



Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2018**
PI-2446 (Rev. 08-17)

INSTRUCTIONS: Complete and submit two copies of the signed plan
by October 16, 2017, to:

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

Also send a copy of the completed Word document to
libraryreports@dpi.wi.gov

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

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 serves 28 public libraries and two branches in southwestern Wisconsin. The five counties that comprise SWLS are Crawford, Iowa, Grant, Lafayette, and Richland. Most of the 28 member libraries and two branches in SWLS are in communities under 6,000 in population and operate with limited staff and space. SWLS also operates with limited staff and has found it necessary to collaborate with other systems to provide accounting services and continuing education webinars, as well as contract with individuals that have expertise in the areas of youth and IT services. Despite funding and staff and space challenges, SWLS and the member libraries and branches thrive because of dedicated staff and trustees who are committed to providing excellence in library service.

Southwest Wisconsin is a rural farming area that encompasses 3,700 square miles with a population of 128,162 for the five county area. According to the U.S. Census, area poverty levels range from 9.8% (Iowa County) to 16.6% (Grant County) with an average household income of less than \$46,625. High school graduation rates are as low as 66%, 7.6% of the population has a disability status, while 66% of the population is in the labor force with a mean driving time to work of 24 minutes. Platteville is this rural areas' largest municipality with a population of 12,417, a 2017 estimate.

Lack of diversity in the area continues with minority groups representing less than 5% of the population. There continues to be little change in this area with the exception of Lafayette County, which includes a more substantial Hispanic population. However, that population is still less than 4% of Lafayette County's total population.

Economically, with the exception of Iowa County, the other four counties in the system still lag behind the state average for median income. Agriculture and related businesses still drive the economy. Tourism also plays a role in the economics of the region. This beautiful area of the state, untouched by glaciers and therefore called the driftless region, does draw outdoor enthusiasts to enjoy the beautiful forests, prairies, wetlands and grasslands. Tourists are also drawn to area historical attractions, as well as to the areas' craft breweries, wineries, and organic farms.

SWLS and the member libraries are not just keeping up, but looking ahead. This year Platteville opened a 22,000 square foot library, while Prairie du Chien will be breaking ground to begin construction on their renovated library. There is no doubt that communities in SWLS value their public libraries.

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

With a modest funding increase in system aid, SWLS system funding remains low. In recent years, SWLS has reduced staff, reorganized existing staff, outsourced some services and collaborated on other services. This trend will continue in 2018.

The most significant problem the Southwest Wisconsin Library System is currently facing is the lack of a permanent full-time director. Possible reasons for the difficulty in recruiting a director may be attributed to the level of system funding and the uncertainty of the outcome of the PLSR process. While part-time consultants filling the director position are keeping up with day-to-day tasks and dealing with more major situations as they arise, there is no doubt that this staffing situation affects the level of service provided. The SWLS staff, Board of Trustees and member library directors and staff will begin the discussion of merging with another library system.

SWLS is also facing a need in the area of technology support both in maintaining the wide area network and in providing support for member libraries' local area networks. SWLS currently contracts with an IT company located in Southeastern Wisconsin. This is less than ideal because support is never immediate. Phone support requires a call back from the company and in-person support may require scheduling days or weeks in the future. SWLS support staff have been called on to bring the wide area network back up when a failure occurs. While system staff is capable of flipping switches and unplugging plugs, they are not IT professionals and this degree of interaction with the routers and other network equipment is not appropriate. SWLS's attempt to secure IT professionals to assist system staff, as well as member libraries has been generally unsuccessful.

GENERAL INFORMATION (cont'd.)

Providing in-person Continuing Education opportunities is another need that SWLS faces. Current SWLS staff tasked with developing workshops does not have the experience and breadth of knowledge on topics and speakers to provide a comprehensive slate of CE opportunities for member library directors and staff.

SWLS needs a viable and reliable way to communicate necessary and current information via an online presence - website and social media outlets- in order to remain relevant for its users at the SWLS system and member libraries.

The PLSR process is also driving this plan. SWLS continues to have representation on the Steering Committee and member library directors and staff participate in surveys and town hall meetings, as well as other online and in-person conversations. SWLS and member libraries also continue to support the process and anticipate positive outcomes as SWLS considers becoming active in the proof of concept phase of the process.

Describe the planning environment and process under which this and other system plans were developed. Include how member libraries are involved in plan development and review and whether your systems has a formally appointed advisory committee. (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. One member of the PLAC is chosen to serve on the SWLS Board of Trustees in an advisory role as Member Library Liaison.

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 libraries 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 comprised of eight member library directors, two library technology staff and one SWLS staff member. This committee advises the PLAC on issues involving technology and meets six times per year.

The SWLS Best Practices Committee is comprised of five member library directors, three member library representatives and two SWLS staff members. The committee advises the NetSW Directors Council on issues relating to the ILS and circulation 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 meetings, workshops and conferences sponsored by WLA, WAPL, WILS, 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 committees, the SWLS Board of Trustees, and staff will all be involved in the process of revising the SWLS Technology and Resourcing Sharing Plan and the SWLS Strategic Plan for 2018-2020.

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

NetSouthwest Shared Integrated Library System Agreement

SWLS Technology Services Contract

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 2018. 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 and the dates signed provided to the division by January 15.
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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.
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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 for interlibrary loan, Net Southwest member libraries use the Circ Interlibrary Loan module of VERSO 5 to interface with the WISCAT database
3. Continue to provide cataloging of materials for Net Southwest member libraries
4. Provide funding through the Intra-System Resource Library 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
8. Continue to provide the Pilot Projects in Technology grant program for member libraries
9. Support the CESA3 professional collection in the shared integrated library system as a way to facilitate borrowing between schools and public libraries
10. Provide access to digital magazines through WPLC collaboration

Indicate new or priority activities relating to this requirement for the plan year. If none, indicate so.

1. SWLS will continue to explore options with other state library systems to collaborate on network related IT services.
 2. SWLS will implement a network of local IT professionals or neighboring library system IT staff to provide on-site and remote support for member library computers and local area networks
 3. With the increase in state aid SWLS intends to fund databases to foster workforce development and lifelong learning.
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ASSURANCES (cont'd.)

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 directors, staff and trustees
2. Provide an additional 18 hours of technology-related training (12 hours of basic & 6 hours emerging)
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 certification and re-certification process
6. Co-sponsor at least two webinars with other library systems
7. Provide six hours of youth services training/workshops

Indicate new or priority activities relating to this requirement for the plan year. If none, indicate so.

1. SWLS will continue to explore options with other state library systems to collaborate on CE opportunities..

List specific staff and resources dedicated to this requirement and/or contract arrangements with other libraries or systems.

Youth Services Consultant Contract with Marge Loch Wouters; Library and System Services Consultant, Peggy Freymiller; funds dedicated to paying for instructors and presenters of workshops; GoToMeeting/Webinar software.

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 membership in WiscNet
2. Maintain a wide area network for members of Net Southwest with BCN datalines
3. Provide all SWLS member libraries and branches 3 day per week delivery
4. Provide 1 day per week delivery to the 31 school districts of CESA3 and SW Technical College Library on a contractual basis to facilitate resource sharing.
5. Contract with South Central Library System for statewide delivery service
6. Maintain internal communication strategy to ensure that member libraries are well-informed in a timely manner and to allow for the maximum amount of input on system services; use social media where and when it makes sense
7. Post SWLS Board of Trustees meeting agendas and minutes as well as agendas and minutes of committees of SWLS on the SWLS website
8. Continue to use Google Drive as a collaboration and communication tool between SWLS and member libraries and among member libraries
9. Continue to use a cloud storage service to provide easy access to documents for member libraries not part of the SWLS WAN and for library directors and staff when not on the SWLS WAN.
10. Continue membership in WPLC and access to the OverDrive database.

Indicate new or priority activities relating to this requirement for the plan year. If none, indicate so.

1. Develop a current SWLS website to make it useful to member libraries as a repository of information
 2. Enhance SWLS presence on social media. Develop a current, revised SWLS Facebook page and explore use of other social media outlets.
 3. Provide more opportunities for member libraries to network, discuss important issues and collaborate.
 4. Purchase van to replace the oldest of three delivery vans.
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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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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.
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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, 2018, the system's current plan for library technology and resource sharing or changes to the current plan will be submitted to the division.

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

1. SWLS staff and member library directors and member library staff will revise and develop the SWLS Technology and Resource Sharing Plan 2016-2018 looking forward to 2018-2020.
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Professional Consultation

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

Specifically identify consultants, their service areas, and related activities.

1. Roxane Bartelt will serve as consultant assisting the SWLS interim director, the SWLS staff and the SWLS Board of Trustees on all issues relating to system services especially administration, inclusive services, certification.
2. Jennifer Bernetzke will serve as consultant/interim director working with the SWLS staff and the SWLS Board of Trustees on issues relating to system services especially administration, inclusive services, certification.
3. Marge Loch-Wouters will serve as youth services consultant and work with member library youth and teen services staff in providing expertise in the areas of youth services planning and program implementation and evaluation.
4. Peggy Freymiller, SWLS system staff, consults on topics including delivery, ILL, WISCAT, and continuing education.
5. Kim Streif and Betty Sautter, SWLS system staff, consult on ILS support and cataloging.

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

1. SWLS staff and member library directors and member library staff will revise and develop the SWLS Strategic Plan 2016-2018 looking forward to 2018-2020 including conversations concerning the PLSR project outcomes, as well as possible system merger.

Indicate specific methods or means of communication with member libraries to fulfill this requirement.

We use email, telephone, workshops/webinars and in-person visits to fulfill this requirement.

Inclusive Services

- S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

The division interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

List ongoing activities related to this requirement.

1. Continue to provide continuing education workshops that address providing inclusive library services
2. Continue to provide access to library card application forms in large print and Spanish language

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

1. Member libraries will work with the Southwestern Wisconsin Behavioral Health Partnership in providing information and/or programs in the area of mental health related issues and resources.

Indicate specific methods or means of communication with member libraries to fulfill this requirement.

We use email, telephone, workshops/webinars and in-person visits to fulfill this requirement.

ASSURANCES (cont'd.)

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)

1. Provide subscription to Library Aware to assist member libraries with marketing of library services
2. Provide member library directors, staff and trustees with information on pending legislation on the state and federal level that affects libraries
3. Provide collection, interpretation and presentation of data at the system level upon request
4. Provide access to tools that allow member libraries to collect, interpret and present local data
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 annual print newsletters, SWLS board of trustee meeting minutes and county board meeting presentations
7. Continue to market SWLS-provided databases
8. Communicate with area elected officials at the state and federal level about library activities in their district
9. Assist member libraries in building relationships with local, state and federal elected officials

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 2016 system audit will be submitted to the division no later than September 30, 2018.

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.
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COLLABORATIVE ACTIVITIES (cont'd.)

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 2018 resource library contract.

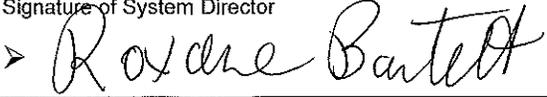
1. Outsource Accounting to Winnefox Library System: they process checks & payroll, maintain fiscal records and assist with the audit.
2. Contract out Youth Services Consultant position: schedule YS workshops, represent SWLS at state meetings, provide consulting on YS issues/topics to member libraries.
3. Contract with Schreiner Memorial Library, Lancaster for consultant services to be provided by library director in SWLS interim director capacity.
4. Co-sponsor webinars & in-person workshops with other library systems: other system staff schedule speakers, handle registration and other logistics and monitor webinars.
5. Delivery for CESA3 School Districts and SW Tech Library: provide delivery 1 day per week to CESA school districts and SW Tech Library, facilitating interlibrary loan between public libraries and schools, encouraging collaboration.
6. WPLC OverDrive Collection: participation in the WPLC OverDrive collection buying pool provides SWLS area patrons with access to a large collection of digital content that would not be available were SWLS, or one of its members, to do it alone.

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

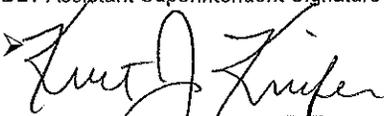
Activity	Amount
1. Outsourcing Accounting	\$31,315
2. Contract out Youth Services Position	\$16,220
3. Contract with Schreiner Memorial Library, Lancaster	\$30,000
4. Co-sponsor webinars	\$6,300
5. Delivery for CESA 3 school districts and SW Tech Library	\$11,965
6. WPLC OverDrive Collection	\$1,150,000
7.	
8.	
9.	
10.	
Cost Benefit Total	\$1,245,800

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 2018.

Name of System Director Roxane Bartelt	Signature of System Director ➤ 	Date Signed Mo./Day/Yr. 9/28/17
Name of System Board President Robert Boyle	Signature of System Board President ➤ 	Date Signed Mo./Day/Yr. 9-29-2017

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 ➤ 	Date Signed Mo./Day/Yr. 12/4/17
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Comments

**PUBLIC LIBRARY SYSTEM 2018
ANNUAL PROGRAM BUDGET**

Program	2018 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	\$26,469			\$155,923	
2. Reference/ILL	\$13,773				
3. Technology	\$85,451	\$28,125		\$28,517	
4. Electronic Resources	\$21,030	\$899		\$24,587	
Program Total	\$146,723	\$29,024	\$0	\$209,027	\$384,774
Continuing Education and Consulting Service*					
1. Continuing Education	\$29,757				
2. Consulting	\$27,238				
Program Total	\$56,995	\$0	\$0	\$0	\$56,995
Delivery Services	\$74,275	\$15,650		\$5,752	\$95,677
Library Services to Special Users	\$12,208				\$12,208
Library Collection Development	\$5,417	\$0		\$5,250	\$10,667
Direct Payment to Members for Nonresident Access					\$0
Direct Nonresident Access Payments Across System Borders					\$0
Library Services to Youth	\$9,969	\$0			\$9,969
Public Information	\$28,515				\$28,515
Administration	\$41,340	\$800		\$3,500	\$45,640
Subtotal	\$171,724	\$16,450	\$0	\$14,502	\$202,676
Other System Programs					
1. Designated Funds		\$106,385		\$343,434	\$449,819
2.					\$0
Program Total	\$0	\$106,385	\$0	\$343,434	\$449,819
Grand Totals	\$375,442	\$151,859	\$0	\$566,963	\$1,094,264

*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).

Designated Fund Allocation Balances (As of August 31, 2017):

Building Reserve: Balance: \$28,193.23 The purpose of this fund is to provide for physical improvements to the leased space and replacement of office equipment as well as act as a contingency fund for future rental obligations. \$2,948.91 is state aid carryover and \$25,244.32 is other income carryover (sale of building in 2012).

Vehicle Reserve: Balance:\$23,798.16 The purpose of this fund is to replace the delivery van every 2-3 years and act as a contingency fund for the delivery expenditures.

Net Southwest Reserve: Balance:\$47,527.21 This account is funded from contributions by the 27 public libraries that make up the Net Southwest Consortium. The purpose of this fund is to provide for capital upgrades to the ILS (both hardware and software) and the wide area network that supports it. Entire balance is other income carryover.

Technology Reserve: Balance:\$18,923.27 This account is funded from contributions by the 27 public libraries that contract for technology services from SWLS. The purpose of this fund is to provide for capital upgrades to the wide area network as well as offset start up costs for new technologies. Entire balance is other income carryover.

Reserve Account-General: Balance:\$273,510.58 The purpose of this account is to act as a contingency account for the current and future operating budgets. \$21,771.35 is state aid carryover and \$251,739.23 is other income carryover (sale of building in 2012).

Unfunded Benefits Reserve: Balance:\$55,943.36 The purpose of this account is to cover any payouts for benefits owed to an employee upon retirement or position elimination if applicable. Entire balance is state aid carryover.

SWLS Computer Reserve: Balance:\$1,923.23 The purpose of this account is to facilitate the timely replacement of staff computers, the laptop lab and presentation package as well as provide funding for needed software purchases. In 2018 a new laptop for use by the interim director is in the budget. Entire balance is state aid carryover.