Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2016**
PI-2446 (Rev. 07-15)

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

INSTRUCTIONS: Complete and submit by **October 15, 2015**, 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

South Central Library System

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

The South Central Library System is composed of Adams, Columbia, Dane, Green, Portage, Sauk and Wood Counties. These counties include more than 837,000 people, with the majority residing in Dane County. System population density ranges from sparse rural to dense urban. Municipalities vary greatly in size, from villages with populations in the hundreds to the city of Madison, which contains 29% of the entire population of the system. There are strong municipal public libraries, many of which have existed for a century or more, in all of our member counties. The South Central area also contains several hundred other libraries of all types, the largest being the libraries on the campus of the University of Wisconsin-Madison

All residents of the SCLS area have access to good library service. Adams County is a consolidated county library service, except for the independent library in the Town of Rome. Portage County Public Library is also a consolidated county library service, except for the independent library in the Village of Amherst. Wood County has several strong medium-sized public libraries and a tradition of interlibrary cooperation within the county. Columbia, Dane, Green and Sauk counties each provide strong support for their many libraries.

On January 1, 2016, the Hutchinson Memorial Library of Randolph, Wisconsin will become the newest member of the SCLS. The Village of Randolph sits on the border of Dodge and Columbia counties. The village has been a member of the Mid-Wisconsin Federated Library System but applied to join SCLS in 2015. The annexation of the Village of Randolph will increase the amount of state aid given to SCLS in 2016. SCLS will annex the Village of Randolph and Hutchinson Memorial Library without increasing its own staff size or support infrastructure while supporting the new member. On June 25, 2015 the SCLS Board of Trustees approved a resolution to annex the Hutchinson Memorial Library of Randolph and accept them into the system at their board meeting. At their July 23, 2015 meeting the SCLS Board of Trustees again approved a formal request to alter the system's territory with the annexation of the Village of Randolph. As a full member of SCLS, Randolph will receive services equal to all SCLS member libraries. The staffs of SCLS and Hutchinson Memorial Library will work to migrate the library's collection to LINKcat, the shared SCLS catalog. Staff will bring the library's computers and technology infrastructure onto the SCLS network and maintenance plan. The Hutchinson Memorial Library will receive SCLS delivery service 5 days a week. The nine other libraries located in Columbia County have welcomed the Hutchinson Memorial Library of Randolph along with the Columbia County Library Board to SCLS.

In addition, the Lester Public Library of Rome located in Adams County will join the SCLS shared library catalog, LINKcat in 2016.

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

The reduction of LSTA grant monies and flat funding by the state of Wisconsin has negatively impacted systems and member libraries.

A continuing challenge for SCLS is responding to the many service priorities of the different SCLS member libraries. For example, the Madison Public Library has technologically advanced customers who demand instant downloads while Adams County has areas with zero internet connectivity and other areas with only limited bandwidth. Nearly one third of the SCLS library directors work part time and retention is difficult.

For the last several years SCLS has worked with its staff and members to streamline its organization and increase efficiencies while continuing to offer new services and innovative support. Last year SCLS and its members overhauled their fee and service structure that supports the shared ILS and technology services. The members voted overwhelming to continue the new structure into 2016.

In 2016, SCLS will no longer limit its youth services cash incentives and program reimbursements to summer library programs. The members will be able to use the money to support any youth literacy programs. The flexibility is to help members stretch their dollars farther.

The SCLS plan will continue to focus on implementing the 2013 System Standards adopted by SRLAAW and begin work on COLAND's Strategic Vision for Library Systems. SCLS will continue to provide statewide delivery service while working to research other service models in an effort to improve services.

GENERAL INFORMATION (cont'd.)

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.)

SCLS seeks input from member libraries, both formally and informally, during planning processes and throughout the year. Each month, we have an Administrative Council (AC) meeting where representatives of all the SCLS libraries come together to discuss issues brought forth by SCLS and by the member libraries. The representatives have two-year terms, with 1/2 of the body elected each year. The AC reviews system services and activities throughout the year, and reviews the entire annual system plan and budget each year before it is submitted to DLT. Four times a year, special meetings of the AC, called All-Directors meetings, bring together all of the directors of the public libraries in SCLS to collaborate on budgets, system priorities and fees for the coming year. The budget developed by SCLS is based on these fees, and all libraries have the opportunity to review the plan and budget prior to the meetings.

There are two committees that report to the AC:

1. Delivery Committee (DC)

2. Technology Committee (TC).

Both are similarly structured to the AC, with libraries represented by individuals elected to the committee. These committees and the AC may form workgroups as appropriate to work on tasks. There are two standing subcommittees that report to the AC:

1. Library Innovation SubCommittee

2. Interlibrary Loan Subcommittee

A third committee, the ILS Committee (IC) exists to make decisions about the shared integrated library system. There are three standing subcommittees that report to the IC:

1. Collection Maintenance Subcommittee

2. Circulation Services Subcommittee

3. PAC Subcommittee

SCLS works to develop multi-type cooperation and partnerships throughout the system. SCLS funds a multi-type coordinator to develop and manage our multi-type activities. She acts as the official representative for the multi-type libraries at committee meetings.

SCLS staff maintain constant contact with member libraries on an individual basis as well as through the groups described above. Member libraries are encouraged to offer feedback on programs and individual staff performance through email lists and web forms. SCLS staff also ask for more formal feedback on various topics. These include an online bi-weekly newsletter, a weekly email notice, and the wide dissemination of information of all sorts pertinent to system operations through email and our website, which includes blogs and wikis. Every member library is visited annually by a SCLS staff member to review the service they receive from the system.

The final element in our planning process is our System Board. This board meets monthly and has standing subcommittees for Budget and Finance, Personnel, Bylaws, and Advocacy. The Board receives and reviews all the completed planning data from members and staff, and has the final authority over all system policies and documents that are submitted to DLT.

Central to our planning environment is our mission statement, staff values, and our system principles. In 2015, SCLS staff finished designing and implementing new quality standards for its Exceptional Service Program. The standards are based on the pillars of relationship; helpfulness; efficiency and creativity in all service matters. SCLS will continue to evolve to fulfill our mission of helping our member libraries provide the best possible service to their public.

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.

ASSURANCES (cont'd.)

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. Provide our system resource library with the necessary funding to provide backup reference, information and interlibrary loan (ILL) services on behalf of all member libraries.

ILL

1. Manage WorldCat for SCLS libraries.

2. Work with Madison Public Library to manage WorldCat and ILLiad ILL services.

3. Coordinate and chair the system's ILL subcommittee to work on issues related to ILL

4. Continue the use of resource contract funds to purchase materials requested for interlibrary loan, when appropriate.

Reference

1. Provide authentication services for all reference databases member libraries offer to the public.

2. Maintain forms for email reference for member libraries as needed.

3. Coordinate with member libraries to provide access to reference databases for member library staff and patrons.

4. Appoint ad hoc committees/task forces to work on issues related to reference as needed.

5. Work with WiLS on database selection/acquisition/billing for member libraries.

Integrated Library System

1. Operate a shared automated system to enhance resource sharing throughout SCLS.

2. Support libraries on the use of the shared integrated library system (ILS) and continue to train members on Koha.

3. Maintain a shared database of member library bibliographic records and holdings.

4. Provide cooperative cataloging of materials using OCLC.

5. Provide authority control and other database maintenance services.

6. Provide in-kind services for the ILS (business, personnel, general management, public relations, etc.).

7. Provide email, text and telephone delivery for ILS-related notices.

8. Coordinate self-check, RFID, and Automated Material Handling services with third party vendors.

9. Assist libraries with RFID conversions by providing RFID conversion carts and accompanying training.

10. Coordinate third-party products including debt collection, enhanced content for the PAC and telephone/email noticing.

11. Manage development products including prioritization of development, specifications and testing developed software.

12. Strive to stay aware of new products and services that pertain to the ILS and bring them to the ILS libraries, as appropriate.

13. Generate lists of new, popular, and award winning materials for inclusion in the public catalog.

14. Participate in local and national Koha user groups.

15. Support libraries joining the ILS.

16. Maintain Link 2.0 Koha news blog, end user documentation and ILS support web site.

17. Support online credit card payment option for payment of fines and fees in Koha.

18. Extract data from the shared ILS to be used for pre-populating the state annual report.

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

1. Explore the integration of third party databases and digital content into the shared ILS.

2. Work with vendor to integrate a new discovery layer with the shared ILS.

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 informal discussion/training sessions by web conferencing.

2. Provide hands-on training and conduct workshops in-person and via web conferencing.

3. Provide access to online self-paced courses.

4. Record continuing education sessions when possible, and provide members access to these recordings.

ASSURANCES (cont'd.)

5. Maintain a calendar of CE events, and provide information on CE opportunities offered by other organizations.

6. Offer direct training opportunities for library staff and trustees on topics related to local advocacy.

7. Provide continuing education opportunities on issues related to library management, including budgeting and Chapter 43.

8. Implement new approaches to trustee training.

9. Work with other public library systems and organizations to coordinate speakers' travel and presentations to save money.

10. Watch new developments in long-distance collaborative environments, in order to enhance delivery of training.

11. Help libraries to develop their own training and staff development plans.

12. Maintain a wireless training lab and gadget pack for member libraries to borrow for patron and staff training.

13. Provide scholarships and grants for member library staff and trustees to attend continuing education events to supplement local continuing education funds.

14. SCLS staff will continue to provide in-service training for members in addition to using outside presenters.

15. Pay annual Wisconsin Library Association dues for member public library directors or their designees.

16. Assist member librarians in the statutory certification and re-certification processes.

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

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.

Physical Delivery:

1. Provide delivery services for SCLS member public libraries.

2. Operate and enhance intersystem delivery service in order to provide service at highest possible levels of efficiency and effectiveness.

3. Deliver all types of materials necessary to support programming, including story props, the wireless lab, other equipment, and special requests.

4. Work with member libraries to develop best-practices for delivery, including assistance with in-house workflows.

5. Continue use of Reduced Transportation Holds (RTH) in the ILS to reduce delivery time of popular materials.

6. Pursue contractual agreements and other funding as required to support intersystem delivery service.

7. Seek new customers for delivery to share the cost of routes and increase affordability of the service.

8. Provide the LINK Express service to non-public library agencies.

9. Work with member libraries who are planning new buildings or renovations to design appropriate areas for delivery and materials handling.

Electronic Delivery:

1. Support member libraries in the use of electronic resources, including reference databases and the OverDrive collection.

2. Encourage member libraries to make full use of available online resources.

3. Create marketing materials to ensure that the public is aware of remote services available to them.

4. Enable remote access to library materials and services offered by the state, SCLS, and member libraries.

5. Participate in the Wisconsin Public Library Consortium and its services, including OverDrive.

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

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.

ASSURANCES (cont'd.)

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, 2016, the system's current plan for library technology and resource sharing will be submitted to the Division.

Professional Consultation

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

List ongoing activities related to this requirement.

1. Provide consulting/coordinating services and information to member libraries in areas including, but not limited to, public library administration and governance, policy development, adult services, youth services, library automation, technology, building and remodeling, technical services, interlibrary loan and resource sharing, staff development, orientation for new directors and youth services librarians, establishment and maintenance of library Friends groups, intellectual freedom, local and county planning and evaluation, standards, collection development, legal issues, public relations and advocacy, internet usage and resources, reference and information services, special needs, multitype activities, delivery, marketing and reportage to the state.

2. Provide grant support services for member libraries, including identification of grant sources and grant-writing assistance.

3. Coordinate group grant applications and serve as grant project managers as appropriate.

4. Provide necessary information and reports to assist libraries in requesting reimbursement from adjacent counties.

5. Assist member libraries in the process of filing annual reports through training, providing forms support, and reviewing completed reports.

6. Assist member libraries in fundraising activities.

7. Oversee state compliance and border processes.

8. Assist member libraries to be prepared for requests from law enforcement.

9. Invest funds for member libraries and agencies at their request in the state pooled investment fund to ensure that the best possible use is made by existing resources.

10. Assist member libraries with hiring processes by providing guidance on job descriptions, recruiting, and participating on interview committees, as appropriate.

11. Consult with member libraries on space allocation, remodeling, new buildings, and furnishings.

12. Help libraries to develop effective instruction for the public.

13. Maintain information to assist libraries with various topics on the SCLS website.

14. Chair and coordinate Library Innovation Subcommittee.

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

ASSURANCES (cont'd.)

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. Work with member libraries to identify needs, goals, and objectives for creating innovative services for library patrons with special needs.
2. Meet with outreach/special needs staff from member libraries to determine grants, focus of CE workshops, and future projects.
3. Encourage library cooperation with schools, day care centers, and agencies serving children with special needs.
4. Advise library staff on how to provide services that can be easily accessed by customers of all ages with special needs.
5. Assist member libraries in remodeling/new building planning in order to include accessibility features.
6. Assist member libraries in complying with ADA regulations, including creating ADA-approved websites and computer workstations, including screen magnification and reader software.
7. Assist member libraries in discovering ways that technology can be used to meet the needs of changing communities (adaptive equipment, new tech for younger users and seniors, services in languages other than English).
8. Fund selected experimental outreach projects for youth.
9. Help libraries develop early, family and adult literacy programs.
10. Maintain special outreach efforts to populations for whom English is not the first language.
11. Provide continuing education opportunities that help libraries serve patrons from different cultures and socio-economic classes.
12. Conduct continuing education sessions on topics related to special needs and include special needs in other continuing education.
13. Provide delivery to senior and retirement centers and child day care centers in the Dane County area on a cost-recovery basis.
14. Continue to provide authentication services for the Regional Library for the Blind patrons for the OverDrive service.
15. Assist member libraries with translation services, including translation of patron registration forms.

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

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.)

Collection Development:

1. Contract with system resource library for the central purchase of requested items in high demand or not owned within the system area, and purchase and management of collections of special materials to strengthen the resources available to member libraries.
2. Maintain a collection of professional library and information science materials for loan.
3. Subscribe to and route select library periodicals on behalf of member libraries that cannot afford to do so.
4. Provide libraries with guidance and reports for collection development and weeding.
5. Develop and support members in creating electronic book collections for their customers in and outside of the library.
6. Help member library staff develop collection development plans, schedules, and policies.

ASSURANCES (cont'd.)

New or Priority Activities in Collection Development

1. Explore options to digitize library historical materials, backup options, and collaborating with other systems to store files so they are accessible online.

County Support:

1. Make county service payments, create budgets, and file reports on behalf of counties as requested and as availability allows.

2. Attend county meetings of library directors and library boards.

3. Assist in the creation of county library board annual reports.

Foundation:

1. Continue the planning and development of the SCLS Foundation.

2. Educate member libraries on the value of a foundation and related laws.

3. Maintain a website for the SCLS Foundation.

4. Develop appropriate programs and appeals for major SCLS Foundation campaign areas.

5. Continue to manage money for SCLS libraries that have joined the SCLS Foundation.

6. Publish a SCLS Foundation newsletter two times a year.

7. Maintain a database of constituents.

8. As directed by the SCLS Foundation Board, coordinate an annual fundraising event.

Leadership and Planning:

1. Provide leadership, in partnership with member libraries and trustees, concerning not only how we can better undertake current objectives, but also where we should direct our efforts and resources in the future.

2. Maintain involvement in library and related organizations at the regional, state, and national level to seek out information concerning new trends in our field and to share this information with member libraries, committees, etc.

3. Serve on various state, local, and national planning groups related to all areas of library service.

4. Continue to dream and to maintain a sense of humor in the face of occasional adversity.

5. Facilitate in-service programs for library staff on creating visions of service and innovative public programming plans.

6. Provide assistance and direction with library strategic planning.

Demographic/Patron-based Planning:

1. Research demographic changes and help libraries serve patrons from different cultures and socio-economic classes.

2. Produce custom ILS reports for the ILS members to chart borrowing habits of library users.

3. Help libraries understand and feel more comfortable talking about poverty and demographic change.

4. Encourage libraries to solicit public input through user surveys, planning committees, and other means when undertaking projects and new services.

5. Assist libraries to get appropriate statistics (from websites, electronic resources, ILS, etc.) for planning.

Graphics Services/Coordinated Ordering:

1. Design and print all types of publicity materials for libraries and programs, including bookmarks, fliers, annual reports, newsletters, etc.

2. Design and print business cards for library staff as appropriate.

3. Design and print achievement certificates, stationary, envelopes, and other administrative materials.

4. Provide print and graphic services on a cost-recovery basis for library Friends groups, as appropriate.

5. Provide lamination services for member libraries.

ASSURANCES (cont'd.)

6. Coordinate orders for library cards, envelopes, barcodes, puppets, etc. to save libraries money.

Partnerships:

1. Assist member libraries to build and strengthen partnerships with one another and community organizations.

2. Work on partnerships with community agencies, such as Wisconsin Public Television, Literacy Councils, Wisconsin Humanities Council, the UW Children's Hospital, and others to share resources (such as staff time, publications, grant activities) to reach the public to provide new services and programs for the public, and to create continuing education opportunities for SCLS member library staff.

3. Continue working with all library systems and the U-W system on the statewide delivery of physical materials..

Intra-system Boards/Committees:

1. Maintain and support a committee structure for the SCLS community.

2. Develop and maintain the charge for each committee, as well as the make-up of the committee, the system of designating members to the committee, and terms of the members.

3. Regularly review charges for committees.

4. Publish agendas, minutes of all meetings; receive support from SCLS staff; publish how members are solicited/chosen.

5. Meet with all committees on a regular schedule.

6. Work with committees to identify service needs and improve service.

7. Encourage multitype participation in major planning processes when appropriate.

8. Provide member library directors with contact information for the SCLS board members through the SCLS website.

9. Encourage member libraries to provide SCLS with a copy of their board minutes.

10. Build strong relations between the SCLS Board and local library boards in order to increase the effectiveness of each.

Other Intra-system Communication:

1. Provide video conferencing and audio conferencing attendance options for SCLS meetings where appropriate.

2. Maintain ongoing mechanisms for the evaluation and prioritization of services.

3. Maintain a variety of tools, including websites and email lists, to encourage communication between member libraries and SCLS.

4. Routinely collect input from member libraries via site visits, email list discussions and other methods.

5. Encourage member libraries to submit updated directory information through an online form.

6. Follow a process responsive to member libraries needs if an issue of system expansion arises.

7. Maintain a website with information for new directors.

8. Annually visit each library in the system to gather information/feedback from the library.

9. Publish a biweekly online newsletter for member libraries.

10. Publish a weekly email (Top 5) for members highlighting that week's meetings, deadlines and hot issues.

Multitype:

1. Work with multitype libraries to coordinate planning and appropriate activities.

2. Provide consulting services to multitype members as feasible.

3. Provide graphic and PR services to multitype members as feasible and on a cost recovery basis.

4. Provide multitype libraries with workshops and training sessions for free or on a cost-recovery basis.

5. Provide delivery services to multitype members on a cost-recovery basis, as appropriate.

6. Maintain an email list for dissemination of information to multitype libraries.

7. Encourage multitype libraries to use LINKcat and other available tools for resource sharing purposes.

Program Development:

1. Assist member libraries with developing programs for youth and adults through a variety of workshops and planning meetings, and support materials.

2. Maintain a programming resources web page (programming.scls.info) to provide information and assistance.

3. Loan and support equipment for programs, including a wireless lab, gaming equipment, gadget packs and projectors.

4. Partner with Wisconsin Public Television to develop library programs based on WPT series/episodes.

5. Develop and print program promotional and other materials as requested.

6. Develop Youth Services literacy programming kits.

7. Maintain electronic lists and social media resources that allow member library staff to share programming ideas and materials with one another.

8. Support Library Innovation Subcommittee to identify program topics and resources.

9. Purchase and circulate maker space kits for member libraries.

Public Relations and Advocacy:

1. Play an active role in the development and enactment of policy and legislation at the local, regional, state and federal level.

2. Advocate on the state and federal levels for public library initiatives.

3. Seek out and disseminate information concerning the status and future of public library system funding and other state level library issues (along with members of appropriate committees).

4. Discuss outreach ideas for member libraries to develop ongoing relationships with legislators.

5. Help member libraries to identify key community leaders and organizations and strategies to develop and maintain relationships with these individuals and organizations and favorably dispose them toward libraries.

6. Assist libraries in the creation of an advocacy network and the databases required to effectively mobilize the public on behalf of library causes.

7. Encourage the SCLS community to participate in WLA legislative activities, particularly WLA Legislative Day.

8. Sponsor the attendance of a SCLS board member at the National Legislative Day in Washington, D.C.

9. Explore methods of measuring the value and effectiveness of library service at both the local and system level, and tie such efforts to ongoing state and national processes when possible.

10. Explore ways to promote the value of the Summer Library Program and other library literacy efforts.

11. Share pertinent and applicable information from national and/or local survey efforts about the value of library service.

12. Advise and support local and state marketing and publicity efforts.

13. Assist member libraries in developing and implementing marketing plans.

14. Guide libraries in working with the media and in attracting media to local events.

15. Provide promotional materials for centralized system services and for local services, as requested.

16. Produce a print directory of SCLS public libraries and hours.

17. Publish an online newsletter and maintain Facebook presence. Encourage libraries to submit photos or editorial content.

18. Develop materials for various observance weeks and days as requested.

19. Publish a "Trustee Update" newsletter three times per year.

20. Maintain an online PR toolkit and on-line advocacy toolkit.

ASSURANCES (cont'd.)

21. Assist libraries with the development of public service announcements.

22. Work with libraries to help publicize availability & usefulness of online databases.

Technology:

1. Provide network and web services using the most effective means possible, including Charter with VPN, WiscNet with VPN, the Badgernet Converged Network and the Metropolitan Unified Fiber Network (MUFN).

2. Work with DOA TEACH and other agencies to ensure that member libraries continue to have adequate telecommunications access and capabilities.

3. Maintain network security by providing an anti-virus solution, providing appropriate software security updates, and educating library staff about safe internet and email practices.

4. Maintain web, email, and email list servers.

5. Maintain servers and support for workstation time management and print management product.

6. Assist member libraries in determining what computer hardware and software to purchase and purchase equipment as appropriate.

7. Provide technical support for computers and peripherals, software, and networks.

8. Publish SCLS Technology News blog, an in-depth look at SCLS Technology projects.

9. Publish TechBits, a blog of computer tips and tricks.

10. Provide wireless networks for the public and providing ongoing support for the networks.

11. Assist member libraries with developing and maintaining web pages.

12. Consult with member libraries on network cabling projects.

13. Provide alternate domain names for member libraries to allow easier access to library webpages.

14. Work with member libraries to create hardware replacement plans to make purchases and installations more manageable and to ensure compatibility with up-to-date operating systems, security and application software.

15. Explore and experiment with new directions in technology of potential value to the ongoing and future operations and missions of our member libraries.

16. Use LSTA and other funds to offer pilot projects in various technology areas.

17. Encourage libraries, when building or remodeling, to consider RFID, self-checks, and other new technologies.

18. Assist member libraries with technical aspects of building and renovation projects, including coordination of installation of computers and telecommunications.

19. Maintain a Google domain and Google Calendar for SCLS staff use.

20. Provide technical support for the SCLS ILS e-commerce solution.

New or Priority Activities in Technology:

1. Keep aware of developments through the participation of staff as advisors to the BadgerNet Advisory Council.

2. Investigate enterprise support solutions for tablets in libraries.

3. Continue with the three year plan to upgrade network equipment in libraries in order to meet the demand for increased bandwidth.

4. Explore filtering software in order to allow libraries to apply for e-rate grants in 2016.

5. Create a pilot project for libraries to lend mobile hot spots to patrons and for libraries to use mobile hot spots for mobile outreach.

6. Replace current time and print management systems with new solutions.

ASSURANCES (cont'd.)

Youth Services:

1. Meet with member youth services staff to determine grants, focus of CE workshops, and directions of future projects.

2. Assist member libraries working to expand programming for children and teens.

3. Help libraries develop appropriate early and family literacy programs.

4. Maintain a collection of youth services program support materials.

5. Encourage libraries to provide education and training to parents and children concerning effective and safe use of internet resources.

6. Encourage libraries to provide open access to electronic information for children and teens.

7. Coordinate and partially fund the purchase of Youth Literacy materials and performers.

8. Produce videos or other appropriate materials for Summer Library Program school visits for system-wide use.

9. Help libraries develop an appropriate Summer Library Program and other literacy offering activities.

10. Maintain online Summer Library Program registration.

11. Provide the infrastructure and coordination for an online teen book discussions during the Summer Library Program.

12. Help libraries develop year-round literacy offerings, programs, and drop-in activities.

13. Assist youth services librarians to be active in the political process.

14. Include collection development components in meetings and workshops, in conjunction with the Cooperative Children's Book Center (CCBC)

15. Assist member libraries to develop programs based on feedback from youth and teens, including assistance with developing teen advisory boards.

16. Provide assistance and encouragement in using developmentally appropriate technology in library programming for youth.

17. Help libraries develop and maintain youth materials collections.

18. Apply research-based information about brain development, literacy, and educational findings toward youth services plans and projects.

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. Wisconsin Public Library Consortium (WPLC) OverDrive Purchasing Pool

2. Shared delivery service of materials among SCLS members instead of U.S. Mail

3. Wild Wisconsin Winter Web Conference - a two day online web conference with speakers from across the country. It is estimated that 14 of 17 systems will share the cost

4. SCLS, IFLS, SWLS, ALS & WRLS plan & present continuing education workshops & webinars for one another

5. Partnership between SCLS and the Madison Mallards & WI Rapids Rafters baseball teams for 15,000 tickets, and PSAs.

6. Partnership between SCLS and the Madison Capitols hockey to support family literacy

7. Partnership between SCLS and Wisconsin Public Television that market & publicize library services on their statewide channel

8. Trustee Training Week 16 of 17 systems will share the cost of presenting five 1-hour training webinars for library trustees

COLLABORATIVE ACTIVITIES (cont'd.)

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

Activity	Amount
1. Wisconsin Public Library Consortium (WPLC) OverDrive Purchasing Pool	$804,866
2. Shared Delivery Service	$33,614,002
3. Wild Wisconsin Winter Web Conference	$2,500
4. Continuing Education Workshops	$2,000
5. Partnership between SCLS and baseball teams	$75,150
6. Partnership between SCLS and Madison Capitols	$10,000
7. Wisconsin Public Television	$6,000
8. Trustee Training Week	$1,406
9.	
10.	
Cost Benefit Total	$34,515,924

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	Signature of System Director	Date Signed
Martha Van Pelt	➤ *Martha Van Pelt*	9/24/2015

Name of System Board President	Signature of System Board President	Date Signed
Philip Cox	➤ *Philip Cox*	9/24/15

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 ➤	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
Technology, Reference and Interlibrary Loan*					
1. Tech/ILS/Reference/ILL	$714,601	$0	$42,900	$3,136,449	
2.					
3.					
4. Electronic Resources	$42,549	$0	$0	$241,586	
Program Total	$757,150	$0	$42,900	$3,378,035	$4,178,085
Continuing Education and Consulting Service*					
1. Consulting Services	$137,548	$0	$0	$0	
2. Continuing Education	$85,500	$0	$0	$0	
Program Total	$223,048	$0	$0	$0	$223,048
Delivery Services	$372,911	$0	$75,000	$1,618,153	$2,066,064
Library Services to Special Users	$56,680	$0	$0	$0	$56,680
Library Collection Development	$5,227	$0	$0	$0	$5,227
Direct Payment to Members for Nonresident Access	$0	$0	$0	$1,345,755	$1,345,755
Direct Nonresident Access Payments Across System Borders	$0	$0	$0	$50,110	$50,110
Library Services to Youth	$88,955	$0	$0	$0	$88,955
Public Information	$302,299	$0	$0	$0	$302,299
Administration	$238,083	$0	$0	$41,843	$279,926
Subtotal	$1,064,155	$0	$75,000	$3,055,861	$4,195,016
Other System Programs					
1. Other Types of Libraries	$18,228	$0	$0	$0	$18,228
2. Contingency	$0	$0	$0	$879,828	$879,828
Program Total	$18,228	$0	$0	$879,828	$898,056
Grand Totals	$2,062,581	$0	$117,900	$7,313,724	$9,494,205

* 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).