

NO. 3-198

IOWA COUNTY
LONG-RANGE PLAN OF LIBRARY SERVICE 1997-2002

GOAL STATEMENTS

1. To provide all residents of Iowa County with convenient and speedy access to all library services by Iowa County municipal libraries on the same terms as local municipal residents supporting such libraries. (County residents should be free to use any or all public libraries at their discretion.

Objectives:

- 1) To publicize actively library service programs to the residents within each local library service area. (Ongoing)

Activities:

- a. Distribute in-house flyers, brochures, bookmarks and displays.
- b. Promote the library in local newsletters, newspapers and/or other media.

- 2) To publicize actively all Iowa County member public libraries services among each other. (Ongoing.)

Activities:

- a. Continually mail/deliver local programming to other county public library facilities.
- b. Include programming within area county newspapers or non-print media. (radio, TV, etc.)

- 3) To actively promote Iowa County library services through the SWLS and local municipalities. (Ongoing.)

Activities:

- a. Incorporate county library programming ideas into system newsletters and municipal and county newsletters or mailings.

2. To provide residents of municipalities supporting libraries with access to the other libraries in Iowa County without compensation to the libraries, when use between the libraries is determined to be reciprocal.

Objectives

- 1) Annually collect data on library service by implementing output measures for public libraries.

Activities:

- a. Biannually (April and October) conduct an output measures survey of local library services following guidelines found in OUTPUT MEASURES FOR PUBLIC LIBRARIES: A Manual of Standardized Procedures.

- 2) Annually request local municipal library boards to review service agreements with the SWLS and Iowa County.

Activities:

- a. Local library boards review system membership agreement and county library service agreement for future revisions or updates.
- b. Local library boards should review their local policies and procedures on an ongoing basis to meet the needs of their clients and local service programs.

3. To provide residents of Iowa County with access to the resources of other member county libraries within SWLS without compensation when use between the counties is determined to be reciprocal.

Objectives:

- 1) Continuously review SWLS public library membership agreement for open access between system member public libraries.
- 2) Annually conduct an OUTPUT MEASURES survey of library usage patterns.

Activities:

- a. At least every April or October conduct an OUTPUT MEASURES survey to establish non-resident borrowing rate.
- 3) Review county library plan annually to update reciprocal borrowing policies and procedures.

Activities:

- a. Review County Library Plan by June of every year to establish current reciprocal borrowing guidelines (and costs).

4. To provide Iowa County residents of the SWLS with access to resources of other libraries outside of the SWLS.

Objectives:

- 1) Review SWLS's agreements with adjacent library systems as well as other state library systems for reciprocal borrowing arrangements (every three years).
- 2) Review all System and member library service agreements for direct and indirect library access at least every three years.

- 3) Review SWLS Intro-system and Inter-system Resource Provider agreements for full access to their collections at least every three years.
5. To recommend that participating libraries initiate a planning process in order to provide needed services in the most cost effective way.

Objectives:

- 1) Establish a public library long-range planning process within each of the Iowa County member public libraries by 2002.
- 2) Establish an ongoing planning process at the local public library and county library services level to review library automation and collection development issues.
- 3) Continue to work with SWLS consultants in planning, implementing, and evaluating library services within Iowa County and SWLS.
6. To encourage participating libraries to promote the use of library services to all municipal and county governing bodies.

Objectives:

- 1) To encourage member county libraries to establish a plan of action to promote library services to all municipal and county governing bodies. (Ongoing.)
 - a. Conduct an annual county library planning meeting(s) to establish countywide library service awareness and means of informing municipal and county governing bodies and agencies.
 - b. Establish the public library as an information liaison to local and county governing bodies.
- 2) Establish a continual and permanent Iowa County Library Planning Committee.
7. To encourage the establishment of the most feasible means for providing direct access to information and other library services for the citizens of Iowa County communities currently without a public library within their municipal boundaries.

Objectives:

- 1) To assist Iowa County communities without direct public library service within their municipal boundaries in obtaining the broadest based library information service possible.

Activities:

- a. Annually, the Iowa County Board and the Iowa County Library Planning Committee will review current delivery services for library information and assess the need for additional programs as deemed necessary.
- b. Community surveys should be done to assess needs for local library services and explore funding potential.

- 2) To assist Iowa County communities without public libraries in establishing public library service based on the Wisconsin Public Library Minimum Standards guidelines.

Activities:

- a. Annually, the Iowa County Board and the Iowa County Library Planning Committee will set guidelines based on the Wisconsin Public Library Standards for use by Iowa County communities without libraries who wish to establish a local public library.

8. To work with the SWLS and Iowa County in establishing and maintaining a separate systemwide delivery service that quickly provides easy access for interlibrary loan, backup reference, and rotating collections.

Objectives:

- 1) To assist the SWLS Board of Trustees in evaluating a systemwide delivery service.

Activities:

- a. The Iowa County Library Planning Committee and member public libraries will assist the SWLS Board in evaluating the need for a systemwide delivery service on an annual basis.

9. To encourage participating libraries to recognize the special needs areas such as adult/family literacy, preschool reading readiness, and elderly and handicapped services within the county.

Objectives:

- 1) Establish guidelines for targeting special needs constituents within each community.

Activities:

- a. Meet with the SWLS Special Needs Consultant to establish surveys or other mechanisms for determining local special needs and community needs population.

- 2) Coordinate and promote special needs services among all county member public libraries.

10. To recognize the importance of continued cooperative activities for collection development, acquisition and cataloging procedures among county and system member libraries.

Objectives:

- 1) Establish guidelines for systemwide cooperative activities to include, but not limit to, centralized ordering and processing and collection development based in individual county need.

Activity:

- a. Review cooperative activities annually based on current need, and/or establish new initiatives, and send recommendations to the SWLS Public Advisory Committee and SWLS Board for review.

- 2) To recognize that SWLS has a role in the planning of cooperative activities and programs.

11. To support agreements which preserve the stability of the SWLS and which maintain access to library service for all county residents.

Objectives:

- 1) To work with the SWLS in establishing a strong library foundation at the local, county, system and state level.

Activities:

- a. Review county library plan and system member public library agreements annually to update system membership requirements as needed.
- b. Review local library boards policies and procedures for compliance with local county and system requirements.

- 2) To support all SWLS agreements with Intra- and Inter- system Resource Providers and agreements with special libraries and agencies within the service area.

Activities:

- a. Annually, the Iowa County Library Planning Committee and the Iowa County member public libraries will review the SWLS's Resource Library contracts and recommend changes when needed to the System Public Library Advisory Committee and System administration.

12. To determine the most appropriate manner by which the provision of library services to all county residents may be accomplished.

Objectives:

- 1) Establish a permanent county library planning committee.

- 2) Review composition of local library boards and the county library planning committee to include membership (when and where necessary) from areas outside municipalities containing libraries.
 - 3) Local county member public libraries will review annually all state compliance issues.
13. To assure that Iowa County compensates the SWLS and Iowa County member public libraries in an equitable manner for the use made of them by Iowa County residents without direct municipal (local) public library services.

Objectives:

- 1) Establish a strong working relationship between the Iowa County Library Planning Committee and the Iowa County Board of Supervisors.

Activities:

- a. Annually, evaluate the Iowa County Library Plan and implement local library and system service components and funding based on the needs of Iowa County residents living outside Iowa County municipalities with libraries.
- 2) Establish guidelines for library service between Iowa County residents and Iowa County member public libraries based on new or existing library services. (County Board of Supervisors and Iowa County Library Planning Committee.)

Activities:

- a. OUTPUT MEASURES Survey
 - b. Community needs surveys
14. To evaluate and determine the most equitable way to share costs of library service within Iowa County.
- 1) Establish a mechanism for determining the most equitable way to share costs for Iowa County library service between Iowa County, SWLS and Iowa County member public libraries.
 - a. Annually, the Iowa County Library Committee will review funding needs for library service, include its program funding recommendations to the Iowa County Board of Supervisors and establish an equitable per capita rate for county library service.
 - b. A methodology for determining the County's share of library costs shall be as follows:
(Criteria to be established by the Iowa County Library Planning Committee.)
 - 2) To assist the participating Iowa County member public

libraries in understanding that the services presently provided by the SWLS to include but not be limited to centralized ordering and processing, rotating collections, consulting and cooperative services may be dropped or offered to Iowa County libraries on a contractual basis. The availability of local services will be contingent upon the Iowa County Board of Supervisors providing equitable funding to the SWLS.

15. To assure that Iowa County residents to not experience a radical change or reduction in library/informational services.

Objectives:

- 1) To implement any change so that individual libraries will have adequate time to plan and adjust.

Activities:

- a. The local public library planning process will include a review of the WISCONSIN PUBLIC LIBRARY STANDARDS and establishing a goal to meet minimum requirements at the 50% level or higher in each of the standards areas.
 - b. OUTPUT MEASURES will be utilized to assess usage patterns to include types of materials, reference searches and user statistics.
 - c. Periodic community needs assessment surveys.
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