

# **Library Services and Technology Act**

## **LSTA**

### **Division for Libraries & Technology**

#### **Managed Projects and Resources**

**2017**



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# LSTA Budget 2017 for DPI Managed Projects and Resources

This document represents the DPI Division for Library and Technology's (DLT) staff proposed use of LSTA funds in 2017 from IMLS on behalf of libraries in Wisconsin. To review general and grant information to fund projects within libraries and library systems, view the [2017 Information and Guidelines for Wisconsin](#).

The grant categories and the dollar amounts may be revised on the basis of the total dollars available.

## FY 2017 Estimate

### A. Technology

Coding Project	\$ 100,000
Library Technology Services	\$ 101,303
WILEAD DPI	\$ 60,000
WISCAT	\$ 496,950
<b>Subtotal</b>	<b>\$ 758,253</b>

### B. Serving Special Populations

Youth and Special Services CE Project	\$ 15,000
Youth Services and Inclusive Services Institutes	\$ 30,000
Youth and Inclusive Services Librarian	\$ 114,198
<b>Subtotal</b>	<b>\$ 159,198</b>

### C. Library Improvement

Communications & Planning	\$ 15,000
New Library Director Orientation	\$ 13,000
Resources for Libraries & Lifelong Learning	\$ 711,724
Statewide Library Improvement	\$ 229,304
<b>Subtotal</b>	<b>\$ 969,028</b>

### D. LSTA Administration

LSTA Administration	\$ 106,828
<b>Subtotal</b>	<b>\$ 106,828</b>
<b>TOTAL</b>	<b>\$1,993,307</b>

# LSTA Schedule for 2017

*Note: In order to provide an adequate timeframe for a new federal reporting system at IMLS, and to accommodate the pattern of delays in federal budgets that have postponed subawards in the past, the 2017 project grant cycle will be comprised of a twelve-month period from April 1, 2017 through March 31, 2018, as indicated below.*

June 2, 2016	LSTA Advisory Committee recommends grant categories / budget for 2017
December 1, 2016	LSTA Advisory Committee meeting to consider recommendations about DPI managed projects and resources
April 1, 2017	Projects and resource allocations begin (pending federal appropriations)
March 31, 2018	End of 2017 project year

# Technology: Managed Projects & Resources

## Coding Project for Public Libraries (Year 2)

Estimated Total

\$100,000

### *Purpose*

The Coding Initiative in Wisconsin Public Libraries will increase awareness of the whys and hows of coding for library staff and library users of all ages. The project will demonstrate the role of public libraries in learning and use of technology, and increase resource sharing and continuing education collaboration among and between regional library systems.

**Goal of the Project:** <http://dpi.wi.gov/pld/technology/coding-initiative>

### *What do we mean by Coding?*

When we say "coding," we mean not only coding and computer programming, but also coding as a literacy, as the ability to apply computer science for problem solving and stimulating creativity. More than anything, we want to increase awareness that coding concepts are for anyone and everyone.

### *General Timeline:*

This multi-year project will be administered by the PLDT staff through LSTA funding. The project will be modified from year to year and is contingent on the LSTA advisory committee for approval. The initial approved plan is as follows:

- Year 1 (2016) - PLDT staff will develop materials and resources to support awareness and professional development to public library staff and systems regarding coding.
- Year 2 (contingent on 2017 LSTA funding) - PLDT staff will work with a limited number of multi-system sandbox teams (selected through a proposal process) on library system and member library training and implementation of coding through statewide workshops, consulting with member libraries, member library staff training, regional workshops, and technology purchases.
- Year 3 (contingent on 2018 LSTA funding) - PLDT staff will offer competitive grants to all public libraries and systems for purposes of implementing regional and local coding projects based, in part, on the experiences of the sandbox teams and the Year 1 training materials.

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## Technology Services

Estimated Total:

\$ 101,303

### *Description*

Funds in this category are used to support the Public Library Technology Consultant position. This amount includes funding of a statewide meeting of public library system technology liaisons, and continuing education opportunities for the consultant. This position provides statewide leadership for the implementation of technology in public libraries, provides support for LSTA library technology grant applications and projects, and serves as the liaison to the federal e-rate telecommunications program and the TEACH Wisconsin program for Wisconsin public libraries.

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## WILEAD

Estimated Total:

\$60,000

### *Purpose:*

The primary goal of WILEAD is to implement a statewide program that develops the knowledge, skills and abilities of library staff to understand and respond to user needs through the application of participatory technology tools. The WILEAD program will expand the leadership skills of library staff members and increase their ability to use technology to address an identified community need. The WILEAD program will use the structure established with the successful ILEAD USA - Wisconsin program team process: forming a team, identifying a community need to be addressed, finally, creating a project to address that community need. Teams will focus on building a project that addresses a community need, and over the course of the year teams will participate in three immersive training sessions in addition to doing team and independent work during the intersession periods. Each team will consist of five people who work in a public library, with one mentor per team to help guide the team. Participants will go back to their libraries and share with the staff what they have learned and help their library use the strategies and knowledge they have gained in the WILEAD project to other projects.

Funds will be used for lodging and food during the three immersive training sessions for WILEAD participants, as well as offering a small equipment grant for each team as they create their project.

WILEAD is part of the leadership movement for Wisconsin public libraries. If awarded, the program will work with and complement the WLA Leadership program to help create and foster a network of leaders in public libraries.

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## WISCAT

Estimated Total:

\$496,950

### *Purpose*

LSTA funds support the WISCAT program including vendor contract costs, staff salary and benefits, and other related costs. Revenue generated through a \$200 license fee reduces the amount of LSTA funds required.

### *Description*

The Auto-Graphics software provides a web-based hybrid union/virtual catalog and interlibrary loan management system developed to ISO standards and with NCIP functionality. Libraries are charged \$200 a year to use WISCAT to refer requests to multi-type libraries statewide. Auto-Graphics has made regular upgrades to enhance or add new functions requested by users and improve performance. Wisconsin is able to borrow and lend materials with other states that use the Auto-Graphics software through a multi-state resource sharing program. The cost of a WISCAT license will remain \$200 for 2017.

### *Staffing*

LSTA funds 1.6 FTE, staff who provide technical support for the WISCAT software, establish and manage library and patron accounts within WISCAT, train library staff on use of the WISCAT software and test and implement upgrades and new interfaces.

### *Recent Projects*

- Upgrade to new SHAREit 5.0 platform
- Moved to a single licensing period (January-December) to simplify and expedite the licensing process for WISCAT libraries.
- Working to report more robust statistics
- Communicate all WISCAT updates and issues through the DPI Resource Sharing Google+ Community and the email listserv.
- Continue to explore and implement most effective methods and tools for building awareness of WISCAT resource sharing service

### *Statistics*

573 libraries in Wisconsin use WISCAT to borrow and lend library materials. In calendar year 2015, borrowers made 195,719 requests which resulted in 333,430 lending requests. (Borrowing requests = total number of requests submitted, Lending requests = total number of lenders tried per request). WISCAT managed 195,719 unique requests with 180,140 filled for borrowers. The borrower fill rate was 92%.

### *WISCAT Historical Statistics*

Year	Borrower Requests	Lending Requests	Filled Requests	Fill Rate	RL&LL Referrals
2012	175,599	374,363	157,096	89%	25,641
2013	165,447	337,266	150,736	91%	24,546
2014	179,966	350,551	162,137	90%	27,420
2015	195,719	333,430	180,194	92%	25,609

**Salary, benefits, travel:** \$ 134,340      **Software:** \$ 362,610

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# Serving Special Populations: Managed Projects & Resources

## Youth and Inclusive Services Continuing Education Project

Estimated Total: \$15,000

The Public Library Development Team (PLDT) will provide financial and material resources to support collaborative multisystem continuing education (CE) youth and inclusive services projects.

Multisystems who submit proposals to PLDT must use funds for two distinct purposes: An in-person continuing education event and supporting individual member library efforts related to and following the in-person continuing education event.

As part of this project, multisystem proposals must focus exclusively *on at least one* of the following focus areas:

- School-age literacy and learning (ages 4-11)
- Teen library services (ages 12-18)
- Outreach efforts (all ages)
- Serving special populations (all ages)

Past projects have focused on adverse childhood experiences, early literacy community development, mental health and memory loss, poverty awareness, special population awareness, and teen cyber safety.

## Youth Services and Inclusive Services Institutes

Estimated Total: \$30,000

*Noncompetitive; (expanded to include Inclusive Services)*

### *Purpose*

The Wisconsin Youth Services Institute provides professional development and networking for librarians who serve babies, children, and teens in small to medium public libraries. The Institute has been held in 2013 and 2015, with the continued goal of being offered every other year. The Leadership Development Institute targets library staff who have no graduate level education in librarianship and/or work in rural library communities. For many library staff across the state, participation, collaboration, and networking with library peers can be a distanced and disadvantaged experience. Isolation can breed disconnect on both geographic and professional levels. Library staff in these situations may have access on online resources and communities, but the exchange is often one-sided. In-person professional development is often limited to local or regional activity. State and national networks can seem as intimidating or irrelevant. For this group, there is a need to improve skill and knowledge base, foster a supportive community (in person and online), and to develop stronger peer-to-peer and peer-community connections within the Wisconsin libraries infrastructure.

Institute participants experience foundational training related to youth services, including programming, advocacy, and collection development. In addition, emphasis is placed on developing

technology and leadership skills. Training will be conducted by DPI staff and experienced librarians and educators from around the state. The Institute is limited to 25 participants in order to facilitate an effective, intimate, and focused Institute experience. Face-to-face interaction in a small group setting is considered an important element of the Institute and the basis for future networking and professional participation, online and in-person.

### **Inclusive Services Institute**

Inclusive services is often an opaque area for libraries and the systems that serve them. Unlike most libraries that have dedicated staff to serving youth, inclusive services is a job that belongs to everyone, yet is rarely considered as such. In addition, while many inclusive services are universal, each community has its own needs and issues that should be reflected in the library's services.

The Division of Libraries and Technology has been in the process of reviewing inclusive services (formerly known as "special needs" or "special services") in terms of statewide consulting and regional system support to public libraries. Going forward, inclusive services will be considered as part of holistic approach in the ways that public libraries provide service to everyone. For example, this might include revising library card applications to be more welcoming to different family structures or gender identities. Another example might be revising collection development policies, procedures, and display practices to make library materials more visible and accessible to all users. Taking input from libraries, systems, the LSTA Advisory Committee, and national colleagues, DLT is reconfiguring inclusive services. In late 2016, DLT staff will conduct a focused retreat with system consultants to further focus future efforts in this area. This retreat will help to determine the shape and scope of the inaugural 2017 Inclusive Services Institute for public library staff.

## **Youth and Inclusive Services**

Estimated Total:

**\$114,198**

### *Description*

The Youth and Inclusive Services Librarian position (1.0 FTE) provides statewide leadership in promoting public library services to youth (ages 0-18) and to special populations including those who are economically and educationally disadvantaged; those for whom English is a second language; those who are institutionalized, incarcerated, or homeless; and those who are cognitively, emotionally or physically disabled. This position consults with public librarians, public library administrators, public library system staff, library board members, school staff, and interested citizens on services to youth and to those populations requiring special services. In addition, this position develops and conducts statewide training activities; distributes information and facilitates the sharing of information on library services through social media and other appropriate means; and participates with other Public Library Development team members and library groups in the development of statewide plans for library services including the Library Services and Technology Act (LSTA) Plan for Wisconsin.

This person coordinates the annual statewide summer library program and works with other units within the Wisconsin Department of Public Instruction with a particular focus on literacy. \$7,500 is the annual fee for WI public libraries' participation in the Collaborative Summer Library Program, including purchase of manuals and resource materials for all public libraries throughout the state.

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# Library Improvement: Managed Projects & Resources

## Communications & Planning

Estimated Total: \$15,000

### *Description*

Funds for statewide planning committee expenses that occur during the year and other travel expenses, including attendance at COSLA, Chief Officers of State Library Agencies and COLAND, the Council on Library and Network Development (6X per year) in addition to funding for expenses other than fixed materials and supplies, including furnishings and equipment.

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## LSTA Administration

Estimated Total: \$106,828

### *Description*

LSTA administration funds are used to pay for the following staff, services and fixed costs

- LSTA Coordinator's position (10 percent)
- Public Library Development team's office assistance (50 percent)
- Staff materials, services, and data processing fixed costs.
- Meeting expenses for the LSTA Advisory Committee, and travel expenses for the LSTA program coordinator.
- Charges made against all federal programs administered by DPI, including the LSTA program.
- Limit of 4% of the federally awarded amount from IMLS

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## **New Library Director Orientation**

Estimated Total:

\$13,000

### *Purpose*

To improve library services for all residents through better training of library staff, as well as more effective management of public libraries through orientation programs for new public library or public library system directors.

### *Description*

One or more public library systems will collaborate to conduct a one-and-a-half day “boot camp” for new public library directors. The intent is to bring participants together for orientation on topics of public library administration so that the new directors can successfully carry out their jobs and be aware of both resources available to public libraries, as well as requirements for legal operation and participation in a regional library system. Ideally, the workshops or sessions will be conducted collaboratively by staff from various systems and the Division, providing a model that can be further developed and replicated in the future.

### *Criteria and Eligibility*

Only one grant will be awarded, and preference will be given to the proposal that offers the most comprehensive range of topics and the most effective balance of:

- a. A convenient location(s) and
- b. Reimbursement of costs to attendees; i.e., travel time and cost to participants.
- c. Ability for the recipient system to record and host webinar on the individual sessions to be made available subsequently for those who cannot attend and new directors hired in intervening period.

### *Use of Funds*

At least 50% of grant funds must go toward reimbursement of mileage and/or lodging to participants (in a typical year, approximately 50 applications are submitted to DPI for initial library director certification). The only meal cost that may be covered is for working meals during the Boot Camp. Participation does not have to be limited to new library directors, but priority must be given to those who assumed their first Wisconsin library directorship within the 18 months prior to the event. Note that participants proposed conducting the event annually (rather than biannually), so this may become an annual, \$13,000 request item, done as an award to a consortia of systems.

## **Resources for Libraries and Lifelong Learning**

Estimated Total:

\$ 711,724

### *Description*

This category funds contracts for software and salaries of staff that provide all Wisconsin residents access to information services through local and state collaborations and networks. Those information services include content and services that support individuals’ needs for education, lifelong learning, workforce development, and digital literacy skills. The services funded in this category also enhance linkages among and between libraries for the purpose of improving the quality of and access to library and information services.

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## Statewide Library Improvement

Estimated Total:

\$ 229,304

### *Description*

The Public Library Development Team provides leadership, assistance, planning, coordination, and funding for the improvement of public libraries and public library systems in Wisconsin. Funds are used for the following positions:

- Director of the Public Library Development Team (partial support: 45 percent)
- Public library data collection position (100 percent)
- LSTA Program Coordinator (30 percent)

The purpose of the public library development team is to provide leadership and consultant services, encourage access for all to library services, collaborate with many and plan for future library services, interpret library law found in the Wisconsin statutes, and coordinate improvement of public library and public library system services in Wisconsin. Expenditures include salary, fringe benefits, materials and supplies, fixed and information technology costs for network services for 1.75 positions. Funding also provides support of statewide annual meetings of system staff, including the system directors, special needs consultants, youth services consultants, and continuing education consultants. LSTA funds also provided for continuing education opportunities for the public library development team staff.

Leadership services for the improvement of public library service are included to engage statewide planning for implementation of some of the LEAN study and COLAND recommendations. Expenditures also include services for the statistical program *Counting Opinions* that tracks state library data. In addition this year LSTA funds covered the cost of a University of Wisconsin database output of demographic census data on behalf of the library systems to determine poverty levels in their service areas was included.

The persons funded through this project established long-range goals for public library services in cooperation with library associations and other organizations in the state. The person in this leadership role provided updates of state statutory and administrative code language relating to public libraries and public library systems in addition to developing state funding policies for public library and public library system services.

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