Wisconsin Department of Public Instruction
PUBLIC LIBRARY SYSTEM PLAN AND CERTIFICATION OF INTENT TO COMPLY CALENDAR YEAR 202
PI-2446 (Rev. 08-2022)

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, 202 . 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

Winding Rivers Library System

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

The Winding Rivers Library System (WRLS) continues to change to meet the rapidly evolving needs of members libraries.

The primary needs and problems informing this plan include:
• Addressing the changing needs and expectations of member libraries by their communities.
• Continuing to provide efficient, resourceful, personalized service to member libraries.
• Maintaining a strong service tradition, while incorporating new staff strengths and ideas.
• Seeking collaborative ways to work with other library systems and organizations for effciencies.
• Helping to ensure smooth transitions and strong library service during retirements of many long-term directors.
• Assisting pandemic recovery through marketing library services and providing access to mental health services.
• Enhancing online meeting infrastructure through camera, microphone and projection updates.

WRLS member library directors met on October 19, 2021 for a planning focus group with the goal of identifing and prioritizing their needs for the next two years. This plan was previously provided to DPI.

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:

Input from member libraries will be collected from members at a focus group on October 12, 2023 and incorporate it into the 2024-2025 WRLS Service Plan. WRLS staff will review and theme data collected at the focus group, and formulate an action plan to address needs identified as high priority. Member library directors and the WRLS Board will then both approve the plan.

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:

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 202⅗. 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:

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:

       IT: Proactive and maintenance support of software, hardware and peripherals
- IT: Maintain collaborative Knowledgebase with easily accessible documents and guides for member libraries in all WRLS service areas.
- IT: Work with statewide collaborative IT group to identify efficiencies and cost savings
- IT: Update IT infrastructure for improved security and reliability
- ILL: Use WISCAT to promote interlibrary loan
- ILL: Promote webinars to expand ILL knowledge
- ILS: Administration and coordination of WRLSWEB shared consortium
- ILS: Ongoing training and support related to WRLSWEB shared consortium
- ILS: Continue investigation of potential migration to new ILS platform
- ILS: Research and improve options for improved statistical reporting
- Reference: Provide back-up reference via the Resource Library Contract with La Crosse Public Library.
- All: Monitor compliance with the WRLS Resource Sharing Requirements and Compliance Actions, as apporved by the WRLS board of trustees, to assure optimal service to regional residents and fair interactions with other libraries and systems throughout Wisconsin.
- All: Toll-free telephone number for convenient access to all consultants.
- All: Provide system library cards
- All: Continue to offer training and promotion of ECHO (Exploring Cultural History Online), the WRLS digitization project.
- All: Provide current information to all member libraries on the WRLS website and Knowledgebase.

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

ILS: Continue invesigation process for new ILS.
ILS: Research and improve options for statistical reporting
ECHO: Reinvigorate interest and training offerings for ECHO record collection
IT: Work with statewide collaborative IT group to identify efficiencies and cost savings
IT: Implement wireless printing service option for member libraries
IT: Research technology solutions to improve online meeting experiences for remote and in-person attendees.
All: Address staffing needs in ILS and IT departments.

ASSURANCES (cont'd)

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.

Workshops for member library staff, WRLS staff and trustees:
  • Maintain a calendar of workshops and other continuing education opportunities
  • Provide validation services for library director certification, as required by the Department of Public Instruction. Monitor certification and recertification process and progress.
  • Represent WRLS at state continuing education and validator meetings
  • Trustee Training: Offer customized and responsive Trustee Training to member library boards, designed to address the specific needs of the requesting library.
  • New Director Orientation: Continue offering intensive and customized New Director Orientaton for new library directors. Orientation consists of nine orientation sessions, the first eight of which occur in the member library building.
  • New Director Mentorship: Continue pairing new directors with experienced directors for information sharing and support.
  • Annual Reports: Assist members with filing annual reports by providing data and support, hosting three work days in various parts of the region, and revewing completed reports.
  • Utilize the WRLS Knowledgebase to promote and facilitate collaboration and knowledge sharing.
  • Provide customized, one-on-one training on website and social media design.
  • WRLS Bulletins: WRLS will publish a regular bulletin to member library boards with information about library legal issues, legislation, and trustee action ideas. Future topics to include improving wages, roles of the board and director, what is WRLSWEB, what is WISCAT, etc.
  • Proactive Member Board Meeting Attendance: The WRLS Director regularly attends member library board meetings to keep lines of communication open and remind library boards of system resources and services.

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

None yet identified.

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

CE: Kelli Miller, kelli@wrlsweb.org
Trustees: Kristen Anderson, kristen@wrlsweb.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:

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.*

  • Provide four day per week delivery to most libraries, with four full-time drivers/sorters.
  • Promote and communicate the use and value of resource sharing via the most efficient means by member libraries and other state libraries.
  • Participate in the statewide delivery network
  • Maintain system email infrastructure
  • Produce and distribute two weekly member email newsletters and develop one new quarterly trustee newsletter.
  • Assist member libraries with Wordpress website development, offer managed hosting, and provide guidance and examples related to using social media to promote library service

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

  • Continue to monitor implementation of PLSR delivery recommendations for opportunites and necessary adjustments.

ASSURANCES (cont'd)

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:

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, 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:

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:

To be determined.

ASSURANCES (cont'd)

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:

Kristen Anderson, Director:
- Library administration
- Library boards and municiaplities
- Intellectual freedom
- Certification and continuing education validation
- Planning and evaluation
- Nonresident reimbursement compilations for all member libraries and seven member counties
- Director search and hiring assistance
- Pandemic survival skills

Vacant, ILL/ILS Consultant
- All resource sharing software such as WISCAT, WRLSWEB, OCLC.
- Digitization and the WRLS ECHO project

Kelli Miller, Collaborative Consultant
- Collaborative projects and initatives
- Continuing education, workshops and monthy meetings
- Special needs and library access for all
- Youth services
- Collaborative kits for loan to libraries: Digital conversion kits, STEAM kits, programming kits
- Website design and social media
- Marketing and promotion

Walter Leifeld, IT Manager
- Network support
- Hardware/software management and purchasing
- Website design and maintenance
- ILS hardware support
- IT content on the WRLS Knowledgebase

Tou Yang, IT System Analyst
- General desktop/server support
- ECHO digitization hardware support
- Website maintenance
- Maintaining WRLS Knowledgebase

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

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:

Consultation
- Workshops
- Deposit collections in county jails
- Information sharing related to providing service to a variety of populations and groups with special needs.
- Promote use of inclusive services resources available via DPI's website and other shared resources
- System staff attends DPI inclusive services meetings and communicates ideas and opportunities to member libraries

ASSURANCES (cont'd)

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.)

ECHO Digitization Project: Exploring Cultural History Online https://www.wrlsweb.org/echo/

Ongoing:

- Provide libraries a place to digitize and share local information of historic significance
- Provide training and support for digitization projects
- Submit ECHO content to Recollection Wisconsin for statewide access, which is then harvested by DPLA (Digital Public Library of America) for national access.

New or priority activities:

- Evaluate policies and procedures for the project
- Promote value of project to libraries not currently participating

Digital Media Conversion Kits: 12 digital media conversion kits that can be borrowed by member libraries for patrons to convert VHS/DVD, 35mm film and slides, vinyl/cassettes and simple cassettes.

Ongoing:

- Promote service to member libraries
- Maintain equipment and kit supplies

New or priority activities: none

Programming Kits: Kits available for libraries to borrow so they do not have to invest in equipment nor store it in their limited space. Kits include: Bridge Mania, Little Bits, Magna Tiles, Makey Makey, Q Ba Maze, ukuleles, button maker, Breakout EDU, Keva Planks, rhythm, snap circuit and dash and dot. WRLS also provides resources for outdoor programming such as a pop-up movie screen, obsticle course materials, pop-up tents, and more outdoor lawn games. WRLS is very responsive to member library input and needs related to programming kits.

Ongoing:

- Maintain kits
- Promote kits to member libraries and provide instruction for use

New or priority activities:

- Expand collection to meet post-pandemic programming needs

Databases: WRLS provides collaborately purchased databases to members in order to promote workforce development and lifelong learning in member communities.

Ongoing:

- Gale Courses: Access, promotion, and instruction for all libraries in the region.
- Creativebug: Access, promotion and instruction for all libraries in the region.
- Reference USA: Access, promotion, and instruction for all libraries in the region.

New or priority activities:

- Evaluation: After late 2024 evaluation of database, members will select continued and new projects.

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.

	ASSURANCES (cont'd)	

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. ECHO Digitization Project	$50,000
2. Regional delivery to schools, universities and special libraries	$62,000
3. Collaborative workshops and webinars	$7,500
4. Jail deposit collections	$12,000
5. WPLC Overdrive collection	$1,150,000
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	$1,281,500

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 **2023**.

Name of System Director	Signature of System Director	Date Signed *Mo./Day/Yr.*
Kristen Anderson	Kristen Anderson	9/27/23
Name of System Board President	Signature of System Board President	Date Signed *Mo./Day/Yr.*
Kathlyn Ivey	Kathlyn Ivey	09/27/2023

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.*
☐ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	Darrell L. Williams, Ph.D.	11/20/23

Comments

**PUBLIC LIBRARY SYSTEM 2023
ANNUAL PROGRAM BUDGET**

Program	2023 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. ILL & Reference	$27,571				
2. ILS/WRLSWEB	$71,851				
3. IT	$266,376				
4.					
5. Electronic Resources	$81,960				
Program Total	$447,758	$0	$0	$0	$447,758
Continuing Education and Consulting Service*					
1. Continuing education	$54,167				
2. Consulting	$182,656				
Program Total	$236,823	$0	$0	$0	$236,823
Delivery Services	$261,299			$93,553	$354,852
Inclusive Services	$7,349				$7,349
Library Collection Development	$38,000				$38,000
Direct Payment to Members for Nonresident Access					$0
Direct Nonresident Access Payments Across System Borders					$0
Youth Services	$13,226				$13,226
Public Information	$37,966				$37,966
Administration	$81,728				$81,728
Subtotal	$439,568	$0	$0	$93,553	$533,121
Other System Programs					
1. RLC: Back-up reference	$1,500				$1,500
2.					$0
Program Total	$1,500	$0	$0	$0	$1,500
Grand Totals	$1,125,649	$0	$0	$93,553	$1,219,202

*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).