

LIBRARY

MISSION:

To provide equal opportunity access to information, high quality materials, programs, and on-line resources to meet the needs of our diverse community for life-long learning, cultural enrichment, and intellectual stimulation.

OVERVIEW:

Wisconsin State Statutes Chapter 43 governs the establishment, operation, and the powers and duties of the Library Board. In 2014, the Portage County Public Library had 24,346 registered borrowers with a total circulation of 436,873. Several key service priorities are detailed below.

Connect to the Online World is the Library's priority to provide all community members with the most up-to-date technology and high-speed access to the digital world, with no unnecessary restrictions or fees, so that everyone can take advantage of the resources available.

Developing and promoting the Library's website as a virtual branch is a major component of connecting to the online world through publicizing databases, providing downloadable content through the Wisconsin Public Library Consortium (WPLC), continuing to work with South Central Library System (SCLS) and the LINKCat consortium of 44 public libraries, and offering Readers' Advisory tools and electronic alerts such as the Library's favorite author club.

Learning to Read & Reading to Learn is designed to encourage a love of reading and books, familiarity with the library, and a supplement to school education for children from birth through teenage years. Helping children gain early literacy skills through story times and specially designed programs and services is very important.

Stimulate Imagination & Satisfy Curiosity is the Library's goal to assist all members of the community to have the resources needed to explore topics of personal interest and continue to learn throughout their lives.

Key to this priority is the further development of a team well-informed in technology and public service, exploration and implementation of new models of marketing and promotion of library collections, services to create a Library brand that's easily recognizable within the community, and analysis and improvement of core collection materials in order to provide materials, services and programs that allow community members to learn at their own pace, following their own interests.

Express Creativity and Support the Creative Economy is to provide community members of all ages with the tools and support they need to express themselves by creating original digital or physical content in an on-site or online environment by playing a key role with the proposed Center for Entrepreneurship & Creativity (CEC) Center.

ON THE HORIZON:

The challenge for 2016 is to design a meaningful plan of service in the midst of declining finances and corresponding reduction in services. The Library anticipates continued restructuring and reorganization over the next several years due to the impact of several items: fiscal restraints, staff retirements and assimilation of new staff, continuing impact of the new Rosholt Branch, and continuing impact of the Integrated Library System (ILS).

In 2016, the Library begins designing and planning for implementation of radio-frequency identification (RFID) and expanded use of self-check technology, and upgrading wireless access.

LIBRARY

FINANCIAL SUMMARY

	2014	2015	2015	2016	Change from 2015	
	Actual	Modified	Projected	Budget	Amount	Percent
Revenue		Budget	Budget		Change	Change
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	1,950	1,950	1,950	1,950	0	0.00%
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	34,282	42,600	42,600	43,690	1,090	2.56%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	12,275	11,000	11,000	11,000	0	0.00%
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	\$48,507	\$55,550	\$55,550	\$56,640	\$1,090	1.96%
Expenditures						
Personnel Services	1,313,247	1,363,057	1,363,057	1,359,393	(3,664)	-0.27%
Contractual Services	259,854	147,052	147,052	140,587	(6,465)	-4.40%
Supplies & Expenses	198,920	162,023	162,023	161,738	(285)	-0.18%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	101	300	300	225	(75)	-25.00%
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
Total Expenditures	\$1,772,122	\$1,672,432	\$1,672,432	\$1,661,943	(\$10,489)	-0.63%
County Allocation	\$1,723,615	\$1,616,882	\$1,616,882	\$1,605,303	(\$11,579)	-0.72%
Addition to (Use of) Fund Balance	(\$34,163)					

LIBRARY

FINANCIAL HIGHLIGHTS:

- All revenue sources remained relatively flat.
- Personnel costs increased primarily due to increases in health insurance premiums.
- In total, personnel services for the library decreased due to a proposed reduction in public service hours. Sunday hours were removed from the budget for the library to meet their department allocation.
- Contractual services decreased \$8,531 due to I.T. allocations for support related to the South Central Library System (Integrated Library System).

LIBRARY

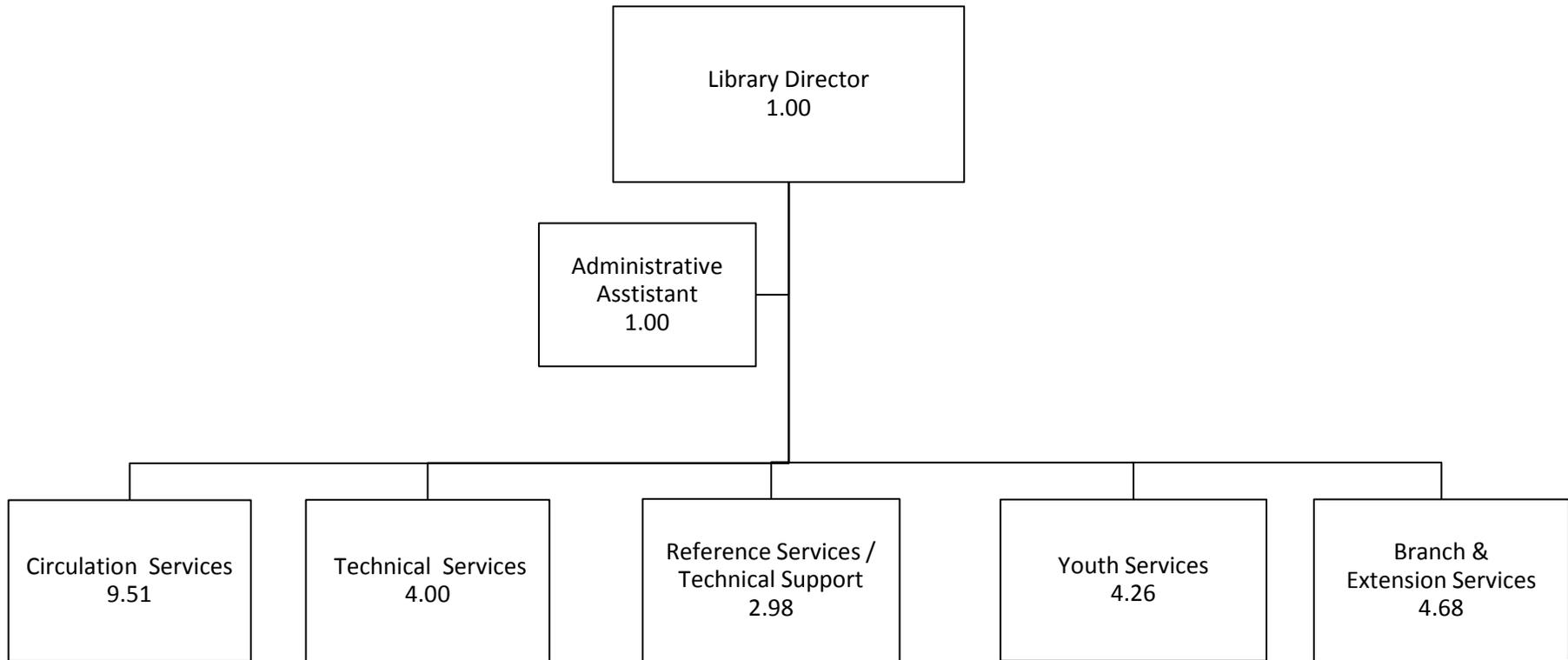
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
South Central Library System	92,305
3 rd Day Delivery	26,498
Other contractual	21,784
Total	140,587

CAPITAL OUTLAY

Description	Amount
None	

LIBRARY



Position Summary (FTE)	2014	2015	2016
Regular Positions	27.70	27.71	27.43
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
Total	27.70	27.71	27.43

UNIVERSITY EXTENSION

MISSION:

To bring University of Wisconsin unbiased, research-based education and information to residents of Portage County where they live and work.

OVERVIEW:

Portage County UW-Extension is a department of County government. Wisconsin State Statute Chapter 59.56, passed in 1914 and amended over the years, permits county boards to establish and maintain an educational program in cooperation with University of Wisconsin-Extension (UWEX). This statute was designed to create a partnership of the U.S. Department of Agriculture (USDA), the land grant universities and county governments. The statute designates the county extension education committee as the county's representative in partnership with UWEX. By statute, Extension Agents are employed with county, state and federal funds. The UWEX is a unique partnership with all 72 counties, three tribal nations, 26 UW-Campuses, and the USDA. USDA funds that support county and campus Extension educators are defined in the Smith-Lever Act of 1914, Smith-Lever funds account for about 25% of the UWEX budget. State and federal funds support approximately 60 percent of salaries & fringes for County faculty and staff positions while the County supports the remaining 40 percent.

In Portage County, there are Extension Agents who program in 4-H Youth Development, Agriculture & Horticulture, Community Natural Resources & Economic Development, and Family Living, which includes the Wisconsin Nutrition Education (WNEP) and Healthy Beginnings program. Programming includes working with County, village and town governing bodies; on-farm research and programs; parenting, positive youth development, food safety, financial and nutrition programs; volunteer management; and partnering with local coalitions and agencies.

Besides the Wisconsin State Statutes and the Smith-Lever Act UWEX has numerous federal and state mandates that govern programming: Morrill Act 1862 & 1890; Hatch Act 1887; Title VI Civil Rights Act of 1964; Title IX Education Amendments of 1972; Food and Agriculture Act 1977 & 1981;

Americans with Disabilities Act Title II; and the Department of Agriculture Reorganization Act 1994. Under these sections UWEX has program and reporting mandates for the department and individual programs. UWEX also facilitate unfunded mandated programs like the Pesticide Certification Training and Youth Tractor Certification Training.

ON THE HORIZON:

Cooperative Extension faces the deepest cuts in its 103-year history. The 2015-2017 Wisconsin State Budget will have a significant impact on the University of Wisconsin System, translating into a \$4 million base cut to the Cooperative Extension over four years. Though UW-Extension is evaluating its structural and staffing costs to minimize impact on service delivery, the 2016 contracts between UW-Extension and Portage County will not be affected by these changes.

By January 2016, the Community Resource Development Educator will achieve a promotion through the UW-Cooperative Extension Community, Natural Resource, and Economic Development Department. This includes a change in title from Instructor to Assistant Professor and a pay increase of \$2,500 of which the County contributes 40%. In July 2016, the Family Living Educator will achieve tenure through the UW-Cooperative Extension Family Living Department. This includes a change in title from Assistant Professor to Associate Professor with tenure and a pay increase of \$3,500 of which the County contributes 40%.

UNIVERSITY EXTENSION

FINANCIAL SUMMARY

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	5,000	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	9,796	11,800	11,800	8,800	(3,000)	-25.42%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	67,390	10,091	10,091	10,091	0	0.00%
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	\$82,186	\$21,891	\$21,891	\$18,891	(\$3,000)	-13.70%
Expenditures						
Personnel Services	130,062	129,680	116,819	105,024	(24,656)	-19.01%
Contractual Services	148,333	157,521	157,521	164,622	7,101	4.51%
Supplies & Expenses	31,729	38,852	38,852	36,179	(2,673)	-6.88%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	1,100	1,100	1,100	1,100	0	0.00%
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	60,000	0	0	0	0	N/A
Future Operations Designations	0	0	0	0	0	N/A
Total Expenditures	\$371,224	\$327,153	\$314,292	\$306,925	(\$20,228)	-6.18%
County Allocation	\$289,038	\$305,262	\$292,401	\$288,034	(\$17,228)	-5.64%
Addition to (Use of) Fund Balance	(\$424)					

UNIVERSITY EXTENSION

FINANCIAL SUMMARY HIGHLIGHTS:

- Public charges for services decreased \$3,000 due to not proposing basic Master Gardeners training for 2016. There is a corresponding decrease in supplies and expenses by the same amount.
- Personnel services decreased due to a staff retirements and a reorganization of the administrative support section. Health insurance decreased due to plan selections.
- Contractual services increased due to agent salary increases for Agriculture, Community Development, 4-H Youth Development/ Department Head, and Family Living Educators based on the 2015 Compensation Plan, market adjustments, and 2016 rank changes in accordance with the University of Wisconsin system structure.
- The fringe benefit relief funds received under the 2014 and 2015 budgets from the UW Cooperative Extension's Dean's office ends in 2015.

UNIVERSITY EXTENSION

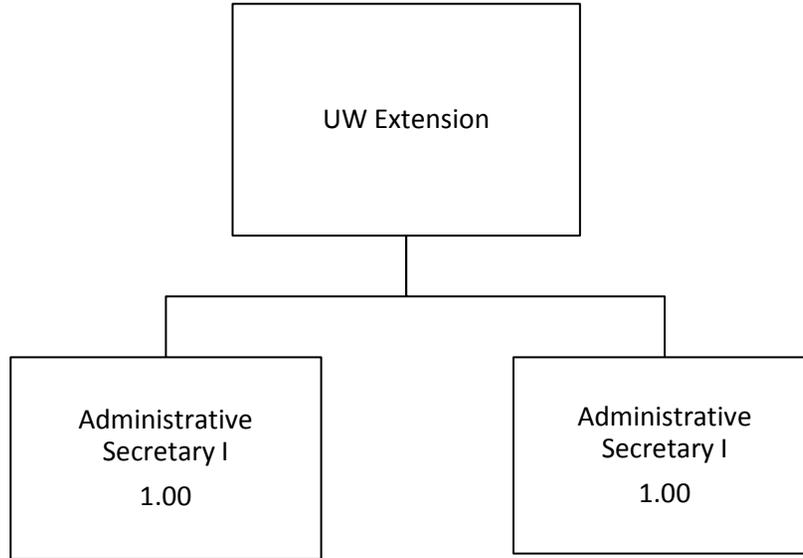
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
4-H Agent	38,818
Agriculture Agent	35,181
Family Living Agent	32,862
Resource Agent	29,653
Other Contractual	28,108
Total	164,622

CAPITAL OUTLAY

Description	Amount
None	

UW-EXTENSION



Position Summary (FTE)	2014	2015	2016
Regular Positions	2.00	2.00	2.00
Extra Help	0.27	0.27	0.27
Overtime	0.00	0.00	0.00
Total	2.27	2.27	2.27

PARKS

MISSION:

To enhance the quality of life for Portage County citizens by: providing County park facilities and programs that support a variety of passive and active outdoor recreational opportunities such as biking, birding, fishing, skiing, viewing, and swimming; stewarding healthy parks for the benefit of present and future generations; and collaborating with federal, state, and local governments, private organizations and businesses to accomplish common goals.

OVERVIEW:

The Portage County Board of Supervisors established the Park Commission in 1935 under Wisconsin State Statutes Chapter 27.02. At that time, the commission took over management of Lake Emily Park which was originally established as a County owned park in 1900. The first property purchased by the Park Commission was Collins Park in 1937.

The Portage County Parks Department currently consists of 26 park areas and manages two state recreation trails. The department is also responsible for coordinating the County snowmobile trail program and assists the local County chapter of the Ice Age Trail.

There are currently 9.33 full time employees and 23 seasonal employees on staff.

Approximately one-third of the annual department budget originates from park user fees and revenues. These come from a variety of sources that includes camping, picnic lodges, skiing, bike trails, dog exercise area and disc golf. Not included in this are state and federal grants that are received each year.

One state grant overseen by Parks is the Snowmobile Trails Program. The County currently has 291 miles of trails funded through the grant program, which are maintained and groomed by 11 snowmobile clubs. The Parks Department is committed to providing a safe and well maintained snowmobile trail system.

ON THE HORIZON:

Park usage and customer demands continue to increase. Expansion of current facilities to produce more revenue is extremely limited since this has already occurred and space is limited. Park facilities have been upgraded over the past few years to the point where most building construction/remodeling are completed.

Major development at Standing Rocks Park is still being planned for winter recreation. This includes snowmaking (to provide reliable snow conditions and to extend the season), a snow tubing hill, and lights to be open at night, additional ski lodge, and new ski hill. This development would provide more winter recreation opportunities, increase winter revenue, and increase local tourism. The snowmaking phase will be complete by fall 2015.

Land acquisition projects are still considered by the Park Commission, especially if they are adjacent to existing parks. Otherwise the Park Commission is interested in acquiring high quality/unique natural resource areas that need protection. One planned area in the next few years is a 200-acre natural area in the Town of Sharon that would be used for “silent sports” such as hiking, snowshoeing and classical cross country ski trails.

PARKS

FINANCIAL SUMMARY

	2014 Actual	2015 Modified Budget	2015 Projected Budget	2016 Budget	Change from 2015 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	120,994	118,725	118,725	115,225	(3,500)	-2.95%
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	352,283	348,431	348,431	354,202	5,771	1.66%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	34,359	12,300	12,300	12,860	560	4.55%
Other Financing Sources	0	48,685	48,685	4,000	(44,685)	-91.78%
Total Revenue	\$507,636	\$528,141	\$528,141	\$486,287	(\$41,854)	-7.92%
Expenditures						
Personnel Services	820,330	881,908	881,908	902,192	20,284	2.30%
Contractual Services	238,954	291,697	291,697	249,283	(42,414)	-14.54%
Supplies & Expenses	77,542	93,961	84,341	84,315	(9,646)	-10.27%
Building Materials	57,285	58,423	58,423	54,913	(3,510)	-6.01%
Fixed Charges	50	50	50	50	0	0.00%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	129,570	105,000	105,000	105,000	0	0.00%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	2,800	2,800	2,800	0	0.00%
Total Expenditures	\$1,323,731	\$1,433,839	\$1,424,219	\$1,398,553	(\$35,286)	-2.46%
County Allocation	\$816,095	\$905,698	\$896,078	\$912,266	\$6,568	0.73%
Addition to (Use of) Fund Balance	\$12,666					

PARKS

FINANCIAL SUMMARY HIGHLIGHTS:

- Public charges for services increased by \$5,771 or 1.66% for Lake DuBay park fees. Lake DuBay fees were based on a two year average since it has been increasing more significantly each year. All other park fees were based on review of three year averages and remained relatively flat.
- Other financing sources for the 2015 budget include \$11,000 forestry management funds, \$34,085 for the snowmaking project and \$3,600 for a 2014 outstanding purchase order. The 2016 budget only includes \$4,000 of forestry management funds.
- Personnel costs increased primarily due to increases in health insurance premiums.
- Personnel costs increased \$2,910 due to reclassification requests included in the 2016 budget for the Seasonal Park Manager positions due to increased responsibilities added to these positions in 2016 related to the implementation of the ERP system. Two staff positions also are budgeted to receive step increases in 2016.
- Contractual services decreased due to the removal of the 2014 snowmaking budget carry over amount and a reduction in forestry management services for the 2016 budget.
- Supplies and expenses decreased due to estimated fuel costs budgeted for 2016. Budget guidelines projected a decrease of \$.85 per gallon of unleaded and a decrease of \$.60 per gallon for diesel.
- Building materials decreased based on building construction, renovations, and additions utilizing a three year average model to help estimate costs.

PARKS

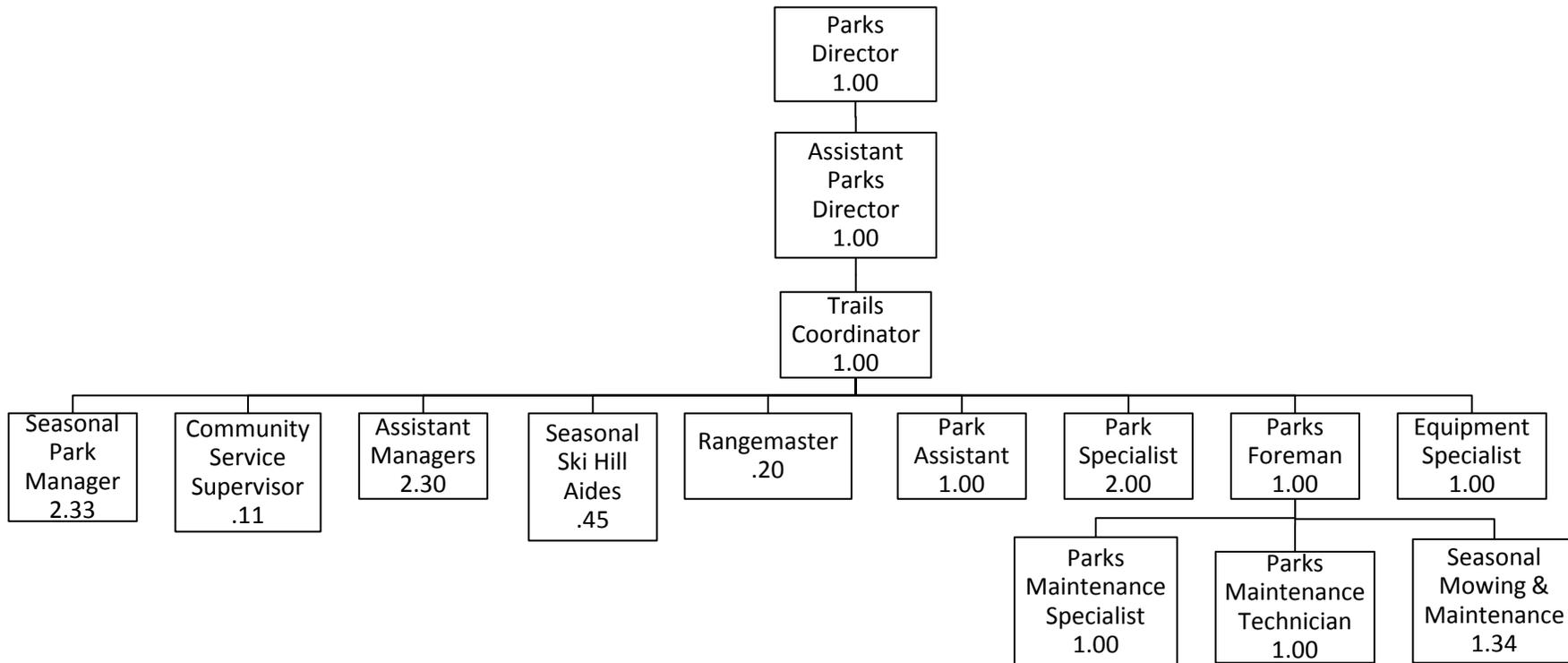
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Snowmobile Trails Maintenance	112,725
Waste Removal	13,590
Jordan Dam Repair	12,794
Forestry Management	5,000
Credit Card Processing	4,100
Latrine Pumping	2,839
Roads Repair	1,000
Tree Stump Removal	1,500
State Trail Pass Maintenance	700
Utilities	47,553
Other Contractual	47,482
Total	249,283

CAPITAL OUTLAY

Description	Amount
Side Mount Mower Replacement	11,000
Trailer Replacement	6,000
Ford 550 1 ½ Ton Dump Truck with Plow and Dump Box	70,000

PARKS



Position Summary (FTE)	2014	2015	2016
Regular Positions	10.00	10.00	10.00
Extra Help	6.50	6.73	6.73
Overtime	0.00	0.00	0.00
Total	16.50	16.73	16.73

*Includes 2 personnel, .65 FTE, transferred to Highway Department during winter months.