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## GENERAL INFORMATION

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Library System

Kenosha County Library System

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

In 1993, the three member joint library in western Kenosha County, called the Community Library, expanded to five members and included the Town of Randall and the Village of Twin Lakes. A branch library opened in Twin Lakes in January 1993 as a companion to the existing library in Silver Lake. A new 13,400 sq. ft. facility in Salem opened in summer of 1995 to replace the rented space in Silver Lake; and a library reading room was set up in Silver Lake. In 2004, planning for a new branch library in Twin Lakes began. That planning has stalled based on local political and funding concerns. In the meantime, the rented facility there expanded from 3,895 sq. ft. to 6,280 sq. ft. in late 2011.

Kenosha Public Library (KPL) has four branches, which together constitute the KCLS resource library. In June 1993, a new 24,600 sq. ft. Northside Library opened in the City of Kenosha. In 1997, KPL Administrative, Support Services, and Maintenance functions moved out of the Southwest Library to provide maximum public service space at that branch. They are now permanently located in about 14,257 sq. ft. at the Civic Center Building in downtown Kenosha. In June 2004, the Southwest Library reopened to the public at more than double its previous capacity with 43,000 sq. ft. of space. KPL now devotes about 80,000 sq. ft. to public service at all of its locations. The Southwest Library serves as the public service headquarters and main library for KPL.

Nearly a quarter of Kenosha County's 167,936 residents will not have a local public library in 2015. Access to library services for these residents is provided by KCLS Agreements with KPL, the Community Library, and the Lakeshores Library System. Through these Agreements, Kenosha County residents have access to library service at seven Kenosha County locations and the Bookmobile. In 2004, KPL replaced its old bookmobile with a new one. Bookmobile stops are divided roughly equally between the city and those jurisdictions of the county not served by a local library.

KCLS is an unusual library system in that no staff are assigned to the system. Instead, all the work of the cooperative is handled by KPL staff who also hold full responsibility for operations at the 4 branches and bookmobile of the Kenosha Public Library. The longstanding commitment to collaboration makes the system work. All libraries share digital resources, including the ILS and all digital products, brainstorm sharing of productivity tools like Google Apps, and seamlessly link our buildings through van delivery services. In the coming year, more emphasis will be placed on collaborative training, especially in sharing expertise while developing staff succession plans, core competency models, and staff development plans.

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

The identified concerns for countywide library service were addressed in 1991, 1997, 2000, and 2007 by Kenosha County library planning committees. Issues reviewed in these planning efforts include:

- the impact of the rapid change and growth in the County on library services and facilities
- the need to coordinate countywide library service expansion over the next 20 years
- the equitable delivery of library service within the County
- the shift in library services to computerized resources accessible on-line and off-site
- the application of current and emerging computer technologies to library service within the County

In addition, looking forward into 2015 and beyond, KCLS libraries acknowledge the need for regular technology training. The aging demographic of our library staff drives the need to focus on staff succession plans. Sharing training resources and expertise will enable both Community Library and Kenosha Public Library to become more resilient and better equipped to respond to user demand for technology training.

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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.)

Annual planning for KCLS is done in conjunction with the Senior Management Team of KPL, which meets regularly to discuss and resolve issues and problems as they occur. The Team includes select KPL managers, as well as the directors of KPL and Community Library. On October 13, 2014, the KCLS Board discussed, reviewed, and approved the 2015 KCLS Budget and Service Plan.

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In 2000, consultant assistance was provided by LMA Techwork to revise and update the Technology Plan. That Plan is on file at

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**GENERAL INFORMATION (cont'd.)**


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DPI. In 2004 and 2009, the Technology Plan was rewritten by the KCLS Technical Advisory Committee. The KCLS Board approved the KCLS Comprehensive Library Technology and Resource Sharing Plan, 2009-2013 at its June 1, 2009 meeting. That Plan is on file at DPI. During 2013, staff revised and updated the KCLS Comprehensive Library Technology and Resource Plan for 2014-2018. This document was discussed, reviewed, and approved by the KCLS Board at the October 7, 2013 board meeting. A signed copy is on file at DPI.

In August 2006, the Kenosha County Board established the Kenosha County Long Range Library Strategic Planning Committee and charged the Committee with the task of developing a strategic plan spanning the next ten years of library development in the county. The Committee met seven times with sub-committees representing Kenosha Public Library and the Community Library in western Kenosha County.

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**ASSURANCES**


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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.**

KPL serves as the interlibrary loan and information clearinghouse for KCLS and cooperates with other libraries for resource sharing to provide library materials not locally available. By using the same delivery and automated circulation system, all seven member library branches, plus the Bookmobile, now serve as the primary access point for patron initiated interlibrary loan of library materials within KCLS.

1. Utilizing OCLC and other interlibrary loan networks, interlibrary loan staff attempts to obtain from libraries outside KCLS information and materials that KPL and Community Library cannot provide from their own collections for patrons of member libraries of KCLS.
2. Interlibrary loan staff lends to other libraries appropriate KPL materials.

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

Meeting demand for digital collections will be a strong focus in 2015. To that end, we have requested an increase in our budget for digital resources. Both system libraries have jointly moved to Google Apps as their primary email and office productivity platform. That cost is also being shared through KCLS funds. As in years past, KPL houses and staffs the central site for the countywide library computer network at its own expense. KPL purchased the system hardware and software, including recent upgrades. In 2015, using state aid, KCLS will pay the ongoing central site software maintenance costs for the integrated library system (ILS). KCLS will use state funds to pay the costs of the Internet link, telecommunications connections, and a portion of the necessary hardware and software equipment maintenance for the wide area network on which the ILS and Internet access at county libraries resides.

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**ASSURANCES (cont'd.)**


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**Inservice Training**

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

**List ongoing activities related to this requirement.**

KPL's Head of Administrative Services reviews continuing education needs, coordinates the dissemination of information on continuing educational opportunities to system member libraries, promotes participation in continuing educational activities in general, and records attendance by member library staff and trustees at these activities. KPL staff with expertise in specific library services regularly conduct in-house training programs that are available to all staff of KCLS member libraries.

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

In 2015, KPL will hold its first in-service training day and all KCLS libraries will be invited to participate. The topic, though yet to be finalized, is likely to focus on the changing nature of library service and the enduring theme of hospitality in a service organization.

KPL will also be developing a succession plan and a staff development plan. All KCLS libraries are welcome to participate in the process and adopt/ adapt any of the components of the plan for their own use.

**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.**

KPL provides a regular delivery by van among the branches of KPL, the Community Library, Kenosha Gateway Technical College Library, and the Kenosha Unified School District Media Center. KPL plans to continue participation in the South Central Wisconsin van delivery service project. Van delivery is used to mail written communication and library materials to all participants in the local and the South Central Wisconsin delivery network.

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

KPL will be working with Carthage College to implement collection of KCLS returns at the college in order to facilitate student use of their local public libraries. This will include delivery stops to retrieve any items collected.

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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.)**


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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.**

KPL provides or contracts for consulting assistance to KCLS member libraries in the following areas:

- Public library administration and governance, legal issues, planning, and evaluation
- Adult and youth services
- Library automation and technical services
- Building and remodeling
- Interlibrary loan, resource sharing, and reference and information services
- Staff development (Certification, CE, recruitment, etc.)
- Collection development
- Public relations
- Special needs-youth

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

The emphasis for professional consultation in 2015 will be in staff development and succession plans.

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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.**

KPL plans the following services in 2014 to benefit special needs populations in KCLS:

- Continuing education/workshops
- Provide bibliographies, catalogs, or directories relating to special needs
- Bookmobile service to special needs populations
- Collection of professional materials on special needs topics
- Deposit or rotating collections to other agencies serving seniors
- Information and referral service on resources relating to special needs
- Membership in/cooperation with human services agencies and organizations
- Publicize and promote special needs services available from member libraries
- Provide demographic information on special needs populations to member libraries

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

The KPL Foundation has shown interest in supporting an additional Outreach Van to deliver traditional services and expand into delivery of technology training to outreach centers. The bookmobile will be upgraded to include a mobile hotspot in 2015.

Repurposing the ten year old bookmobile into a mobile computing center is under discussion but the plan may take several years to fully visualize, fund, and implement.

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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.)

Electronic Resources

Ongoing Activities

In 2014, KCLS used system aid to initiate a program to purchase digital resources. Both KCLS public libraries are experiencing triple digit expansion in the use of digital resources by the public. These resources include a variety of reference and research tools, digital magazines through Zinio and eBooks and audiobooks through the Wisconsin Digital Library. The cooperative purchase of these resources is very practical, since they are not physically housed in any library. Instead, they are available over the Internet by all County residents at home, work, school, or any Kenosha County library building.

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**ASSURANCES (cont'd.)**

New or Priority Activities

In 2015, the funding for digital resources has been increased. This will cover the annual costs of shared Google Apps, allow deeper participation in the Wisconsin Digital collective buying program, and provide resources to purchase downloadable video products such as Hoopla.

**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.

**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 2014 resource library contract.*

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

Activity	Amount
1. Original cataloging work provided to LLS from KPL	\$1,500
2. Joint purchasing through WLC	\$28,160
3. Big Read collaborative activities	\$3,000
4. SE Wisconsin training consortium	\$1,043
5. Kenosha School District/ Community Libraries/ Kenosha PL collaborative programs for children	\$5,000
6.	
7.	
8.	
9.	
10.	
<b>Cost Benefit Total</b>	<b>\$38,703</b>

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	Signature of System Director	Date Signed
Barbara Brattin	> Barbara Brattin	10-13-14
Name of System Board President	Signature of System Board President	Date Signed
Cathy Zamazal	> Cathy Zamazal	10-13-14

FOR DPMUSE  
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is:	DLT Assistant Superintendent Signature	Date Signed
<input checked="" type="checkbox"/> Approved	> [Signature]	11-21-14
<input type="checkbox"/> Provisionally Approved See Comments.		
<input type="checkbox"/> Not Approved See Comments.		

Comments

<b>PUBLIC LIBRARY SYSTEM 2015 ANNUAL PROGRAM BUDGET</b>					
Program	2015 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference and Interlibrary Loan*</b>					
1. Central Site ILS Maint	80,000				
2. Telecommunications	\$29,000				
3. WAN maintenance	\$50,000				
4. Electronic Resources	\$83,000				
<b>Program Total</b>	\$242,000	\$0	\$0	\$0	\$242,000
<b>Continuing Education and Consulting Service*</b>					
1.	\$0				
2.					
<b>Program Total</b>	\$0	\$0	\$0	\$0	\$0
<b>Delivery Services</b>					\$0
<b>Library Services to Special Users</b>					\$0
<b>Library Collection Development</b>					\$0
<b>Direct Payment to Members for Nonresident Access</b>	\$156,175			\$1,401,139	\$1,557,314
<b>Direct Nonresident Access Payments Across System Borders</b>	\$0			\$77,505	\$77,505
<b>Library Services to Youth</b>					\$0
<b>Public Information</b>					\$0
<b>Administration</b>	\$500				\$500
<b>Subtotal</b>	\$156,675	\$0	\$0	\$1,478,644	\$1,635,319
<b>Other System Programs</b>					
1.					\$0
2.					\$0
<b>Program Total</b>	\$0	\$0	\$0	\$0	\$0
<b>Grand Totals</b>	\$398,675	\$0	\$0	\$1,478,644	\$1,877,319

\* 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).