



GENERAL INFORMATION

Library System

Mid-Wisconsin Federated Library System

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

The service population of Dodge, Jefferson and Washington Counties comprising the 3 county MWFLS system has remained relatively static with a combined population of 321,052.

The combined population increase from 2013 for all 3 counties is 526.

Up to this year Mid-Wisconsin was providing 46% of its state funding to its member libraries. For us to stay within budget with monies received from the state, Mid-Wisconsin will be collecting more fees from the libraries. They will be paying 50% of Overdrive and contributing to the delivery cost. This will be the first year that the libraries will help with the delivery cost. The System will continue to provide grants to the member libraries, provide Internet, pay mileage for system related meetings and workshops, provide for extra e-content with Overdrive Advantage, and pay for their Wiscat membership. The System also contributes 65% toward the cost of OCLC and the libraries contribute the remainder. While the System provided a new ILS and will pay for SAAS (cloud server), the libraries pay the annual maintenance fee for the ILS.

The Mid-Wisconsin service population continues to use the resources of Overdrive to checkout e-content. In 2012 all downloads including e-books and e-audio from content provided by Overdrive and Overdrive Advantage was 55,214. In 2013 the number increased to 104,778. This is a 47% increase in usage.

Each member library is reimbursed for rural circulation from their respective counties.

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

Mid-Wisconsin has reduced its fund balance considerably by paying for a new ILS for the member libraries. The System had a goal of not using fund balance to balance out the budget for 2015. In order to do that, the libraries were asked to contribute toward the delivery cost. They agreed to it. The libraries will also be paying 25% more than last year toward the Overdrive costs. By making some other minor reductions and not giving staff raises this year we achieved that goal.

The dissolution of SHARE between Mid-Wisconsin and Lakeshores took place in 2014. This resulted in a new consortium named trio made up of libraries in the 3 Mid-Wisconsin counties. MWFLS will create a new Technology Plan and a Strategic Plan that will take the System forward. With this new consortium, our libraries will benefit from the System's ability to concentrate their technology and financial resources.

Beaver Dam's library board voted to have the Beaver Dam Community Library be a standalone library beginning in 2015. They will not be a member of trio, but will remain with the System. They are a community library that would prefer to have their extensive collection available to their immediate community as a browsing collection. The Beaver Dam Library is a net lender of their items and felt it would be a better use of their tax dollars to keep most of their collection in the library. They will continue to have items available through ILL.

Mid-Wisconsin feels the need to offer our member libraries increased continuing education and information in youth services. We don't have the time or staff to adequately provide for this service so we have contracted with South Central Library System to provide those extra services to our system libraries.

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.)

With the potential changes taking place the last 2 years with regard to merging with Lakeshores Library System, Mid-Wisconsin found it almost impossible to create a Strategic Plan. The environment is currently settling and it will be more conducive to creating a Strategic Plan. This is one of the System's goals for 2015. A 5 year Technology Plan will be in place by the beginning of 2015. With the creation of trio, there will be an ILS participation agreement between the System and a public library wanting to be a member of trio. The participation agreement will need to be signed by the System and the respective library's board to become a participating member of trio.

GENERAL INFORMATION (cont'd.)

The membership agreement between the System and the libraries will need to be updated. The current one is quite outdated. This will be a goal for 2015.

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 **2015**. 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 that comply with s. 43.15(4)(c)4. with all member libraries.
- A copy of the agreement with a list of all members signing that it will be provided to the division by January 15.

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.

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.

1. Help member libraries use the online catalog to facilitate use to our patrons so they may have access to all available materials.
2. Continue to provide technical support for the ILS with System staff and from SirsiDynix maintenance.
3. Continue to provide access to online full-text resources and authentication services so that these and other resources are readily available to our patrons.
4. Provide training in the use of SirsiDynix software to increase use of unassisted interlibrary loan within the System.
5. Fund WISCAT for member libraries.

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

1. Participate in the state's e-content buying pool
2. Continue the Overdrive Advantage program.
3. Will work with SirsiDynix and Autographics to streamline interlibrary loan using NCIP.

Inservice Training

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

List ongoing activities related to this requirement.

1. Conduct a minimum of eight system sponsored workshops for member library staff and trustees.
2. Maintain a calendar of continuing education events on the MWFLS website. Provide information on CE opportunities offered by other organizations.
3. Provide grant funding that may be used for member library staff to attend continuing education workshops.
4. Assist member librarians in the statutory certification and re-certification process.
5. Provide an annual gathering for trustees, librarians and local officials that includes a program.
6. Continue to offer a mobile wireless training lab for CE opportunities to trustees and librarians.

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

1. Work in conjunction with other library systems to coordinate workshops and continuing education opportunities.
 2. Facilitate training in the new SirsiDynix software and updates related to Overdrive.
 3. Orientation for new trustees and directors.
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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.

1. Provide and maintain a wide area network for all member libraries.
2. Provide email service for all member libraries.
3. Provide Internet service for all member libraries through Wiscnet.
4. Maintain and enhance our in-system van delivery service based on ILS usage. Operate this service with the vendor at the highest level of efficiency and effectiveness. and guaranteeing overnight delivery.
5. Promote the use of e-mail, through e-lists, as the primary intrasystem electronic communication tool.
6. Continue to encourage and assist all member libraries in offering both staff and public access to the Internet.
7. Continue to encourage member libraries to make full use of the online informational products funded by the state, such as Badgerlink, and those funded by Mid-Wisconsin, such as Overdrive.
8. Continue to encourage and enable remote access to electronic services offered by the state, such as WISCAT, Badgerlink, and Overdrive.
9. Continue to work with various agencies to ensure that the Mid-Wisconsin member libraries have adequate telecommunications access and capabilities.
10. Continue to contract with South Central Library Sistem for statewide delivery service.

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

1. Have the capability to offer virtual meetings to our member libraries and trustees.
 2. Update the office phone system.
 3. Provide a wide area network service to all member libraries using the latest in router technology.
 4. Provide Overdrive and Overdrive Advantage to all member libraries.
 5. Subscribe to Zinio, an online magazine subscription, to all member libraries.
 6. Hold a minimum of eight (8) Directors' Council meetings (the governing body of the member libraries)
 7. Hold a minimum of six (6) trio Directors' Council meetings (the governing body of the trio consortium)
 8. Continue with WiscNet for Internet service.
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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.
- By January 1, 2015, the system's current plan for library technology and resource sharing will be submitted to the Division.
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ASSURANCES (cont'd.)

Professional Consultation

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

List ongoing activities related to this requirement.

1. Continue to offer consulting and information to member libraries in areas including, but not limited to, public library administration, adult services, youth services, library automation, building and remodeling, technical services, interlibrary loan, resource sharing, staff development (certification, continuing education etc.), standards, collection development, legal issues, public relations and advocacy, local government, Internet usage and resources, reference and informaton services, special needs, new technologies, delivery and communications, partnerships, state reports, grant opportunities, and other issues that require assistance.
2. Continue to provide support and physical presence (if needed) at local board or council meetings.

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

1. All members will receive consultation from the System Director.
 2. Director will meet with each county's libraries as a group.
 3. New trustees and directors will receive an orientation.
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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.

1. Identify special needs topic areas for continuing education and include special needs in other CE presentations as appropriate.
2. Offer assistance, when requested, in the remodeling or new building planning process as it relates to accessibility.
3. Continue to offer no cost delivery to Fox Lake Correctional.

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

1. Provide a website that is accessible.
 2. Purchase Overdrive electronic audio book service.
 3. Provide library brochures, card applications, policies, and other forms in large print when requested.
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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.)

Public Information:

Ongoing Activities:

1. Continue to provide member libraries with custom design and production of public information materials including but not limited to brochures, bookmarks, signs, electronic media, and packaging.
2. Provide assistance to member libraries in the area of marketing including ideas and strategy. This includes continuing education workshops.
3. Continue to provide grant funds for local public information materials.

Youth Services:

Ongoing Activities:

1. Continue Summer Library Reading workshop.
 2. Continue to participate in Culvers Coloring Program (if offered).
 3. Continue System grant funds that may be used for promotional materials and prizes for SLP.
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ASSURANCES (cont'd.)

4. Continue System grant funds that may be used for summer reading performers.
5. Continue Family Fun Night in collaboration with the DNR.

Collection Development:

Ongoing Activities:

1. Continue System grant funds that may be used for collection development.
2. Help libraries evaluate and develop their collections as needed.
3. Continue to provide Overdrive and Overdrive Advantage to supplement member libraries' collections.
4. Continue to subscribe to Zinio, an online magazine subscription, to supplement member libraries' collections.

New or priority activities:

1. Provide for our member libraries a new functional ILS.
2. Collaborate with other systems for technology sharing.
3. System will provide emergency technical equipment to member libraries until they can get replacements. This includes computers.
4. Provide virtual meeting capabilities.

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 2014 system audit will be submitted to the division no later than September 30, 2015.
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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.
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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 2014 resource library contract.*

1. Mid-Wisconsin has been working with SEWI (Southeastern Wisconsin) for many years to collaborate with programming. We pay an annual fee and when the money is pooled, more expensive speakers can be brought in and our libraries benefit from that.
2. Mid-Wisconsin and the DNR/National Wildlife Refuge sponsor a Family Fun Night at the Horicon Marsh. This proves to be successful as it brings families to the marsh from all 3 counties and promotes their libraries as well.
3. Mid-Wisconsin's IT Department will have available an OPAC solution to other systems for a nominal fee to considerably cut their computer costs.
4. Contract with South Central Library System for a Youth Services Consultant to provide extra information and workshops to our member libraries.

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

Activity	Amount
1. SEWI for CE	\$12,000
2. Collaborating with DNR	\$1485
3. OPACsolution per computer	\$500
4. Collaborating with SCLS	\$13,454

COLLABORATIVE ACTIVITIES (cont'd.)

5.		
6.		
7.		
8.		
9.		
10.		
Cost Benefit Total		\$27,439

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 2015.

Name of System Director <i>Sue Cantrell</i>	Signature of System Director ➤ <i>Sue Cantrell</i>	Date Signed <i>9-30-14</i>
Name of System Board President <i>Jane Colwin</i>	Signature of System Board President ➤ <i>Jane Colwin</i>	Date Signed <i>9-30-14</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>[Signature]</i>	Date Signed <i>11-21-14</i>
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Comments

PUBLIC LIBRARY SYSTEM 2015 ANNUAL PROGRAM BUDGET					
Program	2015 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.	\$205,607	\$1,000	\$17,500	\$157,606	
2.					
3.					
4. Electronic Resources	\$36,893			\$42,985	
Program Total	\$242,500	\$1,000	\$17,500	\$200,591	\$461,591
Continuing Education and Consulting Service*					
1.	\$65,367				
2.					
Program Total	\$65,367	\$0	\$0	\$0	\$65,367
Delivery Services	\$209,665				\$209,665
Library Services to Special Users					\$0
Library Collection Development	\$16,085				\$16,085
Direct Payment to Members for Nonresident Access					\$0
Direct Nonresident Access Payments Across System Borders					\$0
Library Services to Youth	\$42,207				\$42,207
Public Information	\$76,970			\$2,000	\$78,970
Administration	\$101,627				\$101,627
Subtotal	\$446,554	\$0	\$0	\$2,000	\$448,554
Other System Programs					
1. AC & Designated Carryover		\$108,367			\$108,367
2. ILS & ILS Start-up Cost		\$268,891			\$268,891
Program Total	\$0	\$377,258	\$0	\$0	\$377,258
Grand Totals	\$754,421	\$378,258	\$17,500	\$202,591	\$1,352,770

* 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).