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

Southwest Wisconsin Library System

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

The Southwest Wisconsin Library System inclues the counties of Crawford, Grant, Iowa, Lafayette and Richland. SWLS covers and area approximately 3700 square miles with a population of 126, 561. SWLS is rural with its largest community, Platteville, having a a population of 12,281 (2014 estimated census).

The area lacks diversity as the population is 96% white, 2% Hispanic and 1% African American. A much smaller percantage of the population is Asian or American Indian. The population of SWLS is getting older. In 2014, 17% of the population was 65 or older. Many of these people are aging in place. However, there are a growing number of retirees relocating to this area from urban areas. They are attracted to the beautiful scenery, affordable housing and lower cost of living. These "new" retirees also bring with them a much different expectation for library services.

Economically, Southwest Wisconsin still lags behind the State average for median income in all counties except Iowa County. Agriculture (and related Agriculure-related business) and manufacturing are the dominant economic drivers in this area. Again in 2014, the unemployment rates for the SWLS counties, with the exception of Crawford County, were below the state unemployement rate of 4.6%.

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

Flat-funding of public library system aids over the past few years and for the next two years has been both a blessing and a curse. Improving system services has been difficult from a money standpoint. However, the lack of funds has enabled us to consider collaborations and look for partnerships within and outside of the library world.

Our collaboration on delivery with CESA 3 is working beautifully. It has opened the door to more collaboration between the public libraries and schools. It has also led to more collaboration between SWLS and CESA 3. We are currently in the beginning stages of figuring out how SWLS and its member libraries will be involved in CESA 3's FabLab project. SWLS and WRLS have talked about SWLS libraries joining their ECHO project and perhaps considering a merger of our ILSs in the future.

Another concern is the ability of SWLS to meet the member library needs when it comes to more specialized services like technology and graphic design. We are quickly finding that many member library staff's technology skills match or exceed what we can provide. Even if that weren't the case, our staffing level for technology (1 FTE) is not nearly adequate enough to serve the needs of 28 small public libraries -- many of whom do not have tech staff and cannot afford to pay a professional for routine maintenance of library computers.

Once again, we've decided to look at collaborating with another agency. SWLS and members of the administrative team at SW Technical College have had an initial meeting to discuss technology support for the SWLS WAN and member libraries through working with the SWTC IT department and intern program. We also hope to enhance our graphic design services by working with the instructors and students on projects for the member libraries.

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.)

The Public Library Advisory Committee (PLAC), which is made up of the 28 directors of the member public libraries, meets six times per year and advises the SWLS staff and Board of Trustees on services and programs.

NetSouthwest is a consortium of SWLS and 27 member public libraries to operate a shared integrated library system. SWLS administers NetSouthwest and the directors of the participating librareis serve on the NetSouthwest Directors Council. The Directors Council meets six times per year to make recommendations on the priorities and funding for NetSouthwest.

The SWLS Technology Committee is made up of eight member library directors, two library technology staff and two SWLS staff

GENERAL INFORMATION (cont'd.)

members. This committeee advises the PLAC on issues involing technology and meets six times per year.

Each SWLS county has a county library planning committee. The SWLS Director meets periodically with these committees to discuss countywide library issues.

SWLS Staff attend meeting, workshops and conferences sponsored by WLA, WAPL, and DLT to keep informed on current library issues. The staff also make regular visits to member libraries to learn more about their needs.

The above commitees, the SWLS Board of Trustees, and staff have all been involved in the process of revising the SWLS Technology Plan (completion by November 2015) and the SWLS Strategic Plan (completion by January 2016).

All committees, the SWLS Board of Trustess and staff were previously involved in the development of the following:

NetSouthwest Shared Integrated Library System Agreement

Inter-system Resource Library Agreement with Madison Public Library and the Intra-System Resource Library Agreement with Platteville Public Library

Audio Book Circuit

LTE Rotating Collection

Agreement with CESA #3 for delivery services

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. Continue to manage and support a shared integrated library system and resource sharing among the member libraries of SWLS.

2. Continue to use WISCAT & OCLC for interlibrary loan.

3. Continue to provide cataloging of materials for member libraries.

4. Provide funding through the Intra-System Resource Agreement with Platteville PL for additional copies of bestselling and/or popular titles to facilitate resource sharing.

5. Provide on-site and remote support for member library computers and local area networks.

6. Assist member libraries with computer purchases.

7. Provide technology competency guidelines for library directors and staff

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

ASSURANCES (cont'd.)

1. Add CESA 3 professional collection to the shared ILS.

2. Fully implement Circ Interlibrary Loan module of Verso 4 ILS.

3. Expand SWLS Mobile Makerspace program

4. Explore enhancing ability to support member library technology needs through collaboration with SW Technical College.

5. Implement pilot projects in technology grant program for member libraries.

6. Explore options for providing digital magazines to SWLS member library patrons.

7. Explore SWLS member libraries joining the WRLS ECHO digitization project in 2017.

8. Explore ways to provide training for the Verso 4 ILS that best meet the needs of Net Southwest member library staff.

Inservice Training

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

List ongoing activities related to this requirement.
1. Provide ten system-sponsored workshops for member library staff and trustees
2. Maintain an online calendar of continuing education opportunities.
3. Provide a laptop lab and presentation package to member libraries for use in technology training.
4. Subscribe to GoToMeeting/Webinar to facilitate online meetings and workshops.
5. Assist member libraries with the library director certificaiton and re-certification process.
6. Co-sponsor at least two webinars with other library systems.

Indicate new or priority activities relating to this requirement for the plan year.
1. Provide 18 hours of technology-related training (12 hours basic & 6 hours emerging).

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. Coordinate internet access for member libraries with BCN datalines through WiscNet.
2. Maintain a wide area network for members of NetSouthwest.
3. Provide all SWLS member libraries and branches 3 day per week delivery.
4. Provide 3 day per week delivery to the 33 school districts of CESA #3 on a contractual basis.
5. Contract with South Central Library System for statewide delivery service.
6. Produce an online newsletter, Facebook page, and blogs on various topics as well as internal communciation strategy to communicate with member library directors, staff and trustees.
7. Post SWLS Board of Trustees meeting agendas and minutes of the SWLS committee meetings on the SWLS web page.
8. Continue membership in WPLC and access to the OverDrive database.

Indicate new or priority activities relating to this requirement for the plan year.
1. Evaluate effectiveness of online newsletter, Facebook page and blogs as communication tools.

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. Offer consulting to member library directors, staff and trustees on topics including, but not limited to: public library administration, adult and youth services, library automation, technical services, interlibrary loan, staff development, collection development, special populations, technology, state reports and other issues as needed.

2. Provide information to local library trustees, municipal and county board meetings upon request.

3. Provide orientations for new library directors, staff and trustees.

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

5. Assist member libraries with the process of filing annual reports.

6. Oversee state compliance.

7. Help member libraries develop effective instruction for the public.

8. Provide on-site weeding assistance to member libraries upon request.

9. Provide a professional reference collection.

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

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. Continue to provide continuing education workshops that address the needs of special populations.

2. Pursue grant opportunities to assist member libraries in making their services accessible.

3. Continue to provide library card applications forms in large print and Spanish language.

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.)

Library Advancement and Awareness (Public Information)

ASSURANCES (cont'd.)

1. Assist member libraries with marketing of library services

2. Work with member libraries on website development and maintenance

3. Provide member library directors, staff and trustees with information on pending legislation on the state and federal levels that affect libraries.

4. Provide collection, interpretation, and presentation of data at the system and local levels upon request.

5. Encourage and facilitate member library participation in awareness events such as WLA's Library Legislative Day.

6. Communicate with the boards of the 5 counties that SWLS serves through biannual print newsletters, SWLS board of trustee meeting minutes, county board meetings presentations and quarterly reports by county supervisors appointed to the SWLS board of trustees.

NEW

1. Implement external communication strategy for state and federal elected officials.

2. Assist member libraries in the creation of a local library advocacy network.

3. Assist member libraries in relationship-building with local, state and federal elected officials.

4. Explore working with SW Technical College for original graphic design for library logos and other promotional materials.

5. Create and execute marketing plan for SWLS-provided databases.

Youth Services

1. Contract with member library, library system or individual to provide youth service consultant services to member public libraries.

2. Provide continuing education opportunities relating to service to youth and young adults, including a workshop devoted to the Summer Library Program theme.

3. Support early literacy initiatives and services

NEW

1. Explore possibilities for providing an in-house youth services consultant

2. Explore methods for online registration and record keeping for member library youth programs, including SLP.

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. Outsourcing Accounting to Winnefox Library System: they cut checks, maintain fiscal records, process payroll, and assist with the audit.

2. Contract out Youth Services consultant position: schedule YS workshops, represent SWLS at state meetings, provide consulting on YS issues/topics to member libraries.

3. Co-Sponsor webinars with other library systems: other system staff scheduled speakers, handled registration and monitored webinars.

4. Provide delivery 3 days per week to CESA 3 member school districts

COLLABORATIVE ACTIVITIES (cont'd.)

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

Activity	Amount
1. Outsourcing Accounting	$30,135
2. Contract out Youth Services Consultant position	$15,413
3. Co-Sponsor webinars	$6,300
4. Delivery for CESA 3 school districts	$11,500
5. WPLC OverDrive Collection	$977,142
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	$1,040,490

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
Krista L. Ross	➤ *Krista L Ross*	9/9/15
Name of System Board President	Signature of System Board President	Date Signed
Wayne Wilson	➤ *Wayne J. Wilson*	9/9/15

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. Shared ILS and Cataloging	$34,585			$139,579	
2. Reference/ILL	$17,025				
3.Technology	$86,892	$1,600		$28,467	
4. Electronic Resources	$12,420		$11,997	$20,358	
Program Total	$150,922	$1,600	$11,997	$188,404	$352,923
Continuing Education and Consulting Service*					
1. Continuing Eduction	$25,211		$2,103		
2. Consulting	$31,060				
Program Total	$56,271	$0	$2,103	$0	$58,374
Delivery Services	$73,075			$33,989	$107,064
Library Services to Special Users	$13,461				$13,461
Library Collection Development	$6,095			$5,600	$11,695
Direct Payment to Members for Nonresident Access	$0				$0
Direct Nonresident Access Payments Across System Borders	$0				$0
Library Services to Youth	$3,500				$3,500
Public Information	$23,137				$23,137
Administration	$36,880			$4,059	$40,939
Subtotal	$156,148	$0	$0	$43,648	$199,796
Other System Programs					
1. Designated Funds		$97,507		$334,872	$432,379
2.					$0
Program Total	$0	$97,507	$0	$334,872	$432,379
Grand Totals	$363,341	$99,107	$14,100	$566,924	$1,043,472

* 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).