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**GENERAL INFORMATION**

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Library System

Lakeshores 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.

According to most-currently available date, the combined service population of Lakeshores Library System (LLS) is approximately 286,366 persons. By county, Racine contains 195,461 persons, while Walworth contains 90,905. Roughly half of the LLS service population reside in municipalities which maintain libraries, while the other half are residents of municipalities that do not.

Most of the communities within the LLS service area are either rural, bedroom communities of the greater Milwaukee region or have a strong seasonal component to their population. As a result, a significant challenge faced by LLS member libraries is the comparatively poor tax base that exists in the gap between the two urban centers of Milwaukee and Chicago. As the costs for services continue to increment upward, funding from municipal and county sources have either remained flat or slowly decreased. This tends to put many libraries in difficult budgetary positions. For most members, county payments for library service (Act 420 payments) are a critical component of the library operating budget, and the loss or significant reduction of this funding source would be catastrophic.

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

Last year, our Annual Plan detailed challenges associated with the withdrawal of the Mid-Wisconsin Federated Library System from the SHARE automation partnership. LLS was able to successfully weather this challenge by implementing new technology projects to help drive usage of the libraries' existing collections. These projects have been largely successful, and we have seen circulation rebound to pre-separation levels.

One exciting new development that will influence the planning process is the prospect of the Kenosha County Library System (KCLS) member libraries joining the SHARE automation partnership. We feel that, by facilitating the entry of KCLS into the partnership, it will drive costs down for all libraries in the three county area, double the gross collection size available to area citizens, and bring a range of new system capabilities to the KCLS staff - thus increasing their capacity to provide outstanding service to library patrons.

Further, LLS will be moving from our current building to a new home roughly two miles away. To date, this has required a facility search, some municipal permits, the need to relocate our ILL sorting operation to the Racine Public Library, and a further need to move our server equipment and Wide Area Network head-end network devices to the Waterford Public Library.

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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.)

As always, LLS is governed by a Board of Trustees. The LLS Board meets at least six times per year (every other month), with additional meetings as necessary. The Board operates a number of standing committees, including an Executive Committee, a Finance Committee, a Long-Range Planning Committee, and a Personnel Committee. The Board President serves as an ex-officio member of each committee. The LLS Board operates pursuant to Chapter 43 of the Wisconsin State Statutes, and within the confines of State, Federal, and local Open Meetings Laws.

To advise the Board, a Librarian Advisory Council meets each month to discuss issues related to system services and advise the LLS Board. One LLS Board member serves as liaison to the LAC group, attending meetings and serving as a communication bridge between the two bodies. The LAC often establishes task forces to investigate, plan or operate collaborative services among LLS member libraries.

LLS is assisting in the development of a SHARE Directors Council to provide an autonomous governance mechanism for the SHARE automation partnership. It is hoped that this will provide a foundation for SHARE to expand in a manner that is sustainable.

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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 **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.**

LLS continues to make use of the NCIP communication protocol to link the SHARE online catalog with the WISCAT catalog, seamlessly allowing patrons to place holds in WISCAT if they are unable to find what they are looking for in SHARE. We also have made OverDrive content available directly from the SHARE catalog, reducing the need to redirect patrons from our catalog to the WPLC Digital Library page.

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

The next step is to bring OverDrive content to the iPhone and Android app that are available to SHARE patrons. This feature will become available within a number of weeks, according to the upgrade schedule of our ILS vendor.

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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.**

LLS participates with other library systems to provide quality inservice training to library staff and system trustees. Again in 2016, we intend to participate as a partner in the Southeastern CE cooperative. This cooperative plans and delivers an annual portfolio of high quality CE activities and workshops. LLS will hold an annual Trustee Dinner in October, at which we hope to feature Dipesh Navsaria, a doctor and librarian with an emphasis in pediatrics and childhood literacy.

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

LLS is attempting to increase the frequency of training workshops geared toward the ILS system.

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**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 provides email, Wide Area Network services, and a van delivery route for physical materials.

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

In the coming year, LLS will focus on modifying our delivery infrastructure to accommodate the move of our offices to a new facility. We will also seek to find the most effective method to establish a delivery link between LLS and KCLS, should KCLS join the SHARE automation partnership.

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**ASSURANCES (cont'd.)**


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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, 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.**

The following are areas in which consulting services are available to member libraries:

- Budgeting & Administration
- Personnel & Management
- Childrens, YA & Special Needs
- General Technology & Technology Planning
- Integrated Library System Support, Use & Best Practices
- Annual Library Work Flow Analysis Projects
- Interlibrary Loan Mediation & Best Practices
- Support for Advocacy Activities & Campaigns
- Support for 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.**

LLS is still awaiting the full deployment of a new library analytics platform. The platform is live, and being populated by the full LLS data set.

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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.**

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 require.

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**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.)

**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*

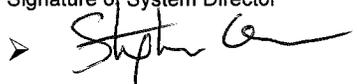
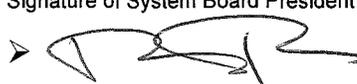
Activity	Amount
1. LLS will again participate in the statewide OverDrive subscription program. LLS libraries will spend approximately \$40,069 to obtain \$1,000,000 worth of new digital content to be added to the statewide collection.	\$1,018,000
2. Arrowhead Library System and Lakeshores Library System 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 nontraditional 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. LLS partners with the Waterford Union High School to make the Integrated Library System available to them. In this way, students & staff obtain access to the shared collections of the public libraries in the region, while avoiding the expenses associated with operating and maintaining their own integrated library system.	\$5,000
4. LLS and KCLS are embarking upon a project to bring the KCLS libraries into the SHARE automation partnership. If completed, this project will nearly quadruple the total library collections available to some citizens, generate greater staff efficiencies, and reduce the annual amounts each library must spend on annual vendor maintenance. We do not currently have a good way to express the value of expanded access to library patrons and staff time savings in hard dollars, but we anticipate it will be significantly in excess of \$25,000 per year.	\$25,000
5.	
6.	
7.	
8.	
9.	

COLLABORATIVE ACTIVITIES (cont'd.)

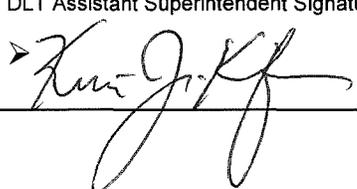
10.	
	Cost Benefit Total \$1,053,000

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 2016.

Name of System Director Steve Ohs	Signature of System Director ▶ 	Date Signed 9/15/2015
Name of System Board President Brian Broga	Signature of System Board President ▶ 	Date Signed 9/15/2015

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
<b>Technology, Reference and Interlibrary Loan*</b>					
1. Reference, Skyriver	\$10,000			\$36,500	
2. Automation	\$194,381			\$80,150	
3. WAN, Technology	\$95,975	\$1,030	\$14,900	\$16,800	
4. Electronic Resources	\$8,000			\$87,245	
<b>Program Total</b>	<b>\$308,356</b>	<b>\$1,030</b>	<b>\$14,900</b>	<b>\$220,695</b>	<b>\$544,981</b>
<b>Continuing Education and Consulting Service*</b>					
1. Continuing Education	\$5,000				
2. Consulting Services	\$45,991				
<b>Program Total</b>	<b>\$50,991</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,991</b>
<b>Delivery Services</b>	<b>\$96,447</b>			<b>\$21,533</b>	<b>\$117,980</b>
<b>Library Services to Special Users</b>	<b>\$8,811</b>				<b>\$8,811</b>
<b>Library Collection Development</b>	<b>\$700</b>			<b>\$5,506</b>	<b>\$6,206</b>
<b>Direct Payment to Members for Nonresident Access</b>				<b>\$3,404,169</b>	<b>\$3,404,169</b>
<b>Direct Nonresident Access Payments Across System Borders</b>				<b>\$542,868</b>	<b>\$542,868</b>
<b>Library Services to Youth</b>	<b>\$39,211</b>				<b>\$39,211</b>
<b>Public Information</b>	<b>\$23,045</b>				<b>\$23,045</b>
<b>Administration</b>	<b>\$103,241</b>				<b>\$103,241</b>
<b>Subtotal</b>	<b>\$271,455</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,974,076</b>	<b>\$4,245,531</b>
<b>Other System Programs</b>					
1. Designated Fund Resrv	\$6,914				\$6,914
2.					\$0
<b>Program Total</b>	<b>\$6,914</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,914</b>
<b>Grand Totals</b>	<b>\$637,716</b>	<b>\$1,030</b>	<b>\$14,900</b>	<b>\$4,194,771</b>	<b>\$4,848,417</b>

\*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).