



GENERAL INFORMATION

Library System

Lakeshores Library System

Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

The system population is about 301,194. This does not include the 14,769 population of the Walworth County City of Whitewater, which is a member of the Mid-Wisconsin Library System. Just over half of the population, often called the library population, lives in communities that support libraries directly through municipal taxes. The remaining population is referred to as the non-library population, and they live in suburban, resort, and rural communities that depend on county taxation for what is open access.

All of Racine County's 200,000 residents live in the system. Fifty-three percent of the population live in municipalities with libraries, and those residents are taxed directly for library services. The remaining forty-seven percent of the population live in municipalities without libraries. Those residents are taxed through Racine County and receive open access to the other libraries. There are 100,593 Walworth County residents in the system (excluding Whitewater, a Mid-Wisconsin Library system member). About 47,000 persons live in ten Walworth library municipalities with libraries. The remaining 53,000 Walworth non-library residents rely on the county tax for open access.

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

The Lakeshores Library System does not have the financial resources that most other state systems have. Our per capita county, local and state funding levels are all lower than state averages. Local Property tax rates are average, but a poor tax base means too little tax revenue is generated. County funds are based on county taxation of only those towns and villages, which do not support their own libraries. Library communities are exempt from the county levies provided they tax themselves at a mill rate higher than that set by the county on non-library municipalities.

Racine and Walworth Counties do provide intersystem funding for open access in Kenosha County, Rock County and Waukesha County library systems. Their members also receive access to the libraries in the Lakeshores Library System. The four library systems have achieved the 70% level of funding to library communities that serve those from other systems that live in non-library communities.

Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

The LLS Board has four standing committees: Executive, Long Range Planning, Finance, and Personnel. The full board meets every other month. Committees converge at the call of the chair or a quorum of board members, as defined in the bylaws. The board, as advised by the Administrator, holds final authority for planning and budgeting, but a Librarian's Advisory Committee (LAC), consisting of the directors of each of the fifteen member libraries, assists the board. The Advisory committee of the library directors meets monthly. Only library directors (or their designee) have voting status, but member library staff is encouraged to attend. The LAC has a number of standing committees, which may include staff other than directors. Subcommittees for the LAC meet as needed to conduct business and make recommendations to the LAC.

Through the use of county plans, the library directors and the county library planning committees have set the level of reimbursement to the libraries that provide the service. Both Walworth and Racine County reimburse at 100%. This is above the minimum level of 70% as provided for in the statutes. We are very pleased with the support for reimbursements in the two counties.

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 **2013**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

S.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

- (a) Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15 (4) (c) 4., and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.
- A copy of the agreement with a list of all members signing it will be provided to the division by January 15.
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Resource Library Agreement

- (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.
- A signed copy of the resource library agreement will be provided to the division by January 15.
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Reference Referral, Interlibrary Loan, and Technology

- S.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.

LLS employs a full time Interlibrary Loan Specialist to handle the lending for all 15 libraries in the system. In addition, the ILL specialist handles borrowing for Racine Public Library. Auto-Graphics (WISCAT) released Inter-system Sharing Initiative (ISSI) statistics for the 2nd quarter of 2012. Racine Public was a top five top lender nationwide. This demonstrates our commitment to ILL and the benefits of resource sharing.

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

System staff have been working with the technical staff at Autographics and SirsiDynix to implement the NCIP standard between WISCAT and the ILS. Within the plan year the technical issues will be resolved and these two systems will "talk" to one another for a more seamless staff and patron experience.

Inservice Training

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

List ongoing activities related to this requirement.

The staff at the Lakeshores Library System provides orientation and training for new and ongoing trustees and library directors. We also provide a variety of CE opportunities for the directors, staff and/or trustees for the member libraries and the system board. The Lakeshores Library System hosts an annual Trustee Banquet for Trustees and Library Directors organized by the Long Range Planning Committee. In 2012 the banquet will feature Sara Gold and Stef Morrill presenting Libraries at the Digital Tipping Point.

In 2012, LLS partnered with neighboring systems in presenting speakers with national reputations. We have plans to maintain the same partnerships in 2013, although funds for CE are dwindling. Included is a listing of CE opportunities and/or workshops that were offered during 2012.

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

ASSURANCES (cont'd.)

Delivery and Communication

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

List ongoing activities related to this requirement.

Daily delivery is provided to member libraries via contract agreement with Excell Express. Excell Express covers nearly 50,000 miles per year to deliver thousands of library items and other intersystem materials to the member libraries. We also provide a single drop off point for the Waterford Schools and Burlington Area School District.

Since the merge of the databases in the Mid-Wisconsin Federated Library System and the Lakeshores Library System in January of 2007, we offer a daily delivery service between the two library systems. LLS is presently contracting with Steve's Delivery Service to drop off MWFLS materials and pick up LLS items to be delivered to MWFLS libraries.

Excell Express also offers 2 day/week delivery to the Racine Correctional Facility in Sturtevant. This continues to be popular and volume continues to increase.

LLS contracts with SCLS delivery and the headquarters serves as the hub for statewide delivery service. In 2012 we contracted for 5 day service and plan to continue 5 day service in 2013.

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

LLS recently contracted with Steve's Delivery for daily delivery between MWFLS and LLS. This daily delivery service is currently handling 25-35 tubs each way.

Service Agreements

- S.43.24(2)(g) Service agreements with all adjacent library systems
- A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.
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Other Types of Libraries

- S.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. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.
- Other types of libraries in the system area have had an opportunity to review and comment on the plan.
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Library Technology and Resource Sharing Plan

- S.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.
- Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.
- A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document or is on file with the division.
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Professional Consultation

- S. 43.24(2)(h) Professional consultant services to participating public libraries.

List ongoing activities related to this requirement.

On an as needed basis, the Lakeshores Library System provides consulting services to its member libraries in a variety of areas. Between the members of the staff, we provided services in the areas of budget, buildings, initial interpretations of Chapter 43, special needs, technology (hardware and software), children's services, office management, and ILL. We also provided consulting services in the areas of personnel, personnel development, funding issues, bilingual needs, collection development and staff development.

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

Ongoing in 2012, the Library Development Coordinator completed workflow analysis visits to each LLS member library. The goal of this process was to have a look at their internal processes and make suggestions to streamline or eliminate unnecessary tasks. These visits have been well received, and we plan to continue to these visits in the future.

ASSURANCES (cont'd.)

Services to Users With Special Needs

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

List ongoing activities related to this requirement.

Our Youth Services / Special Needs staff continues to provide consultation in the area of accessibility, library services to Spanish speakers, and family literacy.

Indicate new or priority activities relating to this requirement for the plan year.**Other Service Programs**

S.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 programs 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.)

Lakeshores Library System is collaborating with Waukesha County Federated Library System on an early literacy grant project that will put us on track with the state's kindergarten readiness initiatives. Our project will provide training on Every Child Ready to Read (<http://www.everychildreadytoread.org/>) materials, materials and incentives for 1000 Books Before Kindergarten programs, and training on the recently revised Wisconsin Model Early Learning Standards (<http://dpi.wi.gov/fscp/pdf/ec-wmels-rev2011.pdf>.) Copies of Every Child Ready to Read 2 manuals (a \$200 value) will be provided at the training. Sue McCleaf Nespeca (author of Library Programs for Families with Young Children, Neal Schuman), Marge Loch Wouters, and Tessa Michaelson Schmidt have agreed to do a workshop if the grant is funded. Libraries conducting 1000 Books Before Kindergarten programs will receive books to give to children who register for the program. Libraries who participate will be asked to work with local child care providers. We are partnering at the system level with literacy councils and county child care agencies.

Administration

- The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.
- The 2012 system audit will be submitted to the division no later than September 30, 2013.

Budget

- A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

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 **2013**.

Name of System Director	Signature of System Director	Date Signed <i>Mo./Day/Yr.</i>
Kristen Hewitt		
Name of System Board President	Signature of System Board President	Date Signed <i>Mo./Day/Yr.</i>
Royce DeBow		

**FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is:

- Approved
- Provisionally Approved *See Comments.*
- Not Approved *See Comments.*

DLT Assistant Superintendent Signature



Date Signed *Mo./Day/Yr.*

Comments

PUBLIC LIBRARY SYSTEM 2013 ANNUAL PROGRAM BUDGET					
Program	2013 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. Ref Svcs, WiLS, Skyriver	\$5,272			\$42,848	
2. Automation	\$136,041	\$2,000		\$135,905	
3. WAN, Tech, Main, ILL	\$95,364			\$9,300	
4. Other Tech, Overdrive	\$1,000			\$38,249	
Program Total	\$237,677	\$2,000	\$0	\$226,302	\$465,979
Continuing Education and Consulting Service*					
1. CE Wkshps, Stipends	\$9,000				
2. Consulting Svcs	\$49,318				
Program Total	\$58,318	\$0	\$0	\$0	\$58,318
Delivery Services	\$102,543			\$23,493	\$126,036
Library Services to Special Users	\$40,654				\$40,654
Library Collection Development	\$700				\$700
Direct Payment to Members for Nonresident Access				\$3,377,978	\$3,377,978
Direct Nonresident Access Payments Across System Borders				\$532,581	\$532,581
Library Services to Youth	\$60,368				\$60,368
Public Information	\$27,276				\$27,276
Administration	\$110,180				\$110,180
Subtotal	\$341,721	\$0	\$0	\$3,934,052	\$4,275,773
Other System Programs					
1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$637,716	\$2,000	\$0	\$4,160,354	\$4,800,070

* 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 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).