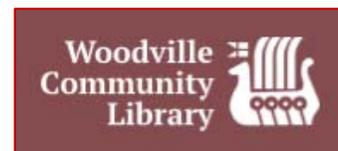


Plan of Library Service



2019 - 2022



St. Croix County Government Center-1101 Carmichael Road-Hudson, Wisconsin

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 approved this plan for the financial support of the service provided by these libraries.

I. Mission Statement

St. Croix County envisions library services that ensure all residents have 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

WI Stat. §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 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 library service for a county, whether for a single county or a 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 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 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 percent of the participating municipalities in the county that contain, according to the most recent estimate prepared under s. 16.96, at least 80 percent 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.

History: 1971 c. 152; 1981 c. 20; 1985 a. 29, 177; 1993 a. 184; 1997 a. 150; 2005 a. 420.

WI Stat. §43.12 - County payment for library services.

(1)

(a) By March 1 of each year, each of the following payments of not less than the minimum amount calculated under par. (b) shall be made:

1. Except as provided in subd. 2., by a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, to each public library in the county and to each public library in an adjacent county, other than a county with a population of at least 750,000 or a county that maintains a consolidated public library for the county.

2. If the adjacent county maintains a consolidated public library and provides the notice under sub. (1m), by a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, to the consolidated public library for the adjacent county providing the notice under sub. (1m).

3. If a county maintains a consolidated public library and provides a notice under sub. (1m), by that county to each public library in an adjacent county, other than a county with a population of at least 750,000, that provides a statement to the county under sub. (2).

(b) The minimum amount under par. (a) shall be calculated to equal 70 percent of the amount computed by multiplying the number of loans of material made by the library during the prior calendar year, for par. (a) 1. or 3., to residents of the county who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, or, for par. (a) 2., to residents of the county who are not residents of a municipality that contains a branch of the consolidated library, as reported 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.

(c) The library board of the public library entitled to a payment under this subsection may direct the county to credit all or a portion of the payment to a county library service or library system for shared services.

(1m) If a county maintains a consolidated public library, the library shall provide a notice not later than April 1 to any public library from which it requests payment under sub. (1).

(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 and to the county clerk of each adjacent county, other than a county with a population of at least 750,000, that reports all of the following:

(a) The number of loans of material made by that library during the prior calendar year to residents of the county, or adjacent county, who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53.

(b) If the library is in a county that is adjacent to a county with a consolidated library system, the number of loans of material made by that library during the prior calendar year to residents of the adjacent county who are not residents of a municipality that contains a branch of the consolidated library.

(c) The total number of loans of material made by that library during the previous calendar year.

(3) A county may enter into an agreement with its participating municipalities or with a public library system to pay no less than the amounts determined under sub. (1) to the public library system for distribution to the public libraries that participate in that system.

(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).

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

(6) The county library board or, if no county library board exists, the county itself, shall either distribute the aid provided by the county to the public libraries, as provided in the plan prepared under s. 43.11, or shall transfer the aid for distribution to the public library system in which it participates.

(7) This section does not apply to a county having a population of 750,000 or more.

(8) For the purposes of this section, a county that provides library service solely under s. 43.57 (2m) is a county that maintains a consolidated public library, and a tribal college-county joint library under s. 43.57 (2m) is a branch of the consolidated library.

History: 1997 a. 150; 2005 a. 226, 420; 2007 a. 97; 2013 a. 157; 2015 a. 306; 2017 a. 207 s. 5.

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

The public libraries located in the County have been members of the IFLS Library System 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 IFLS 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. Library services offered can be found at the end of this plan. See Attachment 1: St. Croix County Library Services-2018

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 tabulated. 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.

V. Priorities and Strategies

A. Priority - Provide equitable access to library services to all residents of the County
Strategies:

- 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 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 provide shared research and information service
 - 5) Each library will continue courier service among public libraries
 - 6) Each library will participate in MORE. (MORE- **My Online RE**source; Online circulation/online catalog for sharing resources)
 - 7) Each library will support and promote literacy activities and programs
- B. Priority - Maintain the relevancy of the Plan of Library Service Objectives
Strategies:
- 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 may be invited to participate
- C. Priority - The County will continue to be represented on the IFLS Advisory Council of Libraries
- D. Priority - The Library Directors in the County will communicate and cooperate effectively and hold meetings at least annually on a rotating location basis
- E. Priority - Library staff will respect each other's service area and work collaboratively to provide access and programs
- F. Priority - The County's residents will continue to be made aware of the scope of library services.
Strategies:
- 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
 - 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
- G. Priority - The County will encourage all libraries to achieve compliance with the Tier 1 Level Standards as set forth in the most recent edition of the Wisconsin Public Library Standards
- H. Priority - 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

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 Library Services-2018
- 2) St. Croix County Library Directors-2018

St. Croix County Libraries

Baldwin Public Library
Carleton A. Friday Memorial Library, New Richmond
Deer Park Public Library
Glenwood City Public Library
Hammond Public Library
Hazel Mackin Community Library, Roberts
Hudson Area Joint Library
River Falls Public Library
Somerset Public Library
Spring Valley Public Library
Woodville Community Library

County Library Planning Committee to Revise and Present Final Plan - 2018

Barbara Krueger (Chair) – Deer Park Public Library
Krissa Coleman (Vice Chair) - Hazel Mackin Community Library, Roberts
Tina Norris - Hudson Area Joint Library
Judy Achterhof – County Board Supervisor
Roy Sjoberg – County Board Supervisor
Dennis Duckworth – Citizen Member
Katie Wendt – Citizen Member

Attachment 1

St. Croix County Library Services October 2018

Services offered evolve. Check with the libraries for the most current services.

Services available at all libraries

Collection

Books	Audiobooks (compact disc or MP3)
Videos/DVDs/Blu-Ray/Video Games	Music CDs
Magazine and newspaper subscriptions	Digital book, audiobook, and magazine collections
Community and family history	Interlibrary loans

Services

Reference and readers advisory service	Student homework resources
Programming for children and adults	Summer reading programs
Income tax forms	Proctoring of exams
Online information resources	Outreach services
Technology help	

Equipment

Public computers with internet access and/or word processing capabilities	Copy machines with color capabilities for the public
WiFi access for the public	Fax machine for the public
Meeting room(s) at all but one library	Scanner for the public

Additional services available at some libraries

Collection

Theme Kits for Kids	Baldwin, Glenwood City, Hammond, Hudson, New Richmond, River Falls, Roberts, Somerset, Spring Valley, Woodville
Book Club In A Bag	Baldwin, Deer Park, Hudson, River Falls, Roberts

Services

ACT prep class	Woodville
Dept. of Workforce Job Development	Baldwin, Hammond, Hudson, New Richmond, River Falls, Roberts, Spring Valley, Woodville

Equipment

Microfilm Reader	Baldwin, Hudson, New Richmond, Somerset
Low-vision reader	Baldwin, River Falls
3D Printer	Hudson
Blood Pressure Kits	River Falls, Spring Valley
Equipment checkout (i.e. projectors)	Baldwin, Deer Park, New Richmond, River Falls
Wifi Hotspot checkout	Deer Park, New Richmond, River Falls, Roberts

Other

Art Gallery	Hudson, River Falls
Young Adult Area	Hammond, Hudson, New Richmond, River Falls, Roberts, Spring Valley, Woodville
Whitetail Deer Antler Shed Display	Deer Park

Attachment 2
St. Croix County Library Directors October 2018

Director	Library
Brandt, Amanda	Glenwood City Public Library
Coleman, Krissa	Hazel Mackin Community Library, Roberts
Dixen, Rebecca	Baldwin Public Library
Furo-Bonnstetter, Karen	Woodville Public Library
Johnson, Michelle	Hammond Public Library
Krueger, Barbara	Deer Park Public Library
Misselt, Tanya	River Falls Public Library
Norris, Tina	Hudson Area Joint Library
Rickard, Jennifer, Interim Director	Carleton A. Friday Memorial Library, New Richmond
Scheiderer, Ginny	Somerset Public Library
Schmitt, Rebecca	Spring Valley Public Library