Wisconsin Public Library System Technology and Resource Sharing Plan

## Authorizing Legislation

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:…

(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 by every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources. [Wis. Stats. 43.24 (2) (m)](https://docs.legis.wisconsin.gov/statutes/statutes/43/24/2/m)

## Development

The system technology and resource sharing plan was developed using information from the System and Resource Library Administrator’s Association of Wisconsin (SRLAAW) [*Creating More Effective Public Library Systems*](http://www.srlaaw.org/sites/srlaaw.org/files/reports/Final_Report_CreatingEffectiveSystems8-2-13.pdf) *report* (2013).

The Wisconsin Public Library System Technology and Resource Sharing Plan is intended to be useful to the public library system. It should be a living document that, although submitted to the Wisconsin Department of Public Instruction at a specific point in time dictated by state statutes, should be adjusted as the system accomplishes goals or adjusts its course of action. It is suggested that the system evaluate goals, objectives, activities, and budget *at least annually* and adjust them according to the system’s needs.

## Instructions

Include the following information in the system technology and resource sharing plan:

* Clear goals and a realistic strategy for using information technology to improve library services.
* Professional development strategy to ensure that staff know how to use technology to improve library services.
* Assessment of hardware, software, and other services that are needed to improve library services.
* Budget information to show funds allocated to acquire and maintain the hardware, software, and other services that are needed to implement the goals and objectives of the plan.
* Evaluation process that enables the library system to monitor progress toward meeting the goals of the plan.
* How the System staff and Board developed the plan with active participation from the system's member libraries and other types of libraries in the area and how the system engaged member libraries and other libraries in the area.
* How the System staff and Board will address technology needs of system member libraries (e.g., systems provide or manage shared automated systems, wide area networks (WANs), Internet access, technology consulting, etc.).
* How the System staff and Board will address resource sharing both within your system (ILS) and outside your system (ILL), as well as delivery. Include databases and e-content resources that are shared among the libraries.

Each section below contains a description or examples of the type of information requested. Read suggestions and directions for each section to draft the system technology planning and resource sharing plan. Examples of completed technology and resource sharing plans are available on the [Public Library Development team Library System Technology and Resource Sharing Plans page](https://dpi.wi.gov/pld/technology/systems/tech-resource-sharing-plans).

Send completed, board-approved Wisconsin Library System Technology and Resource Sharing Plan to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov) by: December 20, 2019 (January 1, 2020)

## General Information

*Provide the following general and contact information.*

System name:

Primary contact name:

Primary contact e-mail address:

Secondary contact Name:

Secondary contact e-mail address:

Technology contact name:

Technology contact e-mail address:

Names and titles of technology and resource sharing plan authors (not previously listed):

Date technology and resource sharing plan was approved by the system board:

## Introduction and Purpose

*Set the context of your plan and explain its purpose. Begin with a general introduction to the public library system (e.g., use content from your system website or annual system plan). Consider your system's mission and strategic plan and make explicit connections. System efforts should coincide with the goals in the SRLAAW* Creating More Effective Public Library Systems *report (2013).*

## Background

*Describe relevant details that informed this technology and resource sharing plan over time.*

## Needs and Assets Assessment

*Describe the technology and resource sharing needs of the library system, members, and other libraries in the region. Describe the assets the system will access to meet the needs in the region. Consider the following when addressing the system’s needs and assets:*

* *Will the system continue with modifications to existing goals or add new goals?*
* *What is the current state/age of the system’s infrastructure, end user devices, bandwidth, and wireless access?*
* *How does the system’s strategic plan or goals address these needs and utilize assets?*
* *How will the SRLAAW* Creating More Effective Library Systems *report fit in with this technology and resource sharing plan.*
* *What research informed the establishment of the system’s goals and objectives? Include research or links to that research.*
* *Use the needs and assets assessment, research, and system reflection to develop your goals and implementation plan, making explicit connections throughout the plan.*

## Infrastructure and Inventories

*Describe or link to network maps, inventories, etc.*

## Data

*Include relevant data that informed the system’s technology and resource sharing plan. Describe how the system used data to draft the plan with member and other libraries in the region.*

## Resource Sharing

*Include a narrative description of the systems Resource Sharing plan that describes the system’s integrated library system (ILS), wide area networks (WANs), interlibrary loan, and delivery.*

## Goals and Activities

### Goals Summary

*Goals are long-term desired results that are based on your system’s strategic plan or direction. Generally, goals are educational in nature with details of acquiring hardware, infrastructure, and software falling into activities to achieve objectives and goals that the system will describe in the objectives and activities section.*

*Examples of goals include:*

*Goal 1: Provide assistance in making technology-related decisions*

*Goal 2: Facilitate group purchases of technology-related equipment*

*Goal 3: Promote and support an increase in resource sharing among libraries of all types*

*Goal 4: Provide training to library staff on technology-related equipment and services*

*Briefly describe your goals and objectives below. The details of objectives and activities will follow in the next section.*

Goal 1:

Objective 1.1:

Objective 1.2:

Goal 2:

Objective 2.1:

Objective 2.2:

Goal 3:

Objective 3.1:

Objective 3.2:

Goal 4:

Objective 4.1:

Objective 4.2:

Goal 5:

Objective 5.1:

Objective 5.2:

## Objectives and Activities – Goal 1

*Objectives and Activities Plan - Goals are overarching, long-term ideas that include objectives and activities to achieve each objective. Provide the details of each objective the system plans to achieve in order to meet the larger goal. Each objective includes activities in order to achieve the objective. Name the individuals who are responsible for achieving the objectives, the timeline for completing each objective and specific activities, the resources needed to achieve the objective or complete activities, associated costs, and how the system will evaluate success. There are additional columns provided to detail the system’s progress toward achieving objectives as the plan unfolds. Include objectives and activities related to professional development, infrastructure upgrades, assessment measures, evaluation, etc. that the system needs to achieve success.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal 1:** *Copy goal text from goals summary section* | | | | | | *Use to track goal progress* | |
| **Objectives and Activities** | **Person(s) Responsible for Ensuring Activities are Completed** | **Timeline for Completing the Objective and Activities** | **Resources Needed to Achieve Objective** | **Cost** | **Evaluation Method** | **Progress Toward Achieving Objective** | **Comments** |
| ***Objective 1.1*** |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 1.1* |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 1.1* |  |  |  |  |  |  |  |
| ***Objective 1.2*** |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 1.2* |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 1.2* |  |  |  |  |  |  |  |

## Objectives and Activities – Goal 2

*Objectives and Activities Plan - Goals are overarching, long-term ideas that include objectives and activities to achieve each objective. Provide the details of each objective the system plans to achieve in order to meet the larger goal. Each objective includes activities in order to achieve the objective. Name the individuals who are responsible for achieving the objectives, the timeline for completing each objective and specific activities, the resources needed to achieve the objective or complete activities, associated costs, and how the system will evaluate success. There are additional columns provided to detail the system’s progress toward achieving objectives as the plan unfolds. Include objectives and activities related to professional development, infrastructure upgrades, assessment measures, evaluation, etc. that the system needs to achieve success.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal 2:** *Copy goal text from goals summary section* | | | | | | *Use to track goal progress* | |
| **Objectives and Activities** | **Person(s) Responsible for Ensuring Activities are Completed** | **Timeline for Completing the Objective and Activities** | **Resources Needed to Achieve Objective** | **Cost** | **Evaluation Method** | **Progress Toward Achieving Objective** | **Comments** |
| ***Objective 2.1*** |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 2.1* |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 2.1* |  |  |  |  |  |  |  |
| ***Objective 2.2*** |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 2.2* |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 2.2* |  |  |  |  |  |  |  |

## Objectives and Activities – Goal 3

*Objectives and Activities Plan - Goals are overarching, long-term ideas that include objectives and activities to achieve each objective. Provide the details of each objective the system plans to achieve in order to meet the larger goal. Each objective includes activities in order to achieve the objective. Name the individuals who are responsible for achieving the objectives, the timeline for completing each objective and specific activities, the resources needed to achieve the objective or complete activities, associated costs, and how the system will evaluate success. There are additional columns provided to detail the system’s progress toward achieving objectives as the plan unfolds. Include objectives and activities related to professional development, infrastructure upgrades, assessment measures, evaluation, etc. that the system needs to achieve success.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal 3:** *Copy goal text from goals summary section* | | | | | | *Use to track goal progress* | |
| **Objectives and Activities** | **Person(s) Responsible for Ensuring Activities are Completed** | **Timeline for Completing the Objective and Activities** | **Resources Needed to Achieve Objective** | **Cost** | **Evaluation Method** | **Progress Toward Achieving Objective** | **Comments** |
| ***Objective 3.1*** |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 3.1* |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 3.1* |  |  |  |  |  |  |  |
| ***Objective 3.2*** |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 3.2* |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 3.2* |  |  |  |  |  |  |  |

## Objectives and Activities – Goal 4

*Objectives and Activities Plan - Goals are overarching, long-term ideas that include objectives and activities to achieve each objective. Provide the details of each objective the system plans to achieve in order to meet the larger goal. Each objective includes activities in order to achieve the objective. Name the individuals who are responsible for achieving the objectives, the timeline for completing each objective and specific activities, the resources needed to achieve the objective or complete activities, associated costs, and how the system will evaluate success. There are additional columns provided to detail the system’s progress toward achieving objectives as the plan unfolds. Include objectives and activities related to professional development, infrastructure upgrades, assessment measures, evaluation, etc. that the system needs to achieve success.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal 4:** *Copy goal text from goals summary section* | | | | | | *Use to track goal progress* | |
| **Objectives and Activities** | **Person(s) Responsible for Ensuring Activities are Completed** | **Timeline for Completing the Objective and Activities** | **Resources Needed to Achieve Objective** | **Cost** | **Evaluation Method** | **Progress Toward Achieving Objective** | **Comments** |
| ***Objective 4.1*** |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 4.1* |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 4.1* |  |  |  |  |  |  |  |
| ***Objective 4.2*** |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 4.2* |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 4.2* |  |  |  |  |  |  |  |

## Objectives and Activities – Goal 5

*Objectives and Activities Plan - Goals are overarching, long-term ideas that include objectives and activities to achieve each objective. Provide the details of each objective the system plans to achieve in order to meet the larger goal. Each objective includes activities in order to achieve the objective. Name the individuals who are responsible for achieving the objectives, the timeline for completing each objective and specific activities, the resources needed to achieve the objective or complete activities, associated costs, and how the system will evaluate success. There are additional columns provided to detail the system’s progress toward achieving objectives as the plan unfolds. Include objectives and activities related to professional development, infrastructure upgrades, assessment measures, evaluation, etc. that the system needs to achieve success.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal 5:** *Copy goal text from goals summary section* | | | | | | *Use to track goal progress* | |
| **Objectives and Activities** | **Person(s) Responsible for Ensuring Activities are Completed** | **Timeline for Completing the Objective and Activities** | **Resources Needed to Achieve Objective** | **Cost** | **Evaluation Method** | **Progress Toward Achieving Objective** | **Comments** |
| ***Objective 5.1*** |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 5.1* |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 5.1* |  |  |  |  |  |  |  |
| ***Objective 5.2*** |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 5.2* |  |  |  |  |  |  |  |
| *Activities to Achieve Objective 5.2* |  |  |  |  |  |  |  |

## Budget – Estimated Expenditures

*Provide estimated costs associated with achieving the system’s technology and resource sharing goals and objectives. Include possible funding sources and amounts for the next three years. Update as necessary.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **2020** | | **2021** | | **2022** | |
| **Expenditure Source** | **Associated Goals** | **Amount** | **Funding Source** | **Amount** | **Funding Source** | **Amount** | **Funding Source** |
| *Budget Category 1* | | | | | | | |
| *Budget Detail 1.1* |  |  |  |  |  |  |  |
| *Budget Detail 1.2* |  |  |  |  |  |  |  |
| *Budget Detail 1.3* |  |  |  |  |  |  |  |
| *Budget Detail 1.4* |  |  |  |  |  |  |  |
| *Budget Category 2* | | | | | | | |
| *Budget Detail 2.1* |  |  |  |  |  |  |  |
| *Budget Detail 2.2* |  |  |  |  |  |  |  |
| *Budget Detail 2.3* |  |  |  |  |  |  |  |
| *Budget Detail 2.4* |  |  |  |  |  |  |  |
| *Budget Category 3* | | | | | | | |
| *Budget Detail 3.1* |  |  |  |  |  |  |  |
| *Budget Detail 3.2* |  |  |  |  |  |  |  |
| *Budget Detail 3.3* |  |  |  |  |  |  |  |
| *Budget Detail 3.4* |  |  |  |  |  |  |  |
| *Budget Category 4* | | | | | | | |
| *Budget Detail 4.1* |  |  |  |  |  |  |  |
| *Budget Detail 4.2* |  |  |  |  |  |  |  |
| *Budget Detail 4.3* |  |  |  |  |  |  |  |
| *Budget Detail 4.4* |  |  |  |  |  |  |  |
| *Budget Category 5* | | | | | | | |
| *Budget Detail 5.1* |  |  |  |  |  |  |  |
| *Budget Detail 5.2* |  |  |  |  |  |  |  |
| *Budget Detail 5.3* |  |  |  |  |  |  |  |
| *Budget Detail 5.4* |  |  |  |  |  |  |  |
| *Budget Category 6* | | | | | | | |
| *Budget Detail 6.1* |  |  |  |  |  |  |  |
| *Budget Detail 6.2* |  |  |  |  |  |  |  |
| *Budget Detail 6.3* |  |  |  |  |  |  |  |
| *Budget Detail 6.4* |  |  |  |  |  |  |  |
| ***Totals*** |  | ***$0.00*** |  | ***$0.00*** |  | ***$0.00*** |  |

## Policies

*Append to this document or provide a direct link to the following system policies:*

* *Technology concerns for students with special needs*
* *CIPA/Internet safety/acceptable use policy*
* *Copyright (including copyright of digital formats)*
* *Materials selection and materials reconsideration*
* *Interlibrary loan and resource sharing*

## Submitting the Technology and Resource Sharing Plan

Before submitting the system technology and resource sharing plan, the library board must have approved the plan. Include the board approval date in the General Information section of this document.

E-mail the completed, board-approved technology and resource sharing plan to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov). The Wisconsin Department of Public Instruction (DPI) Public Library Development team will acknowledge receipt of the plan. The plan is due no later than December 20, 2019 (January 1, 2020).

The Public Library Development and Instructional Technology and Support teams will review the plans and provide any relevant feedback.