



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY SYSTEM PLAN AND  
CERTIFICATION OF INTENT TO COMPLY  
CALENDAR YEAR 2023**  
PI-2446 (Rev. 08-22)

**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 14, 2022. Submit completed Word and PDF documents to:

[LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov)

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

### GENERAL INFORMATION

Library System

Prairie Lakes Library System

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

**New Library System Formed:**

This library system plan addresses the creation of a new library system, via a merger of the Arrowhead and Lakeshores regional public library systems. The service area of the Prairie Lakes Library System shall be the counties of Walworth, Racine, and Rock.

**Resources Used to Develop this Plan:**

This system plan was developed utilizing the findings of the [Joint Merger Exploration Committee's Final Recommendation Report](#), other working documents developed by that Committee, as well as the State Statutes and feedback from the DPI's Public Library Development Team.

**Preceding Foundation for a Library System Merger:**

The creation of public library systems fostered the establishment of a strong network of resource sharing and mutually beneficial interdependence. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and more than 380 public libraries are library system members. Wisconsin's 16 public library systems developed in distinct ways in response to the needs of their member libraries and area residents.

According to the statutes, two library systems may merge if approved by the System Boards of Trustees and the County Boards of Supervisors of the participating counties.

Regional interest in exploring a library system merger began building in 2016 and has since increased steadily. Following a number of key strategic planning and member library surveys, the Boards of Trustees of the Arrowhead and Lakeshores library systems each voted to determine if the two library systems should merge, thus forming a new regional library system that would serve the counties of Racine, Rock, and Walworth. Acting jointly, the two library system boards appointed a committee to evaluate the merits of a system merger. The Joint Merger Exploration Committee consisted of two current system trustees and two current member library directors from each system, balanced as well as possible with respect to library size and county affiliation. This committee was given the task of producing a recommendation to the two respective library system boards regarding whether a system merger should proceed. The committee developed a final report during the spring/summer of 2022 and subsequently recommended that the merger should move forward on June 27th, 2022. Following the committee's recommendation, the Arrowhead Library System Board of Trustees voted unanimously in favor of the merger on July 13th, 2022. The Lakeshores Library System Board of Trustees also voted unanimously in favor of the merger on July 19th, 2022, with a further directive that a system plan be developed utilizing DPI's required format (PI-2446 Current Revision).

**Member Libraries:**

The following public libraries shall be considered members of the Prairie Lakes Library System:

- Aram Public Library (Delavan -C, Walworth County)
- Barrett Memorial Library (Williams Bay -V, Walworth County)
- Beloit Public Library (Beloit -C, Rock County)
- Brigham Memorial Library (Sharon -V, Walworth County)
- Burlington Public Library (Burlington -C, Racine County)
- Clinton Public Library (Clinton -V, Rock County)
- Darien Public Library (Darien -V, Walworth County)
- Eager Free Public Library (Evansville -C, Rock County)
- East Troy Lions Public Library/Tri-Troy Joint Library (East Troy -V, Walworth County)
- Edgerton Public Library (Edgerton -C, Rock County)
- Fontana Public Library (Fontana-on-Geneva Lake -V, Walworth County)
- Genoa City Public Library (Genoa City -V, Walworth County)
- Graham Public Library (Union Grove -V, Racine County)
- Hedberg Public Library (Janesville -C, Rock County)
- Lake Geneva Public Library (Lake Geneva -C, Walworth County)
- Matheson Memorial Library (Elkhorn -C, Walworth County)
- Milton Public Library (Milton -C, Rock County)
- Orfordville Public Library (Orfordville -V, Rock County)
- Racine Public Library (Racine -C, Racine County)
- Rochester Public Library (Rochester -V, Racine County)
- Walworth Memorial Library (Walworth -V, Walworth County)
- Waterford Public Library (Waterford -V, Racine County)

## GENERAL INFORMATION (cont'd.)

**Multi-County Federated Public Library System:**

According to Wis. Stat. 43.19(2)(a), the Prairie Lakes Library System shall be a joint agency of the participating counties, and shall be a separate legal entity for the purposes of having the exclusive custody and control of all system funds, holding title to and disposing of property, constructing, enlarging and improving buildings, making contracts and suing and being sued.

**County Plans of Library Service:**

Member counties shall consider their pre-merger plans of library service as valid with respect to the newly-merged Prairie Lakes Library System. Prairie Lakes Library System staff shall provide assistance to each member county upon request to organize plan revisions that reflect the change in system territory.

**County Budget Neutrality With Respect to Funding for Library Services:**

Funding for the operations of public library systems in Wisconsin is provided by means of state aid appropriated by the legislature as a component of the biennial state budget. Such state aid is derived from the Wisconsin Universal Service fund, as opposed to general-purpose tax revenue. Any county funding that is appropriated for library service under Wis. Stat. 43.12 goes directly to individual libraries. Thus, a library system merger will not affect the budgets of participating counties.

**Library System Governance:**

The Prairie Lakes Library System shall be governed by a fifteen (15) member Board of Trustees having the powers of a public library board under Wis. Stat. 43.58 with respect to system-wide functions and services (note: local library boards shall retain responsibility for their public libraries in all other areas).

Four (4) members of the system board shall be appointed by Walworth County, six (6) members of the system board shall be appointed by Racine County, and five (5) members of the system board shall be appointed by Rock County. Member apportionment, by county, shall be proportional to the total population of the system service area. Counties are encouraged to appoint up to one (1) supervisor to the system board. Regular board member terms shall be for a period of three (3) years commencing on January 1st. The following schedule of board member terms shall be utilized for the purpose of initial establishment:

County	Members	Board Members with Term Expiration of January 1st, 2024	Board Members with Term Expiration of January 1st, 2025	Board Members with Term Expiration of January 1st, 2026
Racine	6	2	2	2
Rock	5	2	1	2
Walworth	4	1	1	2
Total:	15			

**The Immediate Approach of the New System with Respect to Services:**

The Prairie Lakes Library System shall meet all service requirements detailed in State Statutes. Further, Prairie Lakes Library System shall provide the following services to member libraries on the same or better terms as in the year preceding the merger:

- Specialty consulting, including youth services and public information.
- Summer StoryWagon program series.
- Support for general resource-sharing infrastructure.
- Staffing and fiscal agency support for the SirsiDynix library automation consortium (SHARE).
- Daily delivery to support interlinked library collections.
- Local library IT services and consulting.
- Cooperative purchase support and fiscal agency for computer hardware and online resources for member libraries.
- Funding support for system-wide digital resources.

**Strategic Planning as the Basis for Future Decision Making:**

The Prairie Lakes Library System will begin a multi-stakeholder strategic planning process in 2023. The purposes of strategic planning will be to identify the service priorities of the newly-combined system member libraries and to generate a five-year plan. The five-year plan will then be utilized to inform the decisions of the system's staff and board with respect to future budgets, staffing choices, policy work, and other general activities of the system in the wake of its formal establishment as a newly merged library system.

**System Staff:**

All staff members of Arrowhead Library System and Lakeshores Library System shall become a single staff employed by the Prairie Lakes Library System beginning on or about January 1st, 2023. 2023 salary levels shall be those which have been set by the pre-merger system boards as of December 31, 2022. 2023 benefit and fringe benefit levels shall, as nearly as practicable, be set individually for year one according to what each employee was accustomed to before the merger. The Prairie Lakes Library System Board of Trustees shall then devise and implement a plan to reconcile any benefit and fringe benefit policy differences as a part of the budgeting process for the 2024 fiscal year. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper F" on page 29 of the Final Report.](#)

	<b>ASSURANCES (cont.)</b>	
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**Year One Organizational Chart**

Position	FTE Percentage	Notes
Director	1	Filled by existing staff (S. Ohs)
Deputy Director	1	Filled by existing staff (S. Platteter)
Finance and Human Resources Lead	1	Initially filled by existing staff (J. Martin, retiring 2/10/23)
IT Manager	1	Filled by existing staff (J. Novy)
IT Senior Associate	1	Filled by existing staff (D. Dowling)
IT Technician	1	Filled by existing staff (B. Hudson)
Marketing and Public Relations Coordinator	1	Filled by existing staff (T. Anderson)
Office and Interlibrary Loan Associate	0.9	Filled by existing staff (A. Schultz)
Service Consultant (TBD)	1	Open (LLS ILL specialist retiring 12/31/22)
Driver 1	0.375	Filled by existing staff
Driver 2	0.375	Filled by existing staff
Driver 3	0.2	Filled by existing staff
<b>Total FTEs:</b>	<b>9.85</b>	

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 development of this library system plan was directly influenced by the Recommendation Report from the Joint Merger Exploration Committee. The Joint Merger Exploration Committee involved significant feedback from the member libraries of both systems in order to construct process goals, communicate progress, ensure transparency, and provide a venue for feedback. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper C" on page 18 of the Final Report.](#)

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:**

An Advisory Committee shall be appointed by the Board of Prairie Lakes Library System beginning in January of 2023, and shall also be adopted into the Board's bylaws. The role of the Advisory Committee shall be to advise the Board with respect to the activities of the Prairie Lakes Library System. The Advisory Committee shall be comprised of one member per library (library director or designated proxy), and one designated representative of the Prairie Lakes Library System Board. Each library member shall have one vote. The Advisory Committee is encouraged to designate one member to attend Board meetings of the Prairie Lakes Library System on a regular basis.

	<b>ASSURANCES</b>	
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**ASSURANCES (cont'd)**


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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 **2023**. 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:**

Pre-merger, both Lakeshores and Arrowhead library systems maintain proper member library agreements. The Prairie Lakes Library System shall prepare and distribute updated member library agreements that comply with Wis. Stat. § 43.15(4)(c)4 to member libraries on or about November 1st, 2022. Member library boards will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper D" on page 19 of the Final Report.](#)

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**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:**

Pre-merger, both Lakeshores and Arrowhead library systems maintain proper resource library agreements. The Prairie Lakes Library System shall first offer the statutory role of system resource library to the Racine Public Library, and shall offer a supplementary resource library role to the Hedberg Public Library (Janesville). 2023 resource library agreements shall be prepared and distributed on or about November 1st, 2022. The boards of Racine Public Library and Hedberg Public Library will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The terms of these resource library agreements shall, as closely as possible, replicate the resource library agreements in place prior to the merging of Lakeshores and Arrowhead library systems. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper D" on page 19 of the Final Report.](#)

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**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:**

Pre-merger, the Lakeshores and Arrowhead library systems performed the following Reference Referral, Interlibrary Loan, and Technology activities for the benefit of member libraries:

**Reference Referral**

1. Maintenance of resource library agreements which include backup access to Master's Degree level reference librarians for libraries that may not have the means to provide such expertise locally.
2. System administration of Google App-based productivity tools (including email) to facilitate rapid communication.
3. System-based consulting availability for reference-related questions and policy development.

**Interlibrary Loan**

1. Access to experienced staff consultants in the area of interlibrary loan.
2. Integration of statewide union catalog (WISCAT) with the SHARE Consortium's instance of library management software.
3. System staff administered optimization of interlibrary loan requests with the delivery courier schedules of stops, to ensure the shortest possible wait times for library users.

**Technology**

1. System administration of a Wide Area Network that already covers the three-county service area.
  2. System administration of member library Local Area Networks through a local IT program.
  3. System administration of member library public access computers and peripheral hardware items through a local IT program.
  4. System administration and management of an instance of library management software (SHARE Consortium).
  5. IT helpdesk staffed by system personnel, including 24/7 support for mission-critical functions.
  6. Library management software and local IT support for member libraries of neighboring library systems on a contract basis.
  7. System administered storage servers, incremental and full data backups.
  8. General IT consulting on a range of issues including data security, custom scripting, and IT-related training for library staff.
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	<b>ASSURANCES (cont'd)</b>	
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**Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):**

The primary priority for this category of system activities in year one of the Prairie Lakes Library System shall be to continue to provide the same (or better) level of access and quality of service. A secondary priority for year one shall be to utilize the findings of a strategic planning process toward improving the above services. These priorities are a direct outcome of the work of the Joint Merger Exploration Committee in the creation of their final report.

**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.**

Pre-merger, the Lakeshores and Arrowhead library systems performed the following activities related to Inservice Training for member library staff:

1. Maintained point-persons on system staff to serve as primary contacts for member library questions related to continuing education.
2. Participated in the planning for and financial support of a regional continuing education partnership between six public library systems in the Southeastern region of Wisconsin, which provides an ongoing annual series of relevant continuing education programs (in-service training) to all member libraries of the participating systems.
3. Provided occasional supplementary in-service programs related to library system-specific initiatives or SHARE Consortium-related technical training.
4. Maintained a Continuing Education Validator role for the purpose of supporting Wisconsin's Public Librarian Certification program.

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

The primary priority for this category of system activities in year one of the Prairie Lakes Library System shall be to continue to provide the same (or better) level of access and quality of service. The secondary priority for year one shall be to utilize the findings of a strategic planning process toward improving the above services. These priorities are a direct outcome of the work of the Joint Merger Exploration Committee in the creation of their final report.

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

Steven Platteter - Deputy Director - [platteter.steve@als.lib.wi.us](mailto:platteter.steve@als.lib.wi.us) - Liaison to the Continuing Education Partnership of Southeastern Wisconsin (SEWI).

**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:**

Participating library systems in the SEWI Continuing Education Partnership sign an annual agreement with the Bridges Library System, which serves as the fiscal and staffing agent for the program. An updated agreement or addenda to the separate pre-merger agreements will be sought, developed, and signed by the Prairie Lakes Library System Board and filed within the first quarter of 2023. Meanwhile, system staff shall continue to provide occasional locally-focused continuing education opportunities in the same manner as before the system merger.

**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.**

The Prairie Lakes Library System shall continue to offer the same Delivery and Communication activities for the benefit of member libraries as before the merger:

1. Maintenance of email and office productivity tools for member libraries.
2. Daily delivery service for materials being shared between member libraries.
3. Designated locations for central sorting of library materials in transit.
4. Access to a statewide delivery network for hard-to-find library materials located in greater Wisconsin or out-of-state.

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

The primary priority for this category of system activities in year one of the Prairie Lakes Library System shall be to continue to provide the same (or better) level of access and quality of service. The existing framework of delivery infrastructure will be maintained throughout year one of Prairie Lakes Library System to ensure maximum stability. Then, following a strategic planning process in 2023, the Prairie Lakes Library System shall conduct a dedicated process in 2024 to evaluate options for consolidating the delivery service activities into a single-vendor, single-contract, in-house model, or other option. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper G: Parts 1 and 2" beginning on page 33 of the Final Report.](#)

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**ASSURANCES (cont'd)**


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**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:**

A publicly available webpage URL shall be provided to the Division upon establishing a functional website for the Prairie Lakes Library System, in accordance with process details appearing immediately below.

**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:**

The two resource library contracts that are currently in place for Lakeshores and Arrowhead library systems shall be revised for continuation within the Prairie Lakes Library System. Updated service agreements with adjacent library systems (also referred to as “intersystem agreements”) reflecting the newly-merged Prairie Lakes Library System shall be prepared and distributed on or about November 1st, 2022. The boards of adjacent library systems will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The terms of these intersystem agreements shall include the elements detailed in Wis. Stat. § 43.24(2)(g). The Joint Merger Exploration Committee’s work on this topic can be found in [“Issue Paper D” on page 19 of the Final Report.](#)

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**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:**

A publicly available web page URL shall be provided to the Division upon establishing a functional website for the Prairie Lakes Library System, in accordance with process details appearing immediately below.

**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:**

The Prairie Lakes Library System shall continue the practice of maintaining agreements with other types of libraries and institutions, including the following:

- Racine Correctional Institution for access to system delivery (LLS)
- Waterford Union High School for access to system delivery (LLS)
- Blackhawk Technical College for access to system delivery (ALS)
- Beloit College for access to system delivery (ALS)
- Wisconsin Center for the Blind and Visually Impaired for access to system delivery (ALS)
- Beloit School District for access to system delivery (ALS)
- Milton School District for access to system delivery (ALS)
- Parkview School District for access to system delivery (ALS)

2023 service agreements with other types of libraries reflecting the newly-merged Prairie Lakes Library System shall be prepared and distributed on or about November 1st, 2022. Terms of service for these updated agreements shall accord with the preceding year. The governing bodies or executive officers of these institutions will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The Joint Merger Exploration Committee’s work on this topic can be found in [“Issue Paper D” on page 19 of the Final Report.](#)

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	<b>ASSURANCES (cont'd)</b>	
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**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, 2023, 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:**

Technology and resource-sharing plans for both pre-merger library systems are available at the following URL:

- Arrowhead Library System Technology and Resource-Sharing Plan: [ALS Plan at DPI Website](#)
- Lakeshores Library System Technology and Resource-Sharing Plan: [LLS Plan at DPI Website](#)

**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):**

Not applicable.

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

The Technology and Resource-Sharing Plans for Lakeshores and Arrowhead library systems currently on file with the DPI Division for Libraries are entwined due to the broad scope of existing integration between the two systems with respect to technology and resource-sharing. Once formally established as of January 1st, 2023, the Prairie Lakes Library System shall continue to implement the technology and resource-sharing services detailed in the pre-merger plans, including IT administration and fiscal agency support for the SHARE Consortium, local library IT programs, and cooperative purchasing of electronic resources for the use of library patrons in the system area. The Prairie Lakes Library System shall develop and submit an entirely new plan before the Division's next five-year plan increment required of all library systems (Due by January 1st, 2025).

**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:**

The Prairie Lakes Library System shall maintain the following combined list of consulting portfolios according to pre-merger levels:

- Library administration/library law - LLS/ALS - S. Ohs, S. Platteter
- Information technology - LLS - J. Novy
- Interlibrary loan - LLS/ALS - V. Keith, A. Schultz
- Finance/bookkeeping/HR - LLS - J. Martin
- Public information/social media/marketing of library services - ALS - T. Anderson
- Youth services - LLS/ALS - Contract consultants
- Users with special needs/inclusive services - LLS/ALS - Contract consultant, S. Ohs

Other general unspecified consulting - LLS/ALS - All staff as qualified

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

Once formally established as of January 1st, 2023, the Prairie Lakes Library System shall continue to provide the same set of consulting services on the same terms as the member libraries were accustomed to prior to the merger throughout year one (2023). Following completion of a strategic planning process, the system shall review process outcomes - with particular focus on member library needs - to determine if changes to the Prairie Lakes Library System's overall consulting portfolio are necessary prior to the development of a year two operating budget. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper F" on page 29 of the Final Report](#).

## 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:

The Prairie Lakes Library System shall promote and facilitate library services to users in the same manner as prior to the merger, in that a contract position will be maintained to provide these services to the entire membership.

Users with special needs is an especially broad category, but it includes:

- Sensory impaired individuals - vision, hearing, speech
- Persons with physical disabilities
- Homebound individuals (those who cannot leave their homes for medical or other reasons)
- Job seekers, homeschooling pupils, or other individuals with specific or goal-oriented informational needs
- Persons with developmental, behavioral, or emotional special needs

Once formally established as of January 1st, 2023, the Prairie Lakes Library System shall provide a contract consultant to promote and facilitate library services to users with special needs for the member libraries during year one (2023). Once completed, the results of a strategic planning project during year one will be analyzed to determine member library needs in year two and beyond, along with the development of budgetary and/or staffing options to meet those needs. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper F" on page 29 of the Final Report.](#)

### 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.)**

#### System Support for the SHARE Consortium

The SHARE Consortium (or, simply, "SHARE") is an automation and resource-sharing partnership. Membership may include public libraries, individual K-12 schools, school districts, and other types of agencies. SHARE began in 2005 as a collaboration between Lakeshores Library System and Mid-Wisconsin Federated Library System (Dodge, Jefferson, Washington Counties). The Mid-Wisconsin Federated Library System withdrew from SHARE in 2013. Roughly one year later, the libraries of Kenosha County Library System joined SHARE. By 2017 the libraries of Arrowhead Library System (Rock County) had also joined. SHARE has become a critical component of library service in the region because it allows participating libraries to save money with respect to software costs and cooperative purchasing, and they can rely on skilled IT staff at the system level to support the software. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper B" on page 14 of the Final Report.](#)

The Prairie Lakes Library System shall continue to provide the same services to its member libraries, and the member libraries of the Kenosha County Library System (via service agreement) as before the merger, including:

- IT support for the SHARE library automation software;
- One-on-one and group training for library staff with respect to the functions of the software;
- Administrative support for the policy development activities of the participating libraries, and;
- Fiscal agency services for cooperative purchasing ventures.

#### Public Information Coordination Program

The Prairie Lakes Library System shall make public information-related services available to all member libraries, including:

- Consulting support for the development of library-specific community information programs;
- Graphic design services;
- Coordination with respect to community outreach using social media channels, print resources, and word of mouth marketing.
- Supporting the regional goals of the library system in promoting library services to residents of the greater system area, in particular those residents who live in communities without libraries.

### 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 2022 system audit to the Division no later than September 30, 2023.



	<b>ASSURANCES (cont'd)</b>	
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<p><b>Budget</b> <input checked="" type="checkbox"/> The system completed and included the budget by service program category and fund source for the plan year (<a href="#">see guidelines</a>).</p>
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**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 2023 resource library contract.*

The Arrowhead and Lakeshores library systems conducted most of their respective collaborative activities with each other during the 2022 calendar year. These collaborative activities, formerly conducted by contracts, will be made permanent and adopted into the DNA of the Prairie Lakes Library System.

New or ongoing collaborative activities that are external to the territory of the newly-formed Prairie Lakes Library System are expected to include:

- Ongoing participation in the statewide OverDrive buying pool for ebooks and audiobooks;
- Ongoing contractual relationships with the Kenosha County Library System and Southwest Wisconsin Library System;
- Occasional Federal Grant partnerships with neighboring library systems for various purposes, and;
- Occasional partnerships with other types or units of government, including county health departments and workforce development agencies.

Due to the accelerated timeline in developing this plan, financial figures to estimate cost benefits are not yet available. However, it is expected that the Prairie Lakes Library System's annual report at the close of 2023, and subsequent system plan for 2024 will include greater detail following the insights gleaned from a full year of formal operation.

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

Activity	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
<b>Cost Benefit Total</b>	0\$0

**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 **2023**.

Name of System Director	Signature of System Director	Date Signed Mo./Day/Yr.
Steven Platteter	Steven T. Platteter	8-29-2022
Name of System Board President	Signature of System Board President	Date Signed Mo./Day/Yr.
Annette Smith	Annette Smith	8/29/2022

**FOR DPI USE  
LIBRARY SYSTEM PLAN APPROVAL**

**COLLABORATIVE ACTIVITIES**

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<b>Cost Benefit Total</b>	0\$0

**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 2023.

Name of System Director <i>Steve Oms</i>	Signature of System Director <i>Steve Oms</i>	Date Signed Mo./Day/Yr. <i>8.29.22</i>
Name of System Board President <i>Robert N. Miller</i>	Signature of System Board President <i>Robert N. Miller</i>	Date Signed Mo./Day/Yr. <i>8-29-2022</i>

**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.*

Comments

DLT Assistant Superintendent Signature

Date Signed *Mo./Day/Yr.*

<b>PUBLIC LIBRARY SYSTEM 2023 ANNUAL PROGRAM BUDGET</b>					
Program	2023 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference, and Interlibrary Loan*</b>					
1. Technology	\$213,045	\$0	\$0	\$56,439	
2. Reference	\$61,188	\$0	\$0	\$0	
3. Interlibrary Loan	\$23,382	\$0	\$0	\$0	
4.					
5. Electronic Resources	\$140,491	\$0	\$0	\$0	
<b>Program Total</b>	\$438,106	\$0	\$0	\$56,439	\$494,545
<b>Continuing Education and Consulting Service*</b>					
1. Continuing Education	\$30,506	\$0	\$0	\$0	
2. Consulting Service	\$200,126	\$0	\$0	\$0	
<b>Program Total</b>	\$230,632	\$0	\$0	\$0	\$230,632
<b>Delivery Services</b>	\$257,186	\$0	\$0	\$0	\$257,186
<b>Inclusive Services</b>	\$12,000	\$0	\$0	\$0	\$12,000
<b>Library Collection Development</b>	\$0	\$0	\$0	\$0	\$0
<b>Direct Payment to Members for Nonresident Access</b>	\$0	\$0	\$0	\$0	\$0
<b>Direct Nonresident Access Payments Across System Borders</b>	\$0	\$0	\$0	\$0	\$0
<b>Youth Services</b>	\$45,000	\$0	\$0	\$0	\$45,000
<b>Public Information</b>	\$95,922	\$0	\$0	\$0	\$95,922
<b>Administration</b>	\$274,643	\$0	\$0	\$0	\$274,643
<b>Subtotal</b>	\$684,751	\$0	\$0	\$0	\$684,751
<b>Other System Programs</b>					
1. SHARE Consortium	\$81,292	\$0	\$0	\$34,997	\$116,289
2.					
<b>Program Total</b>	\$81,292	\$0	\$0	\$34,997	\$1,526,217

**PUBLIC LIBRARY SYSTEM 2023  
ANNUAL PROGRAM BUDGET**

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<b>Grand Totals</b>	\$1,434,781	\$0	\$0	\$91,436	\$1,526,217
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\* 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](#)).