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

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

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

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

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

GENERAL INFORMATION

Library System

Monarch Library System

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

The Monarch Library System is comprised of four counties. They are Dodge, Ozaukee, Sheboygan, and Washington Counties. The system serves 31 public libraries, Lakeland University, Ozaukee-Sheboygan Bookmobile, and Washington County Outreach librarian. These libraries serve 416,850 people who live in this area. Libraries range in size from the largest, Mead Public Library in Sheboygan, to the smallest, Lowell Public Library in Dodge County.

Major industries are manufacturing, including: machine tooling, metal fabrication, printing, pharmaceutical distribution, photo finishing, and trucking. Agriculture makes up about 10.5% of the occupations in the four counties.

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

In 2017, was the beginning of the new system, Monarch Library System. Documents had to be created to form the new system. Such as personnel and operation policy manuals, bylaws, and system agreements. Discussions throughout the year centered around, 1. Planning how the new system will lead and innovate moving forward, 2. How the system will communicate and 3. How it will continue to find opportunities to provide improved services as a four-county system. While not every service in the new system will bring the same benefits to each library, the sum equates to a significant gain in value in the services that can be provided as a merged system, specifically those the patrons value most.

Describe the planning environment and process under which this and other system plans were developed. Include how member libraries are involved in plan development and review and whether your systems has a formally appointed advisory committee. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

Due to 2017 being the first year of Monarch library system, the 2018 plan is built on the merger documents as well as the steps the Directors Council, Board of Trustees and the staff have contributed to the year of immense growth. The Plan will be presented in it's entirety to the Directors Council and the Board of Trustees for comments, corrections and approval.

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2018**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

Membership Agreements

☒ (a) Written agreements that comply with s. 43.15(4)(c)4. with all member libraries.

☒ A copy of the agreement with a list of all members signing and the dates signed provided to the division by January 15.

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.

ASSURANCES (cont'd.)

Reference Referral, Interlibrary Loan, and Technology

☒ S.43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

List ongoing activities related to this requirement.

1. Member libraries use WISCAT for interlibrary loan outside of the system and the shared Integrated Library System (ILS) for in-system interlibrary loan.
2. Contract with South Central Library System for four day a week statewide courier service and provide in-system delivery service by system trucks for transportation of interlibrary loan materials.
3. Serve as intermediary and facilitate communication between Resources for Libraries and Lifelong Learning staff and member libraries.

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

None

Inservice Training

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

List ongoing activities related to this requirement.

Continue a relationship with Southeast Wisconsin Consortia for continuing education for library personnel and board members. The Bridges Library System, SEWI Consortia coordinators, will work with the new system to provide CE in our boundaries. This will allow more library personnel to take advantage of continuing education within a reasonable distance. Continuing Education and consulting has allocated funds for workshops and courses for system library

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

None

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

Monarch library system uses personnel from Bridges as well as Nicolet to assist in providing CE for our member libraries. The Monarch System director works with coordinators to assist in disemminating information about CE opportunities.

Delivery and Communication

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

List ongoing activities related to this requirement.

Delivery is provided five days a week. The system operates three delivery trucks for the three delivery routes.
South Central Delivery material s are incorporated with the current delivery system.
The system works with the ILS committee to monitor the holds queue to assist with balance between net borrowers and lenders.

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

None

Service Agreements

☒ S.43.24(2)(g) Service agreements with all adjacent library systems

☒ A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.

Other Types of Libraries

☒ S.43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.

☒ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.

☒ Other types of libraries in the system area have had an opportunity to review and comment on the plan.

ASSURANCES (cont'd.)

Library Technology and Resource Sharing Plan

☒ S.43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

☒ Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.

☒ By January 1, 2018, the system's current plan for library technology and resource sharing or changes to the current plan will be submitted to the division.

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

1. Expanding Rescarta digitation to Washington and Dodge Counties for those interested in participating.

2. Researching printing contract to reduce printing costs across the system.

3. Maintain a Makerspace Collection that circulates to the member libraries.

4. Establishing SharePoint for the system staff, system board and member libraries.

5. Implemenation of Solar Winds features to monitor servers.

6. Maintain technical IT support for the ILS.

7. Manage bulk purchase of computers and peripherial devices for the member libraries.

Professional Consultation

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

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

System staff continue to offer consultation on cataloging, technical services, digitization, ILS, WRS, human resources, policies, youth and inclusive services, etc. The MLS staff is the first point of contact to advise on topics facing libraries. If the system staff is not able to answer a particular question, they will seek answers from fellow systems staff and DPI.

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

None

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

Consulting is done in a variety of ways. Telephone calls, emails, help tickets, committee meetings, all directors meetings, face to face appointments, and attending local library board meetings to be of assistance.

Inclusive Services

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

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

List ongoing activities related to this requirement.

1. Attend workshops geared towards inclusive services.
2. Active role in planning efforts to refocus Wisconsin public library attention on inclusive practices.
3. System staff is involved in State Committee to better address inclusive services.

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

Planning a continuing education opportunity for member libraries on the topic.

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

Communication is done by phone calls, emails, newsletters, quarterly meetings, and workshops.

ASSURANCES (cont'd.)

Other Service Programs

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service programs individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

Ozaukee-Sheboygan Bookmobile

1. Continue to acclimate staff and patrons to the new bookmobile.

2. Expand Social media to reach new users. May include a blog and podcasts.

3. Quarterly print newsletters for patrons.

4. Ongoing evaluation of effective locations for stops to maximize service, with the hopes of increasing circulation.

5. Expand information available on the Monarch Library System website.

Youth Services

1. Fall and Spring meeting for youth librarians in the system.

2. Research how to streamline communication with member libraries.

3. Monthly highlights of youth services throughout the system.

4. Coordinate Summer Reading Program incentives for member libraries.

5. Collect statistics to evaluate outcome measures.

Database Management Service

Ongoing activities

1. Contract with OCLC for a Cataloging Subscription, providing member libraries with access to the OCLC cataloging database and services.

2. Provide member libraries with a centralized database management service. This includes cleanup, standardization, maintenance, enrichment, authority control, and original cataloging to enhance access to and the quality of information in the Integrated Library System (ILS) database. It also includes maintenance of the accuracy of member libraries' holdings displayed in WISCAT, the local catalog currently known as Monarch Catalog, and WorldCat.

3. Continue support of digitization program and projects for member libraries.

4. Investigate enhancement of the public face of the digitiation program and additional options to support library interest in digitization projects, such as an in-house digitization option.

Shared Integrated Library Automation Service

Ongoing activities

1. The system coordinates and operates the shared library automation system on behalf of its member libraries, the system bookmobile, and Lakeland Univeristy, Inc. The services are carried out according to the policies and procedures created by the ILS and Circulation Committees and Directors Council, which are made up of members from participating agencies.

2. Services provided include, but not limited to: technical support of the ILS, training and support for member library staff on the ILS, customization of the web catalog currently known as Monarch Catalog, researching new services, maintaining a good working relationship with the ILS vendor, monthly/yearly reports for libraries, customization of reports.

3. Work with and engage participation of member library staff to investigate and improve the use of the ILS, both for staff and the public.

4. Improve the appearance and usability of Monarch Catalog.

ASSURANCES (cont'd.)

Public Information

Ongoing activities

1. Maintain die cut collection and offer workshops throughout the year for libraries to use die cuts.

2. Continue Summer Reading Program customizable templates for member libraries

3. Organize and market two events for patrons of the member libraries on behalf of the MLS

4. Provide materials and resources as needed to the member libraries.

Administration

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

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

Budget

☒ A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.
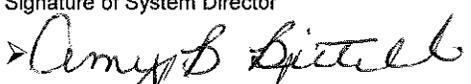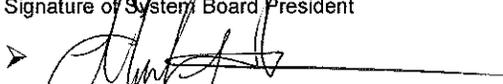
COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2018 resource library contract.*

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

Activity	Amount
1. South East Wisconsin Continuing Education	$13,000
2. ILS-Polaris	$100,000
3. Trustee Training w/Nicolet	$1,000
4. Sheboygan Children's Book Festival	$500
5. Delivery- Cooperative Service between the system and the member libraries	$120,000
6. Wild Winter Wisconsin Webinar Series	$500
7. WPLC Overdrive	1,150,000
8.	
9.	
10.	
Cost Benefit Total	$1,385,000

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 **2018**.

Name of System Director	Signature of System Director	Date Signed *Mo./Day/Yr.*
Amy B. Birtell		9/14/2017

Name of System Board President	Signature of System Board President	Date Signed *Mo./Day/Yr.*
Mark Hanson		9/14/2017

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.*	DLT Assistant Superintendent Signature	Date Signed *Mo./Day/Yr.* 12/4/17

Comments

PUBLIC LIBRARY SYSTEM 2018
ANNUAL PROGRAM BUDGET

Program	2018 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan*					
1. Technology	$189,858			$20,000	
2. Reference & ILL	$37,247				
3. ILS	$153,724			$158,440	
4. Electronic Resources				$146,720	
Program Total	$380,829	$0	$0	$325,160	$705,989
Continuing Education and Consulting Service*					
1. C.E. & Consulting	$27,344				
2. Resource Library	$109,515				
Program Total	$136,859	$0	$0	$0	$136,859
Delivery Services	$226,393				$226,393
Library Services to Special Users	$14,176				$14,176
Library Collection Development	$0				$0
Direct Payment to Members for Nonresident Access			$1,621,386		$1,621,386
Direct Nonresident Access Payments Across System Borders			$51,624		$51,624
Library Services to Youth	$14,176				$14,176
Public Information	$84,101				$84,101
Administration	$142,126				$142,126
Subtotal	$480,972	$0	$1,673,010	$0	$2,153,982
Other System Programs					
1. Database Management	70984				$70,984
2. Bookmobile			$215,000		$215,000
Program Total	$70,984	$0	$215,000	$0	$285,984
Grand Totals	$1,069,644	$0	$1,888,010	$325,160	$3,282,814

* 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).