Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2017**
PI-2446 (Rev. 07-16)

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

INSTRUCTIONS: Complete and submit by **October 15, 2016**, 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. facililty 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. In December 2015, the facility in Silver Lake was closed reducing Community Library to two locations.

Kenosha Public Library (KPL) maintains four public facilities, an administration buulding, and a bookmobile, 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.

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 had been dissatisfied with their current ILS and the annual maintenance was 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. On June 15, 2016, KCLS officially went live on the SHARE catalog.

Nearly a quarter of Kenosha County's 168,068 residents will not have a local public library in 2017. 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 six 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 KCLS libraries are members of the SHARE catalog consortium administered through the Lakeshores Library System. KCLS member libraries also share digital resources, including all digital products, brainstorm sharing of productivity tools like Google Apps, and seamlessly link our buildings through van delivery services. KCLS also runs delivery service between Racine Public Library (LLS) and the Southwest Neighborhood Library location of KPL to facilitate quick and efficient resource sharing.

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

GENERAL INFORMATION (cont'd.)

The Public Library System Redesign project is expected to result in the reduction in the number of Wisconsin library systems. As one of the smallest systems, KCLS recognizes that merging with Lakeshores Library System is a probable future. By merging catalogs under the umbrella of SHARE, LLS and KCLS have developed a strong working relationship that sets the foundation for a future system merger. This plan focuses on increased collaboration and resource sharing between our neighboring systems in an effort to improve library service to our counties through the most efficient means possible.

Describe the planning environment and process under which this and other system plans were developed. Include how member libraries are involved in plan development and review and whether your systems has a formally appointed advisory committee. (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 considered on a continual basis through participation in the SHARE consortium, its regular committees, and through consulation between Community Library and KPL adminstrative teams. On October 10, 2016, the KCLS Board discussed, reviewed, and approved the 2017 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 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 **2017**. 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 and the dates signed 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 through the SHARE catalog. KCLS migrated from OCLC to WISCAT ILL as part of the SHARE merger. All six KCLS member library branches, plus the Bookmobile, now serve as a primary access point for patron initiated interlibrary loan of library materials within KCLS.

1.   Utilizing WISCAT and other interlibrary loan networks, interlibrary loan staff attempts to obtain from libraries outside SHARE 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 or CL materials.

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

KCLS is monitoring trends in ILL as a result of the SHARE catalog merger. That merger offered an increase in direct access from 440,000 items to 2 million items, with a solid 20% gain in unique titles. Library users are also prompted in the SHARE catalog to initiate a WISCAT search in the event of an unsuccessful search in SHARE, possibly driving up interest in ILL

ASSURANCES (cont'd.)

service. The first year of SHARE membership will likely have an impact on ILL service for both the LLS and KCLS systems.

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.

ILS migration dramatically increased the KCLS focus on training in 2016. That focus continues as staff navigate reporting function in the SirsiDynix ILS. Members of both Community Library and KPL participate in circulation, cataloging, and collection development committees in SHARE and both library directors participate in the SHARE director's council. KCLS participates in the SEWI continuing education group.

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

KPL will spearhead an Inclusion, Diversity and Equity project in 2017 with a kickoff all-staff inservice day scheduled for April. All KCLS library staff members will be invited to participate. CL library staff regularly attend KPL supervisor meetings to learn and share.

KPL will continue developing a succesion plan and a staff development plan including competentcies 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 is converting to RFID technology. Community Library staff are invited to learn from this project and consider adoption of the technology with possible future budget support from KCLS.

List specific staff and resources dedicated to this requirement and/or contract arrangements with other libraries or systems.

SEWI continuing education consortium membership. SHARE membership agreement.

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. As a result of the dramatic success of the SHARE catalog merger, KPL added a daily delivery leg to Racine Public Library for quick and efficient service between systems. KPL has assumed half the cost of that additional delivery for the remainder of 2016 on behalf of the system. LLS provides 50% funding.

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

In 2017, KCLS will fund 50% of costs related to five day direct daily delivery service between KCLS and LLS. LLS will fund the remaining 50% of that cost. The service will run through Kenosha Public Library.

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.

ASSURANCES (cont'd.)

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.

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, 2017, the system's current plan for library technology and resource sharing or changes to the current plan 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

As the Resource Library, Kenosha Public Library provided full support for the ILS merger with SHARE, including technical and administrative support. That support continues. Also in 2016, Community Library sought computer network support provided by Kenosha Public Library when experiencing reduced staff. The Community Library Joint Library Agreement, under a long history of noncompliance, was renegotiated in 2016 and now meets state statutes. The KCLS Director attended meetings and sought help from public officials along the way, then provided advice and communication in support of that resolution.

The KCLS Director serves as a communications liaison between PLSR and the KCLS membership.

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

KCLS will continue to provide technical support and lend expertise in cataloging, acquisitions, and network issues.

Indicate specific methods or means of communication with member libraries to fulfill this requirement.

Email, phone, in-person meetings.

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.

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.

List ongoing activities related to this requirement.

KPL plans the following services in 2017 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 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. KPL Outreach Services is expanding.

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.)

In 2014, KCLS used system aid to initiate a program to purchase digital resources. KCLS public libraries are experiencing a 20% increase in the use of ebooks by the public and a 25% use increase in all e-resources. 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 puchase 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 KCLS library building.

New or Priority Activities

In 2017, the proposed system funding for digital resources will increase by $14,300. This will cover the annual costs of shared Google Apps, Freegal downloadable music, and allow deeper participation in the Wisconsin Digital collective buying program.

In the 2017 LSTA Technology grant year, KPL staff will apply for a WiFi/wireless printing solution for all locations of KPL and CL. This will allow users to print from home to a library printer or print from their laptop, tablet or phone in the library.

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 2016 system audit will be submitted to the division no later than September 30, 2017.

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 2017 resource library contract.*

The KCLS catalog merger with Lakeshores Library's SHARE catalog was the crowning collaborative achievement in 2016. Both systems shared expertise to pull off an extremely smooth and positive migration. LLS provided tremendous support throughout the process. KCLS continues to look for ways to collaborate with LLS beyond the newly merged SHARE catalog. In 2016, LLS received an LSTA grant to create mobile maker kits that can be circulated through any library in SHARE.

COLLABORATIVE ACTIVITIES (cont'd.)

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. SE Wisconsin training consortium	$1,100
3. Kenosha School District/Community Libraries/KPL collaborative programs for children	$5,000
4. SHARE catalog merger LLS/ KCLS staff training	$12,000
5. LLS/ KCLS Mobile Maker Spaces	$16,710
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	$60,794

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 **2017**.

Name of System Director	Signature of System Director	Date Signed
Barbara Brattin	➤ *Barbara Brattin*	10-13-16

Name of System Board President	Signature of System Board President	Date Signed
SHARON A ACERBI	➤ *Sharon a acerbi*	10/13/16

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is:	DLT Assistant Superintendent Signature	Date Signed
☒ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	➤	11-8-16

Comments

PUBLIC LIBRARY SYSTEM 2017
ANNUAL PROGRAM BUDGET

Program	2017 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 Contract/ WISCAT	$96,400				
2. Telecommunications	$24,000				
3.Computer Network Expenses	$35,000		$9,040		
4. Electronic Resources	$88,260				
Program Total	$243,660	$0	$9,040	$0	$252,700
Continuing Education and Consulting Service*					
1.					
2.					
Program Total	$0	$0	$0	$0	$0
Delivery Services	$11,200			$11,200	$22,400
Library Services to Special Users					$0
Library Collection Development					$0
Direct Payment to Members for Nonresident Access	$143,315			$1,472,245	$1,615,560
Direct Nonresident Access Payments Across System Borders				$87,305	$87,305
Library Services to Youth					$0
Public Information					$0
Administration	$500	$0			$500
Subtotal	$155,015	$0	$0	$1,570,750	$1,725,765
Other System Programs					
1.					$0
2.					$0
Program Total	$0	$0	$0	$0	$0
Grand Totals	$398,675	$0	$9,040	$1,570,750	$1,978,465

* 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).