



GENERAL INFORMATION

Library System

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

Eastern Shores Library System is a multi-county federated library system. It has thirteen member libraries that vary in size. There are five village libraries (under 5,000 pop.), three city libraries (6,000 to 12,000 pop.), three joint libraries (5,000 to 25,000 pop.) and a large city library (over 50,000 pop.). The system is 741 square miles with a population of 201,902 in 2010. The 2010 count is an increase of 3.6% in population from the 2000 Census. The Library System serves approximately 4% of the state's population. 74% of the population resides in cities and villages and 26% resides in towns.

The 2010 Census for the age group distribution is: 0-18: 23.8%; 18-24: 7.6%; 25-64: 53.7%; and 65+: 14.9%. There is a 7.9% nonwhite population in the system, most being Hispanic, Asian or African American. There are 53,775 people (27%) who live in communities without libraries, 19% more than in 2000. This is primarily due to the Town of Cedarburg decision to discontinue its joint library agreement with the Cedarburg Public Library.

Sheboygan County is an important manufacturing county. Most of its area is considered rural, but a small number of its residents (about 2%) are involved in farming. 39% of the nonfarm workforce are employed in the "goods producing" industries: construction, manufacturing, durable goods and nondurable goods. 51% of the nonfarm workers are employed in the wholesale and retail trade establishments and other service industries. Recent reports show that it has an unemployment rate that is below the state and national average. More people commute into Sheboygan County for employment, than Sheboygan County residents commute out. Most of the people commuting into Sheboygan County are from Manitowoc County. Sheboygan County's per capita income is above the state average and national average.

Ozaukee County's rural population is in the northern half of the county. A little more than 3% of the population is engaged in farming. 26% of the workers are employed in "goods producing" industries. The growth in service industries is demonstrated by the more than 60% of the workforce employed in wholesale and retail trade services. Ozaukee County's unemployment rate is currently below the state and national average. 52% of Ozaukee County workers commute out of the county for employment, however residents of Waukesha, Milwaukee, Sheboygan and Washington Counties commute into Ozaukee County for employment. Ozaukee County's per capita income is above the state and national average.

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

1. Reduction in staff due to budget constraints. A lack of an increase in state aid funding in the biennium affects the level of services that the library system can provide to its member libraries.
2. The System libraries are also financially strained by the municipal funding, levy limits, whether self imposed or state imposed, placed property taxes affects municipal funding for the libraries.
3. EasiCat (the shared library automation system) plays a major role in how the system provides interloan, delivery and cataloging services.
4. System Libraries are dependent on the system for certain computerized services and technical support. Especially concerning data management and network maintenance.
5. On-going assessment of the impact of technology now and in the future.
6. Patron demands for electronic materials affects the decisions libraries make about allocation of resources.

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 2016 Plan was constructed through information collected at the joint county library planning meetings. Staff at Eastern Shores are preparing for individual evaluations through strategic planning. System library Directors will review the plan and be offered an opportunity to provide additional insight.

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 **2016**. 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.
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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.

1. Member libraries use WISCAT or Worldcat Resource Sharing software for interlibrary loan outside of the system and the EasiCat shared ILS for in-system interlibrary loan.
2. Contract with South Central Library System for 4 day a week statewide courier service and provide in-system delivery service by ESLS truck for transportation of interlibrary loan materials.
3. Serve as intermediary and facilitate communication between Resources for Libraries and Lifelong Learning staff and member libraries.

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

Inservice Training

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

List ongoing activities related to this requirement.

1. Schedule workshops on topics chosen by member libraries.
2. Collaborate with other library systems to provide workshops..
3. Distribute information on continuing education opportunities in other library systems, library schools, technical colleges, and other agencies.
4. Encourage the use of webinars and other online courses among the member librarians.

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

Strategic Planning will begin in January.

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. Contract with South Central Library System for 4 day a week statewide courier service for interloan materials and correspondence sent to other state libraries.
2. Provide three day a week delivery service by ESLS truck to member libraries. An additional two days a week delivery service to public libraries in the shared library automation network. The additional service is paid by member libraries in Ozaukee County and Sheboygan County and Lakeland College. and payment from Kettle Moraine Correctional Institution for once a week delivery service.
5. Maintain the delivery service vehicle in order to provide safe and dependable delivery service.
6. Employ three drivers to share the workload of the delivery service.
8. Provide two 800#s for the eight libraries outside the System's office calling exchange. These numbers allow member libraries to call the System office or the Mead Public Library.
9. Continue budgeting \$3,000 for a future delivery vehicle

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

Purchase a new vehicle with a service maintenance agreement.

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, 2016, the system's current plan for library technology and resource sharing will be submitted to 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.

1. Provide consultation to member libraries when requested in the areas of library administration, governance, automation and technology, interlibrary loan, public information, cataloging, shared library automation, county library services, reference services, youth services, and services to users with special needs.

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

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.

1. Eastern Shores Library System provides a liaison that disseminates information from DPI to the member libraries. The liaison attends the State meetings for library system special needs consultants.
2. ESLS provides one day a week material delivery for interlibrary loan service to the Kettle Moraine Correctional Facility. The liaison works with the Lakeshore Technical College Inmate Jail educator to purchase books, office supplies and coordinates used book drives for the Sheboygan County Inmate Jail.
3. ESLS assists libraries in writing LSTA grants to benefit library users with special needs.
4. Ozaukee County and Sheboygan County fund a bookmobile that provides services to nursing homes, assisted living facilities and one facility that serves the mentally ill as well as the disabled. The bookmobile is not funded with State Aid but is a service coordinated through ESLS.

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

1. Encourage the State to incorporate youth services into Youth and Special Services for the Public Library System Plan. This would incorporate the many needs of youth within the special needs area and match the LSTA Serving Special Populations category.
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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.)

Library Services to Youth

1. Eastern Shores Library System provides a liaison that disseminates information from DPI to the member libraries. The liaison attends the State meetings for library system youth services consultants. The liaison coordinates summer reading program information, Culver's National Library Week contest, and YSS meetings twice a year. Provides input for YSS workshops within the Southeastern Wisconsin library systems shared CE program.
2. Liaison serves on the Sheboygan Children's Book Festival Committee. This festival brings children's authors and illustrators to the area free of charge one weekend in October.

Next year:

1. Document member library special event programs with photos and articles and share on the Wisconsin Youth Services Section (YSS) Blog.
2. Encourage the State to incorporate youth services into Youth and Special Services for the Public Library System Plan. This would incorporate the many needs of youth within the special needs area and match the LSTA Serving Special Populations category.

Public Information**Ongoing Activities**

1. Prepare news releases on system services and activities to submit to radio stations and area newspapers.
2. Prepare news releases and brochures on EasiCat for their library patrons.
3. Maintain the ESLS website and webpages.
4. Provide member librarians and trustees with information on advocacy for improved library funding at local, county and state level.
5. Produce library system annual report and distribute to member librarians, member library boards, county boards, town officials, village officials and the general public

Payments to Libraries

ASSURANCES (cont'd.)

Ongoing Activities

1. Under contracts with Ozaukee and Sheboygan Counties, the library system shall administer the respective county's county library service plan.
2. The county library service plans require the county to disburse the county library service funding to the library system. The library system uses those funds to reimburse the member libraries for service to residents of the counties who reside in municipalities without a public library.
3. Reimbursement is based on the statutory formula for reimbursement of public libraries and the respective county library service plan.
4. Provide member libraries and member counties with information on the county library tax exemption requirements.
5. Provide member libraries and member counties with information on the potential county board appointments to member library boards.

New Activities

Network Services

Ongoing Activities

1. Provide centralized wireless services for member libraries, library staff and public use.
2. Provide member libraries with Internet service.
3. Provide member libraries with network services such as e-mail and other forms of electronic communication.
4. Maintain centralized virus protection software that is available to member libraries when needed.
5. Provide and maintain a networked laptop computer lab, which libraries can use to promote and encourage learning in their libraries.
6. Apply for yearly LSTA grants to enable the system to provide continuing and new technology initiatives system wide for member libraries.
7. Maintain centralized computer operating system updates for member libraries.
8. Maintain centralized third party software patch updates for system and member libraries.

New Activities

1. Implement centralized wireless network/Internet access control for member libraries

Cataloging and Database Management Services

Ongoing Activities

1. Contract with OCLC for a Cataloging Subscription, providing member libraries with access to the OCLC cataloging database and services.
2. Provide member libraries with a centralized cataloging and database management service. This includes cleanup, standardization, maintenance, enrichment, authority control, and original cataloging to enhance access to and the quality of information in the EasiCat database. It also includes maintenance of the accuracy of member libraries' holdings displayed in EasiCat, WISCAT, and Worldcat.
3. Continue support of digitization program and projects for member libraries.

New

1. Implement outsourced authority control to further enhance the quality of the EasiCat database.
2. Evaluate and update cataloging and database management workflows.

Shared Integrated Library Automation Service

1. The system coordinates and operates the shared library automation system on behalf of its member libraries, the system bookmobile, and Lakeland College. The services are carried out according to the policies and procedures created by the Shared
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ASSURANCES (cont'd.)

Library Automation Committee, which is made up of members from each participating agency.

2. Services provided include, but are not limited to: technical support of the ILS, training and support for member library staff on the ILS, customization of the web catalog known as EasiCat, researching new services, maintaining a good working relationship with the ILS vendor, monthly/yearly reports for libraries, customization of reports.

New

Work with and engage participation of member library staff to investigate and improve the use of the ILS, both for staff and the public.

Improve the appearance and usability of EasiCat.

Bookmobile Service to Ozaukee and Sheboygan Counties

Ongoing Activities

1. Provide library service to communities in Ozaukee and Sheboygan counties that do not have municipal libraries
2. Maintain a collection of popular materials in various formats for recreation, information and education needs.
3. Maintain the vehicle so that it is safe and dependable for the service schedule.
4. Use wireless access to connect the bookmobile to Easicat and the ESLS wide area network.

New

1. Obtain a new bookmobile in conjunction with a consulting firm.
2. Increase TumbleBook and Overdrive e-content circulation by 5%.
3. Enlist a new bookmobile librarian to replace a retiring employee.
4. Evaluate stops to possibly add two stops.

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 2015 system audit will be submitted to the division no later than September 30, 2016.

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.

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 2016 resource library contract.*

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

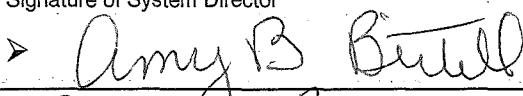

Activity	Amount
1.	
2. Continuing Education with Southeast Wisconsin	
3. ILS- Polaris cooperative services	
4. Delivery- Cooperative Service between the System and libraries	

COLLABORATIVE ACTIVITIES (cont'd.)

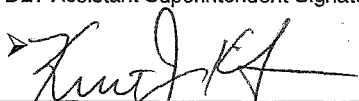
5. Trustee Training w/Nicolet	
6. Sheboygan Children's Book Festival	
7. Group Subscriptions for member libraries	
8. Wild Winter Wisconsin Webinar Series	
9.	
10.	
Cost Benefit Total	\$0

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 2016.

Name of System Director Amy B. Birtell	Signature of System Director 	Date Signed 9/28/15
Name of System Board President Rob Nuernberg	Signature of System Board President 	Date Signed 9/28/15

**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 	Date Signed 10-30-15
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Comments

PUBLIC LIBRARY SYSTEM 2016 ANNUAL PROGRAM BUDGET					
Program	2016 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. ILL & Resource Library	\$92,731				
2. Network & Technology	\$138,121		\$11,100	\$11,700	
3. ILS	\$47,636			\$92,218	
4. Electronic Resources				\$41,795	
Program Total	\$278,488	\$0	\$11,100	\$145,713	\$435,301
Continuing Education and Consulting Service*					
1. C.E. & Consulting	\$21,438				
2.					
Program Total	\$21,438	\$0	\$0	\$0	\$21,438
Delivery Services	\$50,695			\$38,998	\$89,693
Library Services to Special Users	\$10,888				\$10,888
Library Collection Development					\$0
Direct Payment to Members for Nonresident Access	\$10,013			\$1,491,705	\$1,501,718
Direct Nonresident Access Payments Across System Borders				\$78,039	\$78,039
Library Services to Youth					\$0
Public Information	\$10,288				\$10,288
Administration	\$101,875				\$101,875
Subtotal	\$183,759	\$0	\$0	\$1,608,742	\$1,792,501
Other System Programs					
1. Cataloging	\$94,859				\$94,859
2. Bookmobile		\$3,400		\$233,495	\$236,895
Program Total	\$94,859	\$3,400	\$0	\$233,495	\$331,754
Grand Totals	\$578,544	\$3,400	\$11,100	\$1,987,950	\$2,580,994

* 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).