Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2015**
PI-2446 (Rev. 09-14)

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

INSTRUCTIONS: Complete and submit by **October 15, 2014**, 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

    Lakeshores Library System

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

According to estimates furnished by the Wisconsin Department of Administration, the current service population of the system is 298,298 persons. As compared to the 2010 census, the percentage of population increase within Racine county is 0.0%, while the percentage of population increase within Walworth county is 0.6%. Roughly half of the LLS service population reside in municipalities which operate public libraries and support them with local tax revenue. Predictably, the remaining half of the LLS service population reside in communities which do not operate their own libraries.

Generally speaking, many communities within the LLS service area are either rural, on the edge of urban sprawl, or have a strong seasonal component to their population. Many of these communities are dependent upon county-based taxation to support their acces to library services via nearby municipalities that operate libraries.

Estimated LLS Service Population Figures:

Racine County Service Population: 195,461

Walworth County Service Population: 102,837

Total Service Population: 298,298

Racine County Residents WITH a Municipal Library: 105,245

Racine County Residents WITHOUT a Municipal Library: 79,705

Walworth County Residents WITH a Municipal Library: 54,211

Walworth County Residents WITHOUT a Municipal Library: 32,155

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

As in previous years, a significant challenge faced by the LLS member libraries is the comparatively poor tax base that exists across the service area. One large contributing factor is that most of the LLS service populations resides within a largely rural gap between the two urban environs of Milwaukee and Chicago. Also as in previous years, our member libraries have seen costs of providing services go up, while levels of funding have remained largely stagnant. This reality continues to be a significant challenge.

A significant new challenge is the withdrawal of the Mid-Wisconsin Federated Library System (MWFLS) from the automation partnership (SHARE) that existed in one shape or form between the two systems since 2002. In March of 2014, LLS was informed that MWFLS would be withdrawing from the consortium as of November 20, 2014. To cope with the loss of access to the MWFLS member library collections, LLS has been developing several new tools to assist our member libraries in meeting the needs of the service population. To date, these tools include a more efficient (patron initiated) connection to the statewide WISCAT service, a number of upgrades to the SHARE online catalog, and a touch-screen browsing kiosk to enhance patron discovery of the resources our libraries already make available. Since beginning implementation, these tools have made a significant contribution to minimizing the side effects of MWFLS' withdrawal from SHARE.

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.)

Lakeshores Library System governance is achieved through a board of trustees, which meets at least six times per year (every other month, with additional meetings as necessary). The Board operates a number of standing committees to handle seeral different

GENERAL INFORMATION (cont'd.)

areas: an executive committee, a long-range planning committee, a finance committee and a personnel committee. Our bylaws indicate that committees must meet in response to a directive from the Board president, or from a quorum of the Board at large. Final authority for planning and budgeting decisions (typically under advisement from the system administrator) is the responsibility of the Board.

To advise the Board, a Librarian Advisory Committee (LAC) exists. This body is comprised of one representative (the director or his/her designated proxy) from each member library. This group convenes once per month to discuss issues related to system services. It may advise the Board via recommendations to the system administrator or a Boad representative who attends the meetings. The LAC often establishes task forces in order to investigate, plan, or operate collaborative services among LLS member libraries.

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 **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.

LLS continues to devote staff resources to refining the implementation of the NCIP communication protocol with WISCAT. Recently, a patron-initiated component has been implemented, allowing patrons to place holds on their own, instead of being forced to rely on an in-person library visit to obtain a request. This process became popular with patrons almost immediately, and its use continues to expand.

Another significant activity is the integration of Wisconsin's OverDrive collection into the SHARE online catalog. Patrons may now search, browse, check out and place holds on digital materials which are available through the statewide OverDrive subscription.

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

Our main current priority is to improve the degree of seamlessness between the LLS online catalog and the WISCAT requesting process. Additionally, we continue to work with our member libraries in adapting their policies, work flows, and in some cases spatial configurations to accommodate this advancement.

Inservice Training

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

List ongoing activities related to this requirement.

LLS continues to participate with other library systems in order to provide quality inservice training to library staff and trustees. Particularly of note is the partnership between a number of libraries in the Southeastern region of Wisconsin. LLS holds an annual trustee dinner for system & member librarie boards, and this doubles as an inservice training event as well.

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

ASSURANCES (cont'd.)

A key priority for the plan year will be to seek more opportunities to put member library trustees in contact with quality training and information to help them understand the important role they play.

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.

LLS continues to provide electronic delivery in the form of email & WAN services, as well as a van delivery route for physical materials. LLS recently provided guidance to member libraries in regard to a statewide bandwidth/fiber upgrade project.

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

A key priority in the coming year will be to maintain our quality delivery service, and to continue to improve our cybercapacity.

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.

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.

ASSURANCES (cont'd.)

Professional Consultation

☒ S. 43.24(2)(h) Professional consultant services to participating public libraries.

List ongoing activities related to this requirement.

LLS continues to make the following consulting services available to member libraries:

-Budgeting & Administration

-Personnel & Management

-Childrens, YA & Special Needs

-General Technology & Technology Planning

-Integrated Library System Use & Best Practices

-Annual Library Work Flow Analysis Projects

-Interlibrary Loan Mediation & Best Practices

-Support for Advocacy

-Making the Best Use of Federal, State and Local Funding

-Interpretation of Library Data & Demographics

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

Priority activities for the plan year will, it is anticipated, revolve around encouraging the use of a new library analytics platform.

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.

LLS provides access to consulting services in this area, and is able to pursue related grants and funding opportunities for member libraries upon request.

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

There are currently no new initiatives in this area. LLS remains poised to connect member libraries with the consulting services they need in response to the challenges that arise.

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.)

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

COLLABORATIVE ACTIVITIES (cont'd.)

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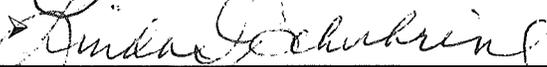
Cost Benefit *For each activity above, list the activity name and estimated cost benefit realized*

Activity	Amount
1. Lakeshores Library System again participated in the statewide OverDrive subscription program. LLS spent $42,099. In return, LLS obtained 1,018,000.00 worth of value in the form of new overdrive content, plus a savings of an $18,000 platform fee from OverDrive.	$1,018,000
2. Arrowhead Library System and Lakeshores Library System are collaborating on a program called "The Great Outdoors @ Your Library". The program is geared toward connecting library patrons with outdoor activities and resources. The program is also designed to foster relationships between municipal, county, and private organizations, and to tie these in to public library services - creating visibility to non-traditional library users in the process. By taking a regional approach, we hope to save member libraries in both counties time and money in developing individual programs from the ground up. At the system level, economies of scale will be realized by pooling resources to achieve an output greater than the sum of its parts.	$5,000
3. Lakeshores Library System partners with the Burlington Area School District and Waterford Union High School to make the Integrated Library System available to them. The school districts obtain access to the combined catalogs of all the LLS member libraries, while avoiding the expenses associated with operating and maintaining their own Integrated Library System.	$10,000
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	$1,033,000

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
Steve Ohs	*[signature]*	10/8/14
Name of System Board President	Signature of System Board President	Date Signed
Linda Schubring	*[signature]*	10/8/14

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is: ☒ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	DLT Assistant Superintendent Signature *[signature]*	Date Signed 11-21-14

Comments

PUBLIC LIBRARY SYSTEM 2015
ANNUAL PROGRAM BUDGET

Program	2015 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. Reference, SkyRiver	$10,199			$36,500	
2. Automation	$198,916			$82,251	
3.Wan, Technology	$94,231	$1,200	$14,500	$22,898	
4. Electronic Resources	$8,000			$70,481	
Program Total	$311,346	$1,200	$14,500	$212,130	$539,176
Continuing Education and Consulting Service*					
1. CE, Workshops	$2,000				
2. Consulting Svcs	$44,544				
Program Total	$46,544	$0	$0	$0	$46,544
Delivery Services	$93,572			$21,533	$115,105
Library Services to Special Users	$8,682				$8,682
Library Collection Development	$1,100				$1,100
Direct Payment to Members for Nonresident Access				$3,327,007	$3,327,007
Direct Nonresident Access Payments Across System Borders				$505,424	$505,424
Library Services to Youth	$41,184				$41,184
Public Information	$26,424				$26,424
Administration	$100,339				$100,339
Subtotal	$271,301	$0	$0	$3,853,964	$4,125,265
Other System Programs					
1. Cash Flow Reserve	$8,525				$8,525
2.					$0
Program Total	$8,525	$0	$0	$0	$8,525
Grand Totals	$637,716	$1,200	$14,500	$4,066,094	$4,719,510

* 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).