Wisconsin Department of Public Instruction
PUBLIC LIBRARY SYSTEM PLAN AND CERTIFICATION OF INTENT TO COMPLY CALENDAR YEAR 2021
PI-2446 (Rev. 08-2020)

INSTRUCTIONS: Complete and submit one copy of this Word document along with one signed, scanned copy in PDF format to the Division for Libraries and Technology (Division) by Friday, October 16, 2020. Submit completed Word and PDF documents to:

LibraryReport@dpi.wi.gov

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

GENERAL INFORMATION

Library System

Monarch Library System

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

Monarch Library System (MLS) continues to strengthen relationships, protocols, and policy as a measure of growth and development. The hiring of new Director in July of 2020 will aid in the continued process to tighten internal workflows and formalize processes to improve and stabilize our serivce model.

Did the library system consult member libraries in the development of this plan?

☐ No, the library system did not include member libraries in the development of this plan.

☒ Yes, the library system included member libraries in the development of this plan.

If yes, describe the planning environment and process for this system plan. Include how member libraries are involved in plan development and review:

The input from member libraries comes from conversations and actions taken during the monthly Directors' Council meetings and weekly Director Chats that started during the Pandemic Shutdown.

Does the library system have a formally appointed advisory committee under Wis. Stat. § 43.17(2m)?

☒ No, the library system does not have a formally appointed advisory committee.

☐ Yes, the library system has a formally appointed advisory committee.

If the system appoints an advisory committee under Wis. Stat. § 43.17(2m), describe how the system makes appointments, posts meetings, and how the advisory committee reports to the library system board. Include a list of any additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the Division:

The Directors' Council which is organized by the members, not a directive of the MLS Board does report out on the results of their collective work to the Board.

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 **2021**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

Wis. Stat. § 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

☒ Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.

☒ The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

If the system is providing the sample copy and list of members signing through a publicly available webpage, provide the URL here:

Resource Library Agreement

☒ Wis. Stat. § 43.24(2)(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.

☒ The system will provide a signed copy of the resource library agreement to the Division by January 15.

If the system is providing the resource library agreement through a publicly available webpage, provide the URL here:

ASSURANCES (cont'd)

Reference Referral, Interlibrary Loan, and Technology

☒ Wis. Stat. § 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. Member libraries use WISCAT, funded by MLS, for ILL services outside of the shared ILS.
2. MLS provides in-system delivery to all member libraries 5 days a week and contract for statewide delivery 4 days a week.
3. Monitor holds que throguh ILS Committee and address the balance between borrowers and lenders.
4. Provide specialized backup reference services via the Resource Library.

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

Inservice Training

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

The Division interprets inservice training to incorporate a range of in-person and virtual continuing education opportunities.

List ongoing activities related to this requirement.

1. MLS continues to be an active member on Southeast Wisconsin Consortia (SEWI) for continuing education for library personnel and board members.
2. MLS host bi-weekly virtual youth services meet-ups to keep updated during the pandemic and holds inperson options during regular times.
3. Technology training for library staff and directors on shared resources.
4. Expand upon on demand staff development resources in Monarch Connect and Share (MCS, our SharePoint resource).
5. Small group/cohort style review of public library standards.

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

1. Development of shared resources including a StoryWalk® collection and Parent/Child Learning Cards and training for these resources.
2. Development of community profiles (starting with Juneau for sample and training).

Identify the names and email addresses of continuing education staff employed by the system for continuing education services:

System Director - Kimberly Young - kyoung@monarchlibriares.org

If the system contracts with another system or entity to plan and conduct continuing education services, list that system or entity and provide a link to, or copy of, the current agreement:

Southeast Wiconsin Consortia (SEWI) sewilibrareis.org

Delivery and Communication

☒ Wis. Stat. § 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement. For physical delivery reference resources, personnel, and vendors.

Delivery is provided five days a week by system staff. The system operates three trucks and routes out of a hub in West Bend. SCLS materials are currently incorporated with the system delivery.

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

New truck lease to replace one of the old ones.

Service Agreements

☒ Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.

☒ The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

If the system is providing the service agreements through a publicly available webpage, provide the URL here:

If the system is providing the service agreements through a publicly available webpage, provide a brief description of the types and number of agreements here:

| | ASSURANCES (cont'd) | |

Other Types of Libraries

☒ Wis. Stat. § 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. The system will provide a copy of the agreement with a list of all signing libraries to the Division by January 15.

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide the URL here:

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide a brief description of the types and number of agreements here:

Library Technology and Resource Sharing Plan

☒ Wis. Stat. § 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.

☒ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2021, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See the Library System Technology and Resource Sharing plan webpage for the most current version of the system library technology and resource sharing plan.

If the system is providing the current technology and resource sharing plan through a publicly available webpage, provide the URL here:

Is the plan current and comprehensive for the technology and resource sharing services the system provides?

☒ Yes, the library system technology and resource sharing plan is current and comprehensive for the technology and resource sharing services the system provides.

☐ No, the library system technology and resource sharing plan is not current or comprehensive for the technology and resource sharing services the system provides or will provide.

If no, describe what the system has added, changed, or eliminated from the plan in effect (and describe how the changes were reviewed with member libraries and approved by the system board):

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

1. Continue to increase bandwidth for member libraries.
2. Digitization kits in use.
3. Monarch Connect and Share as trusted resource.
4. Pursue statewide consortia backup options.
5. Add use of WiFi statistical sofware system wide.

Professional Consultation

☒ Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.

Identify consultants, specific service areas, and related activities. If the consultant is employed by a member library, indicate the library and the consultant's title:

Kimberly Young - library administration, community engagement, standards compliance, board development, staff coaching and development.
Alison Hoffman - Polaris and ILS related training and protocol.
Robert Nitsch - planning and development of IT services for member libraries.
Heather Fisher - marketing consutation and development.
Kim Niesing - professional development and resource sharing thoughout system for Youth Services.

Indicate new or priority activities relating to this requirement for the plan year (if no change from current year, indicate *None*):

1. Kimberly Young - Development of community profiles.
2. Heather Fischer - Marketing campaign training and development.

ASSURANCES (cont'd)

Inclusive Services

☒ Wis. Stat. § 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.

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

1. Relate and refer to standards project.
2. Development of community profiles.

Other Service Programs

Wis. Stat. § 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 program 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.)

1. Bookmobile services for Sheboygan and Ozaukee Counties

2. Establish or develop social media presence if deemed relaevant.

3. Increase outreach services and offerings to member libraries.

4. Database management services.

5. Shared ILS services - bringing on one new member library.

6. Customizable marketing materials.

7. Organize annual system-wide trustee event.

8. Explore county fair booth options.

9. Development of system-wide marketing plan.

Administration

☒ The system will not expend more than 20 percent of state aid received in the plan year for administration.

☒ The system will submit the 2020 system audit to the Division no later than September 30, 2021.

Budget

☒ The system completed and included the budget by service program category and fund source for the plan year (see guidelines).
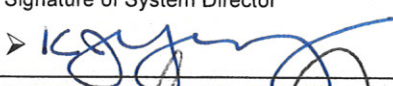
COLLABORATIVE ACTIVITIES

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 2021 resource library contract.*

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

Activity	Amount
1. SEWI	$15,000
2. ILS	$300,000
3. Trustee Training	$1,000
4. Delivery with SCLS	$120,000
5. Wild Wisconsin Webinar Series	$1,000
6. WPLC/Overdrive	$1,207,500
7. Gale Courses	$30,000
8. Marketing Campaign	$500,000
9.	
10.	
Cost Benefit Total	$2,174,500

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 **2021**.

Name of System Director	Signature of System Director	Date Signed *Mo./Day/Yr.*
Kimberly Young	➤ *[signature]*	9/8/2020
Name of System Board President	Signature of System Board President	Date Signed *Mo./Day/Yr.*
Tom Doane	➤ *[signature]*	09/10/2020

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is:	DLT Assistant Superintendent Signature	Date Signed *Mo./Day/Yr.*
[X] Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	➤ *[signature]*	10/26/2020

Comments

PUBLIC LIBRARY SYSTEM 2021
ANNUAL PROGRAM BUDGET

Program	2021 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. Technology	$174,152			$44,267	
2. Reference ILL	$38,859				
3. ILS	$135,113			$174,152	
4.					
5. Electronic Resources	$69,957			$182,355	
Program Total	$418,081	$0	$0	$400,774	$818,855
Continuing Education and Consulting Service*					
1. CE & Consulting	$19,746				
2. Resource Library	$114,371				
Program Total	$134,117	$0	$0	$0	$134,117
Delivery Services	$242,622				$242,622
Inclusive Services	$13,290				$13,290
Library Collection Development					$0
Direct Payment to Members for Nonresident Access			$1,960,600		$1,960,600
Direct Nonresident Access Payments Across System Borders			$79,463		$79,463
Youth Services	$13,290				$13,290
Public Information	$103,064				$103,064
Administration	$139,871				$139,871
Subtotal	$512,137	$0	$2,040,063	$0	$2,552,200
Other System Programs					
1. Database Managment	$76,556				$76,556
2. Bookmobile			$215,000		$215,000
Program Total	$76,556	$0	$215,000	$0	$291,556
Grand Totals	$1,140,891	$0	$2,255,063	$400,774	$3,796,728

*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 5 is reserved for the amounts budgeted for electronic resources (see program budget guidelines).