

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Roy Sjoberg, Supervisor
SECONDER: Jill Ann Berke, Supervisor
AYES: Travis Schachtner, Roy Sjoberg, Jill Ann Berke, Judy Achterhof
EXCUSED: Ron Kiesler

Vote Confirmation.


Travis Schachtner, Supervisor 10/22/2015

St. Croix County Board of Supervisors Action:

Roll Call - Vote Requirement – Majority of Supervisors Present

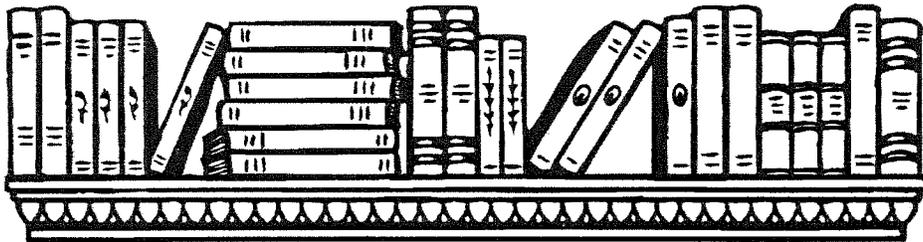
RESULT: **ADOPTED [16 TO 0]**
MOVER: Roy Sjoberg, Supervisor
SECONDER: Travis Schachtner, Supervisor
AYES: Schachtner, Ring, Babbitt, Novotny, Sjoberg, Nelson, Berke, Larson, Hansen,
 Kiesler, Brinkman, Peterson, Anderson, Achterhof, Leibfried, Peavey
ABSTAIN: Chris Kilber
ABSENT: Carah Koch, Dave Ostness

This Resolution was Adopted by the St. Croix County Board of Supervisors on November 3, 2015

Cindy Campbell, County Clerk

St Croix County Plan of Library Service

2005-2009



I. Introduction

The municipalities of Baldwin, Deer Park, Glenwood City, Hammond, Hudson, New Richmond, River Falls, Roberts, Somerset, Spring Valley, and Woodville have an agreement with St. Croix County to provide service to all residents of the county.

The success of library service in St. Croix County depends on the active participation and cooperation of municipal, county and state governments. All three units of government provide funding for library service in St. Croix County.

II. Mission Statement

The public libraries in St. Croix County shall cooperatively provide equitable library service to all county residents. They shall collect and disseminate all kinds of informational, educational, recreational and cultural materials including non-print resources, with free access for all public.

III. Background

A. Statutory Requirements for County Planning

Wisconsin Statutes 43.11. County Library Planning Committees.

(1) **Creation.** Any county board may appoint a county library planning committee under this section. If a county board, in a county where all public library service is administered or coordinated by an existing county library board or where there is a single-county public library system board, determines to appoint a committee under this section, the existing library board may serve as the county library planning committee. The county board shall notify the division immediately upon appointment of the committee.

(3) **Duties and powers.**

(a) The committee may prepare a new plan for the organization of a county or multi-county system, revise an existing plan or change the boundaries of a public library system. It shall conduct public hearings regarding these plans, revisions and changes to which public 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 county board and submitted to the division. Plans for multi-county systems shall include a method for allocating system board membership among the member counties.

c) The plan of library service for a county, whether for a single county or a multi-county 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 service, bookmobile service, the establishment of additional libraries or other services deemed appropriate by the committee. Services 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 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 Section 16.96, Wisconsin Statutes, at least 80% of the population of participating municipalities in the county.

43.12 County payment for library services.

- (1) By March 1 of each year, a county that does not maintain a consolidated library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a library under s. 43.52 or 43.53 shall pay to each public library in the county an amount that is equal to at least 70% of the amount computed by multiplying the number of loans reports under sub. (2) by the amount that results from dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditures of federal funds, by the total number of loans of material made by the public library during the calendar year for which the loans are reported.
- (2) By July 1 of each year, each public library lying in whole or in part in a county shall provide a statement to the county clerk of that county that reports the number of loans of material made by that library during the prior calendar year to residents of the county who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53 and the total number of loans of material made by that library during the previous calendar year.
- (4) Upon request of a county clerk, a public library shall provide access to all books and records used to determine the amount computed under sub. (2).
- (5) Nothing in this section prohibits a county from providing its own additional funding for shared services.

(5m) Nothing in this section prohibits a county from providing its own additional funding for capital expenditures.

(6) The county library board, or if no county library board exists, the county itself, shall distribute the aid provided by the county to the public libraries, as provided in the plan prepared under s. 43.11.

B. Brief History of Library Development and Planning the County

St. Croix County has been a member of the Indianhead Federated Library System (IFLS) since 1978 and has developed a plan by which each of the eleven municipal libraries is reimbursed for rural resident usage. Reimbursement is provided by uniform levy on the part of the county.

St. Croix County librarians meet bi-monthly to discuss countywide service and ways to improve it. The librarians are proactive in determining community needs and addressing them as well as acting upon suggestions for service changes. The librarians are committed to sharing resources and cooperative planning, to provide optimum value from tax dollars.

C. County Membership in the Indianhead Federated Library System

By virtue of the county's population, St. Croix County has two (2) representatives on the system board of trustees, each serving a three-year term. These slots have regularly been filled with a member of the County board of Supervisors and a citizen-at-large.

IV. Current Library Service to County Residents

A. Inventory of services.

The libraries in St. Croix County provide the following services:

- * Books
- * Audio books
- * DVDs/Videos
- * Reference services
- * A/V equipment and software
- * Programming for children and adults
- * Magazine and newspapers subscriptions
- * Access to electronic databases
- * Local history resources
- * Outreach services
- * Interlibrary loan
- * Internet access
- * Word processing computers
- * Copier
- * FAX machines
- * Microfilm reader

- * Meeting room
- * Tax forms

B. Governance Structure of Library Organizations

All eleven libraries in St. Croix County are governed by municipal library boards which meet regularly and are appointed by their municipality. Rural representatives are appointed in accordance with *Wisconsin Statutes* 43.60 (3).

C. Current Library Usage Statistics for County Residents

All St. Croix County libraries maintain detailed circulation statistics which indicate circulation by residence, that is, whether each item circulated is checked out by a resident of a municipality with a library or by a resident of a township or community without a library ("rural" resident), within or without this county.

Libraries in St. Croix County currently count these statistics through the use of a computerized circulation system which tracks them automatically. All holders of library cards must register with library personnel. Residents are required to show proof of current address, which is verified as to whether the registrant resides within a municipality or in a rural location. Each library tracks place of residence by city, village or township, within St. Croix County. All adhere to "Guidelines for Collection of Public Library Non-resident Usage Statistics" from the Wisconsin Department of Public Instruction.

V. Current Funding of Library Services to County Residents

Chapter 43.12 of Wisconsin Statutes requires that counties reimburse libraries a minimum of 70% of the actual costs of serving rural residents. This cost is determined by dividing the total operating expenditure by the total number of circulations. This amount is then multiplied by the number of circulations to rural residents of St. Croix County. The County Finance Committee recommends reimbursement to libraries at the amount as determined by Chapter 43.12, or the amount paid out previous to pre-Act 150 in 2000. The formula included a \$7500 base and a portion of the remaining levy, based on circulation whichever is greater.

VI. Recommendations

It is the recommendation of this committee that St. Croix County fund the eleven municipal libraries according to the present formula, with the added requirement of meeting the funding level of 70% of their cost of rural circulation and increasing that percentage by at least 1% per year up to 100%.

In addition to funding that has been provided in the past, ACT 150 requires that other libraries within IFLS which serve rural St. Croix County residents be reimbursed by the county for that service. Library boards will file their requests for reimbursement with the county clerk. This plan recommends reimbursement to libraries outside of St. Croix County.

VII. Goals and Objectives

A. Goal: To provide residents of St. Croix County will access to all library services.

Objectives:

1. Provide hours of operation and a range of services to encourage significant library usage by all groups in accordance with Wisconsin Department of Public Instruction standards.
2. Continue to provide service to special individuals, childcare centers, nursing homes and group homes, on an individual library basis.
3. All libraries will provide catalogs and /or referrals to the Books-by-Mail program.
4. All libraries will provide interlibrary loan services in the manner prescribed by IFLS and will follow system guidelines, policies, and procedures.
5. All libraries will participate in the IFLS courier service.
6. All libraries will continue to provide reference service.

B. Goal: To represent St. Croix County on the IFLS Advisory Council of Librarians.

Objectives:

1. The designated representative will attend meetings regularly.
2. The designated representative will report to the St. Croix County librarians in a timely manner.

D. Goal: To make county residents aware of the scope of library service in St. Croix County.

Objectives:

1. Publicize library services and programs within each library service area.

2. Promote use of the IFLS and MORE web pages with links to each library, reference resources and news.

E. Goal: Campaign for increase funding for rural circulation due to the population growth of St. Croix County and increase circulation to rural residents.

F. Goal: Encourage continued participation in the shared automation system known as MORE (My Online Resource).

IX. Implementation

Individual libraries in the county will provide the services listed in section IV. Reimbursement to the libraries for rural library use will be provided by the Finance Department of St. Croix County based on figures submitted to the department. These figures will be taken directly from the **Public Library Annual Report** that is filed with the Wisconsin Department of Public Instruction.

X. Evaluation

This county plan will be reviewed by the county librarians annually. Any recommendations for revisions will be submitted to the County Board for approval.

St. Croix County Library Planning Committee Members:

Rebecca Dixen, Director, Baldwin Public Library
Shirley Perkins, Director, Deer Park Public Library
Lynn Barringer, Director, Glenwood City Public Library
Linda Donaldson, Director, Hudson Area Joint Library
Nancy Miller, Director, River Falls Public Library
Bev Jacobson, Director, Hazel Mackin Community Library, Roberts
Cindy Griffin, Director, Woodville Community Library
Scott Vrieze, Director, Carleton A. Friday Memorial Library, New Richmond
Norma Scott, Director, Somerset Public Library
Michelle Johnson, Director, Hammond Public Library
sDoris Ronnander, Director, Spring Valley Public Library



Plan of Library Service 2015-2018



Deer Park
Public Library

FRIDAY MEMORIAL
Library
LEARN. EXPLORE. CONNECT.



Spring Valley
PUBLIC LIBRARY
Insightful • Invaluable • Inspiring

Woodville
Community Library

Government Center
1101 Carmichael Road
Hudson, WI 54016

Introduction

The municipalities of Baldwin, Deer Park, Glenwood City, Hammond, the Hudson Area Joint Library (which consists of the City of Hudson, Village of North Hudson, and the Town of St. Joseph and the Town of Hudson), New Richmond, River Falls, Roberts, Somerset, Spring Valley, and Woodville have an agreement with St. Croix County (the "County") to provide services to all residents of the County. The specifics of this commitment are outlined in this Plan of Library Service. In response to this commitment to offer services to the residents of the County, the County has developed this plan for the financial support of the service provided by these libraries.

I. Mission Statement

St. Croix County envisions library services for all residents that ensure each individual has the opportunity and high quality resources to read, engage, work, create, and learn. The County shall provide equitable funding that will allow libraries within the County to provide access to the tools required to meet the needs of the County's residents.

II. Background

A. Statutory Requirements of County Planning

Wisconsin Statutes 43.11. County Library Planning committees.

(1) **Creation.** Any county board may appoint a county library planning committee under this section. If a county board, in a county where all public library service is administered or coordinated by an existing county library board or where there is a single-county public library system board, determines to appoint a committee under this section, the existing library board may serve as the county library planning committee. The county board shall notify the division immediately upon appointment of the committee.

(3) **Duties and powers.**

(a) The committee may prepare a new plan for the organization of a county or multi-county system, revise an existing plan or change the boundaries of a public library system. It shall conduct public hearings regarding these plans, revisions and changes to which public 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 county board and submitted to the division. Plans for multi-county systems shall include a method for allocating system board membership among the member counties.

(c) The plan of library service for a county, whether for a single county or a multi-county 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 service, bookmobile service, the establishment of additional libraries or other services deemed appropriate by the committee. Services 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 library organization under this chapter. The plan of library service for a county may provide for improving public library system or by creating a 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 Section 16.96, Wisconsin Statutes, at least 80% of the population of participating municipalities in the county.

(e) The plan of library services for a county may require that a municipality located in whole or in part within the county that operates a public library compensate another municipality located in whole or in part within the county that operates a public library whenever the latter public library provides library services to residents of the municipality that operates the former public library. The plan's compensation for each loan may not exceed the actual cost of the loan, as defined by the department by rule.

43.12 County payment for library services.

(1) By March 1 of each year, a county that does not maintain a consolidated library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a library under s. 43.52 or 43.53 shall pay to each public library in the county an amount that is equal to at least 70% of the amount computed by multiplying the number of loans reports under sub. (2) by the amount that results from dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditures of federal funds, by the total number of loans of material made by the public library during the calendar year for which the loans are reported.

(2) By July 1 of each year, each public library lying in whole or in part in a county shall provide a statement to the county clerk of that county that reports the number of loans of material made by that library during the prior calendar year to residents of the county who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53 and the total number of loans of material made by the library during the previous calendar year.

(4) Upon request of a county clerk, a public library shall provide access to all books and records used to determine the amount computed under sub.(2).

(5) Nothing in this section prohibits a county from providing its own additional funding for shared services.

(5m) Nothing in this section prohibits a county from providing its own additional funding for capital expenditures.

(6) The county library board, or if no county library board exists, the county itself, shall distribute the aid provided by the county to the public libraries, as provided in the plan prepared under s. 43.11.

B. Brief History of Library Development and Planning in the County

The public libraries located in the County have been members of the Indianhead Federated Library System ("IFLS") since 1978 and have developed a plan by which each of the libraries is reimbursed for rural resident usage.

The librarians of all the public libraries located in the County are all invited to meet periodically to discuss countywide service and ways to improve it. The librarians are proactive in determining community needs and addressing them as well as acting upon suggestions for service changes. The librarians are committed to sharing resources and planning cooperatively in order to provide optimum value from tax dollars.

C. County Membership in the Indianhead Federated Library System

By virtue of the County's population, the County has three (3) representatives on the IFLS board of trustees, each serving a three-year term. These slots have regularly been filled with a member of the County Board of Supervisors and 2 citizens-at-large.

III. Current Library Service to County Residents

A. Inventory of Services.

All the public libraries in the County strive to provide services to meet the needs of their communities and will continue to expand those services to reflect technological advances. Each library's Board of Trustees determines that library's policy and the scope and extent of services provided by that library. A sample of library services offered can be found at the end of this plan.

See Attachment 1, "St. Croix County Libraries' Inventory of Services, 2015"

B. Governance Structure of Library Organizations

All public libraries in the County are governed by library boards which meet regularly and are appointed by their municipality. County appointments to the libraries in the County are made in accordance with *Wisconsin Statutes* 43.60 (3).

C. Current Library Usage Statistics for County Residents

All public libraries in the County maintain detailed circulation statistics which indicate circulation by residence; that is, whether each item circulated is checked out by a resident of a municipality with a library or by a resident of a municipality without a library (“rural residents”), within or outside of the County.

With the advent of MORE (the online catalog and circulation system), the circulation and borrower’s residence is automatically circulated. All of the public libraries in the County are part of this system.

IV. Current Funding of Library Services to County Residents

Chapter 43.12 of Wisconsin Statutes requires that counties reimburse libraries for the cost of serving residents living within municipalities located in the County that do not have their own municipal library. Such residents are referred to in Wisconsin library finance terms as “rural residents”. This cost is determined by dividing the total operating expenditures by the total number of circulations. This amount is then multiplied by the number of actual circulations provided to rural residents of the County who have used that municipal library. Because the cost of providing library circulation items to rural residents is no less per item than the cost of providing library circulation items to residents living within a library’s jurisdiction, the County has determined that it is just and proper to reimburse the libraries at no less funding than the full cost of providing library services to rural residents and to not arbitrarily cause a funding shortage by providing any lesser support. However, the County retains the right to adjust funding for reasons that are other than arbitrary.

The County’s approval of the Hudson Area Joint Library in 2002, was conditioned upon the promise made by the participating municipalities and by the Hudson Library that the joint library would reimburse its neighboring libraries. The reimbursement would be at a rate of reimbursement similar to the rate that the County reimburses the municipal libraries for the cost of providing library services to the municipal libraries’ rural residents. Prior to (and but for) the formation of the Hudson Area Joint Library, library patrons living in the Village of North Hudson, the Town of Hudson, and the Town of St Joseph were (and would now be) considered to be rural residents within the County. The County has expressed its deep concern with the recent decision instigated by the 2013 amendment to the Joint Library Agreement by the four municipalities and then acted upon by the Hudson Area Joint Library Board of Trustees to no longer honor their promise to pay for the use of the neighboring libraries by the otherwise rural residents of the Village of North Hudson, the Town of Hudson, and the Town of St. Joseph. In 2015, the suspension of these reimbursement payments has resulted in a loss of funding exceeding \$50,000 to the affected neighboring libraries.

V. Goals and Objectives

- A. Goal: Provide equitable access to library services to all residents of the County.
Objectives:

- 1) Each library shall continue to provide hours of operation and range of services in accordance with Wisconsin Statutes 43.11(c).
- 2) Each library will continue to provide services to special needs individuals, child care centers, nursing homes and group homes, on an individual library basis.
- 3) All libraries will provide inter-library loans in the manner prescribed by IFLS and will follow IFLS's guidelines, policies, and procedures.
- 4) All libraries will continue to provide shared research and information service.
- 5) Each library will continue courier service among public libraries.
- 6) Each library will participate in MORE. (MORE- **M**y **O**nline **R**esource; Online circulation/ online catalog for sharing resources)
- 7) Each library will support literacy activities and programs.

B. Goal: Maintain the relevancy of the Plan of Library Service

Objectives:

- 1) The Library Directors in the County will meet at least annually to evaluate and review the plan and will make recommendations to the County Library Planning Committee for changes that need to be made; and will evaluate compliance with the Wisconsin Public Library Standards.
- 2) The County Library Planning Committee will meet as deemed necessary by the County Administration Committee and the Director of IFLS to revise the plan. Other units of government and librarians will be invited to participate.

C. Goal: The County will continue to be represented on the IFLS Advisory Council of Libraries.

D. Goal: The Library Directors in the County will communicate and cooperate effectively and hold meetings on a rotating location basis.

E. Goal: The County's residents will continue to be made aware of the scope of library services.

Objectives:

- 1) Publicize library services and programs within each library service area utilizing techniques such as:
 - a. Local press releases
 - b. Submit special interest stories to local newspapers
 - c. Provide information to the County Library Planning Committee to publish on the County web pages
 - d. Publish library services and programs in some fashion at least quarterly
- 2) Encourage the County to maintain links on the County web page
- 3) The County Library Planning Committee shall make library services reports to the Administration Committee and/or to the County Board, as needed.

- F. Goal: The County will encourage all libraries to achieve compliance with the Basic Level Standards as set forth in the most recent edition of the Wisconsin Public Library Standards.
- G. Goal: The County will support the funding obligations of municipalities for all the public libraries within the County and may adjust funding support based upon local decisions made and/or actions taken by library boards and/or their municipalities.

VI. **Implementation**

Individual libraries in the County will provide the services listed in section III of this plan. Reimbursement to the libraries for rural residents' library use will be provided by the Finance Department of the County based on figures submitted to the department. These figures will be taken directly from the Public Library Annual Report that is filed with the Wisconsin Department of Public Instruction. These payments are made as direct payments to the library boards of trustees per the requirement in Wisconsin Statutes 43.12

VII. **Evaluation**

This plan is subject to the passing of time, which may make objectives and recommendations obsolete. Plan monitoring and evaluation is an ongoing process and will eventually lead to plan updating. The time that elapses between the adoption of this plan and the need to update it depends on new conditions and issues that require the update of the plan. The County Library Planning Committee will monitor the progress of this plan implementation and evaluate it against changing conditions on a minimum of four-year intervals, or as changes warrant. The County Library Planning Committee will remain flexible with regard to updates. When updates are to be implemented, the County Library Planning Committee will report that development to the County Administration Committee.

VIII. **Attachments**

1. "St. Croix County Libraries' Inventory of Services, 2015"

St. Croix County Librarians Planning Committee Members, 2014

Rebecca Dixen, Director, Baldwin Public Library

Pat Waterman, Director, Deer Park Public Library

Shaleen Culbert, Director, Glenwood City Public Library

Linda Donaldson, Director, Hudson Area Joint Library

Nancy Miller, Director, River Falls Public Library

Brenda Hackman, Director, Hazel Mackin Community Library, Roberts

Karen Furo-Bonnstetter, Director, Woodville Community Library

Kimberly Hennings, Director, Carleton A. Friday Memorial Library, New Richmond

Norma Scott, Director, Somerset Public Library

Michelle Johnson, Director, Hammond Public Library

Elizabeth Steans, Director, Spring Valley Public Library

Ad Hoc Librarians Planning Committee to Revise and Present Final Plan, 2015

Nancy Miller, River Falls

Brenda Hackman and Krissa Coleman, Roberts

Shaleen Culbert, Glenwood City

Kimberly Hennings, New Richmond

Rebecca Dixen, Baldwin

Ginny Scheiderer, Somerset

Karen Furo-Bonnstetter, Woodville

Library Services	Baldwin	Deer Park	Glenwood City	Hammond	Hudson	New Richmond	River Falls	Roberts	Somerset	Spring Valley	Woodville
Microfilm reader	X				X	X			X		
Meeting room(s)	X	X		X	X	X	X	X	X	X	X
Continuing education for the staff and board members	X	X	X	X	X	X	X	X	X	X	X
Annual reports	X	X	X	X	X	X	X	X	X	X	X
Tours and library orientation	X	X	X	X	X	X	X	X	X	X	X
Summer reading programs and incentives	X	X	X	X	X	X	X	X	X	X	X
Displays	X	X	X	X	X	X	X	X	X	X	X
Tables and seating	X	X	X	X	X	X	X	X	X	X	X
Income tax forms	X	X	X	X	X	X	X	X	X	X	X
Technology help	X	X	X	X	X	X	X	X	X	X	X
Equipment rental (digital projector)	X					X	X		X		
E-reading devices and tablets available for checkout	X		X	X	X		X	X			
Digital book and music collections	X	X	X	X	X	X	X	X	X	X	X
Homework Help						X					
Fax machine for the public	X	X	X	X		X	X	X	X	X	X
Scanner for the public	X	X		X	X	X	X		X	X	X
Young Adult area				X	X	X	X	X		X	X
Art Gallery					X		X				
Proctoring of exams	X	X	X	X	X	X	X	X	X	X	X

Library Services	Baldwin	Deer Park	Glenwood City	Hammond	Hudson	New Richmond	River Falls	Roberts	Somerset	Spring Valley	Woodville
Theme Kits for Kids	X	X	X	X	X	X	X	X		X	X
Book-Club-in-a-bag	X				X		X	X			
Accessible Computer	X	X		X	X		X	X	X	X	X
Low-vision Reader	X						X				
Other											ACT prep class