Wisconsin Department of Public Instruction
PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2019
PI-2446 (Rev. 08-18)

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

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 by **MONDAY, OCTOBER 15, 2018.** Submit completed Word and PDF documents to:

LibraryReport@dpi.wi.gov

	GENERAL INFORMATION	

Library System

Manitowoc-Calumet Library System

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

The Manitowoc-Calumet Library System has six member public libraries: Kiel, Manitowoc, and Two Rivers in Manitowoc County and Brillion, Chilton, and New Holstein in Calumet County. The MCLS service area covers 910 square miles and serves a total population of 129,242. Manitowoc is the larger county of the two, with a population of 79,175. Calumet County has a total population of 50,067. However, approximately 25,117 Calumet County residents live within the cities of Appleton and Menasha and the village of Harrison, but these people are not counted in the MCLS population because Appleton and Menasha belong to other library systems. (Having nearly half of Calumet County's population affiliated with other systems complicates planning for MCLS).

Manitowoc County's population has decreased by less than 1%, as the Calumet County's population has increased by just over 1%. The overall population of Wisconsin has increased by 1.9%. Growth in Calumet County has been in the northwestern part of the county adjacent to the Winnefox and Outagamie Waupaca systems. Most residents in this part of the county are oriented towards the Appleton/Fox Valley area, and they tend to use libraries in Winnefox and OWLS rather than their own Calumet County libraries. MCLS maintains cross-system borrowing agreements with both Winnefox and OWLS, supported by funding from Calumet County.

Approximately 95% of the MCLS system area population is Caucasian. The remaining population is composed of minorities in order of highest percentage: Hispanics, Asians (mostly Hmong), African Americans, and Native Americans. Most of the minority groups are concentrated in Manitowoc and Two Rivers, but both counties have significant Hispanic populations in rural areas. As in most of Wisconsin, Hispanics are the fastest growing minority group in the MCLS area.

As of July 2018, Calumet (2.7%) and Manitowoc (3.0%) Counties are ranked 10th and 33rd respectively out of the 72 counties in lowest percentage of unemployed workforce. Although the percentages have decreased over the past several years, MCLS libraries continue to help the unemployed and underemployed populations in our system. Due to the continuation of less than ideal financial realities, additional stress is felt by our libraries, collections, budgets and staff due to the lowered budgets mandated by local municipalities, loss of LSTA funding, and flat funding from the state for system services. On a related note, the per capita income is above the state average in Calumet County, while it is below state average in this category in Manitowoc County.

According to the 2015 MCLS member library annual reports, roughly 50% of MCLS residents live in communities that support a local public library. Those statistics cannot be updated until we have access to the official 2016/2017 Public Library Service Data audited by the DPI. Based on those reports, that means that roughly 50% live in rural areas or villages without local libraries. Those "rural" residents accounted for 36% of the total circulation at all six MCLS libraries in 2017.

All member libraries are open at least six days a week, with regular evening hours. Staffing ranges from 3.39 FTEs at Brillion to 30.30 FTEs at Manitowoc. Library book collections range from 30,865 volumes at Chilton to 164,501 volumes at Manitowoc. Combined circulation of all six libraries in 2017 was 872,585, showing a 6% decrease from 2016, which reported a total of 928,625 circulations. There was an increase in circulation of e-resources (e-books, e-audiobooks, and e-videos). Circulation of e-books, e-audiobooks, and e-videos has increased by 4% from 2016 to 2017. In 2016, the member libraries provided 54,831 circulations to MCLS patrons. In 2017, that circulation figure rose by 4% to a total of 56,912 circulations to MCLS patrons.

There are roughly 80 individual schools in the two counties, of which 42 are small parochial schools. Other non-public libraries include University of Wisconsin-Manitowoc, Silver Lake College, and Lakeshore Technical College.

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

STATE AID AND USE OF RESERVES
MCLS's proposed 2019 operating budget is based on the current level of state aid revenue - $312,113. The system will receive a boost in funding in the amount of an additional $20,798 in 2019. These additional funds cannot be used as part of our operating budget. However, in consultation with the member library directors, the system will purchase an additional laptop lab and subscribe to additional electronic resources to 1) develop Wisconsin's workforce, 2) improve access to information through technology, and 3) stimulate lifelong learning. Using the remaining state aid for operating purposes, MCLS offers the services

GENERAL INFORMATION (cont'd.)

required of a public library system. However, the flat budget level of recent years and increasing costs limit the "extra" services that we strive to provide, but cannot afford to offer to the member libraries. Furthermore, possible changes in the functions and structures of public library systems due to the ongoing Public Library System Redesign Project, make it difficult to plan for the long term at the system level.

SYSTEM SIZE
MCLS has the smallest population and geographically, it is the smallest library system in Wisconsin. As a result, MCLS receives the least amount of state aid funding. With 3.26 FTEs, it ranks with one other system as having the smallest staff. In spite of MCLS's small size, the member libraries continue to successfully operate.

A 1998 study by Himmel and Wilson Library Consultants addressed system size. After analyzing alternative options such as consolidation with another system, that study concluded that MCLS is an effective system on its own. Nearly ten years later, the member libraries cited dissatisfaction with MCLS administration in the 2007 Annual Reports, prompting an investigation by the DLTCL. It was discovered that the system was out of compliance according to the statutes of WSS Chapter 43. A re-write of MCLS By-Laws brought MCLS back into compliance in 2008. Member libraries continue to work closely with MCLS and the Director to ensure that MCLS remains in compliance with State Statutes. As was suggested years earlier, a merger investigation between Eastern Shores and MCLS took place in late 2012, through the first half of 2013. Although the merger negotiations did not result in a successful merger, member libraries and trustees have become more accepting of the possibility of new system configurations. Furthermore, the member libraries and the system are open to exploring future changes to the system's configuration.

STAFFING
In 1984, MCLS had 7.36 FTEs; decreasing to 4.0 from 2005 to 2008. MCLS is currently staffed by 3.26 FTEs. In addition to the Director, MCLS currently employs a part-time ILS/IT Specialist, a part-time Administrative Assistant, and two part-time van drivers. While technology funding, ILS support and maintenance, and delivery are the top priority system services, MCLS will continue to find a way to provide services for youth, older adults, the disabled and those caught in financial turmoil despite flat state aid funding. Concerns and challenges continue as state funding remains flat and health care costs show very few signs of becoming affordable for our employees. Without adequate financial support, the system has been lucky to retain quality/qualified employees.

INTERLIBRARY LOAN
Implementation of the Libraries Automated Resource Sharing Consortium (LARS) shared system had changed many interlibrary loan (ILL) procedures and patterns, and has resulted in a much higher volume of resource sharing within MCLS and a consequent need for reliable van delivery service. MCLS has hired its own van drivers which were once contracted through the Resource Library. As a result, the delivery costs for the system have gone down. However, at the same time, charges to MCLS and the rest of the state for statewide delivery service have increased. Delivery from SCLS is still received only four days of the week.

AUTOMATION AND TECHNOLOGY
It is not surprising that decreased funding experienced at the member libraries would cause the libraries to look to the system to provide the needed support to maintain the current level of automation technology. In addition to funding Internet service for the member libraries, MCLS has also agreed to pay the bulk of the annual integrated library system (ILS) maintenance costs. In exchange for financing the ILS, the system no longer offers cash grants to the member libraries.

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 system has a formally appointed advisory committee. If an advisory committee is appointed under Wis. Stat. § 43.17(2m), how are appointments made, meetings posted, and how does the committee report to the board? (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

System planning rests with the System Director, MCLS staff, member library directors, and advisory participation from the System Board. Planning meetings involve member library directors and MCLS staff. In 2015, a System Services Improvement study was completed by a subcommittee of the MCLS Board of Trustees. Results of this study were revisited and refined mid-2016. While PLSR results are pending, it will be recommended that this subcommittee reconvene in 2019.

In 2018, the MCLS Board of Trustees approved an updated version of the Technology and Resource Sharing Plan 2015-2019. The results of this update will continue to be used to guide our plans for 2019. Elements of the updated plan will be referenced in the relevant areas of the 2019 System Plan.

The MCLS Board of Trustees has taken a larger role in planning over the past several years. The System has been successful in

renegotiating what is considered to be a more realistic Resource Library Agreement - a more accurate reflection of services provided by the resource library. For instance, the Resource Library Agreement now allows the member libraries to request the purchase of e-books and e-audiobooks, as well as phyical resources to enhance the shared collection. In addition, the board has participated in investigating possible system mergers with surrounding systems as well as the reconfiguration of the Manitowoc-Calumet Library System's member counties. As of right now, the Board, the system staff and member libraries, are all awaiting the final findings of the Public Library System Redesign Project. Therefore, future planning consists of focusing on improving current services, as opposed to introducing new services or a shift in services, prior to the release of the final PLSR recommendations.

The LARS consortium plays a major role in developing future projects through the scheduled six meetings each year. MCLS meets with consortium directors and staff to plan for future ILS upgrades and improvements. It is at these meetings that concerns for current practice are brought to the table. Therefore, reviewing current practice naturally leads to short-term, as well as long-range planning for the System. In 2014, all library boards, as well as the system board, approved an amended version of the Libraries Automated Resource Sharing (LARS) Consortium Bylaws and Agreement, which governs the operation of the ILS. In 2013, the LARS consortium agreed to move our ILS service off of physical servers to be hosted in the cloud. This decision was critical in allowing MCLS and member libraries to move away from networked Internet service. The member libraries simply need Internet service to access the ILS; therefore, the libraries are no longer bound to routed Internet traffic over a wide area network. The prior ILS move to the cloud has resulted in significant savings for Internet service at the system level.

It has been recognized that in order for the member libraries to cooperate and move forward as a system, policies and procedures need to be set and standardized system-wide. LARS has been instrumental in continuing to develop policy and procedure as many system interactions originate from the nature of our shared ILS and other technology-related resources. To this end, two committees continually work to update the official LARS policies and procedures. These committees include the LARS Cataloging/Circulation Committee and the LARS Collection Development Committee. In 2016 it became evident that LARS circulation and patron registration practices need to be strictly revised and enforced. The work of correcting "false" circulations and inaccurate patron information was completed by the end of 2017.

At the county level, the Manitowoc County Agreement and Plan for Public Library Service approved December 21, 1999 and amended and approved on April 25, 2007, and the Calumet County Agreement and Plan for Public Library Service, amended on December 19, 2017, remain in effect. Both plans provide for county library committees to meet annually to review the plans and develop budget requests for the next fiscal year. Both the Manitowoc County committee and the Calumet County committee met in May of 2018.

Additional System Planning Documents on File with the Division:

System Services Improvement Committee Issues and Needs Report (revised July 27, 2016)
Manitowoc-Calumet Library System Long-Range Plan, 2012 – 2014 (adopted January 25, 2012)
Manitowoc –Calumet Library System Mission Statement (revised January 25, 2012)
Library Technology and Resource Sharing Plan, 2015-2019 (revised January 31, 2018)
Manitowoc County Agreement and Plan for Public Library Service (April 25, 2007)
Calumet County Agreement and Plan for Public Library Service (December 19, 2017)
Long-Range Plan for Users with Special Needs, 1993-1997 (no longer mandated)
Collection Development Plan, 1996-2000 (no longer mandated)
Area Plan for Interlibrary Loan, 1991
Planning the Future of the Manitowoc-Calumet Library System, Himmel & Wilson, Library Consultants, 1998.

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 **2019**. 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

☒ (a) Written agreements that comply with Wis. Stat. § 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.

ASSURANCES (cont'd.)

Resource Library Agreement

☒ (b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.

☒ A signed copy of the resource library agreement will be provided to the division by January 15.

Reference Referral, Interlibrary Loan, and Technology

☒ 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.

Provide reference and interlibrary referral and routing for member libraries, including verification and other clearinghouse functions, as needed and as feasible with WISCAT-ILL.

Participate in and support the Library Automated Resource Sharing Consortium (LARS) through which MCLS libraries share materials through a common database and circulation system. Use WISCAT-ILL to refer, receive, and manage interloan requests at the system level.

Purchase WISCAT licenses for all member libraries, or licenses to the successor system depending on cost. All member libraries will use WISCAT-ILL for "traditional" interlibrary loan outside of the LARS shared system, or in any successor system selected and implemented by DLT.

Participate in regional and state meetings and training related to interlibrary loan.

Provide or arrange training for member library staff regarding interlibrary loan tools, procedures, etc. as needed.

Continue to implement the "Wisconsin Interlibrary Loan Guidelines."

Provide direct ILL services and/or clearinghouse services for several non-public libraries in the area.

Maintain, interpret, and analyze interlibrary loan statistics.

Maintain, interpret, and analyze LARS lending statistics.

Implement and maintain the newest versions of WISCAT, WISCAT-ILL, and the new SHAREit catalog platform.

Continue to adapt ILL procedures to fit the LARS shared automation system within MCLS, which includes all MCLS member libraries and two area multi-type libraries.

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

None

ASSURANCES (cont'd.)

Inservice Training

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

List ongoing activities related to this requirement.

Member library directors have indicated that CE was not a priority service provided by the system. Therefore, the program budget was significantly decreased in 2015, and will remain at roughly the same level in 2019.

Provide ILS training for new employees at the member libraries.

Provide or arrange for customized in-house training sessions for member library staff on topics related to the LARS shared automation system, OverDrive, online databases, and other emerging technologies.

Provide validation and record-keeping in support of the Wisconsin Public Librarian Certification law. Ensure that all member library directors maintain proper certification.

Participate in DLT meetings for system CE coordinators.

Provide orientation for new System Board members and for new directors of member libraries.

Highlight events and learning opportunities on the MCLS website, the system's Facebook page, and Evernote updates.

Distribute information about CE opportunities offered by other library systems and other related agencies, and provide links on the MCLS System web page to a variety of continuing education opportunities.

Invite library trustees to relevant workshops, and attempt to tailor at least one workshop per year specifically to the interests and needs of trustees.

In addition, MCLS contributes to support the webinar conferences planned by other systems - Wild Wisconsin Winter Web Conference planned by Jamie Matczak at the Wisconsin Valley Library System and the Trustee Training Week planned by Jean Anderson at the South Central Library System.

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

MCLS will participate in NEWI (Northeast Wisconsin), a multi-system contract with Winnefox for providing continuing education for library directors, library staff, and library trustees.

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

MCLS will contract with Winnefox for CE services provided by Joy Schwarz.

ASSURANCES (cont'd.)

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 van delivery service five days per week (Monday through Friday) to all member libraries, and at least two times per week at both of the academic libraries that receive MCLS delivery service. The delivery route also includes stops to pick up materials returned at book drops located in the outlying areas of Hilbert and Valders.

Contract with the South Central Library System for statewide intersystem van delivery service four days a week.

Rent garage space to house the System van.

Use WISCAT-ILL or its successor and OCLC for interlibrary loan communications.

Provide direct Internet access for all MCLS member libraries.

Provide Evernote updates for member libraries regarding system activities, continuing education opportunities, and library-related news.

Use email for communication and electronic delivery of information. MCLS provides email accounts for staff of all participating member libraries.

MCLS facilitates web hosting services for participating member libraries through Bluehost.

Maintain an MCLS System website with information for member libraries and area libraries of all types.

Continue to revise, improve, expand the MCLS System website and Facebook page.

An agenda item addressing communication among the system and the member library directors will remain on the the agenda of the MCLS Directors' meetings.

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

Maintain MCLS delivery service to provide van delivery to all member libraries five days a week.

Maintain an MCLS System website with information for member libraries and area libraries of all types.

Service Agreements

☒ Wis. Stat. § 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.

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. 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.

ASSURANCES (cont'd.)

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.

☒ 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, 2019, 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.

In 2019, MCLS plans to purchase an additional travelling lab of 10 laptops to assist with ongoing workforce development and coding/STEAM programming at the member libraries.

In addition, the system is in the process of evaluating online resources to be added in 2019. Examples of possible additions include Gale Courses and Creativebug.

ASSURANCES (cont'd.)

Professional Consultation

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

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

Provide consulting services to member libraries, with System and/or Resource Library staff available to consult in areas of library administration and planning, collection development, reference and information, inclusive services and accessibility, technical services, automation and technology, adult services, young adult services, and youth services.

MCLS has agreed to pay $500 towards contracting for consultant services in the event of member library building/capital improvement projects. The $500 contribution is in lieu of MCLS retaining this type of expertise on the current staff structure.

Refer questions or seek additional advice from DLT or other sources when necessary, particularly in regard to legal issues.

The Director will continue to perform the duties of the System Youth Liaison, Specials Needs Consultant, as well as the Continuing Education Consultant. The Director will participate in statewide DLT meetings related to these services.

Maintain the System website and Facebook page to provide current and relevant information for member libraries and library trustees.

Maintain files of frequently requested information on topics such as library policies, legislation, open meetings law, planning, copyright, etc.

Consult with member libraries and with both member counties on county library planning and county library budget requests. Convene at least one annual planning meeting per year in each county.

Extend consultant services to area non-public libraries to the extent possible, within the constraints of limited System funds.

Continue to maintain a high level of consulting with the Manitowoc County and Calumet County Library Advisory Committees and the respective County Boards in regard to the County service plans, county funding, and county appointments to the MCLS Board and to local public library boards.

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

Priority consulting for 2019 will continue to focus on providing timely information regarding the progress of PLSR and the resulting final recommendations. MCLS staff will keep member libraries and trustees informed as to how the final recommendations will affect system structure, system membership, services to the member libraries, and the associated costs to member libraries. The system will take the lead in preparing the member libraries for future changes and transitions the libraries will need to make as a result of the PLSR project.

Regional library systems including Monarch, OWLS, Winnefox, Nicolet, and MCLS will collaborate to offer strategic planning training, provided by WiLS, to all interested member libraries.

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

Consulting or communication with member libraries and trustees takes place in multiple ways and formats, sometimes conveying the same information in more than one way. The methods for communication include: in-person one-on-one meetings, in-person small group meetings, regularly scheduled meetings such as LARS, Directors', and MCLS Board of Trustees meetings, workshops/presentations, by phone, email, system website, system Facebook page, and Evernote updates for the member libraries.

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.

List ongoing activities related to this requirement.

Encourage and assist member libraries to apply for their own inclusive services grants, if available.

Offer at least 1.5 hours of CE with an inclusive services focus.

Continue to coordinate a system-wide "Battle of the Books" to promote reading for "at-risk" teens.

Participate in DLT meetings related to inclusive services, and share relevant information provided by the DLT Youth and Inclusive Services Consultant.

Offer consultant services related to Inclusive services, particularly in the areas of literacy and disabilities, as well as services for older adults and the very young.

Literacy services cover a range of services, including but not limited to: early brain development, emergent readers, health and financial literacy, adult basic literacy, English language learners, informational, technological and occupational literacy, and multi-cultural and diversity awareness.

Disability services address the needs of individuals with physical, mental, learning, or developmental disabilities. Look for partnering opportunities, outreach services, and cooperative activities with community businesses and civic groups.

Network with other human service agencies and organizations in both counties, as staff time allows.

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

Investigate cost of providing multiple language interpreter services for member libraries.

Coordinate planning and evaluation for inclusive services in conjunction with Winnefox Library System staff as outlined by the NEWI CE Agreement.

Share and incorporate tools created as a result of the efforts of the 2018 Inclusive Services Retreat participants.

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

Communication with member libraries and trustees takes place in multiple ways and formats, sometimes conveying the same information in more than one way. The methods for communication include: in-person one-on-one meetings, in-person small group meetings, regularly scheduled meetings such as LARS, Directors', and MCLS Board of Trustees meetings, workshops/presentations, by phone, email, system website, system Facebook page, and Evernote updates for the 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.)

OTHER SERVICE PROGRAMS - Collection Development

Ongoing

Continue to collect fees for Wisconsin Public Library Consortium (WPLC) membership and continue to gain access to electronic books, digital audio books and other services through the WPLC. Member libraries agreed to pay a proportional share of the annual charge to maintain membership in the WPLC that began in 2005. In addition, the member libraries of MCLS will be contributing a total of $18,175 for the statewide e-content buying pool in 2019.

Distribute surplus reference materials from the Resource Library to member libraries, and facilitate the sharing of other surplus materials from the other member libraries.

New or Priority

Provide or arrange for customized in-house training sessions for member library staff on topics related to Overdrive, e-Books and other collections related to new and emerging technologies.

Continue to explore the interest and affordability of purchasing additional databases to make available system-wide, for all patrons.

Expand upon the tech/STEAM resources in the Makerboxes collection.

Investigate the member libraries' desire for the system to match/supplement the Resource Library's contribution of $6,000 annually towards the system's OverDrive Advantage account.

S.43.24(2)(i) OTHER SERVICE PROGRAMS - Services to Youth

Ongoing

The MCLS Director continues to serve as the System's Youth Services Liaison to provide consulting assistance to member libraries, represent MCLS at state meetings, etc.

Hold at least three meetings for youth services staff of member libraries to share information, plan for summer programs and the annual Battle of the Books, etc.

Provide a Summer Library Reading workshop that fits the neeeds of librarians that work with both the youth and the teen age groups.

Produce brochures or bookmarks promoting summer library programs at MCLS member libraries, and distribute copies through all elementary schools in both counties.

Seek opportunities to collaborate with local school library program directors to increase resource sharing and public library awareness.

Continue to seek out funding to sustain and expand the Reach Out and Read programs and associated community partnerships in both counties.

ASSURANCES (cont'd.)

Continue to seek out partnerships with local organizations that provide services to youth and their families.

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 2017 system audit will be submitted to the division no later than September 30, 2019.

Budget

☒ A copy of your public library system budget by service program category and fund source for the plan year is attached (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 2019 resource library contract.*

1. The system participates in the statewide WPLC e-content purchasing pool.

2. NEWI - MCLS, NFLS, and OWLS will contract with the Winnefox Library System to assist MCLS, NFLS, and OWLS in planning and providing in-service training opportunities for MCLS, NFLS, and OWLS member library personnel and trustees between January and December of 2019.

3. Continuing Education - Programs offered cooperatively by systems throughout the state as well as collaboratively funding speakers and larger events such as the Wild Wisconsin Winter Web Conference and the Trustee Training Week.

4. Reach Out and Read - The system and member libraries collaborate with the following community partners to maintain and promote the Reach Out and Read program: Holy Family Memorial Pediatrics, Aurora Medical Center, Bellin Health, Manitowoc County University of Wisconsin-Extension - Cooperative Extension, Calumet County University of Wisconsin-Extension - Cooperative Extension, Birth to 3 Program, Wisconsin Department of Health Services, Reach Out and Read Wisconsin Coalition, United Way Manitowoc County, Investing Early Coalition, Lakeshore CAP – Lakeshore Family Resources, Early Head Start, and Interstate Books4School.

5. Regional library systems including Monarch, OWLS, Winnefox, Nicolet, and MCLS will collaborate to offer strategic planning training, provided by WiLS, to all interested member libraries.

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

Activity	Amount
1. WPLC OverDrive e-book Buying Pool	$1,150,000
2. NEWI	$20,000
3. Statewide Continuing Education Collaboration	$10,000
4. Reach Out and Read Collaboration	$0
5. Strategic Planning Training for member libraries	$20,000
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	$1,200,000

2019 BUDGET INCREASE ACTIVITIES

Summary of Activities *Identify any specific activities and allocations supporting broadband access, workforce development, and lifelong learning.*

Addition of Gale Courses access

Addition of Creativebug access

Purchase an additional laptop lab to be used for workforce development and coding programs at the member libraries.

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

Activity	Amount
1. Addition of Gale Courses	$10,000
2. Addition of Creativebug	$4,000
3. Additonal laptop lab for workforce development and coding	$5,000
4.	
5.	
6.	
Cost Benefit Total	$19,000

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 **2019**.

Name of System Director	Signature of System Director	Date Signed *Mo./Day/Yr.*
Rebecca Petersen	Rebecca Petersen	10/1/18
Name of System Board President	Signature of System Board President	Date Signed *Mo./Day/Yr.*
Ray Mueller	Raymond S. Mueller	10/03/2018

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is: [X] Approved [ ] Provisionally Approved *See Comments.* [ ] Not Approved *See Comments.*	DLT Assistant Superintendent Signature	Date Signed *Mo./Day/Yr.* 11/13/2018

Comments

PUBLIC LIBRARY SYSTEM 2019
ANNUAL PROGRAM BUDGET

Program	2019 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. Backup Reference	$14,000				
2. Reference Referral / ILL	$24,000				
3. Technology	$163,402	$14,730			
4. Electronic Resources					
Program Total	$201,402	$14,730	$0	$0	$216,132
Continuing Education and Consulting Service*					
1. Continuing Education	$4,000				
2. Consulting	$6,000				
Program Total	$10,000	$0	$0	$0	$10,000
Delivery Services	$45,000				$45,000
Library Services to Special Users	$1,000				$1,000
Library Collection Development	$11,000				$11,000
Direct Payment to Members for Nonresident Access				$976,390	$976,390
Direct Nonresident Access Payments Across System Borders				$527,051	$527,051
Library Services to Youth	$7,500				$7,500
Public Information	$2,000				$2,000
Administration	$55,000				$55,000
Subtotal	$121,500	$0	$0	$1,503,441	$1,624,941
Other System Programs					
1.					$0
2.					$0
Program Total	$0	$0	$0	$0	$0
Grand Totals	$332,902	$14,730	$0	$1,503,441	$1,851,073

* 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).