RESOLUTION 27-13

RESOLUTION TO ADOPT THE POLK COUNTY PLAN FOR LIBRARY SERVICE, 2013-2018

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

WHEREAS, pursuant to Wisconsin Statute Section 43.11, the Polk County Board of Supervisors has created and appointed the Polk County Library Planning Committee, which shall prepare a county plan for library service; conduct public hearings on any such plan and on any revision to an existing plan; and file with the Polk County Board of Supervisors and submit to the Wisconsin Department of Public Instruction- Division of Libraries and Technology a final report that includes any new plan, revisions to an existing plan, changes to boundaries of the county library system and copies of written agreements necessary to implement proposals contained in such plans; and

WHEREAS, in accordance with Section 43.11(3), the Polk County Library Committee has conducted a public hearing on its proposed Polk County Plan for Library Service, 2013-2018 and has filed same with the Polk County Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Section 43.11(3)(d), the Polk County Board of Supervisors approves and adopts the Polk County Plan for Library Service, 2013-2018, which is attached hereto and incorporated herein.

Funding Amount: $0 Funding Source: N/A

Date Finance Committee Advised: N/A Effective Date: Upon Passage

Submitted by: Lynne M. Schauls Christine L. Laford
David Muller
* Vanessa Fordson
Peggy Sarnek

Date Submitted to County Board: August 9, 2013 for August 20, 2013 Regular Meeting

Review by County Administrator:	Review By Corporation Counsel:
☐ Recommended ☐ Not Recommended ☐ Reviewed Only Dana Frey, County Administrator	☑ Approved as to Form ☑ Recommended ☐ Not Recommended ☐ Reviewed Only Jeffrey B. Fuge, Corporation Counsel

County Board Action

On the 20th Day of August, 2013, the Polk County Board of Supervisors adopted Resolution No. 27-13: Resolution to Adopt the Polk County Plan for Library Service, 2013-2018, by a majority vote of supervisors of ___ in favor and ____ against. unanimous voice vote

William F. Johnson, IV

Chairman

ATTEST:

Carole T. Wondra, County Clerk

Dated 22nd day of August, 2013.

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Carole T. Wondra, clerk for Polk County, do hereby certify that the attached is a true and correct copy of Resolution No. 27-13 that was adopted by the Polk County Board of Supervisors on August 20, 2013.

Carole T. Wondra 8-22-13

Carole T. Wondra Date
Polk County Clerk

POLK COUNTY PLAN
FOR LIBRARY SERVICE

2013-2018

Public Hearing Date:
Approved by Polk County Planning Committee Date:

Planning Committee

Lynne M. Schauls, Director, Centuria Public Library, Chairperson

Deanna Wheeler, Director, Milltown Public Library

Christine LaFond, Director, Clear Lake Public Library

Kathryn Kienholz, Polk County Board of Supervisors

Warren Nelson, Polk County Board of Supervisors

Nicole Zrostlik, Rural Resident

Peggy Farmer, Rural Resident

David Muller, Rural Resident

INTRODUCTION

In April of 2013, the Polk County Plan for Library Service Committee met to begin developing a new plan for library services for the citizens of Polk County. A major revision of the Polk County Plan for Library Service was necessary because of the closing of the county library service. The library services for the citizens of Polk County are offered by public libraries in Amery, Balsam Lake, Centuria, Clear Lake, Dresser, Frederic, Luck, Milltown, Osceola, and St. Croix Falls. The specifics of library services outlined in the following plan are designed to provide up-to-date library services to all residents of Polk County. The success of library services in Polk County depends upon the active participation and cooperation of municipal, county, and state governments. Turtle Lake is also included in this plan since a portion of the community is located in Polk County.

MISSION STATEMENT

The mission of Polk County public libraries is to cooperatively provide equitable library services to all county residents.

VISION STATEMENT

Polk County recognizes the importance of free access to knowledge, information, and diversity of ideas for all residents of Polk County. The vision of the Polk County libraries is to provide library services and materials to promote the educational, informational, cultural, and recreational needs for the residents of Polk County. Polk County libraries will promote library use and the importance of reading literacy.

Statutory Requirements for County Planning

Wisconsin Statutes 43.11 County Library Planning Committees

43.11.1 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.

43.11.3 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 of 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, 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 service 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.

BRIEF HISTORY OF POLK COUNTY LIBRARY SERVICES

Libraries have existed in Polk County since the 1920s. Currently, libraries are located in the municipalities of Amery, Balsam Lake, Centuria, Clear Lake, Dresser, Frederic, Luck, Milltown, Osceola, and St. Croix Falls. All the libraries are members of the Indianhead Federated Library System (IFLS) and participants in the My Online Resource (MORE) consortium of libraries. "The purpose of MORE includes, but is not limited to, provision of the following functions: controlling circulation; managing data base content; sharing resources; maintaining the system hardware and software; managing of online accessible public access catalog; and evaluating MORE staff and services." [Quoted from Bylaws of "My Online Resource" (MORE)].

From 1975 until its closing in 2012, the county had a library service known as the Polk County Library Federation (PCLF) to support services to rural Polk County residents. Previous county plans outlined the activities of PCLF in support of rural residents. The focus of this plan will be on the 10 municipal libraries. Turtle Lake is also included in this plan since a portion of the community is located in Polk County.

COUNTY MEMBERSHIP IN INDIANHEAD FEDERATED LIBRARY SYSTEM (IFLS)

IFLS is a public library system established in 1978 under Wisconsin Statute 43.15. IFLS includes 53 independent public libraries and one county library service in the 10 west-central Wisconsin counties of Barron, Chippewa, Dunn, Eau Claire, Pepin, Pierce, Polk, Price, Rusk, and St. Croix. Polk County municipal libraries joined IFLS in 1978.

IFLS is governed by a board appointed under s.43.19 (b). "In a federated public library system whose territory lies within two or more counties, the system board shall consist of at least 15 and not more than 20 members." Regular terms shall be for three years and shall commence on January 1. Each county executive or county chairperson nominates and the county board approves 1-3 members based upon the population of the county. Members can be county board supervisors, representatives of the library boards governing public libraries of participating municipalities, and public members from the counties at large. Polk County has two members on the IFLS board. In 2013, one member is a county board supervisor and one member is from the county at large.

MUNICIPAL LIBRARY SERVICES IN POLK COUNTY

The Polk County libraries provide a variety of services to the residents of Polk County. The following chart indicates the services that each public library provides. All residents are welcome to use the library of their choice. All Polk County libraries are members of IFLS and participate in the MORE consortium.

2013 Inventory of Library Services

Library Services	Amery	Balsam Lake	Centuria	Clear Lake	Dresser	Frederic	Luck	Milltown	Osceola	St. Croix Falls	Turtle Lake
Books	X	X	X	X	X	X	X	X	X	X	X
Audio books	X	X	X	X	X	X	X	X	X	X	X
Videos	X	X	X	X	X	X	X	X		X	X
Music on CD	X	X		X	X	X	X	X	X	X	X
Reference & readers advisory	X	X	X	X	X	X	X	X	X	X	X
Programming –all ages	X	X	X	X	X	X	X	X	X	X	X
Magazines & newspapers	X	X	X	X	X	X	X	X	X	X	X
Community and family history	X	X	X	X	X	X	X	X	X	X	X
Outreach services	X	X	X	X	X	X	X	X	X	X	X
Interlibrary loans	X	X	X	X	X	X	X	X	X	X	X
Computers for public use	X	X	X	X	X	X	X	X	X	X	X
Internet access for the public	X	X	X	X	X	X	X	X	X	X	X
WIFI	X	X	X	X	X	X	X	X	X	X	X
Online information resources	X	X	X	X	X	X	X	X	X	X	X
Copy machines	X	X	X	X	X	X	X	X	X	X	X
Microfilm reader	X	X							X	X	X
Meeting rooms	X	X	X	X		X	X	X	X	X	X
Continuing education for 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 & library orientation	X	X	X	X	X	X	X	X	X	X	X
Summer reading programs	X	X	X	X	X	X	X	X	X	X	X
Displays	X	X	X	X	X	X	X	X	X	X	X
Tables & 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 Loan		X						X	X	X	
E-reading devices		X				X		X		X	
Digital book and music collections	X	X	X	X	X	X	X	X	X	X	X
Books to Go	X	X	X	X	X	X	X	X	X	X	X
Scanner	X	X	X	X	X		X	X	X	X	X
Fax	X	X	X	X	X		X	X	X	X	X
Website/Facebook	X	X	X	X	X	X	X	X	X	X	X
Optelec Reader	X	X	X					X		X	

GOVERNANCE STRUCTURE OF MUNICIPAL LIBRARY ORGANIZATIONS

All Polk County municipal libraries are governed by municipal library boards. The board members are appointed by the individual municipal governing boards. Municipalities may appoint two members who live outside the municipality according to Wisconsin State Statute 43.54. County appointments can be made to a municipal library board above the 5/7 members appointed by the municipality in accordance with Wisconsin State Statutes 43.60(3).

LIBRARY BOARD COMPOSITION

LIBRARY	TOTAL NUMBER BOARD MEMBERS	CITY/VILLAGE REPRESENTATION	CITY/VILLAGE BOARD REPRESENTATION	SCHOOL REPRESENTATION	RURAL REPRESENTATION
Amery	7	4	1	1	1
Balsam Lake	7	3	1	1	2
Centuria	5	2	1	1	1
Clear Lake	5	2	1	1	1
Dresser	5	3	1	1	0
Frederic	7	3	1	1	2
Luck	7	3	1	1	2
Milltown	5	2	1	1	1
Osceola	7	4	1	1	1
St. Croix Falls	7	3	1	1	2
Turtle Lake	5	3	1	1	0

CURRENT LIBRARY USAGE STATISTICS
POLK COUNTY MUNICIPAL LIBRARIES

All the municipal libraries of Polk County maintain detailed circulation statistics which indicates the circulation by residence, i.e. whether each item circulated is checked out by a resident of a municipality with a library or a resident of a municipality without a library (rural resident.) All Polk County municipal libraries are members of MORE and the circulation statistics are automatically tabulated through the use of that program. The 2012 statistics of circulation for Polk County are as follows:

CIRCULATION STATISTICS OF POLK COUNTY MUNICIPAL LIBRARIES
2012 ANNUAL REPORT DATA

Library	Local Municipality	Polk County With a Library	Polk County Without A Library	IFLS Counties With a Library	IFLS Counties Without A Library	Adjacent Counties Not in IFLS With a Library	Adjacent Counties Not in IFLS Without a library	Other WI Residents	Out Of State
Amery	33,129	3,346	51,599	2,552	3,309	0	42	245	246
Balsam Lake *	9,295	1,511	11,969	333	228	3	41	4	13
Centuria	5,302	785	3,959	77	8	6	2	0	7
Clear Lake	19,872	685	15,802	473	9,422	0	13	5	0
Dresser	8,547	1203	6297	15	239	0	0	6	19
Frederic	20,642	2,945	25,174	327	49	286	13,087	427	275
Luck	12,294	2642	26,336	150	88	439	1,489	65	164
Milltown	14,967	5,124	21,606	283	105	27	271	26	53
Osceola	33,951	7,391	45,365	686	1,678	18	77	79	1,778
St. Croix Falls	24,299	9,161	31,265	309	149	402	1,131	76	8,580
Turtle Lake **	6,758	NA	9,106	605	19,072	0	46	47	24

*Balsam Lake was closed for remodeling for 6 weeks
**A portion of the Village of Turtle Lake is located in Polk County
Polk County with a library not available on 2012 annual report for Turtle Lake

WHO THE POLK COUNTY MUNICIPAL LIBRARIES SERVE

The Polk County municipal libraries have a long history of serving all residents of Polk County. Through the MORE circulation system, statistics on the borrowers are collected and sorted by two different categories. They are as follows:

RESIDENT BORROWER: an individual who resides in a city, town, or village with a library.

NONRESIDENT BORROWER: an individual who resides in a city, town, or village without a library.

The chart below shows the statistical data defining resident and nonresident borrowers. In addition, it shows the number of library visits to the municipal libraries in 2012.

LIBRARY	LIBRARY VISITS	TOTAL RESIDENT REGISTERED BORROWERS		TOTAL NONRESIDENT REGISTERED BORROWERS		TOTAL REGISTERED BORROWERS
			%		%	
Amery	72,676	1,176	42%	1,600	58%	2,776
Balsam Lake	14,560	704	48%	772	52%	1,476
Centuria	6,708	509	80%	124	20%	633
Clear Lake	20,852	574	38%	929	62%	1,503
Dresser	6,812	431	76%	134	24%	565
Frederic	43,395	874	30%	1,941	70%	2,815
Luck	27,789	895	38%	1,484	62%	2,379
Milltown	20,150	752	40%	1,121	60%	1,873
Osceola	26,572	2,088	36%	3,706	64%	5,794
St. Croix Falls	42,316	1,463	37%	2,486	63%	3,949
TOTAL	281,830	9,466	40%	14,297	60%	23,763

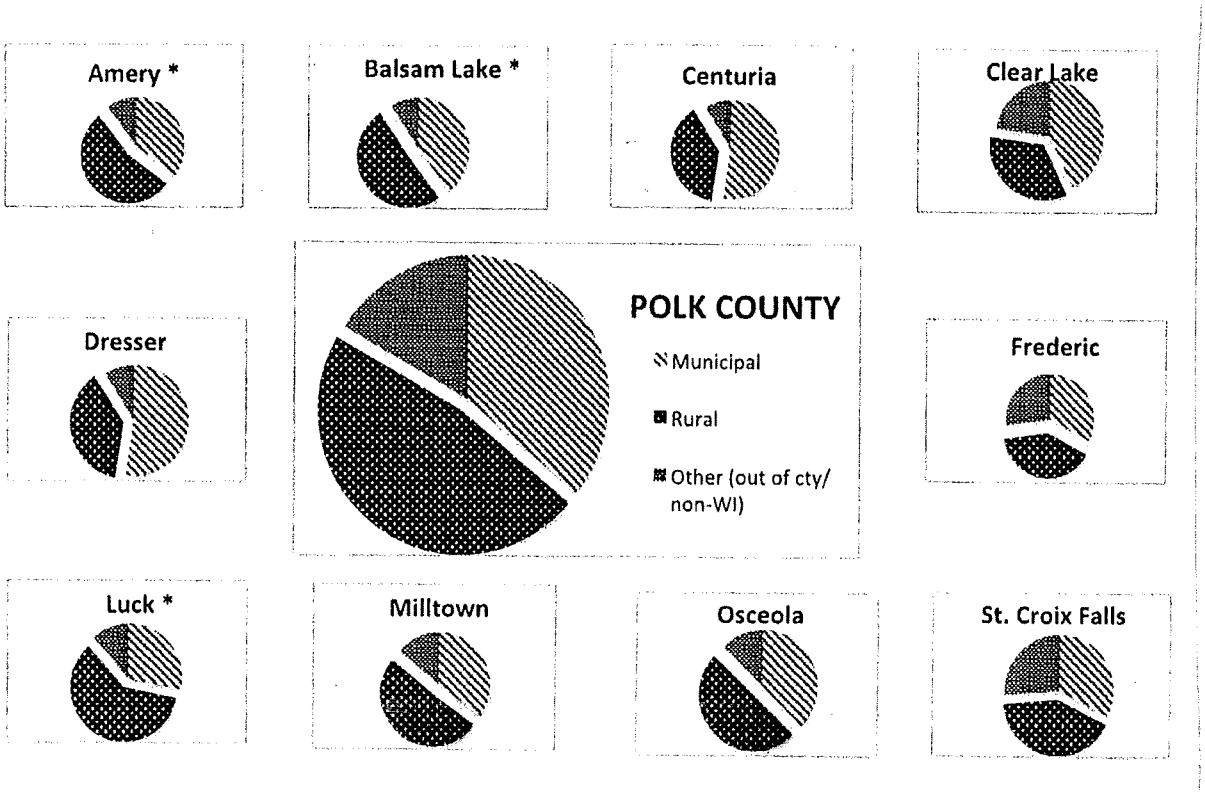
The 10 municipal libraries of Polk County will continue to serve all residents of Polk County in the future.

The following chart shows the circulation statistics as a percent of use, comparing Polk County municipal resident circulation to Polk County rural nonresident circulation.

PERCENT OF LIBRARY CIRCULATION USAGE
POLK COUNTY LIBRARIES
2012 Circulation Data

LIBRARY	TOTAL POLK COUNTY MUNICIPAL RESIDENT CIRCULATION		TOTAL POLK COUNTY RURAL NONRESIDENT CIRCULATION		TOTAL ALL OTHER CIRCULATION		TOTAL CIRCULATION
		%		%		%	
Amery	33,129	35%	51,599	55%	9,740	10%	94,468
Balsam Lake	9,295	40%	11,969	51%	2,133	10%	23,397
Centuria	5,302	54%	3,959	40%	885	10%	9,782
Clear Lake	19,872	43%	15,802	34%	10,598	23%	46,272
Dresser	8,540	52%	6,297	39%	1,482	10%	16,319
Frederic	20,642	33%	25,174	40%	17,121	27%	62,937
Luck	12,294	28%	26,336	60%	5,037	12%	43,667
Milltown	14,697	35%	21,606	51%	5889	14%	42,462
Osceola	33,951	37%	45,365	50%	11,707	13%	91,023
St. Croix Falls	24,299	32%	31,265	41%	19,808	26%	75,372
Totals	182,291	36%	239,372	47%	84,400	17%	506,063

The pie charts below show how nearly half of all 2012 circulations at Polk County libraries are to rural patrons.



CURRENT FUNDING OF LIBRARY SERVICES TO COUNTY RESIDENTS

Most library services to the residents of Polk County are met through the municipal libraries of Amery, Balsam Lake, Centuria, Clear Lake, Dresser, Frederic, Luck, Milltown, Osceola, and St. Croix Falls. All statistical information is gathered from the municipal library's annual report.

The amount required to be paid out under ACT 150 if reimbursed at "100% Cost of nonresident circulation."

ACT 150 CALCULATIONS USING 2012 DATA FOR PAYMENT IN 2014

Library	Operating Expenditures (minus Federal)	Total Circulation	Cost Per Circulation	Polk County Nonresident Circulation	100% Cost Polk County Nonresident Circulation	70% Cost Polk County Nonresident Circulation
Amery	$346,037	94,468	$3.66	51,599	$189,008	$132,305
Balsam Lake	84,851	23,397	3.63	11,969	43,406	30,385
Centuria	53,139	10,146	5.24	3,959	20,735	14,514
Clear Lake	108,454	46,272	2.34	15,802	37,037	25,926
Dresser	51,241	16,326.	3.14	6,297	19,764	13,835
Frederic	184,584	63,212	2.92	25,174	73,510	51,457
Luck	100,977	43,667	2.31	26,336	60,900	42.630
Milltown	129,378	42,462	3.05	21,606	65,832	46,082
Osceola	214,999	91,023	2.36	45,365	107,153	75,007
St. Croix Falls	160,963	75,372	2.14	31,265	66,769	46,738
Turtle Lake	99,070	26,552	3.73	9,106	33,976	23,783

Libraries outside of Polk County requesting reimbursement for usage by Polk County residents shall conform to the provisions in Wisconsin State Statute 43.12 County payment for library services.

PER CAPITA COSTS FOR MUNICIPAL LIBRARIES

Per capita costs for library expenditures are calculated by dividing the total amount of the municipal library allocation by the population of the community where the library is located. The per capita costs for municipal libraries are as follows:

PER CAPITA COSTS FOR LIBRARY SERVICES

MUNICIPAL LIBRARY	MUNICIPAL POPULATION 2012	TOTAL MUNICIPAL APPROPRIATION 2012	RESIDENT SUPPORT PER CAPITA
Amery	2,940	$193,293	$65.75
Balsam Lake	1,015	62,054	61.14
Centuria	937	46,939	50.09
Clear Lake	1,071	57,836	54.00
Dresser	895	41,400	46.26
Frederic	1,135	85,065	74.95
Luck	1,101	53,410	48.51
Milltown	916	72,938	79.63
Osceola	2,573	105,000	40.81
St. Croix Falls	2,130	105,000	49.30
TOTAL	14,713	$822,935	$55.93

Per capita costs for rural residents can be calculated by dividing the total ACT 150 dollars allocated for use of municipal libraries by the total population of the rural towns in Polk County. The per capita costs for rural residents of Polk County are as follows:

PER CAPITA COSTS FOR LIBRARY USE BY RURAL RESIDENTS

	COUNTY POPULATION 2012	ACT 150 DOLLARS PAID 2012	NON-RESIDENT SUPPORT PER CAPITA
POLK COUNTY (includes populations of all towns plus Clayton (572)	29,436	$477,495 (10 municipal libraries)	$16.22

GOALS AND ACTIONS

1. **Goal: Promote equitably and adequately funded libraries.**
   Actions:
   a. Provide 100% reimbursement to each public library established under Chapter 43 of Wisconsin Statutes located in whole or part of Polk County, serving Polk County residents without a library calculated by the formula included in Wisconsin Statutes 43.12(1).
   b. Maintain the reimbursement rate to outside county libraries at a rate of 70% of the cost of circulation.
   c. Encourage library trustees, library staff, county board members and patrons to work with legislators to promote equitable funding of libraries.
   d. Statistical information will be shared annually with town and county officials in accordance with Wisconsin statutes.

2. **Goal: Provide equitable access to library services to all residents of Polk County.**
   Actions:
   a. Each library will continue to provide hours of operation and a range of services in accordance with Wisconsin Statutes 43.11(c).
   b. Continue to provide service to special needs individuals, childcare centers, nursing homes, and group homes on an individual library basis.
   c. All libraries will provide interlibrary loans in the manner prescribed by IFLS and will follow system guidelines, policies, and procedures.
   d. All libraries will provide research and information services.
   e. All libraries will continue IFLS courier services among public libraries.
   f. Each public library will participate in MORE.
   g. Support literacy activities and library programs.
   h. Encourage library personnel to participate in workshops and trainings to stay up-to-date with services and best practices.

3. **Goal: To make Polk County residents aware of the scope of library service in Polk County.**
   Actions:
   a. Publicize library services and programs and MORE throughout Polk County utilizing local newspapers, posters, flyers, local radio service announcements, social media, and library web pages.
   b. Encourage Polk County to maintain links on the county web page to all county libraries.
   c. Provide relevant library programming that meets the needs of Polk County residents.
   d. Libraries will share their library story with town and county officials.

4. **Goal: Maintain the relevancy of the library plan.**

Actions:

a. The Polk County Administrator or County Board Chair shall appoint and maintain a library planning committee to review and revise the county library plan whenever needed.
b. The library directors shall review the county plan of library service and forward any recommendations for change to the county library planning committee.
c. A Polk County Library Planning Committee should be comprised of two (2) representatives from each of the following groups:
    a. Polk County Board of Supervisors
    b. Municipal Library Boards
    c. Polk County Municipal Librarians
    d. Rural Resident of Polk County
d. All revisions shall comply with Wisconsin Chapter 43.

5. **Goal: Encourage cooperative efforts with other agencies such as the Polk County Literacy Council , Interfaith Caregivers, and school libraries in providing library services to Polk County residents.**

Actions:

a. Cooperate with other county agencies or organizations for the benefit of area patrons.
b. Work with area school librarians to make Polk County residents aware of library services such as BadgerLink.

6. **Goal: Polk County will continue to be represented on the IFLS Advisory Council and the IFLS Board.**

Actions:

a. Polk County shall be represented by one member on the IFLS Advisory Council.
b. Polk County shall appoint individual(s) from Polk County to represent Polk County on the IFLS Board as outlined in Chapter 43.
c. When two or more trustees are appointed, one trustee shall be from the County Board of Supervisors and the remaining shall be an individuals(s) from the population at large.

7. **Goal: Polk County Library Directors shall communicate and cooperate effectively and hold regular meetings.**

Actions:

a. All libraries will work together cooperatively to provide library services
b. All libraries will work cooperatively with IFLS.

PUBLIC HEARING NOTICE

Notice is hereby given that a PUBLIC HEARING will be held before the Polk County Library Plan Work Group on Tuesday, August 20, 2013 at 5:30 PM in the Polk County Board Room of the Polk County Government Center, Balsam Lake, WI. Purpose of the hearing is to present the POLK COUNTY PLAN FOR LIBRARY SERVICE for 2013-2018 to the public and to adopt a resolution recommending that the Polk County Board of Supervisors adopt the plan. The Polk Count Plan for Library Service guides the financial support of the services provided by Amery, Balsam Lake, Centuria, Clear Lake, Dresser, Frederic, Luck, Milltown, Osceola, and St. Croix Falls libraries. The plan contains the elements required by Wisconsin State Statute 43.11.

Copies of the plan have been provided to all municipal libraries within Polk County. Copies of the plan are available for review at the Polk County Clerk's Office located in the Polk County Government Center, Balsam, Lake, Wisconsin.

If you need additional information, you may contact: Lynne M. Schauls, Director, Centuria Public Library – 71-646-2630