

RESOLUTION 38-10
ON THE ADOPTION OF THE REVISED COUNTY PLAN
FOR LIBRARY SERVICE

WHEREAS, Act 150 was enacted into law by the 1998 Wisconsin Legislature and Governor; **and**

WHEREAS, this act included revised statutory procedures for conducting county library planning, as well as new requirements for the content of county library plans; **and**

WHEREAS, the Polk County Library Planning Committee appointed by the Polk County Board of Supervisors developed the Polk County Plan for Library Service, which met statutory requirements of the law and was adopted on July 20, 1999; **and**

WHEREAS, the Library Planning Committee was reconvened and met in April 2010 to review and revise the plan; **and**

WHEREAS, the revised plan must be formally adopted by the Polk County Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors adopts the revised Polk County Plan for Library Service which is attached and made a part of this resolution.

Funding Amount: \$0

Funding Source: N/A

Date Finance Committee Advised: N/A

Effective Date: Upon Passage

Approved as to form:

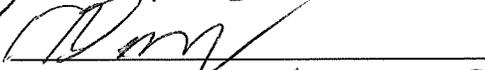

Jeffrey B. Fuge, Corporation Counsel

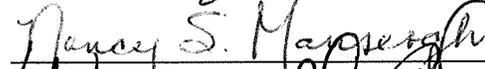
Date Submitted to County Board: 6-15-2010

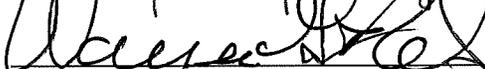
County Board Action: adopted

SUBMITTED BY:













Polk County Plan
For Library Service

Biennial Plan
~~**2008-2010**~~
2010-2012

Planning Committee

Virginia Zoncki-Bunker, St. Croix Falls Public Library Board
Nathan Deprey, Director, Osceola Public Library
Pat Draxler, Rural Resident
Christine LaFond, Director, Clear Lake Public Library
Nancy Mansergh, PCLF Board of Trustees
Gerald Newville, Polk County Board of Supervisors
Betty Patterson, Rural Resident
Pat Schmidt, Polk County Board of Supervisors
Cathy Shimon, PCLF Board of Trustees
Tanna Worrell, Centuria Public Library Board
Ex-officio
Colleen Gifford, Director, Polk County Library Federation

Original Plan Adopted by the Polk County Board of Supervisors 7/20/99
Revised by the Planning Committee 12/5/01; Adopted by the Polk County Board 3/19/02
Revised by the Planning Committee 4/22/03; Adopted by the Polk County Board 7/15/03
Revised by the Planning Committee 8/25/04; Adopted by the Polk County Board 10/12/04
Revised by the Planning Committee 11/29/05; Adopted by the Polk County Board 12/20/05
Revised by the Planning Committee 7/11/06; Adopted by the Polk County Board 8/15/06
Revised by the Planning Committee 7/22/08, Adopted by Polk County Board 10/21/08
Revised by the Planning Committee 2010

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Polk County Plan for Library Service

I. Brief History of Polk County Library Development

The Polk County Board of Supervisors authorized a study of the potential for a county library consortium in 1972. As a result, the Polk County Library Federation (PCLF) was in 1975 established under 43.57 (3) of Wisconsin State Law. A second study of library service was done at the time Polk County joined the Indianhead Federated Library System (IFLS). Official committees to study countywide library service were formed two more times in the 1990s. Their mission was to evaluate the effectiveness of the PCLF and make a determination on its future. Both committees found the PCLF to be highly regarded by the special needs population it directly served, the municipal librarians, and their library boards. They recommended that the PCLF continue with some slight modifications in service.

At the time the Polk County Plan for Library Service was written in 1999, five of the municipal libraries were utilizing an automated checkout system and catalog, but none of the systems was linked together. In 2000, five Polk County municipal libraries joined the IFLS shared automation system, My Online Resource (MORE), followed by four more libraries in 2002, which brings nine of the ten municipal libraries and the PCLF into a shared system consortium of forty-two forty-six libraries.

A. Statutory Requirements for County Library Planning

The Polk County-Wide Library Planning Committee was appointed by the Polk County Board of Supervisors on November 10, 1998 under the provisions of Chapter 43.11 of Wisconsin state law as amended by Act 150 which became law July 1, 1998.

(See Appendix A for additional information on Chapter 43.11.)

This committee's charge was two-fold: 1. to plan for the future of county library service and 2. incorporate the funding changes at the county level, which were also mandated by Library Act 150. Two representatives were chosen from each of the following categories:

- County Board of Supervisors
- Polk County Library Federation Board
- Municipal Library Boards
- Polk County Municipal Librarians
- Rural Residents of Polk County
- The Polk County Library Federation director as an ex-officio member.

The committee meets biennially to update the Polk County Plan for Library Service to incorporate current statutory requirements and standards for operation for the public libraries

B. Statutory Requirements for County Library Board Composition

43.57 (4) Board appointment

(b) In a county operating a county library service, the county board chairperson shall, with the approval of the county board, appoint a 7-member library board.

(c) Boards appointed under par. (b) shall include at least one school district administrator of a school district located in whole or in part in the county, or that school district administrator's designee, and one or 2 county board supervisors. Boards appointed under par. (b) shall include, in addition, representatives of existing library boards under s. 43.54 and persons residing in municipalities not served by libraries.

II. Mission and Services

The mission of the Polk County Library Federation is to support member libraries through continuing education, resource sharing, collection development, technology assistance, and library management consultation; to provide outreach services to special needs library customers, and to provide service and education to the Polk County government staff.

Inventory of Polk County Library Services

These services are unique to the Polk County Library Federation and not duplicated at the local libraries. Each library may participate in any number of the offerings the county has available to the libraries. The use of these offerings only helps to enhance their service, collections and staffing at the local level. The Polk County Library Federation also serves as a resource for department heads of the county in grant writing to expand their services and needs of their department and offering assistance with university research for specific needs of their department.

1. Provide outreach services to special-needs library customers

- Mail library materials to rural customers
- Mail library materials to homebound and disabled customers
- Deliver books to inmates at the county jail daily
- Provide rotation collections of large print, audio and video materials to all nursing homes and assisted living facilities
- Offer programming to all nursing homes and assisted living facilities
- Provide educational and story time kits to all Polk County municipal libraries, schools, day cares and home schoolers
- Meet with teachers prior to school year to discuss our services
- Network with the school libraries and media specialists throughout the year

2. Support member libraries through continuing education, resource sharing and collection development

- Offer librarian meetings on requested topics at least six times per year.

- Continue offering rotation materials three times / year (this collection includes large print, regular adult print, young adult print, videos, DVD's, books on CD and audio cassette.)
- Offer special collections of paperback westerns, paperback romance and other requests
- Consult on collection development as requested
- Provide grant writing support for county library services and municipal libraries

3. Library management consultation

- The Polk County Library Director provides professional and on site assistance to all Polk County municipal libraries
- Facilitate data collection for state mandated annual reports
- Manage the collection & distribution of ACTs 150 and 420 funds
- Assist all municipal libraries to reach compliance with state statutes

4. Contract with technology specialist to perform the following tasks using grant funds

- Offer a minimum of 12 technology trainings
- Trouble shoot computers at each library
- Design and upkeep web site
- Collaborate with IFLS technology staff
- Perform standard computer maintenance and upgrades
- Determine equipment needs for local libraries, loan out LCD projector, laptop, projector screen
- Consult on the purchase of new computers, software and other technology needs

5. Provide service and education to Polk County government staff

- Continue offering assistance with university research for department personnel
- Continue with Brown Bag library lectures on current topics
- Research grants and take lead role for county grant writing projects as requested

III. Collection and distribution of ACTs 150 and 420 procedures

A. Definition

Act 150 and Act 420 is the collection and distribution of reimbursement to municipal libraries for library materials checked out to people who live in cities, villages and towns without a library.

B. Act 150 and 420 Reimbursement Procedures

1. Reports

Wisconsin Statute 43.12(2) states that "by July 1 of each year, each public library... 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.” The PCLF director will compile the data and file the information with the County Clerk following the standards established in the Polk County Library plan III.C(1) Methodology for determining circulation.

2. Fund Allocations

By March 1 of the succeeding year, as per Wisconsin Statute 43.12(1), Polk County “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 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.”

3. Distribution

The PCLF shall act as distributing agent as provided for under Wisconsin Statute 43.12(6) and the Polk County Plan for Library Service.

C. Method of Data Collection

All Polk County libraries will collect data for establishing nonresident use statistics for the required county reimbursements under Wisconsin Act 150 and ACT 420 amendments to Chapter 43 of Wisconsin State Statutes. All libraries will use data generated by their shared automated system since these numbers are used to develop annual reports to establish nonresident usage statistics.

Libraries outside of Polk County requesting reimbursement under the provisions of Act 150 and 420 for usage by Polk County residents must present acceptable methodology for measuring Polk County residents’ circulations. **Application must be made to the Polk County Clerk by July 1.** The PCLF director will verify that the collection methods are acceptable and the financial data is accurate before compiling the Act 150 and ACT 420 budget request and submitting the figures to Polk County for reimbursement.

An out-of-county library will be reimbursed at 70% of the cost for provision of service to Polk County residents, or at the same level the library’s county has determined for reimbursement of out-of-county usage, whichever is less.

3. Categories of Borrowers

Polk County municipal libraries will collect data within these categories.

a. Resident Borrower

An individual who resides in a city, town or village with a library

b. Nonresident Borrower

An individual who resides in a city, town or village without a library

IV. Wisconsin Public Standards for Library Service stands as the guidelines for libraries performance. The document can be found at <http://dpi.wi.gov/pld/standard.html>

The following sections are included in the document:

- Staffing for public libraries
- Collections and resources
- Services
- Access and facilities
- Governance and Administration

V. Revenue

A. Current Funding of Polk County Library Federation Services to County Residents

1. Levy dollars from Polk County Board of Supervisors this includes ACT 150 dollars and the library operations.
2. Grants funds
3. Money from Polk County Municipalities

Currently no municipality is required to pay the county tax for library service because local funding exceeds county funding. See Appendix B.

See Appendix C for ACT 150 totals

B. Current Funding Municipal Libraries

The 2008 annual report figures compiled by the State of Wisconsin for the CY (Current Year) 2007 rank Polk County 33rd from the top among 72 counties in the average levy rate per assessed \$1,000 valuation for library service. The average tax rates, support per capita ranged from the high of \$52.56 (LaCrosse County) to \$12.31 (Buffalo County). Polk County support per capita for library support was \$31.10. Please refer to the following chart for individual municipality support (figures provided by the State of Wisconsin Department of Public Instruction) See chart on page 9 for Polk County Libraries

**2008 Wisconsin Public
Libraries**

Library Name	Municipal Population 2008	Total Service Population 2008	Total Library Budget	Resident Support Per Capita
Amery	2,919	12,021	\$ 414,459	\$69.31
Balsam Lake	1,075	3,117	\$ 139,476	\$60.11
* Polk County Library Federation	45,455	45,455	\$ 739,039	\$47.65
Centuria	939	1,338	\$ 74,247	\$43.20
Clear Lake	1,143	2,929	\$ 135,219	\$47.36
Dresser	875	1,367	\$ 53,136	\$46.13
Frederic	1,239	4,450	\$ 224,078	\$66.06
Luck	1,226	3,257	\$ 84,820	\$46.70
Milltown	914	3,750	\$ 151,816	\$82.10
Osceola	2,732	8,748	\$ 181,189	\$34.92
St. Croix Falls	2,184	4,762	\$ 114,336	\$38.92

*\$739,039 2008 Polk County Library Federation Budget: including ACT 150, library operations & grants

VI. Biennial Review

1. The Polk County Library Planning Committee will meet biennially to update the County Plan for Library Service to incorporate current statutory requirements and standards for operation for the public libraries.
2. The PCLF director will biennially prepare a report detailing the committee's deliberations and will present the revised County Plan for Library Service to the member librarians for input and/or endorsement. The PCLF director will reconvene the Library Planning Committee to consider further revision of the document should member librarians' suggestions warrant such action.
3. The PCLF director shall conduct public hearings at two of the Polk County Libraries concerning the plan, its revisions and changes to which representatives of all libraries in the county shall be invited.
4. The PCLF director will present the revised County Plan for Library Service to the Polk County Board of Supervisors for approval. Copies will be distributed to the Polk County municipal libraries, the Polk County Library Federation Board of Trustees, and IFLS.
5. It will be the responsibility of the PCLF director to annually review the County Plan for Library Service to determine whether the procedures necessary to fulfill the missions and services of the plan are being implemented.

VII. Revisions

1. Should a majority of the Polk County municipal library boards or a majority of the members of the Polk County Board of Supervisors, the PCLF Board, or Polk County librarians request revisions, the Polk County Board of Supervisors shall reappoint a county-wide Library Planning Committee comprised of two (2) representatives from each of the following groups with the PCLF director serving as an ex officio member:
 - Polk County Board of Supervisors
 - Polk County Library Federation Board
 - Municipal Library Boards
 - Polk County Municipal Librarians
 - Rural Residents of Polk County
2. All revisions shall comply with Wisconsin Chapter 43

VIII. County Membership in Indianhead Federated Library System

The Indianhead Federated Library System (IFLS) is a public library system established in 1978 under Wisconsin Statute 43.19 and includes 53 public libraries and 3 county library services in the ten west-central Wisconsin counties of Barron, Chippewa, Dunn, Eau Claire, Pepin, Pierce, Polk, Price, Rusk and St. Croix. Polk County joined the first year of IFLS establishment.

The IFLS trustees are appointed by the 10 participating county boards. Trustees can be county board supervisors or citizens designees; either type can serve unlimited three-year

terms. Each county is represented by 1-3 trustees, based on county population. Wisconsin State Statute states that County Board Supervisor may be a part of this board. Polk County tradition has been to appoint one lay representative and one representative from the county board of supervisors. Current representatives are:

Polk County Board of Supervisors: Gerianne Christensen
Lay Representative: Jan Monson

Appendix A

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.

Appendix B

43.64 Municipality Exemption from County Library Tax

(1) The county board of a county expending money for public library service to its inhabitants may levy a tax to provide funds for such service and shall include any amount of tax under this subsection in the amount of taxes determined to be levied under s. 70.62 (1).

(2) (a) In this subsection, "library fund" means the funds raised by the city, village, town or school district by tax levy or appropriation under s. 43.52 (1).

(b) Except as provided in sub. (2m), any city, town, village or school district in a county levying a tax for public library service under sub. (1) shall, upon written application to the county board of the county, be exempted from the tax levy, if the city, town, village or school district making the application levies a tax for public library service and appropriates and expends for a library fund during the year for which the county tax levy is made a sum at least equal to an amount calculated as follows:

1. Divide the amount of tax levied by the county for public library service under sub. (1) in the prior year, less the amount levied for public library capital expenditures, by the equalized valuation of property in that area of the county that was subject to the county property tax levy for public library services in the prior year.

2. Multiply the amount determined under subd. 1. by the equalized valuation of property in the city, village, town or school district for the current year.

Appendix C

Act 150 Totals

Distributed year	
2001	170,957.00
2002	218,030.53
2004	250,065.40
2005	297,926.48
2006	358,839.54
2007	398,126.86
2008	444,865.60
2009	490,547.73
2010	496,825.00

