Wisconsin Department of Public Instruction
PUBLIC LIBRARY SYSTEM PLAN AND CERTIFICATION OF INTENT TO COMPLY CALENDAR YEAR 2021
PI-2446 (Rev. 08-2020)

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

GENERAL INFORMATION

Library System

> Winnefox Library System

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

> This system plan was developed with the coronavirus pandemic in mind. Budget pressures, which are often difficult, have been exacerbated at the county and municipal level. The system endeavors then to provide the member libraries with services and support they might have previously managed on their own. Additionally, there is a renewed focus on providing excellent technology, website, and catalog support, as online is now a primary way member libraries are interacting with patrons While it doesn't necessarily appear in the budget numbers, another goal of the system is to provide emotional and mental support during these difficult times.

Did the library system consult member libraries in the development of this plan?

☐ No, the library system did not include member libraries in the development of this plan.

☒ Yes, the library system included member libraries in the development of this plan.

> **If yes, describe the planning environment and process for this system plan. Include how member libraries are involved in plan development and review:**

> The system regularly communicates with the member libraries. The library directors in each county meet monthly or quarterly and discussion of system programs is usually on the agenda. Our technology advisory committee, made up of 10 directors, meets bi-monthly and often discusses enhancements to our ILS and other technology-related services. Since the summer of 2020, there have been additional monthly meetings to discuss the changes and concerns related to the pandemic. A full directors meeting is held once each year with the intention of gaining insight in the desires of the members libraries.

> Despite having an out of date strategic plan, Winnefox has continued to develop new projects and provide additional services. The principles of PLSR have been at the forefront of recent decisions. For example, in 2019, the system concluded a year-long process to consider a potential ILS merger with OWLSnet. That discussion did not result in a merger but did lead to positive changes in the system's policies and procedures. Winnefox has also expanded their contractual services in 2020 and is now providing accounting services to Winding Rivers Library System.

Does the library system have a formally appointed advisory committee under Wis. Stat. § 43.17(2m)?

☒ No, the library system does not have a formally appointed advisory committee.

☐ Yes, the library system has a formally appointed advisory committee.

> **If the system appoints an advisory committee under Wis. Stat. § 43.17(2m), describe how the system makes appointments, posts meetings, and how the advisory committee reports to the library system board. Include a list of any additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the Division:**

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2021**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

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

Membership Agreements

☒ Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.

☒ The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

> **If the system is providing the sample copy and list of members signing through a publicly available webpage, provide the URL here:**

ASSURANCES (cont'd)

Resource Library Agreement

☒ Wis. Stat. § 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 that library.

☒ The system will provide a signed copy of the resource library agreement to the Division by January 15.

If the system is providing the resource library agreement through a publicly available webpage, provide the URL here:

Current and part agreements with the resource library can be found in our trustee manual:
https://www.winnefox.org/trustees/resource-library

Reference Referral, Interlibrary Loan, and Technology

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

List ongoing activities related to this requirement:

ILL
•Provide ILL service, including an ILL clearinghouse.
•Provide access to Overdrive digital audio, video, music, and ebooks.
•Continued maintenance of shared database of member library bibliographic records and holdings
•Sharing of ILL materials with other OCLC libraries.
•Continued acceptance of ILL requests via OCLC, direct reserve on our ILS, email, fax, phone or mail.
•Continued support of locally produced online genealogical and local history databases.
•Continued participation in the WPLC funding pool for digital media

Technology Support and ILS
Technology support is considered by libraries to be among the most important services we offer.
•Cooperation with other systems has allowed us to purchase computers at a lower cost.
•Continued network maintenance and support of email for member library staff.
•Continued support of the ILS used by 29 of our libraries.
•System staff will continue to provide remote and on-site network and PC support.
•Continue to enhance network security protocols to ensure a stable and dependable network.
•Create, support, and host library websites

Indicate new or priority activities relating to this requirement for the plan year (i*f none, indicate so):*

•Increase bandwidth speeds for rural member libraries
•Maintaining and creating additional instructional materials with the ILS analytics platform allowing member libraries to run their own reports
•Piloting new acquisitions platform through ILS vendor

Inservice Training

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

The Division interprets inservice training to incorporate a range of in-person and virtual continuing education opportunities.

List ongoing activities related to this requirement.

•Provision of regular workshops at varied locations around the system.
•Provision of one-on-one and small group training to directors and other member library staff as needed.
•Member libraries will be surveyed regarding their training needs.
•Provision of information to member libraries regarding training/education activities available from other providers as this information becomes available.
•Continued publication of Trustee Tales, a quarterly newsletter for library trustees.
•Continue use of the GoTo Meeting software for training and education.
•Implementation and modification of training and orientation for new directors
•Continued providing workshops through the NEWI partnership

Indicate new or priority activities relating to this requirement for the plan year (*if none, indicate so*):

•Zoom training for librarians
•Security awareness training with Infosec

Identify the names and email addresses of continuing education staff employed by the system for continuing education services:

ASSURANCES (cont'd)

Joy Schwarz, schwarz@winnefox.org

If the system contracts with another system or entity to plan and conduct continuing education services, list that system or entity and provide a link to, or copy of, the current agreement:

Delivery and Communication

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

List ongoing activities related to this requirement. *For physical delivery reference resources, personnel, and vendors.*

•Provison of delivery to all member libraries, and delivery to Oshkosh Public Library deposit sites. All libraries have been receiving 5 day delivery since late 2018.
•Continued participation in the statewide delivery service.
•Continued development of the Winnefox Extranet as an information resource for member libraries.
•Continued communication with member directors and trustees of legislative developments that affect libraries.
•Continued assistance to libraries in effective communication with municipal and county boards.
•Host, create and support member library websites

Winnefox runs its own delivery service and does not contract with outside vendors. We own 3 cargo vans and have 7 regular drivers on staff and a substitute we can call on.

Indicate new or priority activities relating to this requirement for the plan year (*if none, indicate so*):

•New directory database for librarian and system staff use

•Actively interested in the development of PLSR delivery hub

Service Agreements

☒ Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.

☒ The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

If the system is providing the service agreements through a publicly available webpage, provide the URL here:

The agreements can be found at http://www.winnefox.org/trustees/agreements/systems/welcome.html

If the system is providing the service agreements through a publicly available webpage, provide a brief description of the types and number of agreements here:

Winnefox has agreements with all other library systems in Wisconsin, honoring patron cards, CE and resource sharing, and other mutual and cooperative efforts.

	ASSURANCES (cont'd)	

Other Types of Libraries

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

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

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide the URL here:

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide a brief description of the types and number of agreements here:

Library Technology and Resource Sharing Plan

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

☒ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2021, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See the Library System Technology and Resource Sharing plan webpage for the most current version of the system library technology and resource sharing plan.

If the system is providing the current technology and resource sharing plan through a publicly available webpage, provide the URL here:

The new Technology and Reosurce Sharing Plan can be foud here: https://winnefox.org/trustees/system-plans

Is the plan current and comprehensive for the technology and resource sharing services the system provides?

☒ Yes, the library system technology and resource sharing plan is current and comprehensive for the technology and resource sharing services the system provides.

☐ No, the library system technology and resource sharing plan is not current or comprehensive for the technology and resource sharing services the system provides or will provide.

If no, describe what the system has added, changed, or eliminated from the plan in effect (and describe how the changes were reviewed with member libraries and approved by the system board):

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

The plan was approved in January 2020

Professional Consultation

☒ Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.

Identify consultants, specific service areas, and related activities. If the consultant is employed by a member library, indicate the library and the consultant's title:

•Business Manager (office manager/bookkeeper position)
o   Records retention
o   HR issues, especially FMLA, Workman's Comp, Unemployment, WRS
o   Financial recordkeeping

•Assistant Director
o   Open meetings law, closed sessions
o   Public records
o   Personnel/HR matters: hiring, discipline, firing, discrimination, ADA, etc.
o   Salary/wage comparisons.
o   Work closely with boards in some hiring processes.
o   Dealing with difficult patrons
o   Surveys
o   Statistics
o   Advocacy leadership and advice
o   Helps directors in each county with county funding requests, meeting with county officials, etc.
o   Submits Act 420 bills

ASSURANCES (cont'd)

o   Compassionate support and advice

•CE/Training Librarian
o   General tech skills

•Director
o   Library administration consultant (HR, board issues, etc)

•ILL Specialist
o   Handles all out-of-system ILL requests, both incoming and outgoing. Is very good at finding libraries that don't charge for ILL and are connected to our delivery system.

•Database-Application Developer
o   Database support: access authentication issues, Overdrive access and issues, etc.
o   Collects statistics for all online resource use
o   Designs databases and other programs for libraries (SLP signup, local history, etc).

•WCTS Program Coordinator
o   Materials selection
o   Weeding
o   Does "workdays" in libraries—helps with whatever needs doing.
o   Other purchasing help (example: a library was doing an extensive remodeling and she helped select new furniture and handled the ordering, etc).

•PC support, network management, and web design positions (2)
o   Orders & configures computers for easy installation at libraries
o   Designs and maintains library web sites, meeting the levels of expertise at each library

•ILS support positions (2)
o   Advises directors on circulation and cataloging policies and procedures
o   Provides statistics on library collections and use
o   Provides training on ILS procedures

Indicate new or priority activities relating to this requirement for the plan year (if no change from current year, indicate *None*):

 Pursue and apply for grants on behalf of libraries; inform libraries of grant opportunities and support them as they prepare applications.

Inclusive Services

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

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

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

None

Other Service Programs

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

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

Winnefox Cooperative Technical Services: WCTS is fully funded from Green Lake, Marquete and Waushara Counties. It primarily serves the libraries in those counties with additional adminstrative, cataloging, processing, and ordering needs. Winnefox member libraries outside of these counties may contract for services from WCTS at cost.

ASSURANCES (cont'd)

WCTS provides cooperative book selection and processing for member libraries, sponsors several workshops on materials selection each year, and provides group ordering for supplies. Additionally, WCTS staff provides "work days" consisting of on-site help and consultation for special projects such as weeding.

Administration

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

☒ The system will submit the 2020 system audit to the Division no later than September 30, 2021.

Budget

☒ The system completed and included the budget by service program category and fund source for the plan year (see guidelines).

COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2021 resource library contract.*

Winnefox has several longstanding collaborative relationships:

Administrative secretarial staff: Winnefox and Oshkosh Public Library jointly staff the administrative office for both organizations. At one time each organization operated separate offices, each with two full-time persons; the combined office has three full-time persons. The current FTE split is Winnefox: 1.8/Oshkosh: 1.2.   By operating a combined office both organizations are also saving costs on office supplies and equipment.

Another shared position with Oshkosh Public Library is the Database-Application Developer. This position is three-fourths funded by Winnefox and one-fourth by Oshkosh. This benefits Oshkosh Public Library in that they would not be able to fund a full-time position at this level; a half-time positon would likely cost about $12,000 more than they are currently paying.

In addition to the Winnefox Advantage account, whose total budget is close to $75,000, Winnefox member libraries also contribute to the state-wide Overdrive account giving extensive access to thousands of titles.

FoxNet is a collaborative program between Winnebago County, the Cities of Menasha, Neenah, and Oshkosh, several school districts, and Winnefox to provide a fiber connection between these organizations' facilities. This program costs only minimal maintenance and saves Winnefox and the libraries internet access fees.

Winnefox Cooperative Technical Services (WCTS) is in itself a collaborative program. By centralizing library materials selection, ordering, and processing we are saving 19 libraries both staff time, allowing libraries to operate with less staff or focus staff on direct public service, and direct costs on materials and supplies, by ordering in quantity for better discounts.

For several years Winnefox has provided accounting services to Southwest Library System, saving them a considerable amount of money. In 2020 Winding Rivers Library System began contracting with Winnefox to provide these services.

The NEWI CE program described above is a collaboration with three other systems.

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

Activity	Amount
1. Oshkosh Public Library Adminstration	$96,083
2. Oshkosh Public Library Database Application Developer position	$25,338
3. CESA 6 Grow	$5,000
4. FoxNet	$2,500
5. Winnefox Cooperative Technical Services	$205,023
6. Southwest Library System accounting contract	$65,000
7. Winding Rivers System accounting contract	$65,000
8. NEWI CE Cooperative	$3,000

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

Activity	Amount
9.	
10.	
Cost Benefit Total	$466,942

	CERTIFICATION	

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2021**.

Name of System Director	Signature of System Director ➤	Date Signed *Mo./Day/Yr.*
Name of System Board President	Signature of System Board President ➤	Date Signed *Mo./Day/Yr.*

	FOR DPI USE **LIBRARY SYSTEM PLAN APPROVAL**	
Pursuant to Wis. Statutes, the plan contained herein is: ☐ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	DLT Assistant Superintendent Signature ➤	Date Signed *Mo./Day/Yr.*

Comments

Program	2021 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference, and Interlibrary Loan*					
1. ILS	$28,087			$551,140	
2. Network	$57,500			$137,785	
3. Technology Support	$185,244			$26,338	
4. ILL/Reference	$105,500				
5. Electronic Resources	$32,400	$5,000			
Program Total	$408,731	$5,000	$0	$715,263	$1,128,994
Continuing Education and Consulting Service*					
1. Continuing Education	$109,500		$14,000		
2. Consulting	$54,952				
Program Total	$164,452	$0	$14,000	$0	$178,452
Delivery Services	$140,000			$4,534	$144,534
Inclusive Services					$0
Library Collection Development					$0
Direct Payment to Members for Nonresident Access					$0
Direct Nonresident Access Payments Across System Borders					$0
Youth Services	$2,100				$2,100
Public Information	$8,000			$8,000	$16,000
Administration	$187,609	$27,000	$12,000	$96,083	$322,692
Subtotal	$337,709	$27,000	$12,000	$108,617	$485,326
Other System Programs					
1. County Planning	$34,000				$34,000
2. WCTS				$205,023	$205,023
Program Total	$34,000	$0	$0	$205,023	$239,023
Grand Totals	$944,892	$32,000	$26,000	$1,028,903	$2,031,795

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 5 is reserved for the amounts budgeted for electronic resources (see program budget guidelines).