Exhibit 14

2018 SYSTEM PLAN
WVLS Board of Trustees
September 16, 2017

Note: New or priority activities to the plan are designated in **bold print**.

MEMBERSHIP AGREEMENTS

(A). Wis. Stats. 43.24(2)(a)   Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15(4)(c)(4), and to provide for the interloan of materials among all participating public libraries, as evidenced by agreements with those libraries.

2018 ACTIVITY RELATED TO THIS REQUIREMENT

1. Provide a copy of the agreement WVLS has with each public library and its supporting municipality to DLT by January 15, **2018**.

RESOURCE LIBRARY AGREEMENT

(B). Wis. Stats. 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 the library.

2018 ACTIVITY RELATED TO THIS REQUIREMENT

1. Provide a signed copy of the WVLS/MCPL agreement for **2018** to the DLT by January 15, **2018**.

NOTE: There is no "c" in Wis. Stats. 43.34(2).

REFERENCE, REFERRAL AND INTERLIBRARY LOAN

(D). Wis. Stats. 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.

2018 **ONGOING** ACTIVITIES RELATED TO THIS REQUIREMENT

1. Provide for reference and interlibrary loan referrals for member libraries.
2. Encourage all member libraries to participate fully in interlibrary loan as lenders and borrowers.
3. Encourage all participating ILL libraries to follow interlibrary loan procedures and protocols established by the system, RL&LL and/or OCLC.
4. Ensure that interlibrary loan participants have access to accurate ILL statistics.
5. Encourage all member libraries to subscribe to appropriate interlibrary loan communication channels.
6. Participate in state level agreement with major book jobber(s) which allow publicly supported WVLS libraries of all types to purchase library materials at maximum discounts.
7. Continue to monitor statewide OCLC/WISCAT activity in area of ILL and WVLS' role.
8. Monitor usage of BadgerLink and WVLS subscription-based electronic resources provided for member libraries and patrons.
9. Provide authentication services for BadgerLink and WVLS databases offered to the public by fully utilizing vendor authentication processes where possible.

Exhibit 14

10. Investigate digital resources and provide recommendations to member libraries.

Indicate new or priority activities relating to this requirement for the plan year (2018).

Indicate new or priority activities relating to this requirement for the plan year (2019).

CONTINUING EDUCATION & CONSULTATION

(E) & (H) Wis. Stats. 43.24(2)(e) In-service training for participating public library personnel and trustees and professional consultation services to participating public libraries. **Wis. Stats. 43.24(2)(h)** Professional consultant services to participating public libraries.

2018 **ONGOING** ACTIVITIES RELATED TO THIS REQUIREMENT:

CONTINUING EDUCATION

1. Maintain calendar of continuing education events.
2. Plan all continuing education opportunities in accordance with the requirements set forth in the *Certification Manual for Wisconsin Public Library Directors* published by the Wisconsin Department of Public Instruction, Division for Libraries and Technology.
3. Sponsor or co-sponsor a minimum of thirty-six (36) contact hours of continuing education opportunities annually for member library staff and trustees, as well as for library system staff and trustees.
4. Ensure that at least twelve (12) of the thirty-six (36) annual contact hours of continuing education are provided in-person at a location within a reasonable driving distance.
5. Sponsor a minimum of nine (9) contact hours annually of continuing education opportunities relating to youth and young adult services.
6. Offer a minimum of six (6) contact hours of technology-related continuing education opportunities sponsored or co-sponsored by LEAN WI.
7. Continue collaboration with the Nicolet Federated Library System to provide continuing education opportunities for WVLS member staff and trustees.
8. With input from member libraries, evaluate each CE opportunity and conduct an annual outcome-based evaluation of the system's continuing education program. Share evaluation with member libraries.
9. Survey member libraries to help WVLS assess continuing education **and training** needs.
10. Continue to host bi‑annual gathering of public library directors.
11. Schedule listening sessions for staffs from all types of libraries, "Periodical Renewals" for public library staff, and "Youth Services Information Exchanges" for all children's and YA staff.
12. Continue peer-to-peer mentoring program for new public library.
13. Maintain Wessler Scholarship and Association of Rural and Small Libraries (ARSL) Conference Scholarship fund**s**.
14. Offer a travel grant to attend WLA Library Legislative Day to a library staff member who has not previously attended.

CONSULTATION

1. Attend relevant meetings, webinars and conferences, and share what is learned.
2. Provide consultant services to WVLS libraries of all types in the areas of: public library administration and governance, intellectual freedom and challenges, adult services, building/remodeling, staff development, planning/evaluation/standards, collection development, **and** legal issues.
3. Provide grant-writing guidance and support.
4. Monitor public library directors' progress toward certification and recertification. Provide updates to

Exhibit 14

each director as needed**.**
5. Encourage orientation and ongoing training for area library board members.
6. Assist member libraries in the process of filing annual reports.
7. Meet with new and current directors in the system to orient them to system services and to provide an overview of library services in Wisconsin.
8. **Ensure** appropriate library system staff ~~shall~~ meet with newly hired key library staff to provide an orientation on system services related to their positions.
9. Facilitate participation of member library staff, trustees, and supporters in local, regional, and statewide advancement events, e.g., candidate forums, WLA Library Legislative Day.
10. Assist libraries in promoting their value to their communities.
11. Assist member libraries in working for and securing local and county funding.
12. Facilitate individual county library service planning processes when requested.
13. Support member library staff and trustee advocacy efforts at all levels – local, county and state.
14. Encourage members of the WVLS library community to develop a network of citizen library supporters who can be strategically deployed as needed.
15. Advocate on the state level for system and public library initiatives, as well as other items included in the Wisconsin Library Association's legislative agenda of significance to the entire library community.
16. Inform member library staff, trustees, and supporters of pending legislation on the state and national levels that may affect libraries and explain how the proposed legislation might affect system and local library service.
17. Network with a variety of state, regional and local government agencies on behalf of member libraries.
18. Represent the interests of member libraries to the Legislature and the Department of Public Instruction in the development of statewide library policy or services.
19. Cooperate with other agencies or organizations for the benefit of member libraries and area residents.
20. Develop tools that can be tailored by local libraries as needed, making it easier to create awareness of their accomplishments, needs, or concerns, e.g., press releases, sample letters to officials, etc.

Indicate new or priority activities relating to this requirement for the plan year (2018).

1. **Facilitate opportunities for designated communications/marketing coordinators from other systems to share expertise, projects, resources and tools.**
2. **Organize a one-day gathering of designated communications/marketing coordinators from other systems to discuss opportunities for collaboration and cooperation.**
3. **Provide consultant services to member libraries in marketing and graphic design.**
4. **Provide website layout and design consultation services upon request.**
5. **Develop and implement a robust and responsive menu of training opportunities, tools and resources for member library staffs.**

Indicate new or priority activities relating to this requirement for the plan year (2019).

1. **Evaluate and refine website layout and design consultation services.**
2. **Evaluate and refine training opportunities, tools and resources offered to member library staffs.**

DELIVERY

.
(FM). Wis. Stats. 43.24(2)(fm) **Electronic delivery of information and** physical delivery of library materials to participating libraries.

2018 **ONGOING** ACTIVITIES RELATED TO THIS REQUIREMENT:

Exhibit 14

ELECTRONIC DELIVERY OF INFORMATION

1. Produce/distribute annual statistical report and listing of system membership benefits.
2. **Continue to use** a communications and marketing plan to **guide and** coordinate communications methods to/from member library staff and trustees.
3. Continue publication of a bi-weekly newsletter and encourage member libraries to contribute.
4. Publish weekly contributions to the WVLS blog *Digital Lites*.
5. Continue to expand the use of social media and encourage member libraries to contribute.
6. Create and share ready-made promotional templates that promote library services and programs.
7. Create and implement a website ~~development,~~ management, and hosting strategy for internal and member library use.
8. Continue to evaluate and improve the WVLS web site to provide an effective means of communication within WVLS.
9. Keep web-based *Directory of Libraries and Librarians* updated.
10. Enhance professional development section on the WVLS website.
11. Maintain list of web-based continuing education programs to help area public library directors maintain their state-required certification.
12. Create web bibliographies and tools on a variety of topics useful to WVLS **member** library staff and trustees on the WVLS web site.
13. Update resource packets for public library directors and WVLS trustees located on the WVLS website.

PHYSICAL DELIVERY OF INFORMATION

1. Subsidize three courier stops per week to each member public library and V-Cat service site. Continue to fund up to two delivery stops per week for each non-V-Cat member library.
2. Ensure local delivery service is available to member libraries at least five days per week.
3. Update print and video formats of best practices for labeling and packing materials for the courier.
4. Continue **courier** "vendor-sort" option approved by the WVLS Board of Trustees in 2015.
5. Request monthly volume statistics from Waltco and share yearly data with the WVLS Board of Trustees and member libraries.
6. Review and update delivery schedules, policies and procedures as needed, and post on the WVLS website**.**

Indicate new or priority activities relating to this requirement for the plan year (2018).

1. Record, maintain, and promote recordings of WVLS-sponsored webinars and workshops and archive on WVLS website.

Indicate new or priority activities relating to this requirement for the plan year (2019).

SERVICE AGREEMENTS

(G). Wis. Stats. 43.24(2)(g) Service Agreements with all adjacent library systems.

2018 ACTIVITY RELATED TO THIS REQUIREMENT:

1. File current copies of agreements WVLS has with all other Wisconsin library systems with DLT.

OTHER SERVICE PROGRAMS

Exhibit 14

(I). Wis. Stats. 43.24(2)(i) Any other service program/s 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.

2018 **ONGOING** ACTIVITIES RELATED TO THIS REQUIREMENT:

COLLECTION DEVELOPMENT

1.   Provide access to electronic resources to meet the needs and demands of area library users and to back up the collections of member libraries.
2.   Provide the resource library a collection development grant to expand the breadth and scope of **its** fiction and nonfiction collections.
3.   Provide area library directors with usage reports for WVLS electronic databases and OverDrive collections.
4.   Encourage collaborative collection development by member libraries in selected subject areas.
5.   Continue membership in the Wisconsin Public Library Consortium to provide access to e-books/e-audios/e-videos.
6.   Subscribe to professional journals **and route** to **interested** member libraries.
7.   Maintain a professional materials collection and make titles available for loan to any library in the state.
8.   Maintain the shared WVLS/IFLS collection of makerspace resources.
9.   Continue to share reader's advisory/collection development information with area libraries.
10. Continue the shared WVLS/IFLS Digitization Program **(Project ION)** that offers interested member libraries consultation, best practices and support, and which provides member libraries opportunities to share their digitized collections with Recollection Wisconsin and the Digital Public Library of America.
11. Help member libraries with weeding and/or inventory projects.
12. Participate in the **Wisconsin Public Library Consortium (**WPLC**)**.
13. Monitor the usefulness of content available through WPLC membership and share member library feedback with the WPLC board.

Indicate new or priority activities relating to this requirement for the plan year (2018).

1.   **Explore alternative funding to support the WVLS OverDrive Advantage account.**
2.   **Explore digital periodical subscriptions and funding via member libraries.**
3.   **Continue to develop collaboration with IFLS on Project ION (digitization project).**
4.   **Partner on digitization training and support with other libraries and systems.**
5.   **Accelerate support for digitization projects and provide adequate resources to sustain project and participation in Recollection Wisconsin.**

Indicate new or priority activities relating to this requirement for the plan year (2019)

YOUTH SERVICES

1.   Provide member libraries with access to expertise and consulting to assist them in planning, developing, and evaluating youth and young adult services.
2.   Partially subsidize a performer at member libraries' summer reading programs.
3.   Meet with youth services staff from member libraries to determine grants, focus of CE workshops, and directions of future projects.
4.   Assist member libraries in marketing youth and young adult activities.
5.   Maintain a system-wide movie licensing agreement to enable public performance movie programming for interested libraries. Conduct annual review to assess cost effectiveness and invite additional participation.

Exhibit 14

6. Conduct annual "grassroots gathering" among directors and support staff responsible for the direction of youth services in WVLS libraries to determine the focus of WVLS youth activities. Invite participation by public school media specialists. Send report to DLT.
7. Partner with the DPI/DLT Public Library Youth and Special Services Consultant and other system youth services consultants to implement and promote early literacy and other statewide initiatives.
8. Facilitate collaborations on youth and young adult services.
9. Continue collaboration with the Bridges Library System to further **support** the "*1,000 Books Before Kindergarten App*" offered to member libraries.

Indicate new or priority activities relating to this requirement for the plan year (2018).

1. Assist member libraries in the development of coding and STEM/STEAM/STREAM programs for children and teens.
2. Maintain the WVLS Youth Services Information Exchange Facebook page to encourage the exchange of ideas and resource sharing.

Indicate new or priority activities relating to this requirement for the plan year (2019).

INCLUSIVE SERVICES

(K). Wis. Stats. 43.24(2)(k) Promotion and facilitation of library service to users with special needs.

2018 **ONGOING** ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Provide member libraries with access to expertise and consulting to assist them in planning, developing, and evaluating inclusive services, **guided by *What Does it Mean to Be Inclusive? A Statement from the Division of Libraries and Technology* (May 25, 2017) (https://drive.google.com/file/d/0BzKbkfyCqtQOMU9nWHJlQVVTRU0/view**).
2. Maintain collection of professional materials on inclusive services, include articles in WVLS newsletter/blog, and offer CE opportunities to raise awareness of related issues.
3. Facilitate member libraries' use of the Department of Public Instruction's website, Serving Special Populations (http://dpi.wi.gov/pld/yss/serving-special-populations), an online resource which follows up *Youth with Special Needs: A Resource and Planning Guide for Wisconsin's Public Libraries* (http://dpi.wi.gov/pld/yss/resource-guide-2002) and *Adults with Special Needs: A Resource and Planning Guide for Wisconsin's Public Libraries* (http://dpi.wi.gov/pld/yss/serving-special-populations/adults-with-special- needs/2002) in the planning, development, and evaluation of services.
4. Facilitate regional collaborations with member libraries, appropriate agencies, and other systems on inclusive services.
5. Collaborate with member libraries or other systems to obtain grants which provide funding for inclusive services.
6. Support member library outreach efforts to extend services to underserved populations. Target groups include persons with disabilities, persons who are unemployed, underemployed, and/or seeking to improve their job skills, persons who are incarcerated, and persons in need of improving literacy and reading skills, and have difficulty using libraries because of their educational, cultural and socioeconomic background.
7. Enhance and strengthen public library services to adolescents most at risk of illiteracy.
8. Assist member libraries in exploring and acquiring new technologies to provide inclusive services.

Indicate new or priority activities relating to this requirement for the plan year (2018).

1. Using the 2015 and 2016 DLT Youth and Special Services System Continuing Education mini-grant format as a template, design an inclusive services CE opportunity based on

Exhibit 14

the principles from *What Does It Mean to be Inclusive? A statement from the Division of Libraries and Technology* that combines an in-person training component with micro-grant support for participating librarians to implement what they've learned in their communities.

Indicate new or priority activities relating to this requirement for the plan year (2019).

OTHER TYPES OF LIBRARIES

(L). Wis. Stats. 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.

2018 **ONGOING** ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Continue to sponsor the WVLS Library Advisory Committee (LAC) and schedule at least two meetings annually.
2. Consider all types of libraries whenever proposals for grants and other special system projects are developed.
3. Provide consultant services to all types of libraries in the WVLS area - reported under requirement S43.24(2)(e).
4. Provide reference and interloan services to all types of libraries in the WVLS area.
5. Invite libraries of various types to attend and host WVLS continuing education events.
6. Encourage libraries of all types in the WVLS area to join WVLS' listservs **as appropriate for their positions**, ~~and~~ to subscribe to **the WVLS newsletter, and to browse the** WVLS blog *Digital Lites*.
7. Announce available grants for area libraries of all types to consider.
8. Initiate discussions with other types of libraries to determine if/how collaborative efforts might improve services to patrons/library staff/trustees in the WVLS library community.
9. Partner with all types of libraries in the WVLS area to provide workshop, training, discussion and resource sharing opportunities for area libraries.

Indicate new or priority activities relating to this requirement for the plan year (2018).

1. **Build on existing collaborative efforts by participating in statewide committees, workgroups and organizations.**
2. **Establish a multitype communications channel as part of a lifelong learning pipeline in creative technologies.**

Indicate new or priority activities relating to this requirement for the plan year (2019).

LIBRARY TECHNOLOGY AND RESOURCE SHARING

(M). Wis. Stats. 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 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

2018 **ONGOING** ACTIVITIES RELATED TO THIS REQUIREMENT:

TECHNOLOGY / NETWORK

1. Continue to develop "LEAN Wisconsin" (LEAN WI), a partnership between **multiple library**

Exhibit 14

systems, to provide member libraries with access to a strong and cost efficient enterprise technology service platform, including: virtualization, durable data storage, technology consultation, technology support, applications services and an array of additional beneficial technology services.

2. Continue to provide member libraries with access to technology expertise and technology consulting.
3. Increase LEAN WI and library funding by curating grant information and partnering with other organizations to leverage grant writing expertise and/or jointly apply for grants.
4 Monitor development in the TEACH Wisconsin program, FCC telecommunication discounts, BadgerNet, etc, as they apply to WVLS area libraries. Encourage libraries to take advantage of These programs/discounts when it is appropriate to do so.
5. Support county and local broadband development initiatives and efforts to increase broadband capacity in libraries.
6. Continue to monitor bandwidth usage by member libraries.
7. Assist member libraries in acquiring supplemental bandwidth when needed.
8. Continue to provide a secure Wide Area Network (WAN), with adequate bandwidth, for data communication between member libraries, the system headquarters, and appropriate application servers. Continue to work with member libraries to determine the most appropriate methods of data communication.
9. Facilitate group purchases of computers, network devices, and other technology-related devices for member libraries in order to promote ownership of state of the art equipment and cost savings.
10. Continue to promote effective cost-sharing by facilitating the hosting and licensing of shared applications and databases used by member libraries.
11. Meet with 25 public library directors (including technology managers when appropriate) within the LEAN WI footprint to establish and maintain working relationships and to initiate technology assessment projects with their respective libraries.
12. Blend WVLS' Network and Enterprise Services (NES), WVLS' Dynamic Customer Support Services and IFLS' technology services platform into a unified LEAN WI service model.
13. Work to normalize the use of technology between **LEAN WI** internally, as well as between **partner** systems and their respective member libraries.
14. Expand the use of technologies which enable or facilitate support automation tools (eg. Active Directory).
15. Explore and experiment with new technologies of probable value to LEAN WI member libraries and commit to one pilot project annually.
16. Expand the use of technology for remote presence meetings and programming, and promote its value to member libraries in the LEAN WI footprint.
17. Pursue collaborative opportunities under LEAN WI.
18. Pursue collaborative opportunities internally with member libraries in the LEAN WI footprint.
19. Assist member libraries in the LEAN WI footprint with partnership development among each other, with local organizations, and digitally with remote libraries and organizations.

Indicate new or priority activities relating to this requirement for the plan year (2018).

Indicate new or priority activities relating to this requirement for the plan year (2019).

ILS ADMINISTRATION

1. Continue to work with the V-Cat Council and its committees to develop and implement new Sierra features.
2. Continue to administer the V-Cat program. This includes developing and monitoring V-Cat budget; offering training opportunities and resources; managing the database; offering library profile customization services for V-Cat members; and hosting V-Cat Council meetings.
3. Continue to investigate and implement enhancements to the automated system that benefit area library staff and patrons.
4. Continue to investigate the organizational structure and funding mechanisms of other ILS consortia in the state for practices and optimized governance.

Exhibit 14

5. Explore collaborative options with other systems to improve ILS services and support.
6. Work with V-Cat committees to normalize V-Cat policies, procedures and practices among member libraries.
7. Remain alert to the impact of V-Cat as it relates to members' collection development policies and practices.
8. Provide qualified, trained staff devoted to the management and support of the shared ILS.
9. Encourage libraries to consider new ILS-related technologies, and assist with implementation and training as needed. Investigate group pricing options.
10. Continue to monitor unmediated interloan between V-Cat participants.
11. Provide an effective and efficient way for member libraries' holdings to be added to the database.
12. Work with member libraries to establish preferred practices and procedures for entering bibliographic and item holding records in the V-Cat database in accordance with currently accepted library cataloging and classification practices.
13. Ensure access to reports to assist member libraries in managing ILS data.
14. Ensure that bibliographic records, item records, and item status for materials in the V-Cat database are searchable through standard protocols.
15. Ensure access to reports to assist member libraries in managing patron, bibliographic, and holdings data.
16. Provide ILS consortium members with statistical data as required for the DLT Public Library Annual Report, using the standard definitions supplied by DLT.
17. Ensure access to statistical reports and assist member libraries in interpreting the data.
18. Work to expand V-Cat membership and encourage cooperative development through V-Cat.
19. Continue to convene the V-Cat Steering Committee to assist staff in developing the annual V-Cat budget and, when needed, with other ILS-related matters.
20. **Continue** to assess and evaluate **member libraries'** satisfaction with ILS support, the online catalog and discovery products, and training needs.

Indicate new or priority activities relating to this requirement for the plan year (2018).

1. **Form a migration committee to explore other ILSs and their viability for V-Cat.**
2. **Work toward developing sufficient local funding of V-Cat to ensure the stability of its operation and to alleviate the risk in the event of changes to regional library systems in Wisconsin.**
3. **Conduct user survey to evaluate effectiveness of V-Cat from the user's perspective and to support continuous improvement of V-Cat.**
4. **Continue to explore ILS-related products and technologies to improve V-Cat experience for consortium members.**
5. **Continue to explore ways to collaborate with other systems to improve efficiencies in ILS administration and services.**
6. **Explore patron empowerment technologies for V-Cat libraries.**

Indicate new or priority activities relating to this requirement for the plan year (2019).

1. **Continue to work toward developing sufficient local funding of V-Cat to ensure the stability of its operation and to alleviate the risk in the event of changes to regional library systems in Wisconsin.**
2. **Review V-Cat By-laws, participation agreement, and contracts.**

ADMINISTRATION

2018 **ONGOING** ACTIVITIES

1. Ensure the library system operates in accordance with Chapter 43 of the *Wisconsin Statutes.*

Exhibit 14

2. Ensure the library system operates in compliance with other Wisconsin laws, such as laws relating to open meetings, ethics, and public records.
3. Ensure the library system operates in compliance with federal laws, such as the Americans with Disabilities Act and the Fair Labor Standards Act.
4. Ensure that all meeting announcements, agendas and minutes are publically available to all member libraries.
5. Ensure the library system board has written bylaws that outline its purpose and its operational procedures and address conflict-of-interest issues. The bylaws are reviewed at least every three years.
6. Monitor statutory changes and court decisions related to library and system operations and recommends policy changes needed to maintain legal library and/or system operations to the board.
7. Create a long-range plan that meets the needs of member libraries.
8. **Offer each WVLS trustee access to a supported computer or tablet. Provide end user support on the use of this technology to access board information in digital form.**
9. Provide current financial and statistical reports for review at each library system board meeting.
10. Ensure that the library system board reviews and approves bills at each library system board meeting, in accordance with applicable laws and policies.
11. Maintain awareness of available grant and other outside funding sources.
12. Apply for and implement grants from LSTA and other grant sources that benefit the system and its member libraries.
13. Maintain compliance records.
14. Maintain required statistics for system planning and reports to WVLS Board and DLT.
15. Provide for staff and trustee participation in appropriate continuing education activities.
16. The library system director **shall** maintain the appropriate level of certification under the provisions of the *Wisconsin Administrative Code.*
17. Ensure the library system board adopts a set of personnel policies outlining the conditions and requirements for employment of system staff, which are consistent with state and federal regulations and relevant court decisions. Ensure the library system board reviews personnel policies on a regular schedule, including after any significant change in employment law.
18. The library system director shall be responsible for personnel administration, including hiring, supervising, evaluating, and dismissing library system employees.
19. Monitor system property, liability and health insurance needs.
20. Provide for independent audit of WVLS' financial statements and file copy with DLT.
21. Participate in SRLAAW and SOMBAW.
22. Maintain and monitor use of reserve funds.
23. Review status/storage of 'old' records in context of the WVLS records retention policy and/or as mandated by applicable legislation.
24. Maintain WVLS inventory of office equipment and supplies.
25. Investigate and implement opportunities for reducing costs/staff time needed for materials handling, resource sharing, technology support and office functions.
26. Pursue opportunities to collaborate within, between, and/or among systems in order to maximize efficiencies.
27. Facilitate meetings within, between, and/or among like-minded staff from multiple systems in order to discuss and implement collaborative services.
28. Facilitate group purchasing (e.g., library applications, supplies, equipment, downloadable e-resources) within, between, and/or among library systems.
29. Encourage and promote collaborative exchanges with other systems in the same region or within the state.
30. Continue WVLS Innovation and Collaboration Grant to libraries that initiate a unique and innovative program through collaboration with another library, business, club, association nonprofit, or municipal/county agency that supports the community's goals. [Recommended by The Aspen Institute in *Rising to the Challenge: Re-Envisioning Public Libraries* (2014) and *Action Guide for Re-Envisioning Your Public Library* (2016)]

Exhibit 14

Indicate new or priority activities relating to this requirement for the plan year (2018).

1. **Continue to participate in the statewide PLSR project and share what is learned with WVLS member libraries and trustees.**
2. **Ensure the system does not expend more than 20% of the state aid projected to be received in the plan year for administration.**
3. **Ensure the system audit is submitted to the division no later than June 2018.**

Indicate new or priority activities relating to this requirement for the plan year (2019).

1. **Continue to participate in the statewide PLSR project and share what is learned with WVLS member libraries and trustees.**