



Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2016**
PI-2446 (Rev. 07-15)

Required by § 43.17(5) and 43.24(3) Wis. Stats.

INSTRUCTIONS: Complete and submit by **October 15, 2015**, to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ATTN: JAMIE MCCANLESS
DIVISION FOR LIBRARIES AND TECHNOLOGY
P.O. BOX 7841
MADISON, WI 53707-7841

GENERAL INFORMATION

Library System

Kenosha County Library System

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 168,068 residents will not have a local public library in 2016. 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, KPL and Community Library will be migrating to the SHARE Catalog of the Lakeshores Library System (LLS). Training for staff on the new catalog will be a top priority.

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 2015, KCLS and LLS received an LSTA grant to look at merging library systems. A study facilitated by WiLS consultants concluded that while a merger was economically advantageous to LLS, contributing to system administrative costs currently absorbed by KPL would reduce funds allocated for shared digital resources to KCLS libraries. During the study, other services that could be shared were discussed and sharing an ILS was considered. KCLS staff and public have been dissatisfied with the current ILS and the annual maintenance is quite expensive, so talks were started to migrate to the LLS SHARE Catalog. In September 2015, the LLS Board of Trustees approved the migration and the KCLS Board of Trustees reviewed and approved the contract on October 6, 2015. In 2016 a focus on training KPL and Community Library staff in the new ILS will be at the forefront.

GENERAL INFORMATION (cont'd.)

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 12, 2015, the KCLS Board discussed, reviewed, and approved the 2016 KCLS Budget and Service Plan.

In 2000, consultant assistance was provided by LMA Techwork to revise and update the Technology Plan. That Plan is on file at 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. A Google Doc version of the Technology Plan is continually be updated by staff.

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.

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.

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/Wiscat 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 2016. To that end, we continue to spend \$83,000 in our budget for digital resources, partially supported in 2016 through LSTA funding 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 2016, using state aid, KCLS will pay the ongoing central site software maintenance costs for the current ILS and costs associated with moving to the Lakeshores Library System SHARE Catalog. Training associated with the migration will be funded through an LSTA grant application. 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.

ASSURANCES (cont'd.)**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. In 2015, these joint trainings included travel to the ALA Exhibits in Chicago and an in-service staff training with a motivational speaker.

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

Migration to the SHARE catalog will require intense training for all KCLS staff in Sirsi/ Dynix software applications. Two members of the Community Library staff are members of the KCLS training team which will continue to support continuous training into the future.

In 2016, KPL will continue to hold an in-service training day and all KCLS libraries will be invited to participate. The event will be held immediately preceding the launch of the combined SHARE catalog, celebrating our achievement and focusing on strengthening the expanded SHARE team..

KPL will continue developing a succession plan and a staff development plan including competencies for each job description. All KCLS libraries are welcome to participate in the process and adopt/ adapt any of the components of the plan for their own use.

KPL plans to automate inventory control functions via RFID technology in 2016 through support from the KPL budget. Community Library staff are invited to learn from this project and consider adoption of the technology with possible future budget support from KCLS.

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. LLS has confirmed with South Central that delivery between LLS and KCLS will continue as currently scheduled, expediting lending within the SHARE consortium.

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

KCLS will begin 2016 under the current South Central van delivery schedule which stops at Racine Public Library immediately after stopping at the Southwest Neighborhood location of the Kenosha Public Library. KCLS and LLS will monitor the efficiency of the current schedule and modify internal van delivery routes to support improved delivery times, if necessary.

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.

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.
-

ASSURANCES (cont'd.)**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.

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.

2015 consultation focused primarily on renegotiating Community Library's Joint Library Agreement to bring it in line with state statutes. KCLS expects that issue to be resolved by the end of 2015. The emphasis for professional consultation in 2016 will be in staff development, training, succession planning, and demonstration of RFID technology integration..

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 2016 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.

KPL is in the process of updating an Outreach Plan to look at City and County populations that could benefit from library services. Community Library will be invited to participate in Outreach services as outlined in the completed Plan. KPL Youth Services has implemented regular programming for children and adults with behavioral and cognitive disabilities. These low-sensory programs are open to participation from all residents of the county.

ASSURANCES (cont'd.)**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 double 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.

New or Priority Activities

In 2016, the system funding for digital resources continues at the same rate. LSTA offers an additional \$9,000 for Overdrive Advantage titles. This will cover the annual costs of shared Google Apps, Freegal downloadable music, and allow deeper participation in the Wisconsin Digital collective buying program.

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. Joint Purchasing through WPLC	\$25,984
2. Big Read collaborative activities	\$3,000
3. SE Wisconsin training consortium	\$1,100
4. Kenosha School District/Community Libraries/KPL collaborative programs for children	\$5,000
5.	
6.	
7.	
8.	

COLLABORATIVE ACTIVITIES (cont'd.)

9.	
10.	
	Cost Benefit Total \$35,084

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 Barbara Brattin	Signature of System Director ► Barbara Brattin	Date Signed 10/6/2015
Name of System Board President Sharon Acerbi	Signature of System Board President ► Sharon Acerbi	Date Signed 10/12/2015 10/6/2015

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
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------	-----------------------------

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. Central Site ILS Maint.	\$70,000				
2. Telecommunications	\$29,000				
3. WAN Maintenance	\$40,000				
4. Electronic Resources	\$74,000		\$9,000		
Program Total	\$213,000	\$0	\$9,000	\$0	\$222,000
Continuing Education and Consulting Service*					
1. Training			\$12,000		
2.					
Program Total	\$0	\$0	\$12,000	\$0	\$12,000
Delivery Services					
Library Services to Special Users					\$0
Library Collection Development					\$0
Direct Payment to Members for Nonresident Access	\$185,175			\$1,441,279	\$1,626,454
Direct Nonresident Access Payments Across System Borders				\$80,474	\$80,474
Library Services to Youth					\$0
Public Information					\$0
Administration	\$500				\$500
Subtotal	\$185,675	\$0	\$0	\$1,521,753	\$1,707,428
Other System Programs					
1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$398,675	\$0	\$21,000	\$1,521,753	\$1,941,428

*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).