

**Sauk County Library Board  
Agenda  
Tuesday, May 12, 2020, 9:00 a.m.**

**Due to the COVID-19 Health emergency this meeting will be conducted virtually or by phone. Members of the public can access this meeting by either of the options listed below.**

**Video: Zoom Meeting**

<https://us02web.zoom.us/j/84994865135?pwd=RzRvVnBLdXF0c3FLOVd5UFRzVTh1QT09>

Meeting ID: 849 9486 5135    Password: 914566

**Phone** +1 312 626 6799    Meeting ID: 849 9486 5135    Password: 914566

1. Call to order and verification of compliance with the open meetings law
2. Adoption of Agenda
3. Approval of the minutes of the January 21, 2020 meeting in Baraboo
4. SCLS Report – Martha Van Pelt
5. Budget Discussion
  - a. Review Output Performance Measures from Library’s annual reports
  - b. 2021 County Reimbursement Funding Proposal
  - c. Consider formation of Budget Subcommittee
6. Librarians' reports - Directors in attendance
7. Next meeting and adjournment.

**Distribution**

Board Members:

Pat Andreesen

Joel Chrisler

Joan Fordham

Peggy Heidenreich

Sue Meise

Barbara Morford

Terry Slack

County Supervisor alternate: Rob Nelson

Others:

Sauk County Clerk’s Office

Sauk County Public Librarians (10)

Martha Van Pelt, SCLS

**Sauk County Library Board Meeting**  
**January 21, 2020**  
**Baraboo City Hall**

Board members present: Sue Meise, Joan Fordham, Craig Braunschweig, Terry Slack, Peggy Heidenreich  
Others present: Mark Ibach (SCLS), Cindi Morgan, Nicholas Studnicka, Jessica Bergin, Lisa Thomas

1. Braunschweig called the meeting to order at 9:00 and verified compliance with open meetings law
2. Meise moved and Fordham 2<sup>nd</sup> to approve the agenda, Passed
3. Meise moved and Fordham 2<sup>nd</sup> to approve the November minutes, Passed
4. Election of Officers:  
Meise moved and Heidenreich seconded to nominate Pat Andreesen as chair. Meise moved and Fordham seconded to close nominations. Both motions passed  
Meise moved and Heidenreich seconded to nominate Fordham as vice-chair. Motion passed  
Meise moved and Heidenreich seconded to nominate Morford as secretary. Motion passed
5. Review annual calendar: Meise moved and Fordham seconded to accept the draft annual calendar. Approved.
6. Review of County Library Board Bylaws: Discussion concerned officer term limits. No changes suggested after review.
7. SCLS report by Mark Ibach:  
Directors will begin the annual report to the state today, due January 27.  
DPI will be subscribing to a statewide subscription for a series of video on serving homeless  
Wild Wisconsin winter web conference is available this week  
SCLS has begun a needs assessment project to consider buying a building  
In 2019 the system's digitization project of historic materials began. Since then 25 libraries have used the service.  
In December the LINKcat was upgraded with new software. Since then staff has worked to improve vision accessibility.  
Marty has been on medical leave.

8. Librarians' reports:

**Plain Report:**

The library has replaced all of our chairs in the community room with new chairs. Wondering if anyone wants the old chairs roughly 110 plus cart for them. We are also looking at furniture to replace the worn out pieces in the children's area. Service Electric was at the library and ran the cat6 cable for the new Wi-Fi routers. Got new step stools for in the bathrooms for kids to use. We have also started to look at converting a history area to include space to house a small study room/ conference.

January 23 will be the next Senior Movie and lunch program. We will be hosting a family game night on January 21. Will be starting work on the annual report, which is due to the system on Feb. 27.

**Baraboo** – reported by Jessica Bergin

Working on fundraising for their building project, reorganizing staff positions due to staff retirements. J

Fairy Tale tea party – attendance 200

Adult program: series on climate change, improve night, local authors

**LaValle**- reported by Cindi Morgan

Celebrated 1 year anniversary after the flood. Working on increasing low circulation. Received a grant for programming. Programs include a juggler/ storyteller, dreifless stargazing, cockaoo rescue, Funfest, Halloween and Santa. Friends are helping with new programs.

## **Spring Green Community Library Report**

### Youth Programs

- Junior Chef
- Astronomy/Stargazing
- Pool Noodle Rodeo
- Read With Me (Read to Rover), Coding Club, Movie Nights

### Adult/All Ages Programs

- Art/Maker Cart
- Gardening workshop
- From Page to Stage Theatre appreciation series
- NaNoWriMo (National Novel Writing Month) site during November
- Craft Supply Swaps
- Sewing Labs
- “Line Dancing at the Library”
- “Third Thursdays” Lecture Series: UW Geologist Eric Carson, Horticulturist Roger Reynolds
- Future of Arts & Community facilitated discussions
- Putting together another multi-session adult arts program for the spring

### Friends of the Library

- Annual Holiday Bake and Book Sale
- Giving Tree book donation program
- Chocolate Lab April 18

### Other

- Library Garden Community Conversations and Fundraising
- Wrapped up Wisconsin Space Grant Consortium programming and acquisitions
- Attended League of Women Voters Voter Registration Training. LWV volunteers holding two voter registration drives at library in coming months.
- Sauk Prairie Healthcare Blood Pressure Cuff Donation. Now circulating.
- Current projects: strategic planning, style guide, library garden

Reports sent to secretary:

**Rock Springs** – Katie Schofield:

Upcoming programs -

Today: After school club - Robots & Technology Fun, next Tuesday- Making spring rolls

No Rules Adult Book Club on Feb 3 @ 2 pm

Starting my next library certification class this week.

We are mostly focused on getting materials ready for raising money toward the new library/community center - we have committed to raising \$100,000 toward construction of the new building and aim to raise \$50,000 additionally toward furnishings and technology costs.

The village has selected ADCI from Lake Delton as the architect, and at last night's meeting made a motion to purchase the land for building site.

## **Reedsburg Library Report 1/21/2020**

Reedsburg staff are working on 2020 SLP planning for all ages. Our Adult SLP will be “Sharing your Story” and will continue our Senior Fun Day as well as the addition of an evening Memory Café. Youth programs will include Babygarten, Junior Lunch Bunch, Discovery Days, Loganville Book Bunch, and more.

Staff continue to work through changes, reporting of bugs & testing on the new ILS system.

Friends of the Library have pledged funds to replace window coverings in the Community Room. The Friends will be hosting their Annual Pie Day celebration on Saturday, March 14. Bakers and pie-buyers are welcome! The Friends are also working on developing programming and promotional events for National Library Week, April 19-25, 2020.

The Library commissioned 3 new benches through a partnership with the High School's Advanced Welding class. One of the benches is a memorial to long-time Library Board Member, Tom Geimer and his wife, Delores.

Cuandos Cuentos Cuentas family program is continuing one Tuesday evening per month during our regular Family Fun Night. We've also added Colorin Colorado, a storytime for children from birth to age 5. Both bilingual programs are offered in partnership with Language Services Del Norte LLC of Reedsburg.

### **Ruth Culver Community Library Highlights**

On January 7th, the grant application for the Arts, Humanities and Historic Preservation (AHHP) grant was mailed to the Sauk Co. Extension and a total of \$1,450 was asked for to cover the costs of the Bluffview bookmobile project. Applications are due by February 1st, so winners should be announced shortly thereafter. The maximum amount of money that could be asked for was \$5,000.

- o Holiday Sing-Alongs were conducted by youth services staff Bethany and Beth, which are always well-received. They played guitars, ukuleles, and sang at our regular story times as well as at Leaps and Bounds and 6:8.
- o Teen librarian, and assistant director, Meagan had a good turnout for her bath bombs and buttons teen program on December 10th with 8 teens participating in the fun.
- o We opened registration for the Instant Pot 101 class on January 2nd and by January 7th, 20 of the 24 spots were filled. Three staff members are looking forward to teaching this class on Tuesday, January 21st.
- o On Monday, December 30th we hosted a screening of Toy Story 4 with free popcorn and had a great turn out! 41 kids and 20 adults enjoyed the free movie and snacks.
- o The Bookmobile made its first stop in Bluffview on Saturday, January 4th and there were 11 attendees. We are still working on getting buy-in from the local community and hope to see more local residents in future weeks. I was able to spend the hour out there visiting with DCLS staff, talking with patrons, and seeing how the bookmobile operates.
- o This year the library participated in Holly Jolly Sauk Prairie. The library signed up to participate in the window display contest this year and the chili cook-off! Lauren served chili between 11-2 at the library on Saturday, December 14th. We also had a free activity for families to make and take stocking-stuffer hot cocoa, which included jars of cocoa mix and a toppings bar. We had roughly 150 people stop by the library for the event.

9. Next meeting: May 12 in North Freedom

Slack moved Fordham seconded to adjourn. Passed

Submitted: Peggy Heidenreich 1/21/2020

### Sauk County Libraries - Performance Output 2019

#### PROGRAMMING

Library	Meeting Room uses (Non-library use)	Children's Programs	Children's Attendance	Young Adult Programs	Young Adult Attendance	Other Programs	Other Attendance	Drop-In Programs	Drop-in participation	Total Programs	Total Program Attendance
Baraboo	35	572	16,639	94	1,640	99	1,778	15	633	780	20,690
Lavalle	25	1	17	0	0	1	9	1	21	3	47
North Freedom	0	24	994	21	229	4	134	32	470	81	1,827
Plain	191	58	1,242	3	0	38	1,029	3	87	102	2,358
Prairie du Sac	124	324	13,375	24	259	22	199	49	2,147	419	14,032
Reedsburg	1,399	405	8,545	51	1,000	130	1,544	12	109	586	11,089
Rock Springs	0	83	1,110	15	183	8	29	3	45	109	1,367
Sauk City	492	281	7,477	5	25	145	1,529	25	1,237	431	9,031
Spring Green	312	112	1,813	35	436	68	1,415	17	639	232	4,303
Wisconsin Dells	1,154	330	5,190	41	113	330	3,135	274	5,412	701	8,438
<b>COUNTY TOTAL</b>	<b>2,578.00</b>	<b>1,860</b>	<b>51,212</b>	<b>248</b>	<b>3,772</b>	<b>515</b>	<b>7,666</b>	<b>157</b>	<b>5,388</b>	<b>2,743</b>	<b>64,744</b>

### Sauk County Libraries - Performance Output 2019

#### Service & Collections

Library	FTE Staff	Winter Hours Open per week	Number of winter weeks	Summer Hours Open per week	Number of summer weeks	TOTAL HOURS	Book & Serial Volumes owned	Print Periodicals & Audio Newspapers	Material	Video Material	Other Materials / Formats	Total Items owned	Number of Library Visits	Average Visits per week
Baraboo	11.48	58	26	58	26	3,016	67,729	120	3,415	11,638	220	83,002	139,771	2,687
Lavalle	0.83	20	50	0	0	1,000	9,631	35	385	2,422	*212	12,473	1,750	34
North Freedom	1.03	34	26	34	26	1,768	9,843	20	933	5,219	269	16,284	10,010	193
Plain	1.90	42	26	42	26	2,184	16,561	44	848	2,925	138	20,516	27,891	931
Prairie du Sac	4.00	52	26	52	26	2,704	50,741	148	3,668	6,564	952	62,083	88,328	1,697
Reedsburg	10.20	68	38	59	14	3,410	86,855	134	5,226	16,012	311	108,538	169,228	3,255
Rock Springs	0.95	16	50	0	0	800	5,607	6	22	1,811	0	7,446	2,250	45
Sauk City	5.81	58	52	0	0	3,016	34,935	88	1,853	7,455	290	9,686	82,670	1,590
Spring Green	4.46	46	16	48	36	2,464	26,654	99	1,566	6,324	42	34,685	46,226	889
Wisconsin Dells	6.90	57	38	57	13	2,907	42,702	99	3,258	4,039	247	50,345	89,117	1,747
<b>COUNTY TOTAL</b>	<b>40.66</b>	<b>394</b>	<b>310</b>	<b>293</b>	<b>154</b>	<b>20,362</b>	<b>308,556</b>	<b>694</b>	<b>17,916</b>	<b>60,370</b>	<b>2,222</b>	<b>354,713</b>	<b>568,124</b>	<b>11,321</b>

## Sauk County Libraries - Performance Output 2019 Circulation Data

Library	Municipal Circ	Sauk Co Circ - With Library	Sauk Co Circ - NO Library	Other Circ	TOTAL CIRC	Prior Year Total	+/-	Electronic Resource Users (Databases )	Overdrive uses	Prior Year Total	+/-	ILL Items Borrowed	ILL Items Loaned
Baraboo	131,540	4,712	71,936	16,356	224,544	239,893	-6.4%	5,551	23,059	19,670	17.2%	77,973	71,548
Lavalle	2,896	141	3,319	870	7,226	7,649	-5.5%	0	1,386	1,263	9.7%	5,447	3,874
North Freedom	11,680	1,844	5,944	967	20,435	17,845	14.5%	73	921	679	35.6%	8,429	12,273
Plain	10,505	559	14,901	1,117	27,131	26,811	1.2%	212	2,017	1,653	22.0%	12,356	20,763
Prairie du Sac	48,368	19,491	26,188	31,682	125,729	125,389	0.3%	2,357	12,705	12,231	3.9%	47,102	43,372
Reedsburg	114,235	6,534	67,872	17,786	206,427	228,599	-9.7%	5,121	20,656	18,945	9.0%	60,586	77,856
Rock Springs	1,071	1,073	2,549	30	4,723	5,604	-15.7%	60	427	525	-18.7%	2,334	1,748
Sauk City	38,885	13,413	28,534	26,285	107,117	108,006	-0.8%	12,370	9,435	9,882	-4.5%	40,339	42,278
Spring Green	25,089	1,355	25,833	21,063	73,340	79,746	-8.0%	792	7,100	5,753	23.4%	30,735	29,188
Wisconsin Dells	36,574	1,943	8,711	28,352	75,580	79,814	-5.3%	331	7,489	6,927	8.1%	30,318	24,123
<b>COUNTY TOTAL</b>	<b>384,269.00</b>	<b>49,122</b>	<b>247,076</b>	<b>116,156</b>	<b>796,672</b>	<b>839,542</b>	<b>-3.6%</b>	<b>26,536</b>	<b>77,706</b>	<b>70,601</b>	<b>10.6%</b>	<b>285,301</b>	<b>302,900</b>

## Sauk County Libraries - Performance Output 2019 Revenues & Expenditures

Library	Municipal Funding	Sauk County Funding	Other Funding	Salaries and Wages	Staff Benefits	Library Materials	SCLS ILS / Technology	Delivery	Other Operating Expenditure s	Total Expenditures	TOTAL CIRC	Avg Cost per Circulation	Circulation to Rural Sauk Co Residents
Baraboo	\$626,050	\$273,619	\$10,266	\$551,481	\$176,224	\$67,463	\$48,316	\$3,115	\$105,524	\$952,123	224,544	4.24	71,936
Lavalle	\$17,000	\$26,672	\$11,424	\$23,017	\$1,815	\$9,002	\$9,534	\$700	\$11,028	\$55,096	7,226	7.62	3,319
North Freedom	\$33,765	\$22,261	\$8,328	\$31,326	\$11,334	\$4,886	\$11,612	\$785	\$4,411	\$64,354	20,435	3.15	5,944
Plain	\$66,609	\$82,041	\$10,219	\$70,293	\$7,959	\$19,380	\$13,431	\$1,073	\$46,733	\$158,869	27,131	5.86	14,901
Prairie du Sac	\$332,742	\$88,861	\$72,053	\$258,259	\$66,182	\$60,352	\$34,471	\$2,328	\$105,934	\$527,526	125,729	2.08	26,188
Reedsburg	\$466,525	\$240,701	\$47,400	\$400,258	\$107,197	\$94,467	\$51,891	\$2,883	\$97,930	\$754,626	206,427	3.66	67,872
Rock Springs	\$25,000	\$14,995	\$6,350	\$23,310	\$2,363	\$2,927	\$8,664	\$580	\$8,501	\$46,345	4,723	9.81	2,549
Sauk City	\$208,000	\$100,500	\$117,026	\$185,983	\$59,856	\$46,343	\$26,005	\$2,305	\$88,182	\$408,674	107,117	3.82	28,534
Spring Green	\$98,942	\$81,582	\$44,924	\$133,920	\$38,948	\$32,250	\$21,455	\$1,707	\$48,862	\$277,142	73,340	3.78	25,833
Wisconsin Dells	\$571,669	\$48,710	\$53,787	\$286,788	\$105,073	\$48,641	\$32,182	\$6,729	\$89,212	\$568,625	75,580	7.52	8,711
<b>COUNTY TOTAL</b>	<b>\$1,820,252</b>	<b>\$706,323</b>	<b>\$371,511</b>	<b>\$1,413,154</b>	<b>\$400,727</b>	<b>\$318,248</b>	<b>\$209,245</b>	<b>\$19,090</b>	<b>\$500,793</b>	<b>\$2,861,257</b>	<b>647,708</b>	<b>\$5.26</b>	<b>183,851</b>

## 2021 SCLS Libraries - County Reimbursement Funding - SAUK COUNTY

Based on Wisconsin Statutes, s.43.12 (1) - Statistics taken from 2019 Wisconsin Public Library Annual Reports

*(full decimal numbers are "behind the scenes" for the "2019 Expenditures divided by Circulation" column)*

Library	2019 Operational Expenditures (excludes federal funds)	2019 Total Circulation	2019 Expenditures divided by Circulation	County Average 2019 (Expenditures Divided by Circulation)	2019 Circulation to Sauk County Residents w/o a library	Reimbursement to be paid in 2021 - Sauk Co. Libraries at 100% Level
Baraboo	\$952,123	224,565	\$4.24		71,936	\$304,998
LaValle	\$55,096	7,226	\$7.62		3,319	\$25,306
North Freedom	\$64,354	20,435	\$3.15		5,944	\$18,719
Plain	\$158,869	27,131	\$5.86		14,901	\$87,255
Prairie du Sac	\$527,526	125,729	\$4.20		26,188	\$109,878
Reedsburg	\$754,626	206,427	\$3.66		67,872	\$248,117
Rock Springs	\$46,345	4,723	\$9.81		2,549	\$25,012
Sauk City	\$408,674	107,117	\$3.82		28,534	\$108,863
Spring Green	\$277,142	73,340	\$3.78		25,833	\$97,619
Wisconsin Dells *	\$568,625	75,580	\$7.52		8,711	\$45,876
<b>TOTALS</b>	<b>\$3,813,380</b>	<b>872,273</b>	<b>\$4.37</b>	<b>\$5.37</b>	<b>255,787</b>	<b>\$1,071,644</b>
<i>Totals from 2020 Reimbursement Spreadsheet</i>	<i>\$3,736,188</i>	<i>919,356</i>	<i>\$4.06</i>	<i>\$5.05</i>	<i>269,695</i>	<i>\$1,044,555</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 Mark Ibach - South Central Library System - March 9, 2020*