

2023 SYSTEM PLAN - *Draft*
WVLS Board of Trustees Meeting
September 17, 2022

Note: New language 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.

2023 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, **2023**.

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.

2023 ACTIVITY RELATED TO THIS REQUIREMENT

1. Provide a signed copy of the WVLS/MCPL agreement for **2023** to the DLT by January 15, **2023**.

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

REFERENCE, REFERRAL, AND INTERLIBRARY LOAN (ILL)

(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.

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Ensure that interlibrary loan participants have access to accurate ILL statistics.
2. Encourage all member libraries to subscribe to appropriate interlibrary loan communication channels.
3. 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.
4. Monitor statewide ILL activity and communicate relevant service changes with member libraries.
5. Monitor usage of BadgerLink and WVLS subscription-based electronic resources provided for member libraries and patrons.
6. Provide authentication services for BadgerLink and WVLS databases offered to the public by fully utilizing vendor authentication processes where possible.

Indicate new or priority activities relating to this requirement for the plan year (2023).

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, DPI's Library Services Team and/or OCLC.
4. Guide libraries as needed through WISCAT system upgrades and changes in statewide resource sharing processes.
5. Communicate statewide resource sharing changes and updates, provide training and support when needed, and act as a conduit for troubleshooting on behalf of all libraries (public/multitype) in the system area.

Indicate new or priority activities relating to this requirement for the plan year (2024).

Priorities are the same as those in 2023.

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.

Continuing Education

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Maintain continuing education events on the WVLS Continuing Education web page with current WVLS and state-wide offerings.
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 (DPI).
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. For safety, pivot to virtual online continuing education opportunities as the need arises.
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. Based on a *2019 State Continuing Education Survey* recommendation, continue to provide 3 pre-recorded/archived webinars throughout the year.
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. Evaluate and refine training opportunities, tools and resources offered to member library staffs.
10. Host bi-annual gathering of public library directors.
11. Schedule listening sessions for staffs from all types of libraries, and Youth Services Information Exchanges (YSIEs) for all children's and YA staff, virtually or in-person.

12. Continue peer-to-peer mentoring program for new public library staff.
13. Maintain Wessler Scholarship, Association of Rural and Small Libraries (ARSL) Conference Scholarship and WLA Membership/Professional Development Scholarship.
14. Offer a travel grant to attend WLA Library Legislative Day to a library staff member who has not previously attended.
15. Provide a robust and responsive menu of training opportunities, tools, and resources for member library staffs through production of *Digital Bytes*. Continue to caption all productions.
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 (2023).

1. Coordinate the 11th annual Wild Wisconsin Winter Web Conference on January 25-26, 2023 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. Continue webinar partnership with Southwest Wisconsin Library System **and with the IFLS Library System which began in 2022.**
4. Assign and distribute the **2022-2023 and 2023-2024** state/LSTA professional development grants.
5. **Coordinate newly developed Spring 2023 statewide webinar series.**
6. **Offer scholarships to staff at public and school libraries to attend the Wisconsin Educational Media & Technology Association (WEMTA) Conference. Note: This is also reported under OTHER TYPES OF LIBRARIES.)**

Indicate new or priority activities relating to this requirement for the plan year (2024).

1. Continue partnership with Northern Waters Library Service to provide continuing education and training opportunities to its member libraries.
2. Continue webinar partnership with Southwest Wisconsin Library System **and the IFLS Library System**, if requested.

Consultation

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

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, strategic planning, and legal issues. (See also sections on Youth Services, Inclusive Services and Technology.)
3. Enhance consultation services in the areas of strategic planning and library building, remodeling, layout and design projects.
4. Provide grant-writing guidance and support.
5. Monitor public library directors' progress toward certification and recertification. Provide updates to each director as needed.
6. Encourage orientation and ongoing training for area library board members.
7. Assist member libraries in the process of filing annual reports.
8. 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.
9. Ensure appropriate library system staff meet with newly hired key library staff to provide an orientation on system services related to their positions.

10. Facilitate participation of member library staff, trustees, and supporters in local, regional, and statewide advancement events, e.g., candidate forums, WLA Library Legislative Day.
11. Maintain WVLS/public library system information packets to new member public and county library board members and to new legislators in the WVLS service area.
12. Assist libraries in promoting their value to their communities.
13. Assist member libraries in working for and securing local and county funding.
14. Facilitate individual county library service planning processes when requested.
15. Support member library staff and trustee advocacy efforts at all levels – local, county and state.
16. Encourage members of the WVLS library community to develop a network of citizen library supporters who can be strategically deployed as needed.
17. 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.
18. 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.
19. Network with a variety of state, regional and local government agencies on behalf of member libraries.
20. Represent the interests of member libraries to the Legislature and the Wisconsin Department of Public Instruction in the development of statewide library policy or services.
21. Cooperate with other agencies or organizations for the benefit of member libraries and area residents. Examples in 2022 include, regional Aging and Disability Resource Centers, CESAs, WI Early Childhood Collaborating Partners (WECCP)/regions, Wisconsin Humanities and Workforce Development Boards (WBD)/regions.
22. 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, videos, infographics, social media templates, advocacy toolkits.
23. 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.
24. Provide website layout and design consultation services to LEAN WI member libraries upon request. Continue to evaluate and refine curriculum and processes while onboarding interested NWLS member libraries.
25. Support member libraries' use of the Beanstack web platform and smart device application during the 2020-2023 contract.
26. Share feedback from member libraries about the Beanstack web platform and smart device application with the Wisconsin Department of Public Instruction.
27. **Continue to maintain lists** of WVLS area adult services speakers, performers, and programs to encourage the exchange of ideas, resource sharing, and collaborative booking.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. Attend/Host meetings of the Public Library System marketing cohort to discuss opportunities for collaboration and cooperation. With DPI support and LSTA funds, **continue to support the Marketing Plan Template** developed by the System Marketing Cohort for Wisconsin's public libraries to use.
2. Facilitate opportunities for designated communications/marketing coordinators from other systems to share expertise, projects, resources and tools.
3. **Continue evaluation of the system's orientation for new public library directors (described under no. 8 above).**
4. **Upon request, consult with colleagues on presentation and public speaking skills.**
5. **Secure funding for a 2023-2024 WVLS Innovation Grant for a member library to beta test the acquisition and installation of an outdoor Pickup Locker System.**

Indicate new or priority activities relating to this requirement for the plan year (2024).

1. Continue to implement and refine orientation process for new member library directors in conjunction with WVLS mentoring program, and with new trustees on library and county library boards.
2. **Continue administration of the 2023-2024 WVLS Innovation Grant. (Described in no. 5 above.)**

DELIVERY

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

Electronic Delivery of Information

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

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. Publish monthly newsletter and encourage member libraries to contribute content.
4. Publish weekly/bi-weekly contributions to the WVLS blog *Digital Lites*.
5. Create and share ready-made promotional templates that promote library services and programs.
6. Enhance the WVLS website, and management/hosting strategy for internal and LEAN WI member library use.
7. Continue to evaluate and improve the WVLS web site to provide an effective means of communication within WVLS.
8. Keep web-based *Directory of Libraries and Librarians* updated.
9. Enhance professional development section on the WVLS website to include changes to mentorship and new director orientation processes.
10. 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.
14. Share timely reminders and system, statewide and national library news via "Monday Mentions" email to the WVLS all-subscribers list.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. Maintain WVLS COVID-19 webpage of resources as needed.
2. Provide online "Staying Together" discussions on topics relevant to public libraries **as needed**.
3. **Continue to** modify Sierra Training website page to improve navigation and searchability.

Indicate new or priority activities relating to this requirement for the plan year (2024).

None Indicated.

Physical Delivery of Information

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Subsidize three courier stops per week to each member public library and V-Cat service site and “vendor-sort” process.
2. Ensure local delivery service is available to member libraries at least five days per week.
3. Request monthly volume statistics from courier provider and share yearly data with the WVLS Board of Trustees and member libraries.
4. Review and update delivery schedules, policies and procedures as needed, and post on the WVLS website.
5. Communicate courier schedule changes and **instructions for** packaging courier items with member libraries and courier vendor when needed.

Indicate new or priority activities relating to this requirement for the plan year (2023).

None indicated.

Indicate new or priority activities relating to this requirement for the plan year (2024).

None indicated.

SERVICE AGREEMENTS

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

2023 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.

Collection Development

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

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. Continue membership in the Wisconsin Public Library Consortium to provide access to the Wisconsin Digital Library, and associated initiatives.
5. Subscribe to professional journals and route to interested member libraries.
6. Monitor usefulness of content available through WPLC membership and share member library

feedback with the WPLC Board.

7. Maintain a professional materials collection and make titles available for loan to any library in the state.
8. Maintain the shared WVLS/IFLS/**NWLS** collection of makerspace resources.
9. Share reader's advisory information with area libraries.
10. Share collection development information and resources with area libraries.
11. Continue the shared WVLS/IFLS/NWLS Digitization Program (Project IONh) 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.
12. Help member libraries with weeding and/or inventory projects.
13. Explore and pursue alternative funding to support the WVLS OverDrive Advantage account
14. Investigate new digital resources that may be beneficial to member libraries.
15. To inform collection development practices, provide libraries with usage reports for physical materials collections in the V-Cat database.
16. Investigate, implement and support opportunities to reduce wait times on high demand items of interest to users of WVLS member libraries.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. Continue subscription to Gale Courses.
2. Evaluate contracts and usage for WVLS subscription-based electronic resources provided for member libraries and their patrons.
3. Administer **2022 LSTA WPLC Statewide** Digital Collection Grant.
4. **Continue to** encourage collaborative collection development by member libraries in selected subject areas.
5. **Market the WVLS collections of databases, makerspace items and professional resources to members throughout the year.**

Indicate new or priority activities relating to this requirement for the plan year (2024).

1. **Market the WVLS collections of databases, makerspace items and professional resources to members throughout the year.**
2. Evaluate contracts and usage for WVLS subscription-based electronic resources provided for member libraries and their patrons.
3. **Continue to** encourage collaborative collection development by member libraries in selected subject areas.

Youth Services

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

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 virtually or in-person with youth services staff from member libraries to determine grants, focus of CE workshops, and directions for future projects.
(See also Continuing Education no. 11.)
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. Host annual "dine-around gathering." This unique opportunity brings together public library youth services staff and school media specialists to discuss priorities for the WVLS youth services program.
 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. Assist member libraries in the development of coding and STEM/STEAM/STREAM programs for children and teens.
 10. Maintain the WVLS Youth Services Information Exchange (YSIE) Facebook page to encourage the exchange of ideas and resource sharing.
 11. Feature member library youth services spaces during virtual or in-person YSIE gatherings.
 12. Include Youth Services Librarians in **WVLS Scholarship opportunities**.

Indicate new or priority activities relating to this requirement for the plan year (2023).

None indicated.

Indicate new or priority activities relating to this requirement for the plan year (2024).

1. Attend the national ALSC (Association for Library Services to Children) Institute and share what is learned with youth services colleagues. Offer a scholarship for a youth services colleague to attend this event as well.

INCLUSIVE SERVICES

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

2023 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* and the Wisconsin Department of Public Instruction's *Inclusive Services Assessment and Guide* **and the American Library Association's Accessible Communication Styles and Virtual Accessibility toolkits**.
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.
7. Provide an Inclusive Services continuing education opportunity for member libraries.
8. **Create 1-3 Digital Bytes** training videos related to Inclusive Services.
9. Attend the annual Toward One Wisconsin Conference and share highlights with member libraries and WVLS Board of Trustees.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. **Incorporate EDI (Equity, Diversity and Inclusion) topics in member library discussions held throughout the year.**
2. **Target consulting and support on topics outlined in the Wisconsin Department of Public Instruction's *Inclusive Services Assessment and Guide*. In 2023, target member libraries' awareness of resources and checklists in "Chapter 4: What the Library Has to Offer" relating to library collections, programming, and services.**

Indicate new or priority activities relating to this requirement for the plan year (2024).

1. **Target consulting and support on topics outlined in the Wisconsin Department of Public Instruction's *Inclusive Services Assessment and Guide*. In 2024, continue to target member libraries' awareness of resources and checklists in "Chapter 4: What the Library Has to Offer" relating to collections, programming, and services.**

OTHER TYPES OF LIBRARIES

(L). Wis. Stats. 43.24(2)(I) 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.

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Continue to sponsor the WVLS Library Advisory Committee (LAC) and schedule at least two meetings annually. Plan a discussion at each LAC meeting around broad library-related challenge or need and encourage feedback from members.
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. Continue representation on the informal Connecting Wisconsin Libraries – School and Public Libraries Committee.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. **Offer scholarships to attend the Wisconsin Educational Media & Technology Association (WEMTA) Conference to public or school library staff who have not previously attended. (Note: This is also reported under OTHER TYPES OF LIBRARIES.)**

Indicate new or priority activities relating to this requirement for the plan year (2024).

None indicated.

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.

Technology / Network

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

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. Maintain joint LEAN WI Library System Long Range Strategy and Operational Technology Plan.
2. Facilitate strategic growth **within** the LEAN WI **partnership** 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 Department of Public Instruction, 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.
7. Strengthen Libraries **Win** integrated services:
 - Lifecycle Procurement utilization and Capital Procurement Assistance support.
 - Printer device and print management services coordination and support.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. **Priority (annual)** - 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.
2. **Priority (annual)** - Explore and develop new service opportunities to benefit member libraries. Continue aggregation, realignment, and consolidation (ARC) project evolution.
 - Enhance processes for coordinating service-level and system-level planning requiring technology resources and support.
 - Coordinate with administration and service area teams across LEAN WI partners to broaden awareness of technology resources currently utilized and identify common long-term goals and technology resource needs.

- Expand long term efforts to consolidate common technology resources with broader scope across service areas.
- Develop and promulgate unified guidance with consistency across LEAN WI partners.

Indicate new or priority activities relating to this requirement for the plan year (2024).

1. **Priority (annual)** - Assess LEAN WI and Libraries Win service stacks, evaluating and reporting on service stack 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.
2. **Priority (annual)** - Explore and develop new service opportunities to benefit member libraries. Continue aggregation, realignment, and consolidation (ARC) project evolution.
 - Enhance processes for coordinating service-level and system-level planning requiring technology resources and support.
 - Coordinate with administration and service area teams across LEAN WI partners to broaden awareness of technology resources currently utilized and identify common long-term goals and technology resource needs.
 - Expand long term efforts to consolidate common technology resources with broader scope across service areas.
 - Develop and promulgate unified guidance with consistency across LEAN WI partners.

ILS Administration

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Host V-Cat council meetings and V-Cat committee meetings.
2. Develop and monitor V-Cat budget.
3. Review V-Cat By-laws, participation agreements, and contracts.
4. Maintain awareness of the organizational structure and funding mechanisms of other ILS consortia in the state for best practices and optimized governance.
5. Convene the V-Cat Steering Committee to assist staff in developing the annual V-Cat budget, and reviewing V-Cat bylaws.
6. Work to encourage cooperative and participatory V-Cat membership that adheres to the set V-Cat guidelines and procedures.
7. Remain alert to the impact of V-Cat as it relates to members' collection related policies and practices.
8. Continue to monitor unmediated interloan between V-Cat participants.
9. Seek opportunities to expand V-Cat Membership.
10. Assess and evaluate member libraries' satisfaction with the effectiveness of V-Cat to support continuous improvement of V-Cat. **(Practice and Collaboration)**
11. Provide qualified, trained staff devoted to the management and support of the shared Integrated Library System (ILS).
12. Manage the shared ILS database.
13. Offer library profile customization services for V-Cat members.
14. Offer training opportunities and resources using a variety of delivery methods.
15. Work with V-Cat committees to normalize V-Cat policies, procedures, and practices among member libraries.
16. Provide an effective and efficient way for member libraries' holdings to be added to the database.
17. 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.
18. Ensure that bibliographic records, item records, and item status for materials in the V-Cat database are searchable through standard protocols.
 19. Ensure access to reports to assist member libraries in managing ILS data.
 20. Provide V-Cat consortium members with statistical data generated by the ILS as required for the DLT Public Library Annual Report, using standard definitions supplied by DLT.
 21. Assess and evaluate member libraries' satisfaction with ILS support, the online catalog, discovery products, and training needs. **(Vendor Products and WVLS Support)**
 22. Continue to explore enhancements to the ILS, including peripheral ILS-related products and technologies, to improve V-Cat experience for consortium members and library patrons.
 23. Encourage libraries to consider new ILS enhancements, including peripheral ILS-related products and technologies, investigate group pricing options, and assist with implementation and training as needed.
 24. Work with the V-Cat Council and its committees to implement enhancements to the ILS, including peripheral ILS-related products and technologies,
 25. Explore collaborative options with other library systems in Wisconsin to improve ILS services and support.
 26. Assess and evaluate V-Cat from the user's perspective to support continuous improvement of V-Cat. **(User Experience)**
 27. Participate in Innovative Users Group (IUG) and other professional organizations.

Indicate new or priority activities relating to this requirement for the plan year (2023).

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. (Relates to ILS Administration no. 2 above.)
2. Continue database clean-up project to strive toward standardization of records and record fields. (Relates to ILS Administration nos. 13, 14, 15, 17, 18, and 20 above.)
3. Continue to refine current processes used to generate reports from ILS data, including those required for the DLT Public Library Annual Report. **Continue to further automate** report generation and data visualizations. (Relates to ILS Administration nos. 8, 19, 20, 22, 24 and 25 above.)
4. Continue to develop and promote ILS training using a variety of delivery methods, published in an academic year schedule to allow our librarians plenty of time to plan to attend. (Relates to ILS Administration nos. 6, 14, 16, 17, 19, 21, 23 above.)
5. If applicable, continue ILS migration process. **Re-evaluate and re-negotiate current ILS contract or negotiate a new service contract with another ILS/Next Gen ILS and begin migration process if applicable.** (Relates to ILS Administration points 12, 21-26 above.)
6. **Investigate cataloging practices of other consortia and compare with WVLS practices.**
Develop a plan to implement best practices as appropriate. (Relates to ILS Administration nos. 6, 12, 14-18.)
7. **Collaborate with Northern Waters Library Service to determine the value and feasibility of WVLS/V-Cat and Northern Waters Library Service/NWLN sharing a single integrated library system database and merging the respective ILS consortia. If applicable, take steps to merge the systems' databases and respective consortia.**

Indicate new or priority activities relating to this requirement for the plan year (2024).

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. (Relates to ILS Administration point 2 above.)
2. Continue database clean-up project to strive toward standardization of records and record fields.
(Relates to ILS Administration nos. 13, 14, 15, 17, 18, and 20 above.)
3. Continue to refine current processes used to generate reports from ILS data, including those required for the DLT Public Library Annual Report. **Continue to further automate** report generation and data visualizations. (Relates to ILS Administration nos. 8, 19, 20, 22, 24 and 25 above.)
4. **If applicable, continue ILS migration process.** (Relates to ILS Administration points 12, 21-26 above.)
5. **Investigate cataloging practices of other consortia and compare with WVLS practices.**
Develop a plan to implement best practices as appropriate. (Relates to ILS Administration nos. 6, 12, 14-18.)
6. **If applicable, continue to take steps to merge the WVLS/V-Cat library and Northern Waters Library System/NWLN library system databases and respective ILS consortia.**

ADMINISTRATION

2023 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 publicly 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. Ensure the system does not expend more than 20% of the state aid projected to be received in the plan year for administration.
7. 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.
8. Create a long-range plan that addresses the needs of member libraries.
9. 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.
10. Provide current financial and statistical reports for review at each library system board meeting.
11. Ensure that the library system board reviews and approves bills at each library system board meeting, in accordance with applicable laws and policies.
12. Maintain awareness of available grants and other outside funding sources.
13. Apply for and implement grants from LSTA and other grant sources that benefit the system and its member libraries.
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. 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.
17. Monitor system property, liability and health insurance needs.
18. Provide for independent audit of WVLS' financial statements and file copy with DPI **by June 1.**
19. Participate in SRLAAW and SOMBAW.
20. Maintain and monitor use of reserve funds.
21. Review status/storage of 'old' records in context of the WVLS records retention policy and/or as mandated by applicable legislation.
22. Maintain WVLS inventory of office equipment and supplies.
23. Investigate and implement opportunities for reducing costs/staff time needed for materials handling, resource sharing, technology support and office functions.
24. Pursue opportunities to collaborate with libraries and public library systems to improve services and maximize efficiencies.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. **Continue participation in DPI-sponsored Public Library System Redesign initiatives. Share updates with WVLS member libraries and trustees as necessary.**
2. Implement data aggregation processes helpful to WVLS staff and member libraries.
3. Develop WVLS Planning Survey and share with member libraries in the first half of 2023.
4. **Update WVLS Disaster Plan.**

Indicate new or priority activities relating to this requirement for the plan year (2024).

1. **Continue participation in DPI-sponsored Public Library System Redesign initiatives. Share updates with WVLS member libraries and trustees as necessary.**
2. Implement data aggregation processes helpful to WVLS staff and member libraries.