



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.

Inquiries into withdrawal from the Community Library Joint Library Agreement by the Town of Randall threaten the future fiscal viability of the library and raise new questions for the Kenosha County Library System as a whole. Should the Community Library dissolve, KCLS will be forced to merge with Prairie Lakes Library System, resulting in less local autonomy and added stress to local library budgets. KCLS libraries do not pay into administration costs of the system, freeing up state funds for shared resources. That would change with membership in Prairie Lakes Library System, adding the cost of electronic resources and computer network services to already stretched local budgets.

Despite the fiscal challenges, system merger may be the best course. In 1981 KCLS was established as a one county federated library system. Since its inception, KCLS has shared a Director with Kenosha Public Library and the work of the system has been absorbed by KPL staff. This has saved the county a considerable amount of money over the years but has become increasingly untenable in the face of restrictive local budgets. With the merger of Arrowhead and Lakeshores Library systems, Kenosha County Library System and Milwaukee Federated Library System have become the only two remaining one-county library systems in the state of Wisconsin. As we approach our first draft of a new County Plan of Library Services in Kenosha County, we should examine the capacity of a one county system with no administrative budget to adequately support the technology planning functions, the delivery and sorting service, and the maintenance of shared resources for its member libraries. This is especially true as the funding model changes in intersystem library agreements. Walworth County's rewritten county plan for library services declines to reimburse SHARE lending libraries for its county resident use of other libraries. Should Racine County follow suit, the reimbursement compensation model the system has relied upon to support participation in SHARE catalog consortium activity will be severely affected. Along with alternate funding models, merger with our neighboring system should be considered as we write the next five year plan.

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 Google Form went out to the Community Library Director as well as the leadership team of Kenosha Public Library. The survey followed the format of the system plan document, requesting feedback on the effectiveness and future opportunities in training, delivery, inclusive services, communication, reference, referral, ILL and technology. Both the Community Library Director and the KPL Department Heads and Branch Managers collected feedback from library staff and responded electronically. Those responses have been downloaded and stored for future reference.

Inclusive services consultation by the Resource Library and standardization of assistive technology equipment across locations were needs identified in the survey results from Community Library and KPL staff this year. Added book drop locations and pick-up lockers in the western portion of the county were also advised. The 2023 system budget cannot accommodate book drop locations or pick-up lockers, however, we will continue to watch for alternative funding opportunities.

In order to maintain a broad and relevant collection of shared electronic resources, a team of 6 Community Library and Kenosha Public Library staff members meet quarterly to assess and recommend electronic products for residents county-wide.

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 provide assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2024**. 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

X Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.

X 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:

www.mykcls.info

Resource Library Agreement

X 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.

X 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:

www.mykcls.info

Reference Referral, Interlibrary Loan, and Technology

X 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:

Kenosha Public Library manages interlibrary loan for the system, processing all statewide ILL requests. KPL's AMH equipment and staff process all deliveries of materials between Prairie Lakes Library System and Kenosha County Library System five days a week. For the first nine months of 2023, KPL has handled 62,854 ILL items for the system.

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

An additional KPL library location will be added to the shared catalog, providing a significant increase in the amount of children's materials to the shared catalog.

Inservice Training

X 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.

KCLS maintains a membership in the SEWI CE consortium through the Bridges Library System for its member and resources libraries. LSTA provided CE funds for the system in 2023 which sent a number of staff from across the system to ALA Annual in Chicago. The system participates in the Infosec staff cybersecurity training group purchase with MCFLS and Bridges Library Systems and all library staff have access to the Ryan Dowd homelessness training series.

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

Continue SEWI membership with KCLS funds and Infosec training through the state. Brainstorm collaborative training for member library staff with 2023/2024 LSTA funds.

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

Michelle Tucker, mtucker@mykpl.info

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:

SEWI agreement attached

ASSURANCES (cont'd)

Delivery and Communication

- X 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 hires Action Logistics to provide 5-day courier service to all 6 library locations within Kenosha County and between Racine Public Library and Kenosha Public Library's Southwest Branch Library. KPL's AMH equipment and public services staff act as the delivery hub for the system, processing all in-county and inter-county deliveries for all KCLS locations. The state-wide courier service stops at KPL's Southwest Branch five days per week and picks up and delivers inter-library loan items for KCLS libraries which are processed by KPL staff. KPL Northside serves as a drop-off location for Gateway Technical College for ILL items returning to the South Central Library System hub.

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

The PLSR delivery study will focus on the SE corner of Wisconsin this year. We expect new delivery hubs as a result. An additional library location will open in Kenosha this spring, shifting the delivery stop from the current Uptown Branch to the new Children's Library location.

Service Agreements

- X Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.
- X 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:

www.mykcls.info

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:

Resource Library Agreement

Member Library Agreement

Prairie Lakes/ KCLS Agreements between Kenosha County and Racine County and Walworth County

Other Types of Libraries

- X 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.
- X 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:

www.mykcls.info

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:

The SHARE catalog consortium includes Waterford Union High School.

ASSURANCES (cont'd)

Library Technology and Resource Sharing Plan

- X 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.
- X The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2024, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See [the Library System Technology and Resource Sharing plan webpage](#) for the most current version of the system library technology and resource sharing plan.

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

www.mykcls.info

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:

KCLS will begin meeting in 2024 to prepare a new Technology and Resource Sharing Plan by January 1, 2025.

Professional Consultation

- X 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:

Barbara Brattin, KCLS Director, consulting on the county library tax calculations for members of the Joint Library Agreement for Community Library. Rob Nunez, KPL's Data and IT Manager, consulting on SHARE modifications and upgrades.

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

Possible change in the Joint Library membership agreement for Community Library.

Inclusive Services

- X 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 holds regular meetings of the Equity Diversity and Inclusion team, renamed the JEDI Team, which includes members from both KCLS libraries. The team is currently reviewing DPI's Inclusive Services checklist to determine which areas of our library services are in need of improvement. This year's system survey results included requests from staff members to standardize the technology equipment for users with special needs across member libraries and for more training on inclusive services.

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.)

Bookmobile service is provided by KPL to county nonresidents on behalf of KCLS through a fleet of three vehicles. The largest 40 foot long bookmobile has reached its end of life and the library is actively looking for funding to replace it with a modern electric vehicle.

ASSURANCES (cont'd)

Administration

- X The system will not expend more than 20 percent of state aid received in the plan year for administration.
 - X The system will submit the 2022 system audit to the Division no later than September 30, 2024.
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Budget

- X 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 2021 resource library contract.*

Membership in the SHARE catalog consortium extends beyond the catalog. We are able to purchase maintenance of the catalog system software and hosting platform, eliminating the need for system staff. Negotiating database contracts across 25 libraries results in better pricing for all.

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

	Activity	Amount
1.	SHARE ILS Consortium membership	\$29,000
2.	SHARE maintenance agreement	\$28,500
3.	SEWI training consortium	\$15,623
4.	Database purchases with SHARE libraries	\$14,000
5.	WPLC Overdrive Consortium	\$43,000
6.	SHARE marketing materials	\$5,000
7.		
8.		
9.		
10.		
Cost Benefit Total		\$135,123

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 **2024**.

Name of System Director <i>Barbara Brattin</i>	Signature of System Director <i>Barbara Brattin</i>	Date Signed Mo./Day/Yr. <i>10-16-23</i>
Name of System Board President <i>SHARON ACERBI</i>	Signature of System Board President <i>Sharon Acerbi</i>	Date Signed Mo./Day/Yr. <i>10-17-23</i>

FOR DPI USE LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is: <input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i>	DLT Assistant Superintendent Signature <i>Darrell L. Williams, Ph.D.</i>	Date Signed Mo./Day/Yr. <i>11/20/23</i>
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Comments

**PUBLIC LIBRARY SYSTEM 2024
ANNUAL PROGRAM BUDGET**

Program	2024 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference, and Interlibrary Loan*					
1. ILS and Wiscat	\$103,765				
2. AMH maintenance	\$17,500				
3. Wiscnet and Broadband	\$17,200				
4. County Network	\$40,222				
5. Electronic Resources	\$71,026				
Program Total	\$249,713	\$0	\$0	\$0	\$249,713
Continuing Education and Consulting Service*					
1. Professional Fees	\$684				
2. Member Training				\$1,300	
Program Total	\$684	\$0	\$0	\$1,300	\$1,984
Delivery Services	\$62,825				\$62,825
Inclusive Services					\$0
Library Collection Development					\$0
Direct Payment to Members for Nonresident Access	\$155,008			\$2,214,128	\$2,369,136
Direct Nonresident Access Payments Across System Borders	\$115,831				\$115,831
Youth Services					\$0
Public Information					\$0
Administration	\$500				\$500
Subtotal	\$334,164	\$0	\$0	\$2,214,128	\$2,548,292
Other System Programs					
1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$584,561	\$0	\$0	\$2,215,428	\$2,799,989

* 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](#)).