



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

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 libraries from Jefferson County and the Dodge County library of Hutchinson Memorial Library in Randolph opted to leave Mid-Wisconsin effective January 1, 2016. This reduces MWFLS's service population from 322,015 to 215,360 in the remaining counties of Dodge and Washington. The result of this is the system will receive \$263,322 less in library system aid. The system had two full time employees leave for employment elsewhere and the system director will retire on December 31, 2015.

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

The result of the significant changes taking place at MWFLS is the system will need to move in a different direction. MWFLS hired WiLS to do a study to explore merging with another system the last quarter of 2015. If the study shows that there is a viable system for MWFLS to merge with, then the process of merging will commence in 2016. If the conclusion of the study finds that there is not a viable system to merge with, then the counties will pursue joining another system on their own and MWFLS will dissolve. There are also the possibilities of MWFLS forming an ILS consortium with another system or remaining a status quo two county system.

With the considerable reduction in 2016 state aid, MWFLS did balance its budget with using minimal carryover funds. Reduction in staff, hiring a part time Interim Director, collaborating with other systems and member libraries for services helped with balancing the budget, while at the same time the libraries will continue to receive their system grants. This was important to them.

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.)

MWFLS has been in a state of constant change for the last three years. A system plan had been considered and every time that happened another major change took place resulting in postponing the plan until some stability could be reached. The current "plan" is to study the possibility of merging with another system.

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 **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.

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 use the online catalog to facilitate use to our patrons so they may have access to all available materials.
2. Continue to provide technical support for the ILS with system staff and from SirsiDynix support.
3. Continue to provide access to online full-text resources and authentication services so that these and other resources are readily available to our patrons.

ASSURANCES (cont'd.)

4. Provide training in the use of SirsiDynix software to increase use of unassisted interlibrary loan within the system.
5. Fund WISCAT for member libraries.

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

1. Participate in the state's e-content buying pool.
 2. Continue the Overdrive Advantage program.
 3. Will continue to work with SirsiDynix and Autographics to streamline interlibrary loan using NCIP.
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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.

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 to attend continuing education workshops.
4. Assist member librarians in the statutory certification and re-certification process.
5. Provide an annual gathering for trustees, librarians and local officials that includes a 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 workshops and continuing education opportunities.
 2. Facilitate training in SirsiDynix software and updates related to Overdrive.
 3. Orientation for new trustees and directors.
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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 email service for all member libraries.
3. Provide Internet service for all member libraries through Wiscnet.
4. Maintain and enhance our in-system van delivery service. Operate this service with the vendor at the highest level of efficiency and effectiveness, and guaranteeing overnight delivery.
5. Promote the use of e-mail, through e-lists, as the primary intra-system electronic communication tool.
6. Continue to encourage and assist all 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 MWFLS such as Overdrive.
8. Continue to encourage and enable remote access to electronic services offered by the state, such as WISCAT, Badgerlink, and Overdrive.
9. Continue to work with various agencies to ensure that MWFLS member libraries have adequate telecommunications access and capabilities.
10. 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. Have the capability of offering virtual meetings to our member libraries and trustees.
 2. Provide a wide area network service to all member libraries using the latest in router technology.
 3. Provide Overdrive and Overdrive Advantage to member libraries.
 4. Hold a minimum of ten (10) Directors' Council meetings (the governing body of the member libraries).
 5. Hold a minimum of ten (10) trio Directors' Council meetings (the governing body of the trio consortium).
 6. Continue with WiscNet for Internet service.
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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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ASSURANCES (cont'd.)

Professional Consultation

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

List ongoing activities related to this requirement.

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.

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

1. All members will receive consultation from the system Interim Director.
 2. New trustees and directors will receive an orientation.
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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.

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.

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

1. Provide a website that is accessible.
 2. Provide library brochures, card applications, policies, and other forms in large print when requested.
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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:**Ongoing Activities:**

1. Continue to provide member libraries with custom 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.
3. Continue to provide grant funds for local public information materials.

Youth Services:**Ongoing Activities:**

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

Collection Development:**Ongoing Activities:**

1. Continue system grant funds that may be used for collection development.
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ASSURANCES (cont'd.)

2. Help libraries evaluate and develop their collections as needed.
3. Continue to provide Overdrive and Overdrive Advantage to supplement member libraries' collections.

New or priority activities:

1. Collaborate with other systems for technology sharing.
2. System will provide emergency technical equipment to member libraries until they can get replacements. This includes computers.
3. Provide a Makerspace lab for member libraries' use. Training included.

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.*

1. The WPLC's main collaborative effort is the Wisconsin digital library. The amount each system funds as part of the WPLC buying pool collaboration shares the cost of a digital library platform (\$18,000) that would cost more for each library system to purchase on their own. It also provides through continued WPLC buying pool participation, access to the entire multi-million dollar collection already in the digital library in addition to \$1 million worth of content purchased last year. The shared partner fees also centrally funds WPLC project management (\$52,000) the WPLC website (\$1000), and reserve and R and D funds (\$15,000). The R and D and reserve funds allow for collaborative exploration and development of potential new statewide offerings through WPLC including a Wisconsin historical newspaper platform, digital magazine platform, and library analytics research. Therefore, by having MWFLS contributing \$35,250 in 2016, our collaborative cost benefit, minus our contribution, will be \$1,050,750.
2. The system will partipate in the Wild Wisconsin Winter Web Conference in 2016. If the fee is still \$200, our cost savings will be approximately \$1625.
3. MWFLS has been participating in SEWI (Southeastern Wisconsin) for many years to collaborate with programming. There will be seven systems participating in 2016. We pay an annual fee and when the money is pooled with the other systems, more expensive speakers and programs can be provided. Our cost savings is approximately \$9600.
4. MWFLS will participate in Trustee Training Week in 2016. By collaborating with other systems, our cost savings will be approximately, \$1350.
5. MWFLS will collaborate with its member libraries for youth services. Four times a year, a youth staff member from a member library will coordinate a youth services workshop. Also a member library youth staff member will represent the system at the annual state youth services workshop. Our cost savings will be approximately \$1900.
6. Our Business Manager left employment at MWFLS. Winnefox Library System approached us and offered us their accounting services. We have contracted with them for the last third of 2015 and will contract with them for all of 2016. Our cost savings for 2016 will be approximately \$20,988.

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

Activity	Amount
1. WPLC collaboration	\$1,050,750

COLLABORATIVE ACTIVITIES (cont'd.)

2. Wild Wisconsin Winter Web Conference	\$1,625
3. Continuing education with SEWI	\$9,600
4. Trustee Training Week	\$1,350
5. Member libraries providing CE for Youth Services	\$1,900
6. Accounting contract with Winnefox Library System	\$20,988
7.	
8.	
9.	
10.	
Cost Benefit Total	\$1,086,213

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 <i>Sue Cantrell</i>	Signature of System Director <i>Sue Cantrell</i>	Date Signed <i>9-29-15</i>
Name of System Board President <i>Jane Colwin</i>	Signature of System Board President <i>Jane Colwin</i>	Date Signed <i>9-29-15</i>

**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 <i>Kim J. K...</i>	Date Signed <i>10-30-15</i>
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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
Technology, Reference and Interlibrary Loan*					
1.	\$154,274	\$8,952	\$12,700	\$118,535	
2.					
3.					
4. Electronic Resources	\$20,720			\$26,438	
Program Total	\$174,994	\$8,952	\$12,700	\$144,973	\$341,619
Continuing Education and Consulting Service*					
1.	\$49,379				
2.					
Program Total	\$49,379	\$0	\$0	\$0	\$49,379
Delivery Services	\$101,256			\$50,400	\$151,656
Library Services to Special Users					\$0
Library Collection Development	\$9,995				\$9,995
Direct Payment to Members for Nonresident Access					\$0
Direct Nonresident Access Payments Across System Borders					\$0
Library Services to Youth	\$30,149				\$30,149
Public Information	\$52,759			\$1,000	\$53,759
Administration	\$72,567				\$72,567
Subtotal	\$266,726	\$0	\$0	\$51,400	\$318,126
Other System Programs					
1. Air Conditioner Carryover		\$13,116			\$13,116
2. ILS Designated Carryover		\$90,612			\$90,612
Program Total	\$0	\$103,728	\$0	\$0	\$103,728
Grand Totals	\$491,099	\$112,680	\$12,700	\$196,373	\$812,852

* 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).