



**Waukesha County Federated Library System
Technology Plan
Thomas J. Hennen Jr., Administrator 2/1/1999 to 11/22/2013
Connie Meyer, Administrator 11/4/2013 to present
Approved by Librarians' Advisory Committee September 13, 2013
Approved by System Board November 19, 2013**

Purpose of Technology Plan

The purpose of this plan is to outline for the board, staff, member libraries, and the public the System's technology plans for the next 3 years (2014-2016). It is also intended to serve as a qualifying document for various state and federal grant programs such as the federal LSTA program, the federal E-rate program and the state TEACH program. It will further serve to provide potential vendors of technology services with an outline of system plans for the future.

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Planning Process and Participation

All members of the Waukesha County Federated Library System Board of Trustees as well as the Technology Planning Subcommittee of the Alliance of Public Librarians participated in the planning described here.

The planning was conducted in summer of 2013. Based on this document, an administrative draft of this plan was submitted to the Waukesha County Federated Library Alliance of Public Librarians in September 2013. After revisions were made to the plan, it was submitted to the System Board and approved in November 2013.

Technology Committee members

- Chair: Nancy Massnick, Hartland Public Library
- J.J. Berger, Menomonee Falls Public Library
- John Klima, Waukesha Public Library
- Chris Cramer, Delafield Public Library
- Cathy Tuttrup, Brookfield Public Library
- Mary Olson, Pauline Haass Public Library

System Staff:

- Mellanie Mercier, Automation Coordinator
- Thomas J. Hennen Jr. System Administrator, 2/1/1999 to 11/22/2013
- Connie Meyer, System Administrator, 11/4/2013 to present

Background

- Over 35 years ago, there were no computers in any library in the system. Today, there are nearly 1000 in Waukesha County libraries. Only a few years ago, telecommunications meant simply a single phone line into most libraries for voice calls. Today there is a bewildering array of options for voice and data, digital and asynchronous, T1 lines and frame relays, and more.
- The first library in WCFLS to automate its circulation system was the Brookfield Public Library. It started contracting with the Southeastern Wisconsin Regional Planning Commission for a circulation system in 1981. Within a few years Waukesha Public Library also automated. During these years there were periodic suggestions for Waukesha County Federated Library System to develop a comprehensive shared and integrated library circulation system for some or all member libraries, but no consensus was possible on the needed vendor and shared costs even with the assistance of automation consultants. Instead, the system concentrated its automation activities on maintaining a shared interlibrary loan process, and on continuing education activities.
- In the mid 1990's it was becoming increasingly clear that more comprehensive planning was needed. Grants to provide dial up Internet access for all member

libraries came from federal LSCA funds beginning in summer of 1995. In 1998 and 1999, grant funds also provided for experimentation with full text databases and the installation of high speed internet access lines (T-1 lines) as well as a Wide Area Network.

- High speed dedicated access to the Internet using T-1 lines and a Wide Area Network have changed the environment in which Waukesha libraries operate. Full text databases that supply high quality reference materials and magazine articles on a shared fee basis have provided cost effective access for all libraries.
- WCFLS budgeted funds in 2001 and 2002 for a study of the automation needs within the system. Two automation retreats were held, one for directors in fall of 2001, and a second for directors as well as other staff in spring of 2002.
- During 2002 RMG Consultants of Chicago was engaged to provide a planning report. Pat McClintock of RMG Associates did the study. The three main issues discussed in this report are: portal, replacement shared system and evolution to a single shared system. In a response to the RMG report, the WCFLS system director stated the desire to begin planning to evolve to a single shared system with the resource library, Waukesha Public, in the role of host. Late 2002, WCFLS submitted a training and technical assistance grant proposal to TEACH Wisconsin in the amount of \$200,000 to help facilitate the process of reaching a single shared system. This proposal was funded.
- During 2002 an additional partnership was created with the Milwaukee Public Library and nine suburban Milwaukee County libraries to do a larger cooperative purchase of databases that would benefit all libraries. The first database subscription, AncestryPlus, was begun in 2003.
- In 1999 5 member libraries (Delafield, Elm Grove, Hartland, Oconomowoc and Pewaukee) created a shared automation system called Constellation that used Polaris for their automation vendor. Two additional libraries (Town Hall and Alice Baker) joined this group. In February 2003 the Brookfield and Muskego Public Libraries migrated to the system hosted at the Waukesha Public Library which used SIRSI as their automation vendor and was called Cafe. In the next two years nine libraries, Pauline Haass and Mukwonago and the Constellation group, joined this system. In 2006-7, the last unautomated libraries, Big Bend and Butler Public Libraries, joined the system.
- Waukesha County Libraries have been offering downloadable electronic materials since 2005; in book, video and audio formats.
- In 2006 the second generation of the telecommunications infrastructure was installed, the Badgernet Converged Network. In 2012 fiber connections were installed in 6 libraries, increasing their bandwidth to 10mbps connections, and 6 others increased to 5mbps service.

- In 2011 ownership and management of the shared automation system, Café, was moved from the Waukesha Public Library to the Waukesha County Federated Library System. The New Berlin Public Library joined Café in September 2011. Café migrated to Polaris as an automated system vendor after a lengthy procurement process in November 2012. As a part of this process, the Menomonee Falls Public Library joined the system, bringing all 16 member libraries into a single shared system.

System & Member Goals

The System’s technology role should be one of planning, facilitation, and coordination. These goals will be evaluated by the technology committee, as well as individual member libraries. The following chart of goals are ongoing goals for the three years, 2014-2016, of this plan.

<i>System Goals</i>	<i>Member Library Goals</i>
a) Make full, dedicated access to the statewide network backbone and the Internet at appropriate speeds a top priority for member libraries	1) Electronic information resources should be made available to persons of all ages and abilities.
b) Assist in developing policies governing access to electronic resources by providing background information and offering consultation services.	2) Principles of intellectual freedom guide the development of access to electronic resources. However, each member library will develop its own policy for the acceptable use of such resources as relevant to its mission and within legal limits.
	3) Continue to implement the usage of wireless connections by installing additional access points and offering wireless printing.
	4) Strive to select electronic resources to enhance the library’s collection.
c) Plan and implement a mechanism for funding for technology and technology training rather than relying only on outside sources like the federal or state government for ongoing projects.	5) Plan and implement a mechanism for funding for technology rather than relying on outside sources like the federal or state government for ongoing projects.

System Goals

d) Provide staff and public access to the Internet from library workstations with standard, dedicated, and efficient connections.

e) Continue to solicit input from qualified library staff on selection of county-wide electronic information sources.

f) Provide an efficient system for interlibrary loan: electronic messaging and requests, electronic delivery. Facilitate and enhance resource-sharing of materials among WCFLS libraries. Provide access to Wiscat and/or any other resource sharing network created by the State DPI.

g) Continue to provide access to distance education for library staff.

h) Provide continuing training to members in the use of Internet resources and other technologies.

i) Maintain a technology committee, meet as many times as necessary to revise the technology plan, evaluate goals and determine priorities for LSTA grants.

j) Assist member libraries in maintaining and creating web pages, including special needs pages to raise awareness of special needs resources held by member libraries to facilitate materials sharing.

k) Provide automation and technology consulting support to member libraries.

l) Experiment with emerging technologies to determine their usefulness in integrating into library practices.

Member Library Goals

6) Staff interaction with customers remains a priority. Train staff to assist in locating, using, interpreting, and evaluating information of all types.

7) Fees for electronic services continue to be an issue. Member libraries should be aware that allowable charges to customers for using technology may include printing and supplies such as storage media.

8) Be aware of compliance with copyright and licensing which may require restricting access to certain locations and users.

9) Participate in the library system's interlibrary loan and resource-sharing networks.

10) Provide continuing training to staff and patrons in use of Internet resources and other technologies.

System Objectives

Technology Planning Documents

By the third quarter of 2016, the system board will be asked to approve a system technology plan, which will include input from member libraries and boards.

CAFÉ (Single Shared Integrated Library System)

As of November 2012 all 16 WCFLS member libraries have joined the CAFÉ system. After an extensive vendor selection process in 2012, Polaris was chosen as our Integrated Library System vendor. Since implementation of the Polaris system, WCFLS has been working on implementing federated search to increase database visibility, e-commerce capabilities and community profiles. Staff and technology committee members will continue to explore new functionalities as they develop. In 2013 mobile apps for the catalog were explored, but at this time it was decided not to go that direction and use the mobile interface for the catalog instead.

WauFTD

2013 will mark the fifteenth year of the Waukesha Full Text Database project. The databases were covered in 1999 by federal grants. Since the 2000 budget, funding has been included for System expenditures for databases for member libraries. Because many of the member libraries saw the great potential they represented for reference service enhancements they urged the system to continue them.

In 2013, the System is covering \$25,000 in database costs using state. A partnership between the System and members is required to continue funding this program. In 2013, WCFLS member libraries will contribute \$90,000, distributed on a formula. In 2013 8 databases are being purchased. A planning committee will continue to make recommendations for which full text databases to purchase.

Wireless mobile training lab

During 2001, the System received a \$12,400 automation grant that was used to fund a wireless mobile learning lab for member libraries to use for computer instruction. In 2003 wireless access points and wireless cards were purchased through a Library Services and Technology Act system grant for each library. This equipment allows for additional experimentation and decreased setup time when a mobile lab is used. In 2007, the System purchased 10 integrated keyboards that will utilize flat panel monitors; this will make the lab setting be more realistic to what is offered in the libraries. These labs will remain available to libraries for their training needs.

Wide Area Network

WCFLS currently maintains a wide area network of which fifteen libraries are a part. Each library has a full T1 line, which initially went from the library to the central site at the Waukesha County Courthouse. This network began in 1999. In 2003, a segment connecting the Waukesha Public Library to this network was developed to deliver shared automation services to other

libraries. The new Badgernet network and telecommunication equipment were installed in 2006 and the central site was moved from the Waukesha County Courthouse to the Waukesha Public Library. A partnership was created with the City of Waukesha to share city bandwidth for the System traffic to get to the Courthouse. In 2012 funds from the WCFLS fund balance were allocated to upgrade the routers of this network.

Fiber was installed in 9 member libraries allowing those libraries to connect at 10mbps in 2012. 7 libraries increased to 3mbps or 5mbps at this time. WCFLS has budgeted for replacement of local routers that will be able to handle this level of throughput. In 2013 WCFLS is exploring joining the Waukesha Community Area Network which will allow access of up to a gigabyte connection to the internet, and allow the current bandwidth allocation of 50mbps to be increased on the WAN connection, allowing for a 100mbps connection.

Public Wireless Access

Between 2004 and 2006, libraries installed wireless gateways for members of the public to have the opportunity to bring in their own wireless devices and connect to the Internet. WCFLS works with a company called Ethostream to provide this service. This company provides a secure solution, including filters, timeout features, bandwidth allocation as well as 24/7 technical support for end users. The start up costs of this service were funded by LSTA funds, and the individual libraries pay the monthly maintenance/technical support costs. Since this initial implementation, some libraries have moved away from Ethostream and are providing wireless access either locally or through other vendors.

Training

Using funds from the Gates Library Foundation, library staff received training on software of their choosing in their libraries and classes in Web design, graphics manipulation and JavaScript in 2006.

In 2009 WCFLS provided workshops on Fireworks, Dreamweaver and Contribute to train staff that create web pages with these softwares. WCFLS purchased a subscription to GoToWebinar to be able to hold workshops and do troubleshooting with member libraries online. As a part of the database package Learning Express was added which includes online classes on computer programs, such as Word, and operating systems for staff to use. WCFLS has been making member libraries aware of webinar opportunities for continuing education without having to leave their buildings. WCFLS is also coordinating continuing education workshops with four other library systems and technology workshops are offered through this partnership.

Electronic Resources

In 2006 through a partnership with 16 other library systems, called WPLC, a collection of downloadable audio books was also offered to County residents. Since that time, movies, music, electronic books and audio titles have been added to this collection. In early 2010 there were 7,811 copies available for download. By 2009, 5,103 residents have used this collection and 17,596 titles were checked out in 2009. In 2012 70,000 copies of materials were in the collection, 19,624 Waukesha County residents have used the collection and 111,000 titles were checked out. In the first 6 months of 2013 usage almost equals that of the entire year of 2012.

In 2013 WPLC is exploring both Zinio, a service to allow electronic access to magazines, and an open content server, which would allow purchase of electronic materials from smaller publishers as well as self published titles. WCFLS will be writing their 2014 Library Services and Technology Act system technology grant to participate in the open content server project.

Internet Public Access

Member libraries will be asked to review relevant security and policy issues, including virus protection, use of filters, censorship policies, staff use issues, and copyright problems annually.

Funding Strategies

During 2014 the system will seek grants as listed in the Collaboration section below. Simultaneously a strategy will be developed to fund the ongoing costs of Internet access, databases, and other automation activities from system and/or local funds.

Web Pages

The system will assist each member library in the establishment, maintenance, training and support of pages on the World Wide Web, which will include links to relevant local sites and data. In 2013 training was provided on WordPress for those libraries interested in updating their websites.

Description of Waukesha County Federated Library System

Overview

The Waukesha County Federated Library System was established in 1981 by Waukesha County according to Chapter 43 of Wisconsin Statutes. Its purpose is to assist autonomous member libraries through system consultation and continuing education programs in making locally determined materials and services available to all residents of the system area. The accomplishment of the system's mission requires the provision of methods of materials sharing, technologies for library services, and delivery of materials for library users in the system. The system seeks at all times to collect and distribute the financial resources at its disposal as fairly and effectively as possible for the libraries, taxpayers and library users in the entire system area.

It is the intent of the Waukesha County Federated Library System to comply annually with all requirements that the Division for Library services includes as necessary for earning state aids as specified in Wisconsin Statute 43.24. Federated public libraries in Wisconsin are state funded to:

- provide access by all residents of a system to all the libraries in a system,
- provide for equitable funding from a county levy on municipalities without their own libraries,
- help improve the borrowing and lending of materials among libraries, and
- provide certain other services that improve individual libraries, such as consulting, materials delivery and continuing education.

Within the parameters set by state law, each system is free to provide a somewhat different service profile. Waukesha County Federated Library System has historically been "lean and kind," providing a minimum of staffing or direct service, and as much unrestricted funding to libraries as possible.

Demographics of Waukesha County Federated Library System

Rapid population growth continues to be a trend in Waukesha County and continues to impact library services. According to U.S. Census Bureau, the county's population since the 2000 census has grown from 360,767 to 390,730 .

The state aid formula for systems pays the least to densely populated systems with relatively low local spending, and very few square miles. Waukesha County fits this definition. Consequently, state funds to the Library System per capita are amongst the lowest in the state. Despite the low state aid level, the System must still fill the same requirements as any other system. Moreover, the Waukesha county Federated Library System distributes proportionately more of its total funding to libraries than most systems do. This leaves far less for other required state programs that demand staff time at the system level, such as support regarding technology, automation, Internet access and other issues. As a result, WCFLS has one of the lowest levels of system staffing, whether measured by percent of state aid costs, total full time equivalents, or staff per capita. This means less system staff assistance can be provided to already overburdened libraries.

Schools struggle to afford infrastructure and capital improvements and meet technology needs. Many school districts are cutting elementary school librarians. Traditionally, Waukesha County votes Republican and is fiscally conservative.

In the last thirty years Waukesha County has become primarily an urban county.

User Assistance and Staff development

The 16 individual member libraries have training and development budgets. WCFLS also has a continuing education reimbursement program that will reimburse member library staff up to \$100 for classes and conferences.

Collaboration with other libraries and organizations

Waukesha County Federated Library System administrative office is a state-funded agency, while member libraries are primarily locally funded. The system office urges maximum cooperation with state and federal agencies. It further seeks grant and other funding from these and private sources when appropriate.

Universal Service Fund Requirements - Federal Program (E-rate)

The FCC Order on Universal Service will allow public and most private K-12 schools, public libraries and public library systems, to be eligible for discounts on all commercially available telecommunications services, Internet access, and internal connections. The last includes routers, hubs, network file servers and wireless LANs, and their installation and basic maintenance. Personal computers are not eligible for the discounts. The discounts range from 20% to 90%, with higher percentages going to less affluent schools and libraries, and those in rural areas. The number of students eligible for the national school lunch program will determine the discount percentage. A library's discount will also be based on this measurement. The Waukesha County Federated Library System estimate is that WCFLS qualifies for 40% discounts.

While WCFLS no longer applies directly for e-rate funds, funds are applied for by the former TEACH program to subsidize the Telecommunications lines that each library receives.

Library	Discount
Big Bend Village Library	40%
Brookfield Public Library	40%
Butler Public Library	40%
Delafield Public Library	40%
Alice Baker Memorial Library, Eagle	50%
Elm Grove Public Library	40%
Hartland Public Library	40%
Menomonee Falls Public Library	40%
Mukwonago Community Library	40%
Muskego Public Library	40%
New Berlin Public Library	40%
Town Hall Library, North Lake	40%
Oconomowoc Public Library	40%
Pewaukee Public Library	40%
Pauline Haass Public Library, Sussex	40%
Waukesha Public Library	40%

TEACH Wisconsin

The overall structure of the TEACH Wisconsin initiative reflects a substantial amount of research and policy development focused on the specific needs of the K-12 community. However, some aspects of TEACH have been identified that would be beneficial to public libraries in Wisconsin. Especially helpful is assistance in providing low-cost Internet access.

Federal Library Services & Technology Act: Technology Projects

Public library systems and public libraries are eligible. Funding available in 2014 will be for innovative technology uses and system technology projects.

Current technology environment

Waukesha County Federated Library System owns microcomputer equipment, which it makes available to member libraries. Attached is a listing of equipment. In addition, member libraries own equipment directly.

The system has 8 computer workstations available for staff use. These are linked into the County's Local Area Network, as well as into the system Wide Area Network that includes 15 member libraries. In addition, it owns the following items available for individual library or staff use:

- 2 Dell Latitude Pentium III laptop computers
- 10 Zero footprint computers
- 10 flat panel monitors
- 3 interactive Smart Boards
- 11 NEC VT47 projectors
- 3 iPads, 2 Nooks, 3 Sony Readers, 3 Kindle Fires
- 2 PS2 gaming consoles
- 8 Wii gaming consoles

**Ongoing budget for technology – WCFLS
2010 Budget numbers**

Salaries Full Time	\$68,245
Wis Retirement Contrib	\$5,979
Health Ins	\$13,434
Dental Insurance	\$1,090
Life Insurance	\$374
Disability Insurance	\$187
Social Security	\$4,765
Post Employment Health Plan	\$543
Wiscat licenses	\$3,400
Data Processing/Computer Supplies	\$200
Computer Equipment	\$300
Computer Software	\$1,500
T1 Lines	\$10,200
DP Equip Rep/Maint	\$3,200
Communication Equip Rep	\$3,500
Memberships-Dues: ISP, email, web page space	\$21,390
WAN router upgrades/installation	\$80,000
Third Party Computer Chgs	\$107,200
Program Services/Web training	\$1,000
LCD projectors for libraries	\$14,000
Libr Automation Planning	\$17,400
Interdept Chg – Telephone-Fixed	\$240

Interdept Chg – Telephone-Variable	\$185
Interdept Chg – Computer Replacement	\$2,651
Wireless Access replacement	\$6,000
Computer Lab replacement equipment	\$25,789
End User Technology Fund	\$23,560
Webpage redesign	\$8,000

Policy Issues

Public Access to the Internet

It is suggested that libraries should conduct a review of relevant security and policy issues relating to the Internet. This should include virus protection, use of filters, censorship policies, staff use issues, copyright problems, and so on.

Libraries are urged to continue to utilize full text databases provided through Waukesha County Federated Library System or from private vendors.

Libraries are also urged to continue developing and updating pages on the World Wide Web for the library that will include links to local data. At a minimum all libraries will be represented through the WCFLS web pages at <http://www.wcfls.org>.

Acceptable use policies

All libraries should have an acceptable use policy, which indicates to individual patrons what is and is not allowed on the library's public access computer terminals. There are various ways in which libraries can implement such policies. For example, libraries can require patrons to sign a statement agreeing that they will abide by the internet policies of the library before being granted user privileges. Another possible alternative is to require users to check a box on a screen before being able to use the computer each time.

Censorship/selection

The local library board will face important censorship/selection issues relating to the Internet and filters. There are many factors to take into consideration and there is no single right answer for every library. The local board will need to adopt a specific set of policies that make it clear to the library staff, the public, and its municipal council, how the library will use the technology available. WCFLS can provide information and guidance to libraries on this topic.

Individual privacy rights

Wisconsin Statutes are quite specific on privacy issues as they relate to libraries. In general it is legal to divulge information about a patron's use of the library only to serve the library's administrative functions. Any other purpose, including requests from law enforcement, is precluded without court order. Use of patron data for mailing lists must be treated carefully, even when the information is for the Friends group or a library foundation.

Policies should be carefully devised so as to avoid possible violations of privacy rights for patrons using terminals in the library and from their home to access library data. Some libraries use so called privacy screens which block others from seeing what a user is doing on a public access terminal in the library. However, privacy rights do not supercede acceptable use policies.

Patriot Act

As a result of the September 11 attacks, the U.S.A. Patriot Act was created, allowing law enforcement to ask for patron and Internet records from libraries. The American Library Association has created guidelines for libraries and its staff to follow when law enforcement request records. These guidelines can be found at <http://www.ala.org/template.cfm?section=ifissues&template=/contentmanagement/contentdisplay.cfm&contentid=21654> Libraries must be cognizant of Wisconsin laws regarding retention of records. The member libraries should consult with their municipal attorneys for advice regarding retention laws that may apply to them.

Fee for services

The Wisconsin Attorney General has ruled (78 Atty. Gen. 163) that libraries may not charge fees for any service which is part of the library's "inherent information providing function." This ruling predated the widespread use of the Internet, but it is grounded in Wisconsin Statute 43.52(2) Waukesha County Federated Library System recommends that no one should be denied basic access to electronic information because of fees. Some libraries may choose to charge customers for printing and supplies (such as storage media).

Database selection

Not all the information on the Internet is free of charge. Some information is available only by subscription. Since these subscriptions can be costly, care must be taken in their selection. The library must also balance the need for print access to materials on site with the vagaries of connection overload that can result with even the best internet connections at certain times of the day. In order to facilitate equal access to subscription databases, the system will help coordinate and/or fund this service for member libraries.

CIPA

The Child Internet Protection Act was found constitutional in June 2003. This Act requires that libraries seeking federal LSTA or e-rate funding for Internet access to install filters on their computers. The Waukesha County Federated Library System in conjunction with their member libraries decided that they would not filter globally, but libraries were able to choose to filter locally. Because of this decision, e-rate funding is not applied for Internet content-

Copyright and licensing

The invention of the photocopier forced the Congress to enact new copyright legislation, which was later updated with the advent of videotapes. Electronic access and the Internet are forcing similar reevaluations. Libraries need to watch this issue very carefully. In most cases, a warning to patrons not to copy material that is copyrighted without proper permission should be sufficient. Staff must also be aware of the restrictions. On October 12, 1998, the U.S. Congress passed the Digital Millennium Copyright Act, ending many months of turbulent negotiations regarding its provisions. Two weeks later, on October 28th,

President Clinton signed the Act into law. The software and entertainment industries originally supported the bill.

Scientists, librarians, and academics opposed it, concerned about an erosion of the fair use doctrine. To address these concerns, Congress included specific language to provide certain exemptions for fair use (particularly for nonprofit archives, libraries, and educational institutions). Libraries are urged to pay close attention to copyright issues as they develop services and pursue licenses with vendors.

Use of site licenses for multiple displays of electronic sources in a local area network should be carefully discussed with the vendor to assure that the library is following copyright restrictions.

Data security

It is possible to control access to both the library computers and to portions of the Internet. Software is available to protect your computer from hackers and limit the sites that can be visited. Member libraries are urged to pay careful attention to the needs for data security in their operations.

Evaluation and measurement of success

Statistics keeping is a fact of life for libraries. When it comes to Internet access and use of other electronic products, the library profession has not yet settled on any measures of use that are even somewhat comparable to those we have defined for materials circulation, reference questions, or patron visits. Library groups at the national level have been struggling with definitions for a number of years. Libraries should be aware that the system and the state do require collection of data on Internet and electronic use in libraries, but the data elements are not yet defined.

Member libraries

Big Bend Village Library
W230 S9175 Nevins Street
Big Bend, WI 53102
Sadie Soneberg, Director

Brookfield Public Library
1900 N. Calhoun Road
Brookfield, WI 53005
Edell Schaefer, Director

Butler Public Library
12808 W. Hampton Ave.
Butler, WI 53007
Gail Duernberger, Director

Delafield Public Library
500 Genesee Street
Delafield, WI 53018
Terry Zignego, Director

Alice Baker Memorial Library
820 E. Main Street
Eagle, WI 53119
Allison Chase, Director

Elm Grove Public Library
13600 W. Juneau Boulevard
Elm Grove, WI 53122
Svetlana Foley, Director

Hartland Public Library
110 E. Park Avenue
Hartland, WI 53029
Nancy Massnick, Director

Menomonee Falls Public Library
W156 N8436 Pilgrim Road
Menomonee Falls, WI 53051
Jane Schall, Director

Mukwonago Community Library
511 Division St.
Mukwonago, WI 53149
Ann Lininger, Director

Muskego Public Library
S73 W16663 Janesville Road
Muskego, WI 53150
Pete Loeffel, Director

New Berlin Public Library
15105 Library Ln.
New Berlin, WI 53151
Dennis Sampson, Director

Town Hall Library
N76 W31429 County Highway VV
North Lake, WI 53064
Cheryl Schoenhaar, Director

Oconomowoc Public Library
200 South Street
Oconomowoc, WI 53066
Ray McKenna, Director

Pewaukee Public Library
210 Main St.
Pewaukee, WI 53072
Jennie Stoltz, Director

Pauline Haass Public Library
N64 W23820 Main Street
Sussex, WI 53089
Kathy Klager, Director

Waukesha Public Library
321 Wisconsin Ave.
Waukesha, WI 53186
Grant Lynch, Director

The below listed computer is given as an example of a computer standard, adopted by the Waukesha County Information Systems Department for Waukesha County Government computers. It is included here only for comparison purposes.

**Waukesha County
DESKTOP COMPUTER SPECIFICATIONS
For**

January 2013

Base Unit:	OptiPlex 7010 Minitower EPA Base (225-2809)
Processor:	3rd Gen Intel Core i3-3220 Processor (Dual Core, 3.30GHz, 3MB, w/ HD2500 Graphics OptiPlex 7010 (319-0466)
Memory:	4GB, NON-ECC, 1600MHZ DDR3,2DIMM,OptiPlex (317-8985)
Keyboard:	Dell USB KB,ENG,OPTI (331-8142)
Monitor:	No Monitor Selected, Dell OptiPlex (320-3704)
Video Card:	Intel Integrated Graphics w/DP/DVI, OPTI (320-3778)
Hard Drive:	250GB 3.5 6.0Gb/s SATA with 8MB DataBurst Cache,OptiPlex (342-3902)
Operating System:	Windows 7 Professional,,Media, 32-bit, Optiplex, English (421-5580)
Operating System:	Windows 7 Label, OptiPlex, Fixed Precision, Vostro Desktop (330-6228)
Operating System:	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmwar Apps),OptiPlex (421-5334)
Operating System:	Dell Data Protection Access, OptiPlex x010 (421-8276)
Mouse:	Dell MS111 USB Optical Mouse,OptiPlex and Fixed Precision (330-9458)
TBU:	Intel Standard Manageability, Dell OptiPlex 7010 (331-6245)
CD-ROM or DVD-ROM Drive:	16X DVD+/-RW SATA, Data Only, OptiPlex 9010 (318-1540)
CD-ROM or DVD-ROM Drive:	Thank you for Choosing Dell (318-2231)
Sound Card:	Heat Sink, Mainstream, Dell OptiPlex Minitower (331-5537)
Speakers:	Internal Speaker, OPTiplex (318-0319)
Cable:	Enable Low Power Mode for EUP Compliance,Dell OptiPlex (330-7422)
Cable:	Regulatory label, Mexico, for OptiPlex 7010 MiniTower (331-6588)
Cable:	OptiPlex 7010 Minitower,Up to 90 Percent Efficient Power Supply (331-6352)
Documentation Diskette:	Documentation,English and French,Dell OptiPlex (331-2030)
Documentation Diskette:	Power Cord,125V,2M,C13,Dell OptiPlex (330-1711)
Bundled Software:	No Productivity Software,Dell OptiPlex,Precision and Latitude (421-3872)