



Required by Wis. Stat. §§ 43.05(4) and 43.58(6)

I. GENERAL INFORMATION						
1. System name Winnefox Library System		2. System Director Name Clairelynn Sommersmith		3. Certification Grade Grade 1	4. Date Certification Expires 2028-11-30	
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 106 Washington Ave.		9. System Website URL www.winnefox.org		10. Director System Email Address sommersmith@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 Bookmobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 84,867		18. UEI Number 159320605	
II. SYSTEM COLLECTION						
	No. Owned / Leased	Number Added		No. Owned / Leased		
1. Books in Print	2,458	85	7. Electronic Books	241,230		
2. Physical Subscriptions	0		8. Electronic Serials	5,731		
3. Physical Audio	214	9	9. Electronic Audio Materials	117,899		
4. Physical Video	0	0	10. Electronic Video Materials	0		
5. Other Physical Materials	2					
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 11		2. Interlibrary Loans System interlibrary loan transactions	
					a. Items Loaned 1,497	b. Items Received 4
3. System Electronic Content Circulation Transactions						
a. E-book 253,118		b. E-serial 57,994		c. E-audio 270,702		d. E-video 2,342

**IV. SYSTEM BOARD AND ORGANIZATION**

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 Code	Email Address
1. President Andrew	Prellwitz	833 Watson Street	Ripon	54971	prellwitza@ripon.edu
2. Bill	Bracken	1770 Chatham Drive	Oshkosh	54904	wgbrack13@gmail.com
3. Noah	Cypher	910 South Webster Ave	Omro	54963	noahcypher@gmail.com
4. Mark	Arend	210 Church Ave	Oshkosh	54901	mwarend@gmail.com
5. Randy	Fieldhack	2438 Forest Manor Ct	Neenah	54956	randyf@new.rr.com
6. Nita	Krenz	W1176 County Road V	Berlin	54923	nkrenz@greenlakecountywi.gov
7. Sam	Goldben	1810 Taft Ave Apt C17	Oshkosh	54902	goldbens@uwosh.edu
8. Mellisa	Stafford	1132 Tullar Road	Neenah	54956	mellisa@favatea.com
9. Chuck	Bornhoeft	P.O. Box 97	Montello	53949	cbornhoeft@co.marquette.wi.us
10. Allison	McCormick	N1594 County Road X	Berlin	54923	ormick@wausharacountywi.gov
11. Doug	Zellmer	1311 Bismark Ave	Oshkosh	54902	lmer@winnebagocounty.wi.gov
12. Katherin e	Freund	8306 Steeple Hill Dr.	Larsen	54947	katherinee.freund@gmail.com
13. Melissa	Kolstad	85 Tower Road	Fond du Lac	54935	mel@kolstad.net
14. Jim	Miller	N4073 S. Main St	Hancock	54943	
15. David	Rucker	223 Fulton Ave	Oshkosh	54901	davidlorenzrucker@gmail.com
16. Lloyd	Moberg	55 Underwood Ave.	Montello	53949	lloydmoberg@msn.com
17. Michael	Will	426 Chapleau Street	North Fond du Lac	54937	michael.will@fdlco.wi.gov
18. Vacant	Vacant				
19. Vacant	Vacant				
20. Vacant	Vacant				
21. Vacant	Vacant				
22. Vacant	Vacant				
23. Vacant	Vacant				

<b>V. PUBLIC LIBRARY SYSTEM INCOME</b>							
<b>1. County Government</b>							
<b>a. System Member County Appropriations Received by Library System</b>				<b>b. Other County Payments Received</b>			
County Name	Amount	County Name	Amount	County Name	Amount		
Fond du Lac	\$1,683,835	Waushara	\$451,182	Columbia	\$3,335		
Marquette	\$219,876	Waushara	\$45,014	Dodge	\$12,768		
Marquette	\$45,692	Winnebago	\$2,468,665	Waupaca	\$8,841		
Green Lake	\$260,699	Winnebago	\$96,489	Calumet	\$140,051		
Green Lake	\$30,238	Fond du Lac	\$76,255	Sheboygan	\$7,052		
			Subtotal 1a	\$5,377,945	Subtotal 1b	\$172,047	
<b>2. State Aid to Public Library Systems</b>						\$1,298,937	
<b>3. Other State Funded Programs <i>List individually. Attach listing if necessary.</i></b>							
a.							
b.							
c.							
						Subtotal 3	\$0
<b>4. Federal Aid Program name and project number. List each program individually. Attach listing if necessary.</b>							
a.	Professional Learning Support	\$15,273	f.				
b.	Sparsity Aid	\$12,976	g.				
c.	Teen Internship	\$26,762	h.				
d.			i.				
e.			j.				
						Subtotal 4	\$55,011
<b>5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. List names individually. Attach listing if necessary.</b>							
a.	Oshkosh Public Library Clerical	\$154,095	f.	Winnefox Cooperative Technical Service	\$204,041		
b.	Oshkosh Public Library Delivery	\$5,000	g.				
c.	Accounting Services	\$32,000	h.				
d.	Continuing Education Services (NEWI)	\$20,477	i.				
e.	WPLC Website Hosting	\$1,000	j.				
						Subtotal 5	\$416,613
<b>6. Other Income</b>							
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	
\$73,275	\$149,112	\$0	\$48,249	\$0	\$747,576	\$1,018,212	
<b>7. Total Income Add 1 through 6</b>						\$8,338,765	

**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	\$565,492	\$0	\$548,662	\$1,114,154
2. Employee Benefits	\$305,854	\$0	\$112,430	\$418,284
3. System Collection Expenditures				
a. Printed Material	\$169	\$0	\$20,462	
b. Electronic Material	\$30,000	\$0	\$140,878	
c. Audiovisual Material	\$0	\$0	\$1,800	
d. All Other Material	\$1,177	\$0	\$0	
Subtotal Collection Expenditures	\$31,346	\$0	\$163,140	\$194,486
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$0	\$15,388	\$5,529,992	\$5,545,380
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$23,834	\$15,817	\$167,564	\$207,215
6. All Other Operating Expenditures	\$334,144	\$12,976	\$270,681	\$617,801
7. Total Operating Expenditures	\$1,260,670	\$44,181	\$6,792,469	\$8,097,320
8. System Capital Expenditures	\$18,602	\$0	\$75,437	\$94,039

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

\*\* Report expenditures from report year public library system state aid, state aid funds carried forward to report year, 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 the report year. Attach the page(s) of each county budget that show the amounts below.

County Name	Amount	County Name	Amount	County Name	Amount
1. Fond du Lac	\$1,811,167	5. Winnebago	\$2,565,154	8.	
2. Green Lake	\$363,314	6.		9.	
3. Marquette	\$349,828	7.		10.	
4. Waushara	\$580,472				

**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 the report year. Indicate your system's compliance with each of the system requirements.

**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

- (a) Written agreements that comply with Wis. Stat. § 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 report year and current year resource library agreements have been filed with the division.

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

Reference Referral and Interlibrary Loan

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.

- 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

Comments

Inservice Training

Wis. Stat. § 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 the report year 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

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

Indicate with a check those services carried out by your system in the report year 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
 Inclusive services
 Building and remodeling
 Collection Development

Comments

Delivery and Communication

Wis. Stat. § 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 the report year 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
 Published a newsletter

ILL transactions sent by:

- Email
 OCLC
 Regional Automated System
 WISCAT

Comments

Service Agreements

Wis. Stat. § 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 the report year.

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

	<b>VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)</b>	
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Service Agreements (cont'd.)

Comments

Inclusive Services

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

The Division for Libraries and Technology 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.

Comments

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.**

- 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 system services provided to other types of libraries in the report year.

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

Comments

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 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

- 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 board after consultation with participating public libraries.**

Comments

Administration

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

	<b>IX. 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 report year resource library contract.

Winnefox Library System works collaboratively with three other library systems to provide continuing education regionally. This collaboration is called NEWI and in 2024 NEWI restarted Trustee Training, as well as maintaining excellent member library workshop opportunities. Additionally, Winnefox provides accounting services to four other library systems in the state. Finally, Winnefox has maintained a contractual service agreement with Oshkosh Public Library since the system's inception. This collaboration provides administration support to Oshkosh and Winnefox pays for database and catalogue support from Oshkosh. Winnefox also have representation on WPLC, the statewide Marketing Cohort, participates in the Youth and Inclusive service statewide meetings, and works collaboratively on workforce development.

	<b>X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES</b>	
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Program Expenditures Provide a summary of your public library system expenditures by system service program and fund source for the report year.

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference and Interlibrary Loan See note</b>				
1. ILS	103,125		510,950	614,075
2. Network		12,976	194,977	207,953
3. Tech Support	239,293		1,000	240,293
4. ILL	125,327			125,327
5. Electronic Resources	79,427			79,427
<b>Subprogram Total</b>	547,172	12,976	706,927	1,267,075
<b>Continuing Education and Consulting Service See note</b>				
1. Consulting	78,225			78,225
2. Continuing Education	88,195	15,817	20,477	124,489
<b>Subprogram Total</b>	166,420	15,817	20,477	202,714
Delivery	203,888		5,000	208,888
Inclusive Services	0			0
Library Collection Development	30,000		164,486	194,486
Direct Payment to Members for Nonresident Access			5,357,945	5,357,945
Direct Nonresident Access Payments Across System Borders			172,047	172,047
Library Services to Youth	2,249			2,249
Public Information	51,781		7,818	59,599
Administration	301,234	15,388	187,385	504,007
<b>Other System Programs</b>				
1. County Planning	48,616			48,616
2. WCTS			173,733	173,733
3.				0
4.				0
<b>Grand Totals</b>	1,351,360	44,181	6,795,818	8,191,359
<b>Estimated Expenditures for Technology-Related Services Provided by the System</b>	342,418	12,976	706,927	1,062,321

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.



	<b>XI. SYSTEM STAFF</b>	
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a. Employees Holding the Title of Librarian as of December 31 in the reporting year

Position	Type of Staff	Job Title	Annual Salary	Hours Worked/Year	FTE
1. Director	Librn. MLS (ALA)	System Director / Chief Officer	\$113,277	2,080.00	1.000
2. Public Library Development	Librn. MLS (ALA)	System Consultant	\$68,255	2,080.00	1.000
3. Integrated Library System (ILS)	Librn. MLS (ALA)	Department Head / Coordinator / Senior Manager	\$81,748	2,080.00	1.000
4. ILS Specialist	Librn. MLS (ALA)	Librarian (MLS)	\$63,594	2,080.00	1.000
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

b. Other Paid Staff

Position	Type of Staff	Job Title	Total Annual Wages Paid	Hours Worked/Year	FTE
1. Database-Application Developer	Other no-MLS	Electronic Collections Technician / Developer	\$75,133	2,080.00	1.000
2. WCTS Office Clerk	Other no-MLS	Copy Cataloger	\$44,012	2,080.00	1.000
3. Administrative Specialist I	Other no-MLS	Office Support (Entry)	\$50,299	2,080.00	1.000
4. Network Manager/Web Developer Specialist	Other no-MLS	IT Developer / Data Analyst	\$70,005	2,080.00	1.000
5. Network Manager/PC Support Specialist	Other no-MLS	Network Manager	\$77,046	2,080.00	1.000
6. Interlibrary Loan (ILL) Specialist	Other no-MLS	Manager/Supervisor of Support Staff	\$63,594	2,080.00	1.000
7. Business Manager	Other no-MLS	Office Manager	\$75,109	2,080.00	1.000
8. WCTS Program Coordinator	Other no-MLS	Manager/Supervisor of Support Staff	\$64,755	2,080.00	1.000
9. Van Drivers	Other no-MLS	Driver (Delivery)	\$90,628	97.00	2.440
10. ILL page/sorters	Other no-MLS	Clerk - Technical Services	\$32,268	2,288.00	1.100
11. WCTS page	Other no-MLS	Clerk - Technical Services	\$11,524	832.00	0.400

	<b>XI. SYSTEM STAFF (cont'd.)</b>	
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b. Other Paid Staff (cont'd.)

Position	Type of Staff	Job Title	Total Annual Wages Paid	Hours Worked/Year	FTE
12. Administrative Specialist II -	Other no-MLS	Accountant	\$57,235	2,080.00	1.000
13. Administrative Specialist II - Human	Other no-MLS	Office Support (Intermediate)	\$60,414	2,080.00	1.000
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

	<b>XII. SYSTEM MEMBERSHIP</b>	
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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. [Wis. Stat. § 43.15(4)(c)1]
- The public library members are authorized by the municipal governing board to participate in the public library system. [Wis. Stat. § 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. [Wis. Stat. § 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. [Wis. Stat. § 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 [Wis. Stat. § 43.15(4)(b)3]
- All counties participating in the system have adopted and maintained the plan of library service submitted and approved under Wis. Stat. § 43.11(3) and Wis. Stat. § 43.13(1). [Wis. Stat. § 43.15(4)(b)1]. **On the attached membership listing, 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. [Wis. Stat. § 43.15(4)(c)7]
- Each public library member, beginning in 2008, annually spends at least \$2,500 on library materials. [Wis. Stat. § 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 Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).
- Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. § 43.17(4)]
- Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.

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.

- (a) Written agreements that comply with Wis. Stat. § 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 5<sup>th</sup> 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.

**XIV. 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	Date Signed
> 	Clairelynn Sommersmith	3.27.25
Signature of Public Library System Board President	Name of Public Library System Board President	Date Signed
> 	Andrew Prellwitz	27 March 2025