



Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2013**
PI-2446 (Rev. 07-12)

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

INSTRUCTIONS: Complete and submit by **October 15, 2012**, to:

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

GENERAL INFORMATION

Library System

Mid-Wisconsin Federated Library System

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

The Mid-Wisconsin Federated Library System is composed of Dodge, Jefferson, and Washington counties. These counties include over 318,000 people served by 27 municipal libraries. Although there is little ethnic diversity, minority populations, particularly Hispanic, are experiencing rapid growth. From the 1990 census to the 2000 census Dodge County has seen an increase in Spanish speaking residents of 140%, Jefferson County 161%, and Washington County 128%. There are also approximately 40,000 seniors (age 62 and over) residing in the system area. This represents about 15% of the total population. Municipal populations of communities served in Mid-Wisconsin vary from Lowell with 370 residents to West Bend with 30,400. However, a significant percentage of the system area is rural (approximately 40%) with considerable distances between municipalities served by a public library.

Each county provides reimbursement to municipal libraries for service to rural residents.

Over the past several years state and local funding shortfalls have had an impact and will continue to have an effect on local library service. This makes it all the more essential that Mid-Wisconsin provides services that are both mandated and needed by its members. One such needed service has been the delivery of "e-content." In 2011, e-content accounted for 20,105 circs throughout MWFLS, by September of 2012 e-content circulation has not only reached the 2011 level but has exceeded it to 33,723 circs. For 2012, MWFLS directly funded its member libraries' share of the State's "Million dollar E-Content Buying Pool." MWFLS also indirectly funded a system "Overdrive Advantage program" through its resource contract with the MWFLS Resource Library, the West Bend Community Memorial Library. MWFLS intends to continue this in 2013.

Several areas that had been funded with state dollars will, at least in part, be charged back to the member libraries including 35% of the cataloging fees and some mileage costs. In particular the ten percent decrease in state funding had a significant impact in 2012 and will continue to do so in 2013.

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

Because of the financial concerns mentioned above the member libraries will be looking to Mid-Wisconsin to provide the optimal level of service. Due to several factors in the past the system possesses a substantial fund balance. In 2009 a significant portion of this fund was used to pay off the mortgage on the headquarters building. The remainder of the balance was designated for building capital projects (parking lot and air conditioning) and library automation (ILS) software/hardware upgrades. In 2012 additional funds were designated for the ILS, parking lot, roof and air conditioning (see Other System Programs listed on page 8).

During 2004 a System Resource Sharing and Technology Plan was passed by the system board. That document was based in large part on the outcome of five regional shared automation sessions and subsequent proposals by the All-Librarians Committee. The plan called for the combination of the four existing consortia into one shared database. This came to fruition in early 2007 when Mid-Wisconsin joined Lakeshores Library System to form the SHARE network. SHARE is composed of the 27 public libraries of MWFLS, the 15 public libraries of LLS, the Burlington School District and Waterford High School. SHARE continues to have a significant impact in the areas of resource sharing, cataloging, and delivery.

In February 2008 the MWFLS Board adopted a new System Resource Sharing and Technology Plan that covered the years 2008-2010. Many of the goals of that plan continued those established in the plan above. It also addressed the need to continue to explore new ways of providing technology to the libraries and ultimately the end users. That plan was extended in 2010 and will be updated in 2013.

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 previously mentioned MWFLS completed a three year strategic plan in December 2007. That plan was the basis for the system automation plan and subsequent annual plans of service.

Rather than hire an outside facilitator the 2008-2010 plan was based on the same structure and process of the previous plan. Many of the areas were on-going activities that will continue into the future. Other aspects, in particular automation, were refined and new goals and outcomes incorporated. Funding issues and the partnership with the Lakeshores Library System were also key factors in

GENERAL INFORMATION (cont'd.)

the planning process. We based the plan on the principles outlined in The New Planning for Results: a Strategic Approach by Sandra Nelson. The underlying principle of that document is that a plan developed primarily by the community is a stronger plan than one that is developed by the organization itself. This style of planning offers members of the community the responsibility of setting the course for the organization and gives the responsibility for creating goals and objectives to the organization itself. In the case of the system plan the community is defined as the member libraries. The slight variation to this method is that the libraries play a larger role in determining goals than a community in a public setting might for a local library.

Just as the next planning stage was to begin In 2011 MWFLS was approached by the Fond du Lac County member libraries and the possibility of the county rejoining the system was explored. This delayed the planning process. Ultimately, Fond du Lac decided not to rejoin MWFLS and the planning process was rescheduled for 2012. In early 2012, member libraries were surveyed in regard to system services. Krista Ross, Director of the Southwest Wisconsin Library System, was contracted to facilitate the planning sessions. One planning session had been held in conjunction with the April Directors Council meeting. This process came to an end, however, when the System Director, Walter Burkhalter, took a position with the Wisconsin Division for Libraries and Technology. Currently the MWFLS is in the process of hiring a new director which the Board of Trustees hopes to have accomplished by the end of fourth quarter 2012. In June 2012, Lakeshores Library System proposed merging LLS and MWFLS into a new library system. The MWFLS Board decided that it would wait for a new director to be hired before beginning any such discussions. Resuming the planning process in 2013 will be a top priority for the new director. One of the many issues the new plan should explore are possible system mergers.

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 **2013**. 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 to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15 (4) (c) 4., and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.
- A copy of the agreement with a list of all members signing 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.

1. Help member libraries operate the shared integrated library information system (SHARE) to enhance resource sharing throughout the Mid-Wisconsin and Lakeshores Library System area.
2. Continue to provide technical support for SHARE through system staff, contracting, and SirsiDynix maintenance.
3. Utilize WISCAT where appropriate for interlibrary loan.
4. Continue to provide system staff to handle problem requests.
5. Continue to provide access to online full-text resources and authentication services so that these and other resources are readily available to area residents.

ASSURANCES (cont'd.)

6. Provide training in the use of WISCAT and related SirsiDynix software to increase use of unassisted interlibrary loan.
7. Through the system resource library agreement provide 24/7 reference service for member libraries and their patrons.
8. Fund WISCAT for the member libraries.

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

1. Participate in the statewide e-content buying pool.
2. Continue Overdrive Advantage program.
3. Contract with Lakeshores Library System for a shared position of System Services Technician.

Inservice Training

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

List ongoing activities related to this requirement.

1. Conduct a minimum of eight system sponsored workshops for member library staff and trustees.
2. Maintain a calendar of continuing education events on the MWFLS website. Provide information on CE opportunities offered by other organizations.
3. Provide grant funding that may be used for member library staff and trustees to attend continuing education events.
4. Assist member librarians in the statutory certification and re-certification process.
5. Provide an annual gathering for trustees, librarians, and local officials including a related program.
6. Continue to offer a mobile wireless training lab for CE opportunities to trustees and librarians.

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

1. Work in conjunction with other library systems to coordinate workshop and continuing education opportunities.
2. Facilitate training in SirsiDynix and Overdrive software as needed.

ASSURANCES (cont'd.)**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.

1. Provide and maintain a wide area network for all member libraries.
2. Provide e-mail services (through WiscNet) for all member libraries.
3. Provide Internet service (through WiscNet) for all member libraries.
4. Maintain and enhance our in-system van delivery service based on SHARE (ILS) usage. Operate this service at highest possible levels of efficiency and effectiveness.
5. Promote the use of e-mail, through e-lists, as the primary intrasystem electronic communication tool.
6. Continue to encourage and assist all Mid-Wisconsin member libraries in offering both staff and public access to the Internet.
7. Continue to encourage member libraries to make full use of the online informational products funded by the state, such as Badgerlink, and those funded by Mid-Wisconsin, such as Overdrive.
8. Continue to encourage and enable remote access to electronic services offered by the state, such as WISCAT and BadgerLink.
9. Continue to work with various agencies to ensure that the MWFLS member libraries have adequate telecommunications access and capabilities.
10. Continue to communicate timely issues of interest to trustees by various means.
11. Continue to contract with South Central Library System for statewide delivery service.

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

1. Provide wide area network service to all member libraries.
2. Provide Overdrive (on-line audiobooks and e-books) and Overdrive Advantage to all member libraries.
3. Hold a minimum of six Directors Council meetings (the governing body of the MWFLS portion of SHARE).
4. Hold a minimum of two joint meetings between the LLS portion and the MWFLS portion of SHARE.
5. Explore, if needed, alternatives to WiscNet for Internet and e-mail services.

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.
- A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document or is on file with the division.

Professional Consultation

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

List ongoing activities related to this requirement.

1. Continue to offer consulting and information to member libraries in areas including, but not limited to, public library administration, adult services, youth services, library automation, building and remodeling, technical services, interlibrary loan, resource sharing, staff development (certification, continuing education, etc.), standards, collection development, legal issues, public relations and advocacy, local government, Internet usage and resources, reference and information services, special needs, new technologies, delivery and communications, partnerships, state reports, grant opportunities, and other issues that require assistance.
2. Continue to provide support and physical presence (if needed) at local board or council meetings.

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

Every member library will receive at least one visit per year from the Director, or other appropriate system staff, to provide consultation.

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.

1. Identify special needs topic areas for continuing education and include special needs in other CE presentations as appropriate.
2. Offer assistance, when requested, in the remodeling or new building planning process as it relates to accessibility.
3. Continue to offer no cost delivery to Fox Lake Correctional, Dodge Correctional, and Waupun Correctional Institution.

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

1. Provide a website that is accessible.
2. Purchase Overdrive electronic audio book service.
3. Provide library brochures, card applications, policies, and other forms in large print format.

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.)

Public Information**On-going activities**

1. Continue to provide member libraries with design and production of public information materials including but not limited to brochures, bookmarks, signs, electronic media, and packaging.
2. Provide assistance to member libraries in the area of marketing including ideas and strategy.

ASSURANCES (cont'd.)

3. Continue to provide grant funds for local public information materials.

Youth Services**On-going activities:**

1. Continue Summer Library Reading workshop.
2. Continue participation in Culvers Coloring Program (if offered).
3. Continue system grant funds which may be used for promotional materials and prizes for SLP.
4. Continue system grant funds which may be used for summer reading performers.

Collection Development**On-going activities:**

1. Continue to contract with the system resource library (West Bend) for the purchase of materials to strengthen the resources available to member libraries.
2. Continue system grant funds that may be used for collection development.
3. Help libraries evaluate and develop their collections as needed.

New or priority activities:

1. House and administer a best seller and DVD lease program at the system resource library for MWFLS participants of SHARE
2. Participate in system wide Overdrive Advantage program.

ASSURANCES (cont'd.)**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 2012 system audit will be submitted to the division no later than September 30, 2013.

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.

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 **2013**.

Name of System Director	Signature of System Director ➤	Date Signed Mo./Day/Yr.
Name of System Board President	Signature of System Board President ➤	Date Signed Mo./Day/Yr.

**FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is:	DLT Assistant Superintendent Signature ➤	Date Signed Mo./Day/Yr.
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Comments

PUBLIC LIBRARY SYSTEM 2013 ANNUAL PROGRAM BUDGET					
Program	2013 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.	\$241,812	\$144,394	\$17,500	\$264,575	
2.					
3.					
4.					
Program Total	\$241,812	\$144,394	\$17,500	\$264,575	\$668,281
Continuing Education and Consulting Service*					
1.	\$86,186				
2.					
Program Total	\$86,186	\$0	\$0	\$0	\$86,186
Delivery Services	\$222,139				\$222,139
Library Services to Special Users					\$0
Library Collection Development	\$17,829			\$32,076	\$49,905
Direct Payment to Members for Nonresident Access					\$0
Direct Nonresident Access Payments Across System Borders					\$0
Library Services to Youth	\$22,454				\$22,454
Public Information	\$73,158			\$2,000	\$75,158
Administration	\$90,843				\$90,843
Subtotal	\$426,423	\$0	\$0	\$34,076	\$460,499
 Other System Programs					
1. Parking lot/roof/AC		\$41,920			\$41,920
2. Future ILS Purchase		\$337,110			\$337,110
Program Total	\$0	\$379,030	\$0	\$0	\$379,030
Grand Totals	\$754,421	\$523,424	\$17,500	\$298,651	\$1,593,996

* 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).