



Plan for Library Service

Note: Standards appear in Goal 4

Adopted by the Dane County Library Board

July 2, 2009

Incorporating

Resolution 269, 2007-2008

Revising Standards for Public Libraries in Dane County

Adopted by the Dane County Board of Supervisors

March 17, 2008

These standards are effective January 1, 2009

Mission Statement

The Dane County Library Service is dedicated to providing library services for all residents of Dane County's towns, the villages of Blue Mounds, Brooklyn, Cottage Grove, Dane, Maple Bluff, Rockdale, Shorewood and the city of Fitchburg.

Introduction

The Dane County Library Board was designated by the Dane County Board of Supervisors as the County Library Planning Committee under the provisions of Chapter 43.11(1) Wis. Statutes. Wisconsin Statutes assign certain responsibilities to this body (emphasis added):

- 43.11 (3) (a) The committee may prepare a new plan for the organization of a county or multicounty system, **revise an existing plan** or change the boundaries of a public library system. It shall conduct public hearings concerning these plans, revisions and changes to which representatives of all libraries in the county shall be invited.
- (b) The committee's final report, including a new plan, revisions to an existing plan, or **changes to the boundaries of a public library system** and copies of any written agreements necessary to implement the proposal, shall be filed with the county board and submitted to the division. Plans for multicounty systems shall include a **method for allocating system board membership** among the member counties.
- (c) The plan of a library service for a county, whether for a single county or multicounty system, **shall provide for library services to residents of those municipalities in the county not maintaining a public library** under this chapter. The services shall **include full access to public libraries** participating in the public library system and the **plan shall provide for reimbursement for that access. Services may include books-by-mail, bookmobile service, the establishment of additional libraries or other services deemed appropriate by the committee.** Service may be provided by contracting with existing public libraries in the county or in adjacent counties or with the public library system or by creating a county library organization under this chapter. The plan of library service for a county may provide for **improving public library service countywide** and in municipalities that have libraries. The plan shall specify the **method and level of funding to be provided by the county to implement the services** described in the plan, including the reimbursement of public libraries for access by residents of those municipalities in the county not maintaining a public library.
- (d) The plan of library services for a county may **include minimum standards of operation for public libraries in the county.** The county shall hold a public hearing on any standards proposed under this paragraph. The standards shall take effect if they are approved by the county and the public library boards of at least 50% of the participating municipalities in the county that contain, according to the most recent estimate prepared under s. 16.96, at least 80% of the population of participating municipalities in the county.

This document is intended to meet the planning needs of the County Library Service and its members as well as meet the requirements of the Statutes outlined above.

Background of the Dane County Library Service

In March of 1965, the first plan for library service in Dane County was published by a committee which had studied library services and needs for two years. As a result, the Dane County Library Service was created in 1966. In transmitting the report to the County Board, the Committee Chair, George Card, stated, "The County library service plan, herein presented, provides a wide variety of services and benefits to the residents of cities, villages, and towns in Dane County." The plan itself laid out the primary goals:

1. To provide every county resident with access to library service at any public library in Dane County.
2. To assist and help improve local libraries in Dane County so that they are better able to provide good library service to non-resident and resident alike.
3. To provide direct library service to rural areas not adequately served by existing libraries.
4. To arrange for financing and administration of these programs and services in a fair and efficient manner.

These goals have guided the development of the Dane County Library Service and, to a large extent, the core principles remain valid today. However, in most cases, the means for attaining the goals have shifted as communities have grown and their libraries have developed. The formation, in 1976, of the South Central Library System also caused a close examination of the tasks and activities of the Library Service. In the years since 1976, the Library Service has been an active member of the South Central Library System and has worked hard to develop complementary programs of service. State law has also changed, creating new expectations both of counties and of municipal libraries. The plan that follows addresses these changing realities while remaining true to the original intent of Dane County in creating its Library Service.

Development of this and future Plans

As predicted in the Plan for Service published in 2005, the plan has continued to evolve through each annual budget process. Despite these annual adjustments, the commitment to achieving compliance with county standards continues, as does the struggle to maintain core direct services while providing full payments to libraries.

Also continuing is the Library Board's commitment to seeking the best way to deliver library service to the residents of Dane County. A major focus of the continual planning undertaken by the Library Board since 2005 has been this effort to evaluate and explore organizational alternatives for the provision of library service county-wide. Partly motivated by the keenly-felt obligation to assure taxpayers that library service is being administered and delivered in the most cost-effective way possible, these efforts were also driven by a concern that the current model may not be sustainable given possible, even likely, developments outside the county's control.

In the four years since this plan was formally revised, many of the potential developments remain just that – potential:

- **New Municipal Library in Cottage Grove:**

Current status: After a failed referendum, the Village Board dissolved the Library Board. Library Board advocates indicate a two to four year hiatus while they re-group from this set-back. The Friends of the Cottage Grove Library remain an active non-profit organization and currently hold title to the land purchased for the library.

Fiscal Impact: The Village of Cottage Grove represents about 3.2% of the property value taxed by the county for library service in 2008.

Service Impact: Currently, the Bookmobile offers 3.5 hours of service in Cottage Grove weekly. This would cease should the village exempt itself from the county tax.

- **New Municipal Library in Fitchburg:**

Current status: After a mixed referendum, the City Council, in February, 2009, confirmed "its commitment to building and operating a municipal library and instructs the Library Board to proceed with additional planning, bidding, fundraising, and potential construction." RFPs will be issued by the summer of 2009 for architectural and construction management services. Fundraising is underway. A spring 2011 opening date is anticipated.

Fiscal Impact: The City of Fitchburg represents about 17.68% of the property value taxed by the county for library service in 2008. This generated \$770,000 in county library tax revenue for the 2009 budget. In that same year, Dane County paid municipal libraries a total of \$640,000 for serving Fitchburg residents and covered \$6,000 in shared service costs that a municipality with a library would expect to cover.

Service Impact: The Bookmobile provides a total of 5.5 hours of service weekly at five locations throughout Fitchburg at an estimated annual cost of \$118,580. This service would cease should the city of Fitchburg exempt itself from the county library tax. There is some interest on the part of the City to contract for continued bookmobile service at some locations.

- **Status of current staff and ongoing hiring freeze:**

Current status: The budgeted FTE for the Library Service in 2009 is 7.25. This is consistent with the annual staffing for years 2004-2008. Prior to 2003, annual staffing was 9.25 FTEs. These earlier reductions caused a change in mission and a reduction in the services delivered both to residents of our service area and to libraries throughout the county.

At this point, mid-2009, we are operating at 6.25 with one vacancy. Given the age of current employees, it is inevitable that the agency will experience significant retirements in the next one to four years.

The hiring freeze for 2009 has been made permanent; appeals are pending.

Fiscal Impact: Because monies once appropriated to the Library Service remain under the control of the Library Board, significant funds will be lapsed into 2010 due to the current, and perhaps, future staff vacancies.

Service Impact: Bookmobile service is continuing on the current schedule with the use of LTE employees through the summer. Bookmobile service cutbacks will likely be necessary in the fall without a return to budgeted staffing levels.

Additionally, in mid-2009, the county is seeking concessions from the county workforce in terms of reductions in pay. Alternatively, it is considering layoffs. Either would negatively affect the ability of the Library Service to deliver services. The budget situation that necessitated these cutbacks is not likely to ease for the next several years.

- **Madison Central Library Renovation:**

Current status: Two proposals for new central library have been evaluated and prioritized. Neither includes space for the Dane County Library Service to be co-located with the city library. A third proposal for a renovated central library is being developed with many possible phases, most of which do not include space for the Dane County Library.

Fiscal Impact: In addition to providing a central location for bookmobile service and access to a significant resource collection, the co-location of the County Library Service with Madison's central library has provided the county with very reasonable lease costs. Locating anywhere else will likely cost more.

Service Impact: The current location is a very convenient and efficient compromise: centrally located in terms of the bookmobile service, close to fiber and other high speed data lines, and with easy access to the City County Building. In addition, it has facilitated the development of joint programs of service with the Madison Public Library, including one involving the joint ownership of a vehicle housed in the library garage. Any location which would facilitate the housing of the Library's Bookmobile will almost certainly compromise some, if not all, of these advantages.

- **Aging vehicles**

Current status: The direct services offered are dependent on two vehicles, a bookmobile and a readmobile. The current bookmobile was purchased in 2003 and is roughly at half-life. Significant repair costs have begun to be incurred and will continue to be incurred through the remainder of its estimated six years of service remaining. The Readmobile, jointly titled with the City of Madison, is older (2000), but less heavily used. It probably also has approximately half of its useful life remaining.

Fiscal Impact: The County Library Service will need to incur debt in an amount estimated to be \$185,000 in approximately six years, should the County wish to continue bookmobile service. The Readmobile is a much less expensive vehicle and will not be a capital expense.

Service Impact: As service vehicles age, they spend a greater share of their time in the repair shop. This interrupts the service schedule, and ultimately affects usage.

From this review of the many, multi-faceted issues, which are, to a great degree, outside the control of the Library Board, and to some degree, outside the control of the County itself, it is clear that the Library Service is not in control of its own destiny. However, this is not so very different from the environment most public agencies operate and plan in. With this understanding, the Library Board proposes the following goals and strategies for the near future. Should any of the number of changes on the horizon come to pass, this plan will, once again, require a major revision to address that new reality.

Goal 1: To provide direct library service to residents of areas taxed by the county for library service.

CONTEXT & FISCAL IMPACT:

The County Library Service has, since its inception, provided direct library service in areas taxed by the county for library service primarily through the Bookmobile. Bookmobile service has historically been limited by the capacity of a single vehicle to provide service. It operates six days a week and four evenings a week. The Library Service maintains and develops a well-rounded collection of adult and children's materials for checkout on the vehicle; offers children's programs in conjunction with bookmobile visits, especially in the summer, and provides reference and readers' advisory services for bookmobile users. Since 2004, the Bookmobile has been staffed by the Library Director, 3.25 FTE library assistants augmented by LTE library clerks averaging another .5FTE annually. The staff is assisted by the Outreach Librarian who develops and delivers the summer reading program.

Over the last five years, bookmobile use has increased an average of 4% per year. With a new vehicle and stable staffing, service has been consistent, with very few interruptions, usually due to severe weather. While several challenges are evident in the near future, all of which will negatively impact bookmobile usage, opportunities also exist to re-envision bookmobile service to include technology services. Given the demand for current services, this would be a difficult transition. However, the opportunity would be more easily realized if our service territory does, in fact, shrink because of new libraries opening in communities currently served by the bookmobile. Such developments might, in fact, enhance the capacity of the Bookmobile to discover new audiences for library services, provide technological opportunities to these populations, while still maintaining the one-on-one service model common to all bookmobile programs.

As an adjunct to the bookmobile program, daycare delivery services are available to licensed or registered daycare providers located in areas taxed by the county for library service. Daycare providers can sign up to receive monthly deliveries of picture books, supplemented by a multimedia curriculum kit centered on a specific theme. This service has remained relatively constant over the last several years and is much appreciated by the participants.

The County Library Service also provides specialized services through the Readmobile to and through partner community agencies such as Headstart programs. The Readmobile is a vehicle, shared with the Madison Public Library, that is used by library staff to transport programming materials and materials for loan to classrooms and other gatherings on a scheduled basis. The Readmobile program is staffed by the Outreach Librarian and by library assistants.

Finally, the Library Service provides large print books and recorded books to qualified homebound users in our direct service territory as part of our Outreach program. See Goal 2 for details.

STRATEGIES

To enlist the assistance of the Dane County Administration in addressing our space requirements, should a move from the Madison Central Library become necessary.

To explore other delivery mechanisms for serving residents of the areas taxed by the county for library service, including any made feasible by new technology.

To explore options for providing on line access to library resources, and to the internet on the bookmobile.

To develop the book, magazine, and media collections to serve the needs of bookmobile patrons, current and future.

- To secure budget increases equal to inflation to allow the updating of the book collection for adults, children, and those needing large print.
- To secure budget increases needed to support the development of collections of emerging formats, specifically blu ray DVDs and recorded books in a number of formats.
- To secure budget increases equal to inflation to allow maintenance of the Bookmobile's serials collection.

To continue to study usage patterns and demographic trends at current and potential bookmobile service locations; to use such data to maximize usage of the bookmobile.

- Gather and analyze visit and checkout data on a sampling basis.
- Seek information about potential service points in communities not currently served by the Bookmobile.
- Annually make adjustments to schedules as usage and resources dictate.

To explore ways to further extend bookmobile service in nonlibrariated areas.

- Seek the additional funds needed to accomplish this service expansion.
- Develop alternative delivery methods that will promote efficiency in the delivery of service.

To continue to use the media, the internet and other methodologies to inform users and potential users of the services of the bookmobile.

- Provide weekly newspapers in targeted areas with regular bookmobile service updates.
- Explore the efficacy of electronic mail to users in targeted areas as a means of increasing awareness and use of the bookmobile.
- Maintain the currency of the current website (www.dcls.info), including information about the bookmobile and other services offered.

To plan for the replacement of the Bookmobile in 2015.

- Develop plans for fund-raising a significant portion of the cost of a new bookmobile.
- Maintain the placement of the Bookmobile in the County's Capital Plan.

To develop and expand the Readmobile program.

- Maintain service to current partners.
- Limit future service to partner agencies located in our taxing jurisdiction.
- Continue to seek outside funding for collection enhancement and program development.
- Develop plans for fund-raising a significant portion of the cost of a new readmobile.

Goal 2: To develop and deliver library services county-wide to individuals for whom the traditional delivery of library services isn't appropriate.

CONTEXT AND FISCAL IMPACT: The Outreach program of the Dane County Library Service was established in 1972 and initially focused on services to elderly, especially those homebound or living in group residential facilities. These programs continue today, providing monthly deliveries of large print and other appropriate reading materials, programming materials for use by activity directors in group settings, access to the Regional Library for the Blind and Physically Handicapped, and mail delivery of library materials to individuals unable to leave their own homes.

Outreach services have expanded to include outreach to various ethnic communities, programs and materials to those needing to improve literacy skills, library services to the incarcerated, and to youth at risk. The Outreach Program depends heavily on grant funding as well as partnerships with municipal libraries and with other community agencies in order to develop and implement these programs. Currently, the Outreach effort is staffed with one full time librarian, and clerical support.

STRATEGIES

At a minimum, to maintain the current level of basic services to those unable to access traditional library services.

To seek out and serve new residential and other facilities for the elderly with the Book and Program Resource Delivery Program.

To explore new methods of bringing library services to residents of all types of group facilities in Dane County.

To increase the number of participants in the Homebound Delivery Program and to build linkages with libraries offering volunteer-based delivery programs.

To explore ways in which volunteer efforts might be useful in expanding or creating new programs in order that the need for additional staff is minimal.

To seek partnerships and other collaborative working arrangements that serve to further our reach in providing library service to those not currently being served.

To use technology such as the world wide web and email to both deliver and promote library outreach services.

Goal 3: To maintain full access to library service within Dane County for every resident of Dane County.

CONTEXT & FISCAL IMPACT:

Contract-based reimbursement continues to consume larger percentages of the county library levy. Contracts, and their resulting payments, are offered annually to each municipal library in Dane County. Funds generated by the county library tax are used to reimburse costs incurred by each library in serving residents of areas taxed by the county for library service. Currently, the county offers a standard contract that requires that libraries participate in shared delivery, outreach services, and cross-municipal reimbursement. State law requires that libraries be allowed to choose whether they participate in such shared programs. The alternative requires the county to pay a library 70% of their operating costs incurred in serving residents paying the county library tax, as defined by Chapter 43.12. This alternative does not currently have a fiscal impact on Dane County, but may, depending on whether and which libraries choose it, have both fiscal impacts for the county as well as municipal libraries.

In 1999, the County began funding a Facilities Reimbursement Program, in addition to its Operating Reimbursement Program. This program acknowledges that municipalities build and operate larger library buildings than would be needed if they limited service to local residents and provides funding for a share of the costs incurred because of these larger buildings. The funding for the program was phased in over three years.

After five years of struggling to return to 100% funding in both the operating and reimbursement programs, the Library Service realized this goal in 2009. Both formulas were fully funded by the county appropriation to the Library Service through the segregated library tax.

STRATEGIES

To continue the policy that all towns and any villages with a population under 2,500 are better served by remaining under the umbrella of the County Library Service.

To maintain full county funding for the Operating Reimbursement Program and the Facility Reimbursement Program without compromising direct service programs.

To continue to evaluate and improve the methodology and measurements used for each reimbursement program.

To offer, as required by statute, each public library in Dane County a reimbursement equal to 70% of the state defined operating cost for providing service to residents of areas taxed by the county for library service, in lieu of the standard package of non-exempt reimbursement and delivery, outreach, and facilitating cross-municipal compensation.

To seek funding sufficient to reimburse libraries in adjacent counties as required by 43.12 Wisconsin Statutes.

Goal 4: To insure compliance with the County Standards for Public Libraries as developed through the county planning process and adopted by the County Board.

Context and Fiscal Impact: As required by Section 43.64(2m), these standards must be met prior to the granting of an exemption from the county library tax. It can not be emphasized strongly enough that all standards are to be considered minimum standards for adequate library service, that is, the floor—not the ceiling. The quantitative standards are based on existing state standards, but set at a point consistent with the minimums currently attained by public libraries in Dane County. The goal of these standards is that libraries, by meeting all of these low minimums, retain the flexibility to exceed some or many in order to fulfill locally determined needs for service or materials above minimum level. The Wisconsin Public Library Standards presents many of these same quantitative measures, but defines them as “service targets” or guidelines for libraries setting goals to meet their locally-identified library needs. In addition to the basic level (50th percentile), the state provides other higher targets: moderate (65th percentile) and advanced (80th percentile). The level selected through this planning process for Dane County was consciously placed at the minimum with the intent that libraries would seek those higher targets when the community served demonstrates a need for a service above the minimally-adequate. At the same

time, changes in the publishing industry are a constant and a given. Such developments, coupled with technology advancements, will, no doubt require a re-examination of these standards within the time frame of this plan.

These standards were established in accordance with Wisconsin Statutes 43.11(3)(d) by Resolution 269, 2007-2008 of the Dane County Board of Supervisors.

It is acknowledged that the value of library services to individuals and to communities is often described in terms of output measures. These standards are, by necessity, input measures. They do not require local library staff to measure anything not already measured to satisfy the Department of Public Instruction, and most require only data supplied by the automation system used by all the libraries. Because it was seen as highly desirable to keep data collection requirements to a minimum, no standard is being proposed for facility size. However, the size of a library is, to some degree, an outcome of and determined by, what that library contains in terms of volumes, workstations, and staff. Libraries wishing guidance as they design facilities are referred to the 1998 Department of Public Instruction publication, Public Library Space Needs, by Anders Dahlgren and its companion workbook.

Finally, the population used to determine compliance with these standards is municipal population. It is recognized that most libraries serve a significantly larger population base from surrounding areas. However, it is the municipal tax base that is exempted from the county library tax if the standards are met or exceeded, and therefore, the municipal population that should be the basis for the standards. The Wisconsin Official Population Final Estimates issued by the Wisconsin Department of Administration for the most recent year the data is reported is used to determine the standard a specific library must meet in a given year. For example, a municipality requesting an exemption from the 2009 county library tax (used to fund the 2010 county library budget) in the fall of 2009 would use the data submitted on the 2008 annual report to the Department of Public Instruction (due to the Department by March 1, 2009) and the 2008 Wisconsin Official Population Estimates (normally issued in October of 2008) to verify its compliance with these standards. Alternately, at the discretion of the library, documents such as those produced by the Automated Circulation System or the local personnel system may be submitted to demonstrate that standards have been met prior to July 1 of the year for which the exemption is requested.

All public libraries must:

- have a delivery service connecting with all other Dane County public libraries, the Dane County Library Service, and the South Central Library System with service a minimum of 6 days per week.
- employ directors who are properly certified by the Wisconsin Department of Public Instruction.
- offer delivery service to qualified homebound individuals either directly or through a service contract with another library agency.

- provide patron access to the Internet, governed by a locally determined policy.
- share an automated integrated library system and participate in its governance.
- Annually compensate all other public libraries within Dane County for the cost of services provided to residents of the library's municipality. Service shall be measured by checkouts; the compensation model shall be that established by Dane County Library Board for compensating municipal libraries for serving residents of areas taxed by the county for library service.
- meet or exceed the following minimum quantitative standards based on the Wisconsin Official Population Final Estimates issued by the Wisconsin Department of Administration for the most recent year:

Minimum Hours open annually per capita

		CAP MINIMUM AT:
Villages up to 2,500 population	1	1,875 hours
Villages/cities between 2,500 and 5,000	.75	2,250 Hours
Villages/cities between 5,000 and 10,000	.45	2,500 Hours
Villages/cities between 10,000 and 25,000	.25	3,250 Hours
Villages/cities between 25,000 and 50,000	.13	3,500 Hours
Villages/cities between 50,000 and 99,000	.07	7,000 Hours
Cities over 100,000	.07	21,000 hours

Minimum FTE Paid Staff Per Capita

		CAP MINIMUM AT
Villages up to 2,500 population	.001 (1 FTE minimum total)	2.00 FTE
Villages/cities between 2,500 and 5,000	.0008	4.00 FTE
Villages/cities between 5,000 and 10,000	.0008	7.50 FTE
Villages/cities between 10,000 and 25,000	.00075	18.75 FTE
Villages/cities between 25,000 and 50,000	.00075	30.00 FTE
Villages/cities between 50,000 and 99,000	.0006	50.00 FTE
Cities over 100,000	.0005	150.00 FTE

Minimum Public Internet Access Workstations per capita

		CAP MINIMUM AT:
Villages up to 2,500 population	.001	3 workstations
Villages/cities between 2,500 and 5,000	.001	3 workstations
Villages/cities between 5,000 and 10,000	.0005	5 workstations
Villages/cities between 10,000 and 25,000	.0005	13 workstations
Villages/cities between 25,000 and 50,000	.0005	25 workstations
Villages/cities between 50,000 and 99,000	.0005	50 workstations
Cities over 100,000	.0005	150 workstations

Minimum Annual Material Expenditures Per Capita

		CAP MINIMUM AT
Villages up to 2,500 population	\$6.00	\$14,250 Total
Villages/cities between 2,500 and 5,000	\$5.70	\$28,500 Total
Villages/cities between 5,000 and 10,000	\$5.70	\$54,000 Total
Villages/cities between 10,000 and 25,000	\$5.40	\$132,500 Total
Villages/cities between 25,000 and 50,000	\$5.30	\$250,000 Total
Villages/cities between 50,000 and 99,000	\$5.00	\$420,000 Total
Cities over 100,000	\$4.20	\$1,260,000 Total

Minimum Total Book & Serial Volumes per capita

		CAPMINIMUM AT:
Villages up to 2,500 population	8	16,250 Total volumes
Villages/cities between 2,500 and 5,000	6.5	28,500 Total volumes
Villages/cities between 5,000 and 10,000	5.7	44,000 Total volumes
Villages/cities between 10,000 and 25,000	4.4	85,000 Total volumes
Villages/cities between 25,000 and 50,000	3.4	160,000 Total volumes
Villages/cities between 50,000 and 99,000	3.2	320,000 Total volumes
Cities over 100,000	3.2	960,000 Total volumes

Minimum Annual Book Volume Acquisitions as a Percent of Holdings

Villages up to 2,500 population	7% of holdings –greater of minimum/actual
Villages/cities between 2,500 and 5,000	7% of holdings –greater of minimum/actual
Villages/cities between 5,000 and 10,000	7% of holdings –greater of minimum/actual
Villages/cities between 10,000 and 25,000	7% of holdings –greater of minimum/actual
Villages/cities between 25,000 and 50,000	7% of holdings –greater of minimum/actual
Villages/cities between 50,000 and 99,000	7% of holdings –greater of minimum/actual
Cities over 100,000	7% of holdings –greater of minimum/actual

Minimum Total Audio per capita

		CAP MINIMUM AT:
Villages up to 2,500 population	.3	625 Total Items
Villages/cities between 2,500 and 5,000	.25	1,000 Total Items
Villages/cities between 5,000 and 10,000	.20	1,200 Total Items
Villages/cities between 10,000 and 25,000	.12	2,500 Total Items
Villages/cities between 25,000 and 50,000	.10	5,000 Total Items
Villages/cities between 50,000 and 99,000	.10	10,000 Total Items
Cities over 100,000	.10	30,000 Total Items

Minimum Annual Audio Acquisitions as a Percent of Holdings

Villages up to 2,500 population	5% of holdings –greater of minimum/actual
Villages/cities between 2,500 and 5,000	5% of holdings –greater of minimum/actual
Villages/cities between 5,000 and 10,000	5% of holdings –greater of minimum/actual
Villages/cities between 10,000 and 25,000	5% of holdings –greater of minimum/actual
Villages/cities between 25,000 and 50,000	5% of holdings –greater of minimum/actual
Villages/cities between 50,000 and 99,000	5% of holdings –greater of minimum/actual
Cities over 100,000	5% of holdings –greater of minimum/actual

Minimum Total Video per capita

		CAP MINIMUM AT:
Villages up to 2,500 population	.6	1,000 Total Items
Villages between 2,500 and 5,000	.4	1,750 Total items
Villages between 5,000 and 10,000	.35	2,500 Total items
Villages/cities between 10,000 and 25,000	.25	5,000 Total items
Villages/cities between 25,000 and 50,000	.2	10,000 Total items
Villages/cities between 50,000 and 99,000	.2	15,000 Total items
Cities over 100,000	.15	45,000 Total items

Annual Video Acquisitions as a Percent of Holdings

Villages up to 2,500 population	5% of holdings –greater of minimum/actual
Villages/cities between 2,500 and 5,000	5% of holdings –greater of minimum/actual
Villages/cities between 5,000 and 10,000	5% of holdings –greater of minimum/actual
Villages/cities between 10,000 and 25,000	5% of holdings –greater of minimum/actual
Villages/cities between 25,000 and 50,000	5% of holdings –greater of minimum/actual
Villages/cities between 50,000 and 99,000	5% of holdings –greater of minimum/actual
Cities over 100,000	5% of holdings –greater of minimum/actual

Total Print and Electronic Periodical Subscriptions per capita

		CAP MINIMUM AT:
Villages up to 2,500 population	.030	73 Total subscriptions
Villages between 2,500 and 5,000	.029	75 Total subscriptions
Villages between 5,000 and 10,000	.015	130 Total subscriptions
Villages/cities between 10,000 and 25,000	.013	250 Total subscriptions
Villages/cities between 25,000 and 50,000	.010	500 Total subscriptions
Villages/cities between 50,000 and 99,000	.010	800 Total subscriptions
Cities over 100,000	.008	2400 Total subscriptions

These library standards must be met by any municipality seeking an exemption from the county library tax. Any library not meeting one or more of the quantitative standards above may be granted a provisional exemption on an annual basis, not to exceed three provisional exemptions in any ten year period, by submitting for county library board approval a plan designed to bring the library into full compliance. The Library Board shall review and approve such plans as appropriate and may authorize provisional exemptions.

No library will be granted an exemption while not in compliance for more than three years out of any ten year period.

Decision Timeline and Appeals Process

Municipal libraries will supply the data demonstrating compliance by April 1 of the year in which an exemption is desired. Should such data demonstrate that one or more standards have not been met (as judged by the County Library Board and noticed to the affected library by May 15), the Library will submit by June 15, a plan designed to bring the library into full compliance within the allowed time period. By July 15, the County Library Board will determine for each library that minimum standards have been met or will decide whether a library's submitted plan to meet all standards within the required time frame is sufficient. Any decision of the County Library Board may be appealed by any municipal library. Such an appeal must be filed within 15 days of the date of the original decision.

Appeals must be made in writing and delivered by the U.S. Mail or any other means to: Dane County Library Board, 201 W. Mifflin St., Madison, WI 53703. The basis for an appeal shall include one of the following:

- natural disasters affecting the library's ability to meet the standards.
- significant library building projects affecting the library's ability to meet the standards.
- action of a governmental body whose authority exceeds that of the city, village, or county and which prevents compliance with these standards.

All appeals will be heard within 30 days of filing, at a regularly scheduled County Library Board meeting. Any such meeting will include a presentation by the appealing library and a public hearing. All libraries in Dane County will receive notice of the appeal and the hearing. The County Library Board will act on the appeal within 30 days of the hearing. The affected library will be notified. The decision of the County Library Board shall be final.

Goal 5: To maximize the efficiency and effectiveness of library services for all residents of Dane County.

CONTEXT & FISCAL IMPACT: Under Wisconsin law, in the absence of a municipal library, the county is obligated to levy a tax in that municipality sufficient to reimburse municipal libraries within the county for serving those residing in the area without a municipal library. This system works well provided that 1) there are municipal libraries able to deliver service to non-residents, and 2) sufficient non-librariated municipalities exist to buffer existing municipalities with libraries in order to minimize cross-library non-resident use. Dane County has existed quite comfortably within this continuum for the last 45 years, taxing approximately 28% of the property in Dane County and counting 25% of the population as its primary patron base. The potential for significant shifts in population and tax base exist as communities explore the option of establishing local libraries and annexation continues to occur. Pressures on taxes at all levels have jeopardized the county's ability to offer full reimbursement and, in fact, have already ended its role in coordinating library services and facilitating resource sharing, and threaten to force decisions about the very viability of the direct service program of the Library Service, and indeed, the Library Service itself.

Finally, the reimbursement programs allow county residents to use and judge the capacity of each library to meet their needs individually. This "vote with their feet" method has served residents and local units of government well, but the impact of shared automation on interlibrary borrowing continues to challenge this system.

It is apparent to many that the structure that has served Dane County residents well since 1966 can not be trusted to deliver in the same fashion in the future. Significant resources in the last five years have been devoted to studying the feasibility of alternative organizational structures. Several reports have been published and are available at www.dcls.info; however, the overwhelming conclusion was that political will does not exist to re-organize the delivery of library service in any way currently authorized by the statutes; that no alternative organizational method will produce

measurable cost-savings; and that, in the absence of potential cost-savings, creating political will would be difficult, if not impossible.

STRATEGIES:

To explore with county decision-makers the challenges facing the Library Service and determine interest in various courses potentially open to the County with respect to the future of the agency.

To seek input from all stakeholders regarding future plans Dane County may have for library service delivery.

To recommend and to advocate for changes in state law, county ordinance, and contractual agreements that will enable library services in Dane County to be delivered more equitably, effectively, and/or efficiently.

Goal 6: To continue to be a partner in a dynamic public library system that provides needed services to all its members.

CONTEXT & FISCAL IMPACT: The South Central Library System is one of seventeen state-funded public library systems in Wisconsin. Its members include the counties of Adams, Columbia, Dane, Green, Portage, Sauk, and Wood as well as the public libraries located within those seven counties. The South Central Library System is governed by a board of trustees whose 20 members are appointed by the county board chairs or county executives of the member counties. Dane County has twelve members on the Board.

Advising the Board of Directors is the Public Library Advisory Committee. Its members are elected within each county by that county's library directors and serve two year terms.

The governance and services of the Library System are largely defined by Chapter 43 of the Wisconsin Statutes. In addition, the South Central Library System acts as the fiscal agent for LINK, the shared library automation consortium, and offers interlibrary delivery service throughout the state.

STRATEGIES:

To continue membership in the South Central Library System.

To require all participating Dane County libraries to be members of the South Central Library System.

To encourage the County Executive and the County Board to appoint individuals to the SCLS Board who are committed to fulfilling their responsibilities as representatives of Dane County, and to assist in their recruitment.

To establish ongoing relationships, at a board level, with members of the South Central Library System Board.

To maintain the established position that representation on the public library system board be proportional according to population.

To advocate for a larger system funding commitment to delivery services.

To participate and encourage all Dane County libraries to participate in an ongoing system planning process that results in services to libraries that meet their technical support, continuing education, and consulting needs.

To oppose any further geographic growth in the South Central Library System.

To actively support full state funding for public library systems in Wisconsin.