin Dells at 80%, recommending to the County Finance Committee a total budget for Sauk County Libraries at \$1,074,904. Motion passed unanimously.
6. PLSR Redesign: Ibach explained the Public Library System Redesign has formed work groups to study how services are provided statewide. The task force has 2 possible recommended plans the current system or a reduction of the number of systems. The final recommendation will be sent to the DPI State Superintendent.
7. SCLS report – Mark Ibach reported on work regarding authentication for databases, staff working on https to ensure secure internet access, Flipster costs are increasing (an online magazine service), and a contract with a third party to maintain library websites.
8. Librarians' Reports:
Sauk City Public Library-Emily Judd: Mobile Theatre-With help from Meagan Statz, I've been coordinating a Theatre project through the New York Public Theatre's Mobile Unit. They're bringing a Pulitzer-prize winning play, Sweat, to the Sauk Prairie Community Center on October 19. The goal is to reach those who would not normally attend theater and spark community conversations about local stories about themes from the play-unemployment, racism and drug use. We're working on related activities to take place at the Sauk Prairie libraries including programs and collecting art and stories for the Work Stories of Sauk Prairie project.
Expansion Project-Our library is working toward an expansion project with MSA. We have the conceptual plans completed for the building. The Library Board is ready to move, but they are waiting on the Village's space needs study to be finished before working on fundraising.

Digitization-With Tamara Rimski's help at SCLS we're working on a digitization project on our translations of the historical local German newspaper-Pioneer Presse and a collection of detailed research done on Sauk City houses compiled by Myrtle Cushing.

Recent Programs: Teen Escape Room, Story Time special guests-calf & kittens, Taking Flight-author Michael Edmonds, Laura Doherty Concert, KP Dance Workshop, Sauk Hop Dance, Art Studio, Building Day, Marimba Show

Upcoming Summer Programs: This Saturday we will host local author Darcy Miller's launch of her 2nd chapter book publication by Harper Collins-Margot and Mateo Save the World.

Children-Zoozort, Science Days, Building Days, Wii Dance Off, Cripple Creek Cloggers, Magic of Isiah, Give Back Finale-Humane Society at SP Community Center, Cow Chip Parade with 1000 Books Before Kindergarten float

Adults-All of our regular programs--Book Club, Cookbook Club, Bingo, and Mending Day—have been doing very well this summer.

Teens-Upcycle Disc Craft, Video games with Virtual Reality

SPRING GREEN COMMUNITY LIBRARY REPORT Programs:

* Hoo's Woods Raptor Center – Milton, WI – about 100 attended in May

* Summer Library Program – focusing more on literacy and hands-on activities, including:

o Acts of Kindness/ o Crafternoons / o Drum Circles / * Colossal Fossils – Wausau, WI

Friends of the Library

* Community Wide Garage Sale / Used book sale/New tables for Community Room/BadgerNet Upgrade

Other: * Planters tie in with Village project / * In search of a Landscape architect/Designer – Do you know any?

Prairie du Sac report- sent to Heidenreich: We had about 250 people packed into the community room for our summer kick-off Giant Bubble Show.

- We have lots of special animal guests for the summer (a bearded dragon, turtle and three salamanders) on loan from an area school. Our patrons love checking on them during library visits.
- We had a nice turnout for a presentation on Lyme Disease prevention and infection given by Jean Schneider of Nativa Medica.
- Jennifer Way's last day as Director was June 20. A farewell open house was held June 13.

Reedsburg's Report:

- Summer is in full swing at REE.
- Recent highlights include addition of cookbook discussion/tasting group, an Escape Room and Iron Chef challenge for kids.
- [Loganville Book Bunch is Thursdays at 10:00 a.m. at the Loganville Village Hall through August 2.](#)
- New Youth Services Librarian, Jess McCarlson starts in August. One of our part time staff is serving as our full-time interim programming assistant.
- We have completed our Community Room renovation and staff and patrons alike love the versatility of the flip tables & stack chairs. Staff continue to move programming supplies into the newly re-purposed storage closet.
- We are looking forward to working on our move into the recently refurbished Archives in the Carnegie reading room in the S. Wing of City Hall.
- We've been working to amp up our social media presence. Our focus has been Facebook this summer. We'll be putting more focus on other platforms in the coming months.
- Our Badgernet upgrade was completed in June.
- Staff were appreciative of SCLS tech / helpdesk staff for quick assistance in troubleshooting and fixing a recent problem at REE.

Report sent from **Rock Springs**:

Updates:

- We have 33 kids signed up for the Summer Program
- We're trying an adult reading program this year, with a drawing for prizes from local businesses at the end
- We were awarded a grant from the Wisconsin Arts Board to do a participatory mural with youth in the **library** next spring, led by artist Peter Krsko.
- Recent programs: Drawing with Sound, Dance with Jess Bauer from Signature Steps, Make & take: Slime
- Upcoming summer programs:
 - * July 17 & 24: Make a Musical Instrument
 - * July 19 @ 6:30 pm: Movie at the **library** - Landfill Harmonic
 - * July 31: Sound Recording 101
 - * August 7: Let's Sing!
 - * August 14: Drum Circle
 - * August 21: Kids Rock Camp
 - * Weekly Story Time - Wednesdays at 10am.

Sauk Co. **Plain** Library Director's Report

The youth services librarian has been running the summer library program (SLP) which will be ending August 11th. We so far have 59 kids sign up with 43 of those kids being very active in SLP and 26 adults participating in the adult SLP.

The kids SLP consists of 30 events and they need to read at least 3.5 hrs a week. So far we have had 155 kids and 69 adults in attendance to 23 events that have been held so far. We have been averaging about 9

people per event with 17 events left to go. We also will be having the presenter Zoozort on July 20th at 2pm

Planning on starting the popular Senior Movie and Meal program in September and running through May. In August we will be updating/ redoing the flower beds outside of the front entrance of the library. Also looking at adding some more shelving in our DVD section

North Freedom – Roloff listed summer programs, including games, water event, barn dance, the restart of Storytime, their history book project, and Badger Net update.

Baraboo – Jessica Bergin listed adult programming including funeral planning, charcoal drawing, and horticultural programs. Teen programs include homeschool book club, a drum circle, gaming, and a teen lock-in. Summer programs included hands on programs, and partnerships with local groups, including Kiwanis, Optimists, the Circus parade and a Sauk County Arts Grant for Crane Foundation passes. They are working on strategic planning and building planning.

9. Next meeting Tuesday, November 27 at 9 a.m. at the Plain Library.

Meise moved to adjourn and Andreessen seconded the motion. Motion passed.

2019 SCLS Libraries - County Reimbursement Funding - SAUK COUNTY

Based on Wisconsin Statutes, s.43.12 (1) - Statistics taken from 2017 Wisconsin Public Library Annual Reports
(full decimal numbers are "behind the scenes" for the "2017 Expenditures divided by Circulation" column)

Library	2017 Operational Expenditures (excludes federal funds)	2017 Total Circulation	2017 Expenditures divided by Circulation	County Average 2017 (Expenditures Divided by Circulation)	2017 Circulation to Sauk County Residents w/o a library	2019 Requested Reimbursement for 2017 Services - Sauk Co Libraries at 100%
Baraboo	\$905,918	249,916	\$3.62		74,380	\$269,619
LaValle	\$52,836	15,341	\$3.44		7,099	\$24,450
North Freedom	\$62,313	19,730	\$3.16		6,345	\$20,039
Plain	\$149,962	28,161	\$5.33		14,989	\$79,819
Prairie du Sac	\$479,690	128,671	\$3.73		23,836	\$88,861
Reedsburg	\$750,889	246,394	\$3.05		77,569	\$236,393
Rock Springs	\$46,215	7,229	\$6.39		1,998	\$12,773
Sauk City	\$406,751	113,953	\$3.57		27,533	\$98,278
Spring Green	\$241,580	78,513	\$3.08		26,514	\$81,582
Wisconsin Dells *	\$550,886	86,586	\$6.36		9,570	\$48,710
TOTALS	\$3,647,040	974,494	\$3.74	\$4.17	269,833	\$960,525
<i>Reimbursement</i>						

NOTE:

* Wisconsin Dells has territory located in both Columbia & Sauk Counties

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 Sue Kucher, Reedsburg Public Library, 7/9/2018

SAUK COUNTY LIBRARY BOARD 2019 BUDGET
(for circulation costs incurred in 2017)

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."

	2017	2018	2019	% change
County Library Support Services	\$ 2,086	\$ 2,086	\$ 2,086	
Delivery Services	\$ 29,742	\$ 29,742	\$ 30,040	
Technology	\$ 20,000	\$ 20,000	\$ 20,000	
Board Mileage & Per Diem	\$ 1,968	\$ 1,968	\$ 1,968	
Total County Service Costs	\$ 53,796	\$ 53,796	\$ 54,094	0.55%
Payments to County Libraries for Rural Use				
Baraboo	\$ 260,153	\$ 261,436	\$ 269,619	
LaValle	\$ 29,698	\$ 29,132	\$ 24,450	
North Freedom	\$ 20,844	\$ 18,850	\$ 20,039	
Plain	\$ 80,052	\$ 72,799	\$ 79,819	
Prairie du Sac	\$ 69,250	\$ 83,746	\$ 88,861	
Reedsburg	\$ 233,528	\$ 233,678	\$ 236,393	
Rock Springs	\$ 15,573	\$ 9,922	\$ 12,773	
Sauk City	\$ 91,260	\$ 93,890	\$ 98,278	
Spring Green	\$ 73,312	\$ 81,776	\$ 81,582	
Wisconsin Dells	\$ 47,008	\$ 47,391	\$ 48,710	
(Subtotal of Payments)	\$ 920,678	\$ 932,620	\$ 960,525	2.99%
Payments to Libraries in Adjacent Counties	\$ 52,657	\$ 58,282	\$ 60,285	3.44%
Grand Total	\$ 1,027,131	\$ 1,044,698	\$ 1,074,904	2.89%

7/2/2018 smk

Sauk County Library Board

Description:

Composition: 7 members; 1 supervisor

Type	Member	Position	End Date
Supervisor Alternate	Whitsell, Chuck		04/20/2020
Supervisor	Braunschweig, Craig		04/20/2020
Citizen	Wernecke, David		12/31/2018
Citizen	Andreessen, Pat		12/31/2018
Citizen	Slack, Terrance		12/31/2018
Citizen	Ashford, Judy		04/20/2020
Citizen	Meise, Sue		12/31/2020
Citizen	Heidenreich, Peggy		12/31/2020

**LIBRARY SERVICE PLAN
OF THE SAUK COUNTY LIBRARY BOARD
2016-2020**

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.

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 Librarians 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 county library board and to coordinate joint activities of the county libraries.

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

Goal 5: Continue 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.
- A reasonable amount of privacy.
- Shared databases, including remote access where possible.
- Leisure materials - Books, E-books, Audiobooks, music, movies, periodicals, readers advisory.
- Research Materials - Local history resources, databases, microfilm readers, skilled reference staff.
- Equipment - Audiovisual Equipment, fax machines, flatbed scanners, photocopiers, typewriters.
- Internet Access - High Speed Bandwidth, Computers for public use, wireless Internet.
- Training - Computer assistance, Adult literacy programs, Proctoring.
- Programming for all ages - Children's story hours, Book discussion groups, crafting programs, cultural displays, summer reading programs.
- Community Outreach - Homebound delivery, community information, public meeting rooms.

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 75% 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 strengthen 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: Maintain 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 delivery.

IMPLEMENTATION

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

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

BACKGROUND INFORMATION

Technology is increasingly important to a maintaining the relevance of a municipal library. The county 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 review library automation and technology costs each year and advocate for appropriate funding for technology.

- 5.2 The Sauk County Library Board and Sauk County libraries will review technology spending on a yearly basis.

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, the LGBTQ community, 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 the Internet.
- 6.2 The County Library Board will encourage libraries to cooperate fully with other agencies offering literacy programs and providing services to those with special needs.

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, websites, social media 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 and Sauk County Library Board will annually review how they are meeting the goals set forth in the Library Service Plan of the Sauk County Library Board 2016 - 2020.

Approved 07/25/2015