



## Standards for Dane County Public Libraries

*Revised based on DC Librarians Meeting 7/12/2007, 9/13/2007,  
11/8/2007&12/10/2007*

**Approved by the Dane County Library Board  
January 3, 2008**

*Pending action by municipal library boards prior to adoption by the  
Dane County Board of Supervisors*

Under the provisions of Chapter 43.11(d) and Chapter 43.64(2m) of the Wisconsin Statutes, the following standards of operation are established for public libraries within Dane County. Also established as part of these standards is the process by which libraries demonstrate their compliance or their plan to achieve compliance within the timelines provided.

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:

#### Minimum Hours open annually per capita

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

### Minimum FTE Paid Staff Per 1,000 population

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

### Minimum Public Internet Access Workstations per capita

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

### Minimum Annual Material Expenditures Per Capita

		CAP AT
Villages up to 2,500 population	\$6.00	\$14,250
Villages/cities between 2,500 and 5,000	\$5.70	\$28,500
Villages/cities between 5,000 and 10,000	\$5.70	\$54,000
Villages/cities between 10,000 and 25,000	\$5.40	\$132,500
Villages/cities between 25,000 and 50,000	\$5.20	\$255,000
Villages/cities between 50,000 and 99,000	\$5.00	\$500,000
Cities over 100,000	\$4.80	\$972,000

50,000		
Villages/cities between 50,000 and 99,000	\$5.00	\$420,000
Cities over 100,000	\$4.20	\$1,260,000

### Minimum Total Book & Serial Volumes per capita

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

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

### 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 AT:
Villages up to 2,500 population	.6	1,000
Villages between 2,500 and 5,000	.4	1,750
Villages between 5,000 and 10,000	.35	2,500
Villages/cities between 10,000 and 25,000	.25	5,000
Villages/cities between 25,000 and 50,000	.2	10,000
Villages/cities between 50,000 and 99,000	.2	15,000

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

#### APPLICATION

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 shall 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. Municipal library boards may appeal any decision to



the Dane County Library Board through the appeals process established within this plan.

These standards were initially established in accordance with Wisconsin Statutes 43.11(3) (d) by Resolution 298, 1999-2000 of the Dane County Board of Supervisors, and subsequently revised.

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 surpassed, 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 2007 county library tax (used to fund the 2008 county library budget) in the fall of 2006 would use the data submitted on the 2006 annual report to the Department of Public Instruction (due to the Department by March 1, 2007) and the 2006 Wisconsin Official Population Estimates (normally finalized in October of 2006) 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 September 1 of the year for which the exemption is requested.

### **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.

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, if desired, 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.