



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.

With increased State System Aid, Winnefox can continue to support the member libraries with greater services and resources than in recent years and much of this plan has been developed with those opportunities in mind.

The services that were added in 2022 with the additional system aid funds will continue into 2023. Many of these additions offer direct financial support to member libraries, as their municipal levy appropriations have had minor increases, if any. For example, the infrastructure grants offered in 2022 allowed for 5 Winnefox libraries to make necessary improvements to their library buildings even when they did not receive municipal support. Those grants, along with Overdrive, printing, marketing, and rotating collections, will continue to be services in the new year.

Due to recent and upcoming staff retirements, Winnefox is adjusting staff duties and responsibilities to better reflect the current needs of member libraries. Winnefox's strongest asset is its staff and the personal relationships library staff have with them. That strength is recognized in this year's budget, which not only includes a significant across-the-board cost of living increase and a pay grade increase for the part-time Winnefox staff.

Additionally, Winnefox will continue to look for and strengthen collaborations with other systems in the new year. Current collaborations include the Winnefox bookkeeping and account services contracts, the NEWI Consortium, and participation in the back up and digitization collaborations.

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, through monthly/quarterly meetings with library directors and an all-system meeting early in each calendar year. The technology advisory committee, WTEC, made up of 10 directors, meets bi-monthly and often discusses enhancements to the ILS and other technology-related services. Member libraries feel comfortable reaching out to system staff with questions or support needs and the Annual Plan reflects those conversations. A draft of this plan was then sent to member library directors to review.

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:**

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**ASSURANCES**


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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 **2023**. 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:**

<https://winnefox.org/sites/default/files/trustee-manual/agreements/other/WLSMEMBERAGREEMENT-sample.pdf>

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**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:**

<https://winnefox.org/index.php/trustees/resource-library>

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**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.
- 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 and provide access to Overdrive digital audio, video, music, and ebooks.

**Technology Support and ILS**

- Act a liaison, representative and tech support for electronic resources.
- Provide host server and tech support for digitized and local and historical materials from member libraries
- Cooperation with other systems has allowed us to purchase computers at a lower cost.
- Continued network maintenance, email, and other cloud-based support 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.
- Provide ILS training through regular emails, meetings, and one-on-one support as needed
- Offer training opportunities for libraries to develop their awareness and response to phishing attempts
- Host, create, and support member library websites.

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

- Develop and implement an incident response plan
  - Update and improve web catalog
  - Continue to move all Drupal 7 websites to later versions of Drupal or WordPress
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**ASSURANCES (cont'd)**


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**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.**

- Meet, train, and support new library directors throughout their first year
- Offer one-on-one or small group training to directors and other member library staff as needed
- Provide a list, monthly, of available and relevant webinars.
- Survey member libraries regarding their training needs
- Software training (Constant Contact, Zoom, Microsoft Teams, etc.)
- Offer in person and online workshops through the NEWI partnership

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

- Work with the new Public Library Development Consultant regarding role expansion and in-service training opportunities

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

Angela M. Schenider, schneider@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:**

<https://winnefox.org/sites/default/files/trustee-manual/agreements/other/NEWI%20Continuing%20Education%20Services%20Agreement%201-1-23%20through%202012-31-2025.pdf>

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**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.**

- Provide 5 day delivery to all member libraries
- Continued participation in the statewide delivery service
- Continued development of the Winnefox Extranet as an information resource for member libraries
- Continued communication with member library directors and trustees regarding legislative developments that affect libraries
- Continued assistance to libraries in effective communication with municipal and county boards
- Offer printing services

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

- Expand system-wide marketing opportunities
  - Work with DPI to develop changes in statewide delivery system
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**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:**

<https://winnefox.org/trustees/individual-system>

**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:**

The webpage above lists agreements with each individual library system in the state.

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**ASSURANCES (cont'd)**


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**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, 2023, 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 Technology and Resource Sharing PPlan can be found here:

<https://winnefox.org/sites/default/files/trustee-manual/plans/2019%20Technology%20Plan%20for%20State.pdf>

**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:**

**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 Consultation on the following topics: open meetings law, closed sessions; public records; personnel/HR matters; dealing with difficult patrons; advocacy leadership and advice
    - o County Funding Support, including submitting Act 420 bills and developing in-county funding requests and relationships
    - o Work closely with board in hiring processes and offer salary/wage comparisons
    - o Provide surveys and statistics as needed
    - o Compassionate support and advice
  - Public Library Development Consultant
    - o Guidance through the certification process
    - o Offer workshops responsive to libraries' needs
    - o Organizes and runs Tech Days
    - o Liaison with graphic and marketing vendors to provide system-wide advertising
    - o Library staff development support
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**ASSURANCES (cont'd)**


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- Director
  - o Library administration consultant (HR, board issues, etc)
- ILL Specialist
  - o Handles all out-of-system ILL requests, both incoming and outgoing specializing in identifying materials free of charge and are within the 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).
  - o Serves as a liaison for libraries and electronic resource vendors
  - o Establishing guidance and supporting site for new digitization service
- 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
  - o Provides security training against online threats
  - o Trains librarians on Microsoft Office Suite and Winnefox network features
  - o Serves as point person with libraries' internet providers
- 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
- WCTS Program Coordinator
  - o Offers material selection and collection development guidance
  - o Provides guidance on library reports, including weeding lists
  - o Does "workdays" in libraries, offering extra assistance for a specific library project
  - o Office, supplies, and furniture ordering and purchasing
  - o Manages three rotating collections, which supplement smaller library collections

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

None

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**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:**

- Support for elected Inclusive Services Consultant
- Participate in the State and System Inclusive Services Bi-Monthly meeting, implementing expansion and modification of services with equity in mind.

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**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.)**

County Planning: Winnefox Assistant Director facilitates regular meetings with directors in each of the five Winnefox counties. Meetings consist of collegiate support for directors, and county planning opportunities. Winnefox provides statistical and financial information needed for county funding asks for the 30 members libraries and arranges meetings to update county agreements every five years.

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

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**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 2022 system audit to the Division no later than September 30, 2023.
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**ASSURANCES (cont'd)**

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**Budget**

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

	<b>COLLABORATIVE ACTIVITIES</b>	
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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.*

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 individuals; the combined office has three full-time staff. The current FTE split is Winnefox: 1.5/Oshkosh: 1.5. 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 position would likely cost about \$30,000 more than they are currently paying.

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 and direct costs on materials and supplies, by ordering in quantity for better discounts. Because of WCTS, libraries can operate with less staff or have staff focus more time on direct public service.

Winnefox's administrative staff provide bookkeeping and accounting services to several other libraries systems, who are then able to employ those system staff resources to activities other than office work. In a similar vein, the NEWI Consortium allows for three other systems to make use of their time and resources elsewhere, while Winnefox provides workshops and CE opportunities to over 60 libraries.

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

Activity	Amount
1. Oshkosh Public Library Administration	\$133,881
2. Oshkosh Public Library Database Application Developer Position	\$27,143
3. FoxNet	\$2,500
4. Winnefox Cooperative Technical Services	\$209,891
5. Accounting Services Contracts	\$30,000
6. NEWI CE Cooperative	\$19,437
7.	
8.	

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

Activity	Amount
9.	
10.	
<b>Cost Benefit Total</b>	\$422,852

<b>CERTIFICATION</b>
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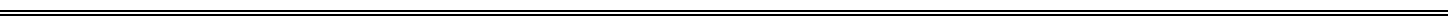
**WE, THE UNDERSIGNED, CERTIFY** that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2023**.

Name of System Director	Signature of System Director ➤	Date Signed <i>Mo./Day/Yr.</i>
Name of System Board President	Signature of System Board President ➤	Date Signed <i>Mo./Day/Yr.</i>

<b>FOR DPI USE LIBRARY SYSTEM PLAN APPROVAL</b>
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Pursuant to Wis. Statutes, the plan contained herein is: <input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i>	DLT Assistant Superintendent Signature ➤	Date Signed <i>Mo./Day/Yr.</i>
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Comments





<b>PUBLIC LIBRARY SYSTEM 2023 ANNUAL PROGRAM BUDGET</b>					
Program	2023 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference, and Interlibrary Loan*</b>					
1. ILS	\$96,531			\$503,804	
2. Network	\$65,984			\$147,935	
3. Technology Support	\$206,154			\$29,143	
4. ILL/Reference	\$117,005				
5. Electronic Resources	\$87,633				
<b>Program Total</b>	\$573,307	\$0	\$0	\$680,882	\$1,254,189
<b>Continuing Education and Consulting Service*</b>					
1. Continuing Education	\$91,320			19437	
2. Consulting	\$56,427				
<b>Program Total</b>	\$147,747	\$0	\$0	\$19,437	\$167,184
<b>Delivery Services</b>	\$153,323			\$17,554	\$170,877
<b>Inclusive Services</b>	\$1,500				\$1,500
<b>Library Collection Development</b>					\$0
<b>Direct Payment to Members for Nonresident Access</b>					\$0
<b>Direct Nonresident Access Payments Across System Borders</b>					\$0
<b>Youth Services</b>	\$3,892				\$3,892
<b>Public Information</b>	\$31,446			\$5,000	\$36,446
<b>Administration</b>	\$230,246	\$10,000		\$223,881	\$464,127
<b>Subtotal</b>	\$420,407	\$10,000	\$0	\$246,435	\$676,842
<b>Other System Programs</b>					
1. County Planning	\$39,461				\$39,461
2. WCTS				\$209,891	\$209,891
<b>Program Total</b>	\$39,461	\$0	\$0	\$209,891	\$249,352
<b>Grand Totals</b>	\$1,180,922	\$10,000	\$0	\$1,156,645	\$2,347,567

\* 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](#)).