



I. GENERAL INFORMATION					
1. System Name Winnefox Library System		2. System Director Name Jeffery Gilderson-Duwe		3. Certification Grade Gr 1	4. Date Certification Expires 2020-03-01
5. Street Address 106 Washington Ave.			6. Phone Area/No. (920) 236-5220	7. Fax Number Area/No. (920) 236-5228	
8. Mailing Address PO Box	9. System Website URL www.winnefox.org		10. Director System Email Address gilderson-duwe@winnefox.org		
11. City / Village / Town Oshkosh		12. County Winnebago		13. ZIP Code 54901-4985	
14. Number of Public Libraries Participating in the System 30	15. Does System Operate a Books-By Mail Program No	16. Number of Book-mobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 130,300	18. DUNS Number <i>Nine digits</i> 159320605	
II. SYSTEM COLLECTION					
	No. Owned / Leased	Number Added		No. Owned / Leased	No. Owned / Leased
1. Books in Print	6,290	165	4. Electronic Collections <i>Number available to members</i>	1	7. Licensed Electronic Video Materials <i>Units (copies) available to members</i>
2. Audio Materials	2,092	140	5. Licensed E-books <i>Units (copies) available to members</i>	158,421	8. Subscriptions <i>Exclude those in electronic format</i>
3. Video Materials	34	0	6. Licensed Electronic Audio Materials <i>Units (copies) available to members</i>	53,743	
III. SYSTEM SERVICES					
Circulation Transactions <i>Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.</i>			1. Total Circulation	2. Interlibrary Loans <i>System interlibrary loan transactions</i>	
			3	a. Items Loaned 3,774	b. Items Received 4,162
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i>					
a. E-book <i>NetLibrary/OverDrive</i>		b. E-audio	c. E-video	d. Electronic Collection Retrievals	
206,198		125,537	377	435	

IV. SYSTEM BOARD AND ORGANIZATION
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List the members of the system board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
1. President Jerry	Letcher	1226 Wedgewood Lane	Fond du Lac	54935	jerry.letcher@charter.net
2. Bill	Bracken	1770 Chatham Drive	Oshkosh	54904	wgbrack13@gmail.com
3. Katherine e	Freund	511 Hansen Street	Neenah	54956	katherineE.Freund@gmail.com
4. Elizabeth	Eisen	1807 Brighton Beach Rd	Menasha	54952	peisen.wi@sbcglobal.net
5. Randy	Fieldhack	N2438 Forest Manor Ct	Neenah	54956	randyf@new.rr.com
6. Kathy	Morris	W1368 Roberts Ln	Berlin	54923	kmorris@co.green-lake.wi.us
7. Vicki	Huffman	N5165 11th Rd.	Montello	53949	vjhawk@mwwb.net
8. Elizabeth	Irish	929 Reddin Ave.	Neenah	54956	Irishb929@gmail.com
9. Kathleen	McGwin	N4519 County Y	Montello	53419	mcgwin@frontier.net
10. George	Peterman	PO Box 961	Wautoma	54982	wcb5@co.waushara.wi.us
11. Kevin	DeCramer	115W Main Street	Brandon	53919	kdecramer@cesa6.org
12. Lynn	Hayes	236 W Church St	Oakfield	53065	lyn6212@gmail.com
13. Melissa	Kolstad	464 Mary Lee Dr	Fond du Lac	54935	mel@kolstad.net
14. Jim	Miller	N4073 S. Main St	Hancock	54943	
15. Di-Anne	Rengstorf	319 Parkway Dr	Winneconne	54986	drengstorf@att.net
16. Patti	Pieper	W7141 Sunny Knoll Rd	Dalton	53926	pattypieper@gmail.com
17. Martin	Schroeder	174 Twin Lakes Dr	North Fond du Lac	54937	martin.schroeder@fdlco.wi.gov
18. vacant	vacant				
19. VACAN T	VACANT				
20. vacant	vacant				
21. vacant	vacant				
22. VACAN T	VACANT				
23. VACAN T	VACANT				

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government						
a. System Member County Appropriations Received by Library System				b. Other County Payments Received		
County Name	Amount	County Name	Amount	County Name	Amount	
Fond du Lac	\$1,239,170	Waushara	\$39,896	Columbia	\$3,529	
Marquette	\$182,295	Waushara	\$469,992	Calumet	\$101,339	
Marquette	\$39,468	Winnebago	\$2,096,709	Dodge	\$9,091	
Green Lake	\$276,726	Winnebago	\$43,924	Sheboygan	\$6,875	
Green Lake	\$28,182	Fond du Lac	\$57,472			
Subtotal 1a			\$4,473,834	Subtotal 1b		\$120,834
2. State Aid to Public Library Systems						\$915,389
3. Other State Funded Programs <i>List individually. Attach listing if necessary.</i>						
a.						
b.						
c.						
Subtotal 3						
4. Federal Aid <i>Program name and, if LSTA, project number. List each program individually. Attach listing if necessary.</i>						
a. 2018-2 LSTA-Technology 51		\$19,230	f.			
b.			g.			
c.			h.			
d.			i.			
e.			j.			
Subtotal 4						\$19,230
5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. <i>List names individually. Attach listing if necessary.</i>						
a. Oshkosh Public Library (OPL) Secretarial		\$92,937	f. WPLC Website Hosting		\$1,000	
b. OPL Electronic Services		\$28,043	g. Continuing Education Agreement		\$3,000	
c. OPL Delivery Services		\$5,290	h.			
d. Accounting Services		\$5,644	i.			
e. ILL Charges (OPL)		\$3,339	j.			
Subtotal 5						\$139,253
6. Other Income						
Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
\$612,837	\$28,934	\$642,724	\$24,675	\$0	\$875,328	\$2,184,498
7. Total Income Add 1 through 6						\$7,853,038

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES
Report system expenditures from all sources.

	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$505,120	\$0	\$295,893	\$801,013
2. Employee Benefits	\$206,079	\$0	\$124,593	\$330,672
3. System Collection Expenditures				
a. Printed Material	\$452	\$0	\$4,147	
b. Electronic Material	\$38,569	\$0	\$148,143	
c. Audiovisual Material	\$0	\$0	\$3,095	
d. All Other Material	\$0	\$0	\$0	
Subtotal Collection Expenditures	\$39,021	\$0	\$155,385	\$194,406
4. System Contract Expenditures Attach a brief description of contracts; i.e., recipient, amount, and purpose.	\$0	\$19,230	\$4,414,008	\$4,433,238
5. System Payments to Member Libraries Attach lists of individual payments.	\$0	\$0	\$0	\$0
6. All Other Operating Expenditures	\$275,697	\$0	\$531,400	\$807,097
7. Total Operating Expenditures	\$1,025,917	\$19,230	\$5,521,279	\$6,566,426
8. System Capital Expenditures	\$8,665	\$0	\$51,272	\$59,937

* Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.

** Report expenditures from 2018 public library system state aid, state aid funds carried forward to 2018, and any interest earned from those funds.

*** Report expenditures from county appropriations, contract income, gifts and endowments, and any carryover from those sources. Also include expenditures from interest earned from those sources.

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE

Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for 2018. Attach the page(s) of each county budget that show the amounts below.

County Name	2018 Amount	County Name	2018 Amount	County Name	2018 Amount
1. Fond du Lac	\$1,329,190	5. Winnebago	\$2,150,633	8.	
2. Green Lake	\$308,895	6.		9.	
3. Marquette	\$260,000	7.		10.	
4. Waushara	\$509,889				

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

The following statement certifies that your public library system complied with all statutory requirements for public library systems for calendar year 2018. Indicate, with a check, your system's compliance with each of the system requirements.

S.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

- (a) Written agreements that comply with s. 43.15(4)(c)4. with all member libraries.
- Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Resource Library Agreement

- (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.
- Signed copies of the 2018 and 2019 resource library agreements have been filed with the division.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Reference Referral and Interlibrary Loan

S. 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.

- Reimbursed member libraries for ILL
- Maintained a shared database of member library bibliographic records and holdings
- Maintained ILL Clearinghouse
- Utilized WISCAT to promote interlibrary loan
- Contracted for ILL Clearinghouse
- Maintained a system interlibrary loan plan

Inservice Training

S. 43.24(2)(e) Inservice training for participating public library personnel and trustees.

Indicate with a check those services carried out by your system in 2018 in conjunction with this service requirement.

- Conducted workshops for member library staff and trustees
- Provided scholarships and grants for member library staffs
- Maintained a calendar of CE events
- Maintained a professional collection for system and member library staffs.

S. 43.24(2)(h) Professional consultant services to participating public libraries.

Indicate with a check those services carried out by your system in 2018 in conjunction with this service requirement.

- Public library administration and governance
- Technical services
- Legal issues
- Adult services
- Interlibrary loan and resource sharing
- Public relations
- Youth services
- Staff development (certification, CE, etc.)
- Reference and information services
- Library automation
- Planning and evaluation, standards
- Special needs
- Building and remodeling
- Collection development

Delivery and Communication

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

Indicate with a check those services carried out by your system in 2018 in conjunction with this service requirement.

- Had regular courier or van delivery service
- Used fax for document delivery/communication
- Provided an 800 number, phone credit card, or accepted collect calls
- Used mail as primary delivery system
- ILL transactions sent by:
- Email
- OCLC
- Regional automated system
- WISCAT
- Published a newsletter

Service Agreements

S. 43.24(2)(g) Service agreements with all adjacent library systems.

Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check those services provided for in the adjacent library system agreements for 2018.

- Reciprocal borrowing between systems
- Delivery
- Audiovisual services
- Cash payments in cross-system lending
- Newsletter exchange
- Cooperative purchasing
- Continuing education
- Cooperative planning/information exchange

Services to Users with Special Needs

S. 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.

Briefly summarize the most significant specific services or initiatives carried out by your system in a special needs area in 2018. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

See Attachment

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Services to Users with Special Needs (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support library efforts in serving special needs populations.

See Attachment

If the system provided any continuing education programs in 2018 on special needs topics, identify the topic(s) and speaker(s)
See notes under Inservice training & consulting

Other Types of Libraries

- S. 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.
- An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.
- The system has 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. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check system services provided to other types of libraries in 2018.

- | | | |
|--|--|---|
| <input type="checkbox"/> Consultation | <input checked="" type="checkbox"/> Union list of serials | <input type="checkbox"/> Back-up reference services |
| <input checked="" type="checkbox"/> Continuing education / workshops | <input checked="" type="checkbox"/> Directory of libraries | <input type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> ILL (Direct) | <input type="checkbox"/> Delivery services | <input type="checkbox"/> Technical services |

Library Technology and Resource Sharing Plan

- S. 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.
- Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.
- The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

Other Service Programs

- S. 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 board after consultation with participating public libraries.

List and evaluate each service program carried out under this statute in 2018. Do not lump miscellaneous activities under a single "other" program.

See Attachment

Administration

- The system did not expend more than 20 percent of the state aid received in 2018 for administration.

IX. 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 2018 resource library contract.*

See Attachment

<i>Cost Benefit. For each activity above, list the activity name and estimated cost benefit realized.</i>	
Activity	Amount
1. Southwest Library System bookkeeping contract	31,315
2. GROW Grant Service	3,000
3. WPLC	1,131,120
4. Workshop collaborations	10,626
5.	
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	1,176,061

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES—2018
Program Expenditures

Provide a summary of your public library system expenditures by system service program and fund source for 2018.

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan <i>See note</i>				
1. WAL5	129,600	19,230	739,038	887,868
2. Technology	176,627		71,231	247,858
3. Reference/ILL	84,919		3,339	88,258
4. Electronic Resources	32,000		120,239	152,239
Subprogram Total	423,146	19,230	933,847	1,376,223
Continuing Education and Consulting Service <i>See note</i>				
1. Consulting	42,022		987	43,009
2. CE	80,933		7,676	88,609
Subprogram Total	122,955		8,663	131,618
Delivery	116,223		5,290	121,513
Library Services to Special Users				
Library Collection Development	7,021		6,816	13,837
Direct Payment to Members for Nonresident Access			4,470,555	4,470,555
Direct Nonresident Access Payments Across System Borders			120,834	120,834
Library Services to Youth	2,470			2,470
Public Information	13,640		9,742	23,382
Administration	182,677		113,460	296,137
Other System Programs				
1. County planning	28,321			28,321
2. WCTS	72		237,390	237,462
3.				
4.				
Grand Totals	896,525	19,230	5,906,597	6,822,352
Estimated Expenditures for Technology-Related Services Provided by the System	505,392	19,230	729,061	1,253,683

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.

XI. SYSTEM STAFF

1. Personnel Listing

a. Employees Holding the Title of Librarian as of December 31, 2018 *Include vacancies if they will be filled within one year*

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
Jeff	Gilderson-Duwe	Director	<input checked="" type="checkbox"/>	\$0	10.00
Mark	Arend	Assistant Director	<input checked="" type="checkbox"/>	\$79,908	40.00
Joy	Schwarz	Continuing Education/Training Librarian	<input checked="" type="checkbox"/>	\$64,364	40.00
Karla	Smith	Integrated Library System (ILS) Manager	<input checked="" type="checkbox"/>	\$70,025	40.00
Melissa	Klein	ILS Specialist	<input checked="" type="checkbox"/>	\$53,122	40.00
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

b. Other Paid Staff *Include plant operation, maintenance, and security.*

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
Database-Application Developer	\$64,364	40.00			
WCTS Office Clerk	\$35,864	40.00			
Administrative Specialists	\$86,178	80.00			
Network Manager/Web Developer Specialist	\$59,960	40.00			
Network Manager/PC Support Specialist	\$59,960	40.00			
Interlibrary Loan (ILL) Specialist	\$47,165	40.00			
Administrative Coordinator	\$59,960	40.00			
WCTS Program Coordinator	\$59,960	40.00			
Van Drivers	\$48,814	72.00			
ILL page/sorters	\$17,284	33.40			
WCTS page	\$6,005	11.50			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian

i. Master's Degree from an ALA Accredited Program FTE	ii. Other Persons Holding the Title of Librarian FTE	Subtotal
4.25	0.00	4.25

b. All Other Paid Staff FTE *incl. maintenance, plant operation, and security*

11.92

c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*

16.17

XII. SYSTEM MEMBERSHIP

Attach a listing of all current public library and county members of the system.

Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines). A check indicates that all members have indicated compliance with the requirement.

- The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [s. 43.15(4)(c)1]
- The public library members are authorized by the municipal governing board to participate in the public library system. [s. 43.15(4)(c)3]
- The public library members have entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and 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. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program or from providing remote access to a library's online resources only to residents. [s. 43.15(4)(c)4]
- The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03]
- All counties participating in the system have entered into written agreements with the system as required under [s. 43.15(4)(b)3]
- All counties participating in the system have adopted and maintained the plan of library service submitted and approved under s. 43.11(3) and s. 43.13(1). [s. 43.15(4)(b)1]. **On the membership listing to be attached to this report, indicate the year of the last plan revision.**
- Each public library member, beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer. [s. 43.15(4)(c)7]
- Each public library member, beginning in 2008, annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8]

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (include timelines). Any current written contracts or agreements not previously filed with the division providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology.

Indicate compliance with the requirements below with a checkmark. Unchecked statutes indicate noncompliance.

- Library system board is constituted and operated in compliance with s. 43.17(1) and (2) and s. 43.19(1)(a) and (b).
- Library system board has appointed a head librarian who is responsible for administration of the public library system. [s. 43.17(4)]
- Library system is organized and operated in compliance with Wis. Stat. s. 43.15 Standards for public library systems.

S. 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.

- (a) Written agreements that comply with s. 43.15(4)(c)4. with all member libraries.
- (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.
- (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
- (e) Inservice training for participating public library personnel and trustees.
- (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.
- (g) Service agreements with all adjacent library systems.
- (h) Professional consultant services to participating public libraries.
- (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.
- (k) Promotion and facilitation of library service to users with special needs.
- (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.
- (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

I CERTIFY that to the best of my knowledge the information provided in this annual report and any attachments are true and accurate.

Signature of Public Library System Director ➤	Name of Public Library System Director Jeffery Gilderson-Duwe	Date Signed
Signature of Public Library System Board President ➤	Name of Public Library System Board President Jerry Letcher	Date Signed

	COMMENTS	
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WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2018
 V. LIBRARY SYSTEM INCOME

Attachment 1

1a, b County Payments Received

From Winnefox Counties to Winnefox Libraries		
Fond du Lac County		31,594
Berlin	2,087	
Green Lake	2,734	
Marksean	918	
Kingston	148	
Neenah	1,072	
Omro	181	
Oshkosh	23,645	
Princeton	83	
Winneconne	726	
Green Lake County		22,400
Brandon	1,310	
Fond du Lac	679	
Montello	1,161	
Neshkoro	249	
Neenah	163	
Oshkosh	1,105	
Oxford	118	
Packwaukee	71	
Ripon	17,424	
Westfield	120	
Marquette County		39,468
Berlin	2,468	
Green Lake	960	
Coloma	11,229	
Markesan	561	
Kingston	825	
Plainfield	379	
Princeton	15,380	
Wautoma	7,666	
Waushara County		15,009
Green Lake	826	
Omro	1,425	
Montello	366	
Neenah	655	
Neshkoro	3,507	
Oshkosh	5,510	
Princeton	1,148	
Westfield	1,011	
Winneconne	561	
Winnebago County		43,924
Berlin	17,156	
Brandon	55	
Fond du Lac	4,176	
Green Lake	571	
Kingston	158	
North Fond du Lac	1,646	
Poy Sippi	85	
Princeton	83	
Redgranite	320	
Ripon	19,156	
Wautoma	405	
Wild Rose	113	

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2018
 V. LIBRARY SYSTEM INCOME
 (continued)

Attachment 1

From Non-Winnefox Counties to Winnefox Libraries		
Columbia County		
Endeavor	11	3,529
Green Lake	111	
Kingston	1,330	
Markesan	1,966	
Montello	86	
Westfield	25	
Calumet		101,339
Fond du Lac	7,761	
Neenah	21,193	
North Fond du Lac	60	
Oshkosh	1,603	
Menasha	70,722	
Dodge County		9,091
Brandon	142	
Campbellsport	306	
Fond du Lac	7,859	
Markesan	372	
Oakfield	396	
Ripon	16	
Sheboygan		6,875
Campbellsport	4,969	
Fond du Lac	1,906	
From Winnefox Counties to non Winnefox Libraries		
Fond du Lac County		25,878
Fox Lake	676	
Horicon	153	
Elkhart Lake	914	
Sheboygan	1,497	
Plymouth	4,201	
Sheboygan Falls	127	
Brillion	552	
Chilton	335	
New Holstein	13,964	
Kiel	3,459	
Green Lake County		5,782
Fox Lake	696	
Waupun	5,086	
Waushara County		24,887
Fremont	4,886	
Waupaca	16,889	
Weyauwega	3,112	

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2018
 VI. SYSTEM CONTRACT EXPENDITURES - 2018

Attachment 2

FEDERAL

<u>Recipient</u>	<u>Purchase</u>	<u>Subtotals</u>	<u>Totals</u>
Winnefox Automated Library Svc.	Technology	19,230	19,230

COUNTY AND LOCAL

<u>Recipient</u>	<u>Purchase</u>	<u>Subtotals</u>	<u>Totals</u>
<u>Fond du Lac County</u>			
Brandon Public Library	Contract	27,895	
Campbellsport Public Library	Contract	90,311	
Fond du Lac Public Library	Contract	801,385	
Oakfield Public Library	Contract	26,991	
Ripon Public Library	Contract	129,488	
Spillman Public Library	Contract	57,042	
Waupun Public Library	Contract	106,058	1,239,170
<u>Green Lake County</u>			
Berlin Public Library	Contract	38,777	
Caestecker Public Library	Contract	34,145	
Markesan Public Library	Contract	56,296	
Mill Pond Public Library	Contract	43,177	
Princeton Public Library	Contract	45,753	218,148
<u>Marquette County</u>			
Endeavor Public Library	Contract	12,454	
Ethel Everhard Memorial Library	Contract	47,338	
Montello Public Library	Contract	44,746	
Neshkoro Public Library	Contract	13,266	
Oxford Public Library	Contract	10,311	
Packwaukee Public Library	Contract	6,979	135,094
<u>Waushara County</u>			
Berlin Public Library	Contract	35,770	
Coloma Public Library	Contract	38,181	
Hancock Public Library	Contract	28,776	
Leon-Saxeville Township Library	Contract	20,226	
Patterson Memorial Library	Contract	67,628	
Plainfield Public Library	Contract	27,490	
Poy Sippi Public Library	Contract	23,461	
Redgranite Public Library	Contract	24,292	
Wautoma Public Library	Contract	129,287	395,111

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2018
VI. SYSTEM CONTRACT EXPENDITURES - 2018
(continued)

<u>Recipient</u>	<u>Purchase</u>	<u>Subtotals</u>	<u>Totals</u>
<u>Winnebago County</u>			
Carter Memorial Library	Contract	96,706	
Neenah Public Library	Contract	878,210	
Oshkosh Public Library	Contract	586,881	
Elisha D. Smith Public Library	Contract	407,791	
Winneconne Public Library	Contract	<u>127,121</u>	2,096,709
<u>Act 420 Payments</u> (See Attachment 1 for detail)		<u>329,776</u>	329,776
			<u><u>4,414,008</u></u>

VII. SYSTEM MEMBERSHIP

Fond du Lac County Last Plan approved for 2019. All library communities are exempt from the county library tax.

Brandon Public Library	117 E. Main St.	Brandon	WI	53919-0208
Campbellsport Public Library	220 North Helena St.	Campbellsport	WI	53010
Fond du Lac Public Library	32 Sheboygan Street	Fond du Lac	WI	54935-4271
Oakfield Public Library	130 North Main	Oakfield	WI	53065
Ripon Public Library	120 Jefferson Street	Ripon	WI	54971
Spillman Public Library	719 Wisconsin Avenue	North Fond du Lac	WI	54937-1335

Green Lake County Last Plan approved for 2019. No library communities are exempt from the county library tax.

Berlin Public Library	121 West Park Avenue	Berlin	WI	54923-1526
Caestecker Public Library	518 Hill Street	Green Lake	WI	54941
Joint Library - City of Green Lake & Town of Brooklyn				
Markesan Public Library	75 North Bridge Street	Markesan	WI	53946
Mill Pond Public Library	140 North South Street	Kingston	WI	53939
Princeton Public Library	424 West Water Street	Princeton	WI	54968-9147

Winnebago County Last Plan approved for 2019. All library communities are exempt from the county library tax.

Carter Memorial Library	405 East Huron Street	Omro	WI	54963
Elisha D. Smith Public Library	440 First Street	Menasha	WI	54952-3191
Neenah Public Library	240 E. Wisconsin Ave.	Neenah	WI	54956
Oshkosh Public Library	106 Washington Avenue	Oshkosh	WI	54901-4985
Winneconne Public Library	31 South 2nd Street	Winneconne	WI	54986

Waushara County Last Plan approved for 2019. No library communities are exempt from the county library tax.

Coloma Public Library	155 Front Street, P.O. Box 99	Coloma	WI	54930-0099
Hancock Public Library	114 South Main Street	Hancock	WI	54943
Leon-Saxeville Library	N4715 County Road E	Pine River	WI	54965
Joint Library - Towns of Leon and Saxeville				
Patterson Memorial Library	500 Division Street	Wild Rose	WI	54984
Plainfield Public Library	126 South Main Street	Plainfield	WI	54966
Poy Sippi Public Library	W2251 Commercial St.	Poy Sippi	WI	54967
Redgranite Public Library	135 W. Bannerman Ave	Redgranite	WI	54970
Wautoma Public Library	410 West Main Street	Wautoma	WI	54982

Marquette County Last Plan approved for 2019. All library communities are exempt from the county library tax.

Endeavor Public Library	400 Church Street	Endeavor	WI	53930
Ethel Everhard Memorial Library	117 East Third Street	Westfield	WI	53964
Montello Public Library	128 Lake Court, P.O. Box 457	Montello	WI	53949-0457
Neshkoro Public Library	132 S. Main Street	Neshkoro	WI	54960
Oxford Public Library	129 S. Franklin Avenue	Oxford	WI	53952
Packwaukee Public Library	N3511 State Street	Packwaukee	WI	53953

Winnefox Library System
Attachment to the 2018 Annual Report

Reference, Referral & ILL
other comments

Interlibrary Loan

Winnefox accepts interloan requests from member libraries using standard request methods, including paper forms, phone, fax, direct reserves in our shared system, our own web forms, or the OCLC ILL management system software.

Most requests for items wanted by our member libraries' users are placed directly in our shared database (and are considered to be intra-library loans) rather than through traditional mediated interlibrary loan. In 2018 the 29 libraries on the WALS ILS shared 416,883 items with each other, a slight increase over 2017. An additional 3,586 items were sent to the Fond du Lac Library, which is not on our shared system.

In 2018 we received 4,710 requests from member libraries for items not owned by Winnefox libraries. Of the requests received, we were able to fill all but 548.

Non-Winnefox libraries have three ways of requesting items from our libraries. They can place reserves directly through our shared catalog, email our ILL department, or request items through OCLC. In 2018 libraries placed 6 items on hold in the catalog. We received 7,218 requests through OCLC. Of these we filled 3,774, or over half. An additional 1,604 requests were automatically 'deflected' because they were for items our libraries will not loan.

Over the last several years we have noticed a slow but steady decline in the number of ILL requests: both outgoing requests from our libraries and incoming requests from non-Winnefox libraries. This matches what libraries are seeing for circulation generally.

Reference

As a member of the Wisconsin Public Library Consortium (WPLC) we offer access to the Overdrive digital audio, video and ebook services.

Use of this product continued to increase in 2018 but not as dramatically as in previous years. Users checked out 206,198 ebooks, an increase of 33,911 over 2017, and 125,537 audiobooks, an increase of 26,906.

To better serve our users Winnefox continued the Overdrive Advantage collection to supplement the statewide WPLC collection. All 30 libraries contributed a total of \$60,765 for our Advantage collection as well as \$51,745 for the statewide collection. Additionally, for the third year the Winnebago Co. libraries received \$10,000 in county funding for Overdrive content.

Inservice training & consulting
other comments

Education continues to be a priority for Winnefox. In 2018 we cooperated more closely with OWLS, with Winnefox staff planning workshops for both systems. This collaboration is being expanded to include NFLS and MCLS in 2019

In 2018, Winnefox sponsored or co-sponsored 44 workshops and educational sessions. 337 Winnefox directors, staff, or trustees attended, along with over 1,996 from other systems.

Winnefox continues to have a strong commitment to strengthening member libraries by providing consulting and leadership on important issues. The Director, Assistant Director, and staff assisted member library directors and Boards with individual issues and problems.

One example of how this has helped libraries is our ongoing coordination of a group license with Movie Licensing USA. Seventeen libraries now purchase this public performance movie licensing; by working through Winnefox they were able to save almost half of the cost of individual licenses. We have a similar contract with the other major movie licensing agency, Motion Picture Licensing Corporation (MPLC) for 6 libraries.

Delivery & communication
other comments

Delivery is an important service. In 2018 our vans drove 83,739 miles to make over 6,599 stops delivering material to member libraries. In late 2018 we expanded the delivery service to give every library delivery 5 days per week.

In addition, Winnefox contracts with Oshkosh Public Library to deliver deposit collections to day care centers and senior residences.

The Winnefox extranet gathers information useful to Winnefox & member library staffs in one location. In addition to information on Winnefox services the extranet contains links to Internet sites and forms, including continuously updated library news headlines from the web site lisnews.org.

In cooperation with OWLS we publish "Trustee Tales", a quarterly newsletter for trustees, giving practical advice & explaining library issues. Mid-Wisconsin Federated Library System also purchases Trustee Tales to distribute to trustees in their systems.

We coordinate a Constant Contact license for libraries to use to send newsletters to email recipients. While there is no savings on the cost of the license for the libraries we provide technical support and assistance. Ten libraries are using this service.

Service agreements with adjacent library systems
other comments

In 2017 Winnefox updated our old intersystem agreements, some of which were over 30 years old. We now have reciprocal use agreements with all of the other 15 library systems.

Services to users with special needs

Summary of Services or Initiatives

In September we hired a part-time inclusive services consultant on a 1-year contract.

Agencies with which the system had the most contact

Winnefox continues to encourage and support member library efforts to foster ties with agencies serving special needs populations in our service area. County library directors meet regularly and we make time available at these meetings for service providers to plan cooperative services with librarians and encourage close ties with agencies serving individuals with special needs. Libraries in Marquette Co. have an especially close relationship with the organization promoting adult literacy training. Oshkosh Public Library continues to provide indirect financial support to the Winnebago County Literacy Council which is housed in rent-free space at OPL.

Although we have not surveyed libraries, we know through discussions that many of our libraries have close ties with local organizations & agencies serving persons with special needs.

Continuing Education

See notes under **Inservice training & consulting**

Other types of libraries
other comments

Winnefox is a participant in the Fox Valley Library Council, a multi-type organization encompassing public, school, academic, & special libraries within the Winnefox & OWLS service areas. The goals of the organization are to promote education, resource sharing, and networking among member libraries & their staffs.

Other service programs

List and evaluate each service program carried out...

Special Project Funds

Winnefox is using its additional funding for a subscription to Gale Courses, which began in August. In the last 5 months of the year library users enrolled in 376 courses and spent 3,478 hours in class.

Winnefox Automated Library Services (WALS)

The WALS online catalog is probably the Winnefox service program that is most visible to the public. WALS administers the WAN that connects member libraries, runs the SirsiDynix ILS, and manages library email accounts. Twenty nine libraries participate in the WALS service.

Technology support

Technology support is a major activity of Winnefox. Winnefox staff provides PC & software purchasing and technical support services, web design and hosting, file servers, and support for locally-produced databases and blogging for member libraries. All libraries offer wireless internet access through our network and with the support of system staff. We maintain a SurveyMonkey subscription which is used by libraries as well as the system. We also have a laptop lab and a projector with a laptop that may be borrowed by libraries.

In 2017 our tech staff responded to 239 tech support questions, repaired 501 PCs and ordered and configured 83 PCs, and made 32 library visits.

2018 saw the completion of the network security upgrade that began in 2016. Staff visited each library to make the changes necessary to complete separate the network used by library staff from that used by the public.

We continue to develop and host web sites for member libraries and offer web support services for many of them. In 2018 Winnefox staff redesigned web sites for 3 libraries; this redesign included having the sites optimized for viewing on mobile devices. Existing websites were also updated regularly; 1,296 updates were made.

Another web-related service is support for libraries' reference services. We have developed resource pages for each library highlighting Badgerlink and locally-purchased resources as well as authoritative sites online. Library pages are regularly updated with new research tools and Winnefox staff assist library staff to access and effectively use these tools.

Winnefox reports statistics for use of all of these online resources, as well as for use of Overdrive and wireless use.

Winnefox Cooperative Technical Services (WCTS)

WCTS is a cooperative technical service agency funded jointly by Green Lake, Marquette, and Waushara Counties. It provides cooperative collection development, selection, purchasing, and cataloging & processing of materials for public libraries in those counties. A 2006 study showed that by ordering and processing items through WCTS libraries not only saved significant money, but items processed by WCTS were ready for the shelf much faster than in non-WCTS libraries. In 2018 WCTS ordered and processed 12,723 items for member libraries.

WCTS staff provided 13 "workdays" at libraries; staff traveled to member libraries to consult on collection development or provide help with other projects.

With the increased use of CDs and DVDs libraries are receiving many more reports of damaged items, especially DVDs. WCTS provides a disc refinishing service; in 2018 they refinished 1,447 CDs & DVDs.

Another service of WCTS is coordinating rotations of Audiobooks and DVDs to member libraries and providing collections of large print books from the WCTS central collection. These circuits are open to all Winnefox member libraries, not just those in the WCTS-supporting counties. The large print circuit is especially useful for libraries serving senior residential facilities.

WCTS offers at least one short workshop each year. Topics include presentations on selection of particular genres of fiction materials or nonfiction subject areas, book repair, or other topics of interest to staff at small, rural libraries.

County planning

County planning is a major activity in Winnefox. The Director or Assistant director meets regularly with directors in each county to plan cooperative services and to prepare funding requests for counties.

Printing & Graphics.

For many years Winnefox has provided printing & graphics services to all member libraries. Although we laid off our graphic artist at the end of 2016 we were able to maintain the printing service with other staff. The printing service printed 132 print jobs consisting of 64,600 pieces in 2018.

Summer Reading Program support.

Winnefox provides member libraries with coordinated Summer Reading Program support including bookmarks, flyers, custom reading records, and prizes. Although we can no longer pay for Summer Reading Program performers we still schedule them for libraries and attempt to negotiate discounts for multiple bookings. In 2018 our office scheduled 22 performances for 7 libraries.

Grant-Writing

We continue to contract with the CESA 6 GROW Grant Office to provide assistance to our libraries with researching grant opportunities and writing grants. In 2018 Ripon received three grants totalling \$2,000 that had been written in 2017.

- ALP- Active Learning Process - SE WI Consortium Library Services Technology Act (LSTA) \$500
- ALP- Active Learning Process -Webster Foundation , \$500
- 1000 Books Before Kindergarten-Webster Fdn , \$1,000

Oakfield received a \$1,000 grant from the Fond du Lac Area Community Foundation for their Summer Theatre Workshop Project.

Collaborative Activities

Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services & activities listed in the resource library contract.

Southwest Library System continues to contract with Winnefox to provide bookkeeping services.

Winnefox collaborated with other systems on several CE programs:

	Total cost	Our share	Amount saved	Co-sponsors	
Wild Wisconsin Winter Web Conference (19 webinars)	\$4,500.00	\$225.00	\$4,275.00	ALS, BLS, ESLS, IFLS, KCLS, MCLS, MCFLS, NFLS, NWLS, OWLS, SCLS, WRLS, WVLS and DPI	
SLP 2018	\$252.95	\$252.95	\$0.00	OWLS (6-month contract covered \$3000)	
CCBC 2018	\$398.15	\$99.54	\$298.61	OWLS, NFLS, MCLS (OWLS 6-month contract covered \$3000)	
Meth Addiction and Library Patrons (webinar)	\$770.00	\$93.75	\$676.25	IFLS, MCLS, NWLS, OWLS, SCLS, WRLS, WVLS	
Trustee Training Week (5 webinars)	\$512.00	\$32.00	\$480.00	all 16 systems + DPI	
Tech Days: Fitchburg				OWLS, MCLS, SEWI, NFLS, SCLS	
Tech Days: Bubolz				OWLS, MCLS, NFLS	local costs split 4 ways
facility rental	\$650.00	\$162.50	\$487.50		
catering					
lunch money revenue from attendees					
Tech Days: Franklin				OWLS, MCLS, SEWI, NFLS, SCLS	
Tech Days: keynote presenter for 3 venues	\$4,800.00	\$391.00	\$4,409.00		
Inclusive services events:					
SLP 2018 workshop, 23 Feb 2018	23 Feb 2018			The Uncomfortable Truth of Childrens' Books & ACEs (2.5 CE for these portions)	
CCBC Choices 2018	26 Apr 2018			The Five Protective Factors	
Adverse Childhood Experiences (ACEs)	1 Jun 2018			OPL in-service, opened up to other libraries	

Wisconsin Public Library Consortium

The WPLC's main collaborative project is Wisconsin's Digital Library. The amount each system funds as part of the WPLC buying pool collaboration shares the cost of a digital library platform (\$18,000) that would cost more for each system to purchase separately. It also provides, through continued WPLC buying pool participation, access to the entire multi-million dollar collection already in the digital library in addition to \$1.15 million worth of new content purchased last year.

The shared partner fees also centrally funds WPLC project management, the WPLC website, and reserve and R & D funds. The R & D and reserve funds allow for collaborative exploration and development of potential new statewide offerings through WPLC. In 2018, through LSTA funding, WPLC added author and writer resources, including a local author contest and platform for self-publishing. In addition, they added access to a collection of self-published and small press materials through BiblioBoard Library.

WPLC also manages a project for historic newspapers, which is currently housed on the Wisconsin Newspaper Association platform accessible through BadgerLink.

By having contributed \$128,880 in 2018, our total collaborative cost benefit equaled \$1,131,120.