

MINUTES OF THE IOWA COUNTY LIBRARY PLANNING COMMITTEE

April 22, 1999

Purpose of the Committee: The purpose of the committee is to study local library service, the options, the needs and the funding.

The Iowa County Library Planning Committee met at the Dodgeville Public Library on April 22, 1999 at 10 A.M. Chairperson Barbara Polizzi called the meeting to order at 10 A.M. Committee members present were Peggy Daentl, Lois Menninga, Earlene O'Keefe, Barbara Polizzi, Pat Skogen, Victoria Kolb, Krista Ross, Therese McCarragher, and Diane Sterba. Mary Lou Fry, Robert Daentl, and Valerie Foley were absent.

Barbara Polizzi asked for a motion for certification of an open meeting. Motion was made and seconded for certification of an open meeting. Approval of agenda motion was made by Victoria Kolb and seconded by Diane Sterba. Motion carried. Approval of the minutes motion was made by Krista Ross and seconded by Pat Skogen. Motion carried.

Item #6. Iowa County Library Plan

Barbara Polizzi summarized what the committee had accomplished on the plan prior to this meeting and requested members to refer to their sample copies of the county plans. Statistics on employment in Iowa County, population of the last census in Iowa County, and the establishment of the Southwest Wisconsin Library System as well as dates county municipal libraries were established was written into the draft of the new plan. The Barneveld Librarian, Earlene O'Keefe, stated the Barneveld Library was established in 1958. Krista Ross stated the Service Center at Fennimore began in 1959 and the SWLS was officially established in 1974.

Krista explained that she had talked to System Administrator, Walter Burkhalter, who informed her that Crawford County's plan was approved as a viable document for a current county library plan and if Krista could obtain copies of the plans, they would be sent to libraries and distributed to members of the committee in some manner. Also Krista related that the state was not approving county library planning documents but rather county boards are approving them and then they would be filed. Krista stated our timetable should be one of getting the draft of our plan to the county in ample time for the county board to approve or advise us of changes they may wish to make prior to November in order to get the final plan possibly approved by Dec. 31st.

Barbara Polizzi resumed the discussion of the library planning document by proceeding to Roman Numeral III of the sample library plan--Current library services to county residents. Barbara Polizzi got her information for A and B as well as accompanying appendixes added to these points from the Southwest Wisconsin Library System Services contract. Therefore under Point A which asked for an inventory of current library services provided to county residents services she wrote that 2 main library services were provided to the counties from SWLS:

- 1, Rotating Collections of print and non-print materials to public libraries in Iowa County at a cost outlined in Attachment A. This is actually the attachment in the agreement which gives exact details about service no. 1.
2. Centralized Purchasing and Processing Services for public libraries in Iowa County. Attachment B breaks down in detail the actual delineated cost involved for System purchasing and processing of library materials to public libraries.

A short discussion followed on who were the exact county residents and co-chair Barbara said perhaps a definition would be developed in the final plan as to who or what is meant by county resident.

The committee under the direction of Barbara and Krista proceeded with Point B under current library services to county residents which was Governance structure or how libraries in Iowa County made appointments to library boards. Barneveld and Cobb had a five member board appointed by the library board president usually with the approval of the library board members. The appointee or appointees name/names are then submitted to the respective village boards and village presidents for approval. Dodgeville Public Library and Mineral Point Public Library are governed each by a 7 member board appointed by their mayors. All four libraries in Iowa County are considered municipal libraries because each is under

the governance of their city or village boards and their library boards.

The next point in the plan was letter C--current library usage statistics for county residents. Under no. 1 the sample plan stated to include methodology for determining nonresident usage of libraries in the county. Each municipal library used the figure of an attachment to the 1999 annual report. (Reported figures were for 1998 circulation to nonresidents in the county who did not have a library). The figures obtained for each library in municipalities were: Barneveld, 750 circulation to nonresidents in Iowa County, Mineral Point, 8,641 and Dodgeville 29,895. These figures were obtained in the Dodgeville and Mineral Point Libraries via the automated Dynix circulation system statistics. In the Barneveld Library statistics were done by actual tally because Barneveld Public Library began their automated circulation in June of 1998. Cobb Public Library had no Dynix automated circulation system so that library compared the percentage of their circulation to county nonresidents last year (1997) to county nonresident circulation this year (1998) and they compared favorably or in a like manner. The Cobb librarian had no definite number for nonresident county circulation in 1998 at the time of this meeting.

Point 2 under C asked for the inclusion of statistics on county residents usage of libraries outside the county. Under Point C, no. 2, it was decided by the committee that nonmunicipal county residents usage of libraries outside the county could not be determined because the automated Dynix system could not provide walk-in traffic circulation to libraries outside our county by Iowa county nonmunicipal residents. The committee agreed that we should ask System Administrator Walter Burkhalter what was needed under C, point 2. Krista Ross had stated prior to this in discussion that the county would have to reimburse libraries outside our county for use by nonmunicipal county residents. Pat Skogen speculated that no. 2 under C in the sample plan furnished by DPI might be trying to determine how many nonmunicipal county residents are using libraries outside their own county and what services are they seeking that are not being provided by their own county municipal libraries. Barbara Polizzi also thought that this point no.2 under C might be trying to get at demographic figures such as to how and why county nonmunicipal residents cross into other counties to borrow material. Is it for travel convenience (close geographic distances); Do they borrow where they work? Are they seeking services not provided by home counties?

The committee then turned their attention to IV--current funding of library services to county residents. Barbara read point A; it stated to include municipal, county and state funding amounts and any current funding formulas in use (also mention any municipal exemptions from the county library levy). Under point A Barbara Polizzi asked all 4 municipal librarians if each of their municipalities had exempted themselves from the Iowa County library taxes and each had done this. In further discussion she related that each library in Iowa County received only direct funding from their municipality for salaries, heat, electricity, phone etc., and no direct state or county funding supported municipal libraries. In the operating expenditures or municipal library budget, any memorials or capital expenditures could not be included--just direct funding by municipalities. Current municipal funding for Mineral Point Public Library was approximately \$91,000; Dodgeville Public Library \$188,235 and for Barneveld Public Library \$35,520. Cobb Public Library figures were not available at this meeting.

In Point B it stated to make comparisons of funding levels--calculate current per capita and tax levy rates in support of library service by residents of each county municipality (graphs could be used to illustrate differences in funding). For Mineral Point Public Library, Barbara determined the rate each person in the municipality was paying to fund Mineral Point's Public Library. She took the figure \$91,000 divided by 2,428 (people in Mineral Point) and she arrived at \$37.78 per capita or each person in Mineral Point was paying \$37.78 to fund the municipal library. In Iowa County 12,740 nonmunicipal residents were paying \$4.09 per person or per capita for the very same services that a Mineral Point municipal resident received at a much higher cost. This figure was determined by using the figure that Iowa County funded the Southwest Wisconsin Library System in 1998 which was \$52,063. This figure was divided by the 12,740 nonmunicipal county residents. The per capita rate therefore equalled \$4.09. More than 1/2 of Iowa County residents live outside of municipalities where no direct library service or building exists for their use currently in these county areas. Therefore most nonmunicipal county residents and those who live in villages without library buildings use Dodgeville, Mineral Point, Barneveld, and Cobb municipal libraries for their library services and also use libraries outside of Iowa County.

It was decided to use our budgeted operating expenses in the library in 1998 and divide it by the 1990 population of the municipality in the last state census to give us the figure that each municipal library resident in Iowa County provides in funding for library services directly by paying taxes to that municipality. In summary Point A under IV in the sample DPI county library plan would be based on the 1998 municipal library budget figure in the annual report made by the library and Point B would be based on the 1990 last official U.S. census count for each municipality in Iowa County.

Discussion began on Goals and Objectives under Roman Numeral V (5). Barbara Polizzi and Krista Ross had discussed some goals and objectives in a prior meeting when these 2 co-chairs met. They decided to use the exact wording of A in the sample goal. It stated, "To provide all county residents with open access to all library services provided by all system member libraries,". County library plans must now provide for this access, per Wisconsin Statutes s.43.11(3)(c). In order to have open access, the first objective under this goal created by Krista and Barbara stated each public library in Iowa County will issue patron library cards to all residents within the Southwest Wisconsin Library System and objective 2 stated that each public library in Iowa County would accept all library patron cards within the Southwest Wisconsin Library System. The third objective was library services such as circulation, reference, and interlibrary loan shall be provided on an equitable basis to all residents of the Southwest Wisconsin Library System. In Goal B under V Barbara and Krista used similar wording of the sample goal. It stated "To provide for equitable funding for library services provided to all county residents." Our objective was that Iowa County would pay each public library in the county at least seventy (70%) of the cost of the library service provided to county residents that do not maintain a public library. The formula would be library operating expenditures divided by the number of circulations to county residents divided by 70 equals county reimbursement to public libraries. The second objective would be that each public library in Iowa County will provide annual statistics of county resident usage. Three of the libraries will provide the information through the Dynix automated check out system. These libraries would be Barneveld, Dodgeville and Mineral Point. Cobb will provide these statistics through actual manual circulation count. The third objective under this funding goal could be payments for Iowa County resident use of municipal libraries would be made by Iowa County to the four county libraries. The four public libraries in Iowa County will contract with SWLS for services. Payments by Iowa County to the four municipal libraries in Iowa County will be based on non-municipal Iowa County resident circulation use in each library.

Point C under V (Goals and Objectives) state: Achievement of new minimum standards of operation by county public libraries could be included here. One standard that Krista and Barbara thought appropriate for this objective could be proposing a standard which states "the combined services of the four public libraries would provide a minimum standard of 100 open hours per week which includes access to collections, reference, interlibrary loan and internet services!" A quick addition of the current 4 public library open hours combined amounted to 117 hours. A further study of standards in the county might reveal where our strengths and weaknesses are in library services. D states any issues related to shared county library services could be included here. One objective Krista and Barbara thought of earlier under D was "The four public libraries will contract with SWLS to provide centralized ordering and processing services and rotating collections." Our committee may review this later.

E under V states any issues related to direct library services provided to county residents by the system or a county library service could be included here. One proposal that might come under this if there were monies left after essential contract services with SWLS were taken care of would be a possible homebound delivery system of library materials to qualifying county residents. Barbara Polizzi phrased this objective in this manner: The four public libraries will investigate a plan for homebound delivery within the county.

Pat Skogen suggested the committee study the former County Library Plan to see whether some points could still be incorporated into the new county plan. Roman Numeral VI involving implementation of the plan has to be addressed at a future meeting.

Barbara Polizzi and Krista Ross essentially ended discussion of the library plan at this time and stated they would try to retype what was discussed in the meeting and bring it to the next meeting. They asked the committee to look at implementation and future plans of the sample plan as well as section VIII. Librarians were requested to locate their copies of library standards and bring them to the next meeting. Krista Ross said she would try to get copies of the Crawford County Library Plan as well as the former Iowa County Library Plan to member libraries. If possible Walter Burkhalter, SWLS administrator, would be contacted about the definition of exactly what is a county, non-resident or resident. He would also be asked if out of county usage statistics by county residents in libraries outside of their home counties might be obtained via contacting other System libraries or by statistics possibly known by SWLS.

Item #7. Any Other Items of Business That Need to be Brought Before this Committee

Krista Ross mentioned the possibility of Mary Lou Fry resigning from the committee. There were no other items of business at this time.

Item #8. Next Meeting

The committee reached a consensus of having the next meeting at 10 A.M. at the Dodgeville Public Library on Thursday, May 13th.

Item #9. Adjournment

The motion to adjourn the meeting was made by Earlene O'Keefe and seconded by Victoria Kolb. Motion carried. Meeting was adjourned at 11:40 A.M.

Minutes respectfully submitted by Secretary Earlene O'Keefe

Earlene M. O'Keefe

Secretary,
Earlene M. O'Keefe