

2019 SYSTEM PLAN
WVLS Board of Trustees Meeting
September 15, 2018

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.

2019 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, **2019**.

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.

2019 ACTIVITY RELATED TO THIS REQUIREMENT

1. Provide a signed copy of the WVLS/MCPL agreement for **2019** to the DLT by January 15, **2019**.

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.

2019 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.
10. Investigate digital resources and provide recommendations to member libraries.

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

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.

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.

2019 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. 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.
8. Survey member libraries to help WVLS assess continuing education and training needs.
9. Continue to host bi-annual gathering of public library directors.
10. Schedule listening sessions for staffs from all types of libraries, **discussions** for public library staff, and "Youth Services Information Exchanges" for all children's and YA staff.
11. Continue peer-to-peer mentoring program for new public library staff.
12. Maintain Wessler Scholarship, Association of Rural and Small Libraries (ARSL) Conference Scholarship **and WLA Membership/Professional Development Scholarship.**
13. Offer a travel grant to attend WLA Library Legislative Day to a library staff member who has not previously attended.
14. **Continue to provide** a robust and responsive menu of training opportunities, tools and resources for member library staffs.
15. **Maintain the WVLS Continuing Education web page with current WVLS and state-wide offerings.**
16. 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).

1. **Coordinate the 7th annual Wild Wisconsin Winter Web Conference on January 23-24, 2019 for public libraries in Wisconsin.**
2. **Continue partnership with Northern Waters Library Service to provide continuing education and training opportunities to its member libraries.**
3. **Evaluate and refine training opportunities, tools and resources offered to member library staffs.**

Indicate new or priority activities relating to this requirement for the plan year (2020).

1. **Continue partnership with Northern Waters Library Service to provide continuing education and training opportunities to its member libraries.**
2. **Evaluate and refine training opportunities, tools and resources offered to member library staffs.**

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, **marketing and graphic design**, and legal issues.
3. Provide grant-writing guidance and support.
4. Monitor public library directors' progress toward certification and recertification. Provide updates to 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 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.

21. Assist member libraries to identify, implement, document and publicize programs and services that (1) expand technology services for patrons with limited broadband access, (2) enhance workforce development assistance, and (3) provide a gateway to learning in all stages of life.

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

1. **Continue to** provide website layout and design consultation services **to IFLS and WVLS member libraries** upon request.
2. **Continue to** organize a one-day gathering of designated communications/marketing coordinators from other systems to discuss opportunities for collaboration and cooperation.
3. **Continue to** facilitate opportunities for designated communications/marketing coordinators from other systems to share expertise, projects, resources and tools.

Indicate new or priority activities relating to this requirement for the plan year (2020).

1. Evaluate and refine website layout and design consultation services.

DELIVERY

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

2019 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

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 **monthly** 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. **Enhance the** website, and management/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.

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

1. **Continue to share weekly reminders via “Monday Mentions” email to the WVLS all-subscribers list.**

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. Continue courier "vendor-sort" option approved by the WVLS Board of Trustees in 2015.
4. Request monthly volume statistics from Waltco and share yearly data with the WVLS Board of Trustees and member libraries.
5. 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 (2019).

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.

Indicate new or priority activities relating to this requirement for the plan year (2020).

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.

SERVICE AGREEMENTS

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

2019 ACTIVITY RELATED TO THIS REQUIREMENT:

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

OTHER SERVICE PROGRAMS

(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.

2019 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 **the Wisconsin Digital Library, Wisconsin Author Project and Biblioboard initiatives.**
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. 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 (2019).

1. Explore digital periodical subscriptions and funding via member libraries.
2. Continue to develop collaboration with IFLS on Project ION (digitization project).
3. Partner on digitization training and support with other libraries and systems.
4. Accelerate support for digitization projects and provide adequate resources to sustain project and participation in Recollection Wisconsin.
5. **Implement year-long trial subscription to Gale Courses. Evaluate product in third quarter 2019, and explore funding for subscription renewal if necessary.**
6. **Evaluate contracts and usage for WVLS subscription-based electronic resources provided for member libraries and their patrons.**

Indicate new or priority activities relating to this requirement for the plan year (2020)

1. Explore alternative funding to support the WVLS OverDrive Advantage account.
2. **Evaluate contracts and usage for WVLS subscription-based electronic resources provided for member libraries and their patrons.**

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.
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.
10. Assist member libraries in the development of coding and STEM/STEAM/STREAM programs for children and teens.
11. Maintain the WVLS Youth Services Information Exchange (YSIE) 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).

1. **Include Youth Services Librarians in WLA Membership/Professional Development Scholarship.**
2. Provide WVLS Innovation and Collaboration Grants **to partnering WVLS libraries to develop early literacy centers and early literacy programming for their communities.**

Indicate new or priority activities relating to this requirement for the plan year (2020).

1. Provide WVLS Innovation and Collaboration Grants **to partnering WVLS libraries to develop early literacy centers and early literacy programming for their communities.**
2. **Attend the national ALSC (Association for Library Services to Children) Institute and share what is learned with youth services colleagues.**

INCLUSIVE SERVICES

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

2019 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. **Through a partnership with Northern Waters Library Service,** 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.*
2. Maintain collection of professional materials on inclusive services.
3. **Share Inclusive Services information and resources via WVLS communications channels (blog, email, newsletter).**
4. **Maintain current and relevant Inclusive Services resources and tools on the WVLS website.**
5. **Participate in** regional **Inclusive Services** collaborations with member libraries, appropriate agencies, and other systems.
6. Support member library outreach efforts to extend services to underserved populations.

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

1. **Through a partnership with Northern Waters Library Service,** 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.*
2. **Develop an IDEA (Inclusive, Diversity, Equity and Access) Team, with 2-3 members from both NWLS and WVLS to meet 2-3 times annually to address member libraries' Inclusive Services needs and to facilitate implementation of Wisconsin's Department of Public Instruction Inclusive Service initiatives.**
3. **Provide an Inclusive Services continuing education opportunity for member libraries.**

Indicate new or priority activities relating to this requirement for the plan year (2020).

1. **Through a partnership with Northern Waters Library Service,** 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.*

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.

2019 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, 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.
10. Build on existing collaborative efforts by participating in statewide committees, workgroups and organizations.
11. 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).

1. Continue to sponsor the WVLS Library Advisory Committee (LAC) and schedule at least two meetings annually.

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.

2019 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

TECHNOLOGY / NETWORK

1. **Facilitate continued development and expansion of "LEAN Wisconsin" (LEAN WI), a technology resource sharing partnership between multiple systems, and "Libraries Win", the joint technology services platform it hosts and maintains. Establish and adopt first iteration of joint LEAN WI Library System Long Range Strategy and Operational Technology Plan.**
2. **Facilitate strategic growth in the LEAN WI membership and lead efforts of technology collaboration with other library systems and organizations.**
3. **Maintain strategic and operational awareness of federal, state, and regional programs and efforts intended to support and empower library technology services, including: Universal Service Administrative Company School and Library Program (USAC SLP – erate), TEACH Wisconsin, BadgerNet, Wisconsin Dept. of Public Instruction Public Library Development Team (DPI PLD), Public Library System Redesign (PLSR),**

Wisconsin Public Library Consortium (WPLC), and others.

4. **Lead vendor relationship management and strategic procurement efforts for LEAN WI partners, member libraries and other interested library systems.**
5. **Assist member libraries within the LEAN WI footprint with technology consultation, long range strategic planning, and operation planning.**
6. **Coordinate in-person and remote meetings with public library directors and technology managers of LEAN WI member libraries to establish and maintain working relationships, engage in technology assessment projects with their respective libraries, and facilitate collaborative efforts between libraries.**

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

1. **Establish and adopt first iteration of joint LEAN WI Library System Long Range Strategy and Operational Technology Plan.**
2. **Lead efforts of technology collaboration with other library systems and organizations.**
3. **Extend the Libraries Win integrated services model to include desktop computer subscription services (mitigating front-load capitalization challenges).**
4. **Explore supporting multifunction printer subscription services within the Libraries WIN integrated services model.**
5. **Assess LEAN WI and Libraries Win service stacks, evaluating and reporting on service take rates, prioritization for continuity, depth of staffing, etc., and work with administration of LEAN WI partners to inform long range technology strategy, operational technology planning, and annual system planning.**

Indicate new or priority activities relating to this requirement for the plan year (2020).

1. **Explore supporting multifunction printer subscription services within the Libraries WIN integrated services model.**
2. **Assess LEAN WI and Libraries Win service stacks, evaluating and reporting on service take rates, prioritization for continuity, depth of staffing, etc., and work with administration of LEAN WI partners to inform long range technology strategy, operational technology planning, and annual system planning.**

Indicate new or priority activities relating to this requirement for the plan year (2021).

2. **Assess LEAN WI and Libraries Win service stacks, evaluating and reporting on service take rates, prioritization for continuity, depth of staffing, etc., and work with administration of LEAN WI partners to inform long range technology strategy, operational technology planning, and annual system planning.**

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.
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 (2019).

1. **With the help of** a migration committee, ~~to~~ explore other ILSs/**Next Gen ILSs** and their viability for V-Cat.
2. **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.
3. Review V-Cat By-laws, participation agreement, and contracts.
4. Conduct user survey to evaluate effectiveness of V-Cat from the user's perspective and to support continuous improvement of V-Cat.
5. Continue to explore ILS-related products and technologies to improve V-Cat experience for consortium members.
6. Continue to explore ways to collaborate with other systems to improve efficiencies in ILS administration and services.
7. Explore patron empowerment technologies for V-Cat libraries.

Indicate new or priority activities relating to this requirement for the plan year (2020).

1. **With the help of** a migration committee, ~~to~~ explore other ILSs/**Next Gen ILSs** and their viability for V-Cat.
2. **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.

ADMINISTRATION

2019 ONGOING ACTIVITIES

1. Ensure the library system operates in accordance with Chapter 43 of the *Wisconsin Statutes*.
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 SOMBAAW.
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 **Program. See Youth Services, p. 6.**

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.
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 **2019**.
4. Pursue opportunities to collaborate within, between, and/or among systems in order to maximize efficiencies.

Indicate new or priority activities relating to this requirement for the plan year (2020).

1. Pursue opportunities to collaborate within, between, and/or among systems in order to maximize efficiencies.