Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2023**
PI-2446 (Rev. 08-2022)

**INSTRUCTIONS:** Complete and submit one copy of this Word document along with one signed, scanned copy in PDF format to the Division for Libraries and Technology (Division) by Friday, October 14, 2022. Submit completed Word and PDF documents to:

LibraryReport@dpi.wi.gov

*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 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 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 will be examining 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 new 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 secrvices, communication, reference, referral, ILL and technology. Both the Community Library Director and the KPL Division Head for Support Services collected feedback from library staff and responded electronically. Those responses have been downloaded and stored for future reference.
ILL training and inclusive services consultation by the Resource Library were needs identified in the survey results from Community Library and KPL staff this year. SHARE catalog modifications to enhance user privacy were also identified as well as the desire for weekend delivery service to improve hold fulfillment and ease the strain of Monday work overload. The 2023 system budget cannot accommodate delivery expansion, 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 provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2023**. 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:**

https://mykcls.info

**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:**

https://mykcls.info/

**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:**

KCLS provides full funding for Community Library and Kenosha Public Library membership in the SHARE consortium as well as the cost for the KCLS portion of SHARE database support. KPL maintains the countywide network on behalf of the system and participates in the statewide backup project for archival services. KPL acts as the Resource Library by managing interlibrary loan for items not available through the SHARE catalog. All 6 library locations in the system initiate ILL at points of service. KPL staff manage and process all loans initiated. This service is considerable. In the first nine months of 2022, over 2200 ILL's were processed by KPL staff.

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

Library staff have requested additional training on ILL for public services staff.

**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.**

KCLS maintains an annual membershuip in the Southeast Wisconsin training consortium (SEWI). LSTA professional learning funds extended the system's ability to provide training opportunities to all library staff in the system in 2022.

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

We're excited to be planning a full day of 2023 ALA conference attendance for 55 staff members in KCLS libraries. This was a regular event pre-pandemic that we are delighted to convene in June. 2022 LSTA professional learning support will provide for transportation, event registration, and exhibit passes.

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

Michelle Eisenhauer, Head of Administrative Services for the Kenosha Public Libray, manages the CE consortium membership and professional certification records for the system.

**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 (Bridges Library System)

**ASSURANCES (cont'd)**

### 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 with Action Logistics for 5 day service twice a day between Racine Public Library and KPL's Southwest branch, between Community Library's Salem and Twin Lakes branches and KPL's Southwest branch, and between all four branches of KPL.

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

The Public Library System Redesign study resulted in KPL's Northside branch acting as a drop off location for items returned to the statewide delivery system from Gateway Techncal College, eliminating one of the stops for the delivery driver. KUSD also brings items to KPL that either are destined for the SHARE delivery or statewide delivery routes.

### 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:**

https://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:**

KCLS/ Lakeshores Library System Crossborder Borrowing Agreements (Racine and Walworth counties combined this year)
SHARE Membership Agreement
SHARE Maintenance Agreement

### 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:**

https://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 KCLS/ LLS SHARE support agreement covers the support and maintenance of the SHARE catlog by LLS on behalf of KCLS.

**ASSURANCES (cont'd)**

**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, 2023, 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:**

https://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:**

The ECF has funded over 200 Chromebook/ hotspot combinations plus the data plans for one-year checkout in Kenosha County and they are all checked out. ECF funding for the data plans has replaced KCLS funding for that purpose in 2023. KPL has completed its migration to the BiblioCommons platform integrated with the Sirsi/Dynix ILS for an enhanced web user interface, mobile app, marketing of programs and collections, room reservations, and user communication features. 2021 ARPA funds provided children's book vending machines at the Kenosha YMCA and the Kenosha Boys and Girls Club. ARPA funds also enhanced the technology available in all CL and KPL meeting rooms to accommodate telemedicine, job interviewing, and digital classrooms. The public address systems at Northside and SW libraries were installed for added security and soundproofing was added to public study rooms for enhanced patron confidentiality.

**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:**

KCLS contracts with Bridges Library System for professional learning opportunities within the SEWI consortium. KPL Network Administrators and Rob Nunez, Division Head for Support Services at KPL, serve as consultants to Community Library on technology matters. KPL staff provide LLS libraries with original cataloging upon request.

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

Library staff have indicated a need to assess the ADA compliance in our buildings and we will seek a consultant for that purpose. KCLS will seek consultants to advise on future funding of the system as we write a new County Plan of Service.

**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:**

Through membership in the City Library Collective, KPL has pursued the concepts of Whole Person Librarianship as a means to help the community recover from the effects of the pandemic and civil unrest. KPL has contracted with Carthage College to host a social work student who will enhance outreach to incarcerated and recently incarcerated persons, model interactions with people seeking referrals to social service agencies, and advise library administration on the opportunities for permanent social work staff. KPL has completed a diversity audit of its collections and is happy to report that its score ranks above the average nationwide.

## ASSURANCES (cont'd)

**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.

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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 2022 system audit to the Division no later than September 30, 2023.

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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).

## 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.*

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

| Activity | Amount |
|---|---|
| 1. SHARE Library Consortium ILS | $27,321 |
| 2. SHARE Consortium Maintenance Agreement | $27,133 |
| 3. SEWI Training Consortium | $5,540 |
| 4. Shared database purchases with Arrowhead Library System and Lakeshores Library System | $13,071 |
| 5. WPLC Overdrive Consortium | $40,719 |
| 6. Infosec online security training | $440 |
| 7. Statewide backup project- archive only | $3,662 |
| 8. Shared marketing materials through SHARE consortium | $5,000 |
| 9. | |
| 10. | |
| **Cost Benefit Total** | $122,886 |

## 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 **2023**.

| Name of System Director | Signature of System Director | Date Signed *Mo./Day/Yr.* |
|---|---|---|
| Barbara Brattin | ➤ Barbara Brattin | 10/11/2022 |

| Name of System Board President | Signature of System Board President | Date Signed *Mo./Day/Yr.* |
|---|---|---|
| Sharon Acerbi | ➤ Sharon Acerbi | 10/12/22 |

## FOR DPI USE
## LIBRARY SYSTEM PLAN APPROVAL

| Pursuant to Wis. Statutes, the plan contained herein is: | DLT Assistant Superintendent Signature | Date Signed *Mo./Day/Yr.* |
|---|---|---|
| ☐ Approved<br>☐ Provisionally Approved *See Comments.*<br>☐ Not Approved *See Comments.* | ➤ | |

Comments

| | PUBLIC LIBRARY SYSTEM 2023 ANNUAL PROGRAM BUDGET | | | | |
|---|---|---|---|---|---|
| **Program** | **2023 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 | $101,842 | | | | |
| 2. Hotspot Lending | | | | | |
| 3. Wiscnet and Broadband | $13,600 | | | | |
| 4. County Network | $38,267 | | | | |
| 5. Electronic Resources | $79,133 | | | | |
| **Program Total** | $232,842 | $0 | $0 | $0 | $232,842 |
| **Continuing Education and Consulting Service\*** | | | | | |
| 1. Professional fees | $631 | | | | |
| 2. Member stff training | | | | $1,300 | |
| **Program Total** | $631 | $0 | $0 | $1,300 | $1,931 |
| **Delivery Services** | $51,536 | | | | $51,536 |
| **Inclusive Services** | | | | | $0 |
| **Library Collection Development** | | | | | $0 |
| **Direct Payment to Members for Nonresident Access** | $151,334 | | | $2,053,239 | $2,204,573 |
| **Direct Nonresident Access Payments Across System Borders** | $94,611 | | | | $94,611 |
| **Youth Services** | | | | | $0 |
| **Public Information** | | | | | $0 |
| **Administration** | $500 | | | | $500 |
| **Subtotal** | $297,981 | $0 | $0 | $2,053,239 | $2,351,220 |
| **Other System Programs** | | | | | |
| 1. | | | | | $0 |
| 2. | | | | | $0 |
| **Program Total** | $0 | $0 | $0 | $0 | $0 |
| **Grand Totals** | $531,454 | $0 | $0 | $2,054,539 | $2,585,993 |

\* 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).