



Required by Wis. Stat. §§ 43.17(5) and 43.24(3)

**GENERAL INFORMATION**

Library System

**Kenosha County Library System**

Describe significant needs and problems that influenced the development of this and other system plans.

In 2017, Community Library and Kenosha Public Library both conducted long range planning activities for their libraries. The results of those surveys and focus groups provided a clear picture of technology needs the system could address. In addition, KPL participated in the Edge Survey, creating a baseline report in 2014 and a follow up report in 2017. The combined identified technology needs have coalesced into a three year plan for the system going forward. Those needs are:

1. Upgrade network equipment for Community Library to maximize improvements in broadband access.
2. Purchase a language learning database for patrons system-wide.
3. Focus on digital literacy classes for the public.

The increase in state aid for 2018 and 2019 was utilized to implement this plan.

The full KCLS Strategic Plan for 2018-2020 has been sent to DPI.

The Public Library System Redesign project is expected to result in the reduction in the number of Wisconsin library systems within the next ten years. As one of the remaining one-county systems, KCLS recognizes that merging with Lakeshores Library System is a probable future. By merging catalogs under the umbrella of SHARE, LLS and KCLS have developed a strong working relationship that sets the foundation for a future system merger. With the addition of Arrowhead Library System in the SHARE consortium, we have solidified partnerships that are included within the recommendations of the Delivery and ILS PLSR workgroups reports. The PLSR models encourage increased collaboration and resource sharing among all three systems in an effort to improve library service to our counties through the most efficient means possible.

In 2017, KPL completed an 80% federally funded project to light up the dark fiber infrastructure in Kenosha and multiply the bandwidth to each library outlet tenfold. The additional 20% funding was secured through City of Kenosha Capital Improvement Project funds. That bill will be fully paid in 2020, and KPL will own the data lines. Community Library is also on fiber, which it leases.

SHARE libraries continue to expand resource sharing initiatives, merging our database contracts to improve our shared user experience and reducing costs in the process through collective buying efforts. In 2020, with pooled resources in SHARE and through an LSTA grant in collaboration with Bridges Library System, KCLS will support RFID tagging and self check equipment purchases for Community Library. As the materials handling center for KCLS, KPL will see reduced workload as a result, as tagged items from Community Library and other SHARE library partners will automatically be processed by the automated returns handling equipment in place at Kenosha's Northside and Southwest branch libraries. In collaboration with LLS, KCLS plans to move its delivery link to SHARE libraries from Elkhorn to Racine within the next 2 years.

Staff and public education on Internet security remains a major issue for member libraries, as does the gradual change in publisher's ebook purchasing terms. KCLS member library staff are upgrading online security skills through an LSTA funded KnowBe4 training series with the goal of expanding this training to the general public.

Did the library system consult member libraries in the development of this plan?

- No, the library system did not include member libraries in the development of this plan.
- Yes, the library system included member libraries in the development of this plan.

If yes, describe the planning environment and process for this system plan. Include how member libraries are involved in plan development and review:

A team of seven staff from member libraries are envisioning the next 5 year plan and have contributed to the plan of service for 2020. Their recommendations include an implementation timeline that will feed the next few years of annual system plans. The KCLS Board has opted not to participate on the planning committee, but instead hear the results as a group and evaluate the committee's suggestions at regular Board meetings.

GENERAL INFORMATION (cont'd.)

Does the library system have a formally appointed advisory committee under Wis. Stat. § 43.17(2m)?

- No, the library system does not have a formally appointed advisory committee.
- Yes, the library system has a formally appointed advisory committee.

If the system appoints an advisory committee under Wis. Stat. § 43.17(2m), describe how the system makes appointments, posts meetings, and how the advisory committee reports to the library system board. Include a list of any additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the Division:

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year 2020. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

Membership Agreements

- Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.
- The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

If the system is providing the sample copy and list of members signing through a publicly available webpage, provide the URL here:

Resource Library Agreement

- Wis. Stat. § 43.24(2)(b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- The system will provide a signed copy of the resource library agreement to the Division by January 15.

If the system is providing the resource library agreement through a publicly available webpage, provide the URL here:

Reference Referral, Interlibrary Loan, and Technology

- Wis. Stat. § 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

List ongoing activities related to this requirement:

KPL serves as the interlibrary loan and information clearinghouse for KCLS and cooperates with other libraries for resource sharing to provide library materials not locally available through the SHARE catalog. KCLS migrated from OCLC to WISCAT ILL as part of the SHARE merger. All six KCLS member library branches, plus the Bookmobile, now serve as a primary access point for patron initiated interlibrary loan of library materials within KCLS.

Utilizing WISCAT and other interlibrary loan networks, interlibrary loan personnel attempt to obtain information and materials from libraries outside the SHARE consortium.

Interlibrary loan staff lends to other libraries appropriate KPL or CL materials.

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

None

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**ASSURANCES (cont'd)**


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**Inservice Training**

- Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees.

The Division interprets inservice training to incorporate a range of in-person and virtual continuing education opportunities.

**List ongoing activities related to this requirement.**

KPL's Head of Administrative Services reviews continuing education needs, coordinates the dissemination of information on continuing educational opportunities to system member libraries, promotes participation in continuing educational activities in general, and records attendance by member library staff and trustees at these activities. KPL staff with expertise in specific library services regularly conduct in-house training programs, peer trainings, and reports on conferences that are available to all staff of KCLS member libraries.

SHARE membership offers training opportunities on the shared bibliographic database, circulation, acquisitions, and cataloging systems.

KCLS participates in the SEWI continuing education group and contributes to the cost of Wisconsin Trustee Training Week and WLA conference. KPL staff serve on PLSR workgroups and committees and communicate all PLSR updates to CL staff. Community Library is invited to supervisor meetings at KPL as well as annual KPL all-staff training days. CL staff also participate in an IDEA team that discusses equity, diversity and inclusion and the barriers to service on an ongoing basis.

**Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):**

KCLS member libraries continue to focus on Internet security training for both staff and public. The KnowBe4 training project with MFLS and Bridges Library System is underway and will continue into 2020. The next step will be to train the public on Internet safety. KPL will coordinate an all-staff inservice day in 2020 and invite CL staff.

**Identify the names and email addresses of continuing education staff employed by the system for continuing education services:**

KCLS has no staff. KPL staff serve in this capacity. Michelle Eisenhauer (meisenhauer@mykpl.info) acts as CE coordinator.

**If the system contracts with another system or entity to plan and conduct continuing education services, list that system or entity and provide a link to, or copy of, the current agreement:**

KCLS is a member of the SEWI (Bridges Library System) CE consortium. KCLS contributes funds to Wild Wisconsin Winter Web training series, and Trustee Training Week programs.

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**Delivery and Communication**

- Wis. Stat. § 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

**List ongoing activities related to this requirement. For physical delivery reference resources, personnel, and vendors.**

KCLS contracts for regular van delivery among the branches of KPL and Community Library, and out to Kenosha Gateway Technical College Library, and the Kenosha Unified School District Media Center. KCLS also provides a five day run to Elkhorn where three SHARE library systems (ALS, LLS, and KCLS) connect at a delivery hub. KCLS plans to continue participation in the South Central Wisconsin van delivery service project. Van delivery is used to send written communication and library materials to all participants in the local and the South Central Wisconsin delivery network.

**Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):**

SHARE members are discussing a shift in location for the LLS delivery hub. As Racine Public Library finishes RFID automation, installation of sorters in a location closer to the largest lenders, KPL and RPL, makes sense.

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**Service Agreements**

- Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.
- The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

**If the system is providing the service agreements through a publicly available webpage, provide the URL here:**

**If the system is providing the service agreements through a publicly available webpage, provide a brief description of the types and number of agreements here:**

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**ASSURANCES (cont'd)**


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**Other Types of Libraries**

- Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. The system will provide a copy of the agreement with a list of all signing libraries to the Division by January 15.

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide the URL here:

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide a brief description of the types and number of agreements here:

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**Library Technology and Resource Sharing Plan**

- Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2020. See [the Library System Technology and Resource Sharing plan webpage](#) for more information.

If the system is providing the current technology and resource sharing plan through a publicly available webpage, provide the URL here:

Is the plan current and comprehensive for the technology and resource sharing services the system provides?

- Yes, the library system technology and resource sharing plan is current and comprehensive for the technology and resource sharing services the system provides.
- No, the library system technology and resource sharing plan is not current or comprehensive for the technology and resource sharing services the system provides or will provide.

If no, describe what the system has added, changed, or eliminated from the plan in effect (and describe how the changes were reviewed with member libraries and approved by the system board):

Indicate new or priority activities relating to this requirement for the plan year:

The 2020-2024 Library Technology and Resource Sharing Plan is being finalized and will be sent to DPI later this year.

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**Professional Consultation**

- Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.

Identify consultants, specific service areas, and related activities. If the consultant is employed by a member library, indicate the library and the consultant's title:

KPL staff typically serve as consultants for the system.

Indicate new or priority activities relating to this requirement for the plan year (if no change from current year, indicate *None*):

None

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**Inclusive Services**

- Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.

The Division interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

Indicate new or priority activities relating to this requirement for the plan year:

KCLS libraries have embraced DPI's Inclusive Services Assessment and Guide. Lisa Rivers from Kenosha Public Library served on the team to develop the guide. We are now evaluating our services, staffing, buildings, and boards via the guide's checklists, which we expect will take us a good year to complete. Our IDEA (Inclusivity, Diversity, Equity, Action) Team holds monthly meetings with staff of member libraries to conduct those evaluations and to share ideas and concerns. KPL and Community

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**ASSURANCES (cont'd)**

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Library are both active in Kenosha County's Building Our Future Strive initiative that focuses on equitable results for all children. In 2019, KPL added a handicap-accessible bookmobile to its fleet. The "Book Truck" stops at Kenosha's Dream Playground for children experiencing disabilities, Bridges Rehabilitation Center for adults, and various senior living facilities within Kenosha County.

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**Other Service Programs**

Wis. Stat. § 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service program individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

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**Administration**

- The system will not expend more than 20 percent of state aid received in the plan year for administration.
- The system will submit the 2019 system audit to the Division no later than September 30, 2020.

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**Budget**

- The system completed and included the budget by service program category and fund source for the plan year ([see guidelines](#)).
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**COLLABORATIVE ACTIVITIES**

*Summary of Activities Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2020 resource library contract.*

KCLS continues to look for ways to collaborate with LLS and ALS libraries within the SHARE catalog consortium. A newly created SHARE Development Taskforce includes multiple members from all three systems who discuss collaboration and shared projects. The first project to emerge is RFID tagging for smaller libraries that may lack the local funding to achieve this goal. An LSTA grant shared with Bridges Library System will fund the first round of that project.

MFLS, Bridges, and KCLS pooled LSTA funds to offer online security training to our staffs. That training is ongoing.

SHARE committees on Resource Sharing, Circulation, Cataloging and Patron Experience continue to guide our collaborative efforts. Community Library and KPL Directors sit on the SHARE Council, each with one vote, and participate in shared decisions regarding library service.

KCLS is a member of the SEWI training consortium coordinated by Bridges Library System. Our annual fee provides free registration to many excellent CE events. KCLS is also a willing partner/ sponsor of Wild Wisconsin Winter Web conferece and Trustee Training Week.

KCLS is contributing LSTA funding to the statewide backup project.

*Cost Benefit For each activity above, list the activity name and estimated cost benefit realized.*

Activity	Amount
1.	\$2,600
2. RFID joint purchases with Bridges LS	\$2,600
3. Joint purchase of Lynda.com with ALS and LLS	\$12,000
4. SHARE consortium ILS contract savings	\$30,000
5. SEWI Training Consortium membership	\$5,000
6.	
7.	
8.	

Cost Benefit For each activity above, list the activity name and estimated cost benefit realized.

Activity	Amount
9.	
10.	
<b>Cost Benefit Total</b>	<b>\$47,200</b>

**CERTIFICATION**

**WE, THE UNDERSIGNED, CERTIFY** that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year 2020.

Name of System Director <i>Barbara Brattin</i>	Signature of System Director <i>&gt; Barbara Brattin</i>	Date Signed Mo./Day/Yr. <i>10-14-19</i>
Name of System Board President <i>Noel Sheer, V.P.</i>	Signature of System Board President <i>&gt; Noel Sheer, V.P.</i>	Date Signed Mo./Day/Yr. <i>10-14-19</i>

**FOR DPI USE  
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved See Comments. <input type="checkbox"/> Not Approved See Comments.	DLT Assistant Superintendent Signature <i>&gt; [Signature]</i>	Date Signed Mo./Day/Yr. 11/1/2019
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Comments

**PUBLIC LIBRARY SYSTEM 2020  
ANNUAL PROGRAM BUDGET**

Program	2020 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference, and Interlibrary Loan*</b>					
1. ILS and Wiscat ILL	\$88,370				
2. Wiscnet and Broadband	\$17,250				
3. County Network	\$35,885				
4. Special Projects	\$12,000				
5. Electronic Resources	\$100,000				
<b>Program Total</b>	<b>\$253,505</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$253,505</b>
<b>Continuing Education and Consulting Service*</b>					
1. Training	\$1,500				
2. Memberships	\$500				
<b>Program Total</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>
<b>Delivery Services</b>	<b>\$50,000</b>				<b>\$50,000</b>
<b>Library Services to Special Users</b>					<b>\$0</b>
<b>Library Collection Development</b>					<b>\$0</b>
<b>Direct Payment to Members for Nonresident Access</b>	<b>\$45,922</b>			<b>\$1,850,835</b>	<b>\$1,896,757</b>
<b>Direct Nonresident Access Payments Across System Borders</b>	<b>\$73,303</b>				<b>\$73,303</b>
<b>Library Services to Youth</b>					<b>\$0</b>
<b>Public Information</b>					<b>\$0</b>
<b>Administration</b>	<b>\$500</b>				<b>\$500</b>
<b>Subtotal</b>	<b>\$169,725</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,850,835</b>	<b>\$2,020,560</b>
<b>Other System Programs</b>					
1.					<b>\$0</b>
2.					<b>\$0</b>
<b>Program Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Totals</b>	<b>\$425,230</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,850,835</b>	<b>\$2,276,065</b>

\* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 5 is reserved for the amounts budgeted for electronic resources (see program budget guidelines).



## Dennison, Michael J. DPI

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**From:** Barbara Brattin <bbrattin@mykpl.info>  
**Sent:** Tuesday, November 12, 2019 11:10 AM  
**To:** Dennison, Michael J. DPI  
**Cc:** Robert Nunez  
**Subject:** Re: System annual plan review

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi, Michael

Thanks for your patience

As we state in the document, KPL staff serve as consultants. Here's the list of current KPL staff who serve in that capacity:

Barbara Brattin- Administration, legal, building, Friends, Foundation

Robert Nunez- System administration, WAN, Collection / Technical Services, Technology

Heather Thompson- Youth Services, Inclusive services

Shannon Urban- Reference

Linda Noyce- Interlibrary Loan, Delivery

Michelle Eisenhauer- Continuing Education, HR

Jeremy Erickson- Finance, Budgeting

Marcia Siehr- Outreach

Brandi Cummings- Marketing

That should be the complete list

Barbara Brattin  
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On Wed, Nov 6, 2019 at 3:49 PM Dennison, Michael J. DPI <[Michael.Dennison@dpi.wi.gov](mailto:Michael.Dennison@dpi.wi.gov)> wrote:

Good afternoon, Barb and Robert,

The Public Library Development team completed our review of your system's annual plan. On the system plan, under "Assurances – Professional Consultation," no names are listed. Please identify consultants, specific service areas, and related activities. If the consultant is employed by a member library, indicate the library and the consultant's title and contact information. For example, if "youth services consulting" is managed by a KCL staff person, list the name and contact information. For example, if the system director serves as a consultant, please list the areas of consulting.

Please send me your response and I will append it to the annual plan.

Thank you,

Michael Dennison

Public Library Consultant – Library Data, Funding, and Compliance  
Wisconsin Department of Public Instruction  
Public Library Development Team  
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