

Wisconsin Public Library System Plan and Certification of Intent to Comply

Library System ID	WI2600
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Section I. GENERAL INFORMATION

Library System	Winnefox Library System
Describe significant needs, opportunities, and challenges that influenced the development of this and other system plans.	In 2025 Winnefox will be going through a strategic planning process in the hopes of identifying key performance indicators related to system success. Additionally, the plan will evaluate the continued shared staff with Oshkosh Public Library and investigate the possibility of hiring a new position with additional State Aid. These changes will occur in 2026 at the earliest. [PARAGRAPH]Winnefox continues to expand marketing and communication support and provide services that match the strength of staff including cybersecurity guidance, digitization support, ordering and processing of materials, frequent and diverse trainings, and one-on-one consulting. [PARAGRAPH] This plan and the services the system provides is the answer to the question, "What do our member libraries need and which of our staff and resources can meet those needs?"
Did the library system consult 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 official planning environment was conducted via email. Unofficially, Winnefox meets regularly with member libraries and is in communication with contractual partners so that services are modified in real time to meet needs.
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.
If yes, describe how the system makes appointments, posts meetings, and how the advisory committee reports to the library system board.	

Section II. ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for reporting period. Indicate, with a Yes or No, 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.	Yes
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.	No
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

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.	Yes
The system will provide a signed copy of the resource library agreement to the Division by January 15.	Yes
If the system is providing the resource library agreement through a publicly available webpage, provide the URL here.	https://winnefox.org/trustees/resource-library

Reference Referral, Interlibrary Loan, and Technology

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

For each reference, referral, and interlibrary loan service listed below, click the Yes or No radio button to indicate whether your system intends to provide the service. If your system intends to provide reference, referral, and interlibrary loan services that are not shown here, please list those services in Others.

Reimbursed member libraries for ILL	No
Maintained ILL Clearinghouse	Yes
Contracted for ILL Clearinghouse	No
Maintained a shared database of member library bibliographic records and holdings	Yes
Utilized WISCAT to promote interlibrary loan	Yes
Maintained a system interlibrary loan plan	Yes
Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so).	1. Finalize training to all member libraries on Wiscat and continued expanded clearinghouse services 2. Move websites from Drupal 9 to Drupal 10. Update all Drupal 7 websites to Wordpress. 3. Install a new ILS server and investigate new online ILS catalog 4. Continue hardware update (merakis and switches) at member libraries 5. Continue to develop internal plans and protections in case of a cybersecurity attack

Reference Referral, Interlibrary Loan, and Technology Part 2

Others	
Other Comments	

Inservice Training and Professional Consultation

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

The Division interprets inservice training to incorporate a range of in-person and virtual continuing education opportunities. For each inservice training listed below, click the Yes or No radio button to indicate whether your system intends to provide the opportunity. If your system intends to provide inservice training to participating public library personnel and trustees that is not shown here, please list those opportunities in Others below Professional Consultation.

Conducted workshops for member library staff and trustees	Yes
Maintained a calendar of CE events	Yes
Provided scholarships and grants for member library staffs	Yes
Maintained a professional collection for system and member library staffs	Yes
Indicate new or priority activities relating to the inservice training requirement for the plan year (if none, indicate so).	1. In person trustee training resumed at the end of 2024 and will continue into 2025. 2. NEWI (our CE partnership) Workshops related to specific requests from libraries, including an informational session on human trafficking and a series about Human Resources 3. Continued pairing of our morning ILS trainings with afternoon Tech or Marketing educational opportunities

Continuing Education Staff

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

Summary	1	1
	Name	Email
	Angela Schneider	aschneider@winnefox.org

Continuing Education Service Contracts

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. Scroll to the right in your browser to view the 4 columns.

Summary	1	1	1	1
	Library System or Service	Other Entity	Provide contract or URL	Contract URL
	Winnefox Library System	Outagamie-Waupaca, Manitowoc-Calumet, and Nicolet Federated Library Systems	Yes, URL.	https://winnefox.org/sites/default/files/trustee-manual/agreements/other/NEWI%20Continuing%20Education%20Services%20Agreement%201-1-23%20through%2012-31-2025.pdf

Inservice Training and Professional Consultation, Part 2

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

For each professional consulting service listed below, click the Yes or No radio button to indicate whether your system intends to provide the service. If your system intends to provide professional consultant services to participating public libraries that are not shown here, please list those services in Others.

Public library administration and governance	Yes
Adult services	Yes
Youth services	Yes
Library automation	Yes
Building and remodeling	No
Technical services	Yes
Interlibrary loan and resource sharing	Yes
Staff development (certification, CE, etc.)	Yes
Planning and evaluation, standards	Yes
Collection development	Yes
Legal issues	Yes
Public relations	Yes
Reference and information services	Yes
Inclusive services	Yes
Indicate new or priority activities relating to the professional consultant services requirement for the plan year (if no change from current year, indicate so).	Continued services as previously provided.

Professional Consultants

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. Scroll to the right in your browser to view the 5 columns.

Summary	5	5	Related Activities	1	1
	Consultant Name	Service Area		Member Library	Title
	Clairelynn Sommersmith	Library administration, planning evaluation and standards, legal, public relations, human resources, county planning			
	Angela Schneider	Adult services, collection development, inclusive services, staff development, public relations, reference and information services,			
	Katina Wulff	Youth services		Neenah Public Library	Head of Youth Services
	Karla Schall	Collection development technical services			

Inservice Training and Professional Consultation, Part 3

Others	
Other Comments	More details about current staffing and their consulting areas can be found in the 2024 plan. There have no anticipated changes between 2024 and 2025.

Delivery and Communication

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

For each delivery or communication service listed below, click the Yes or No radio button to indicate whether your system intends to provide the service. If your system intends to provide delivery and communication services that are not shown here, please list those services in Others.

Had regular courier or van delivery service	Yes
Provided an 800 number, phone credit card, or accepted collect calls	No
Used fax for document delivery/communication	No
Used mail as primary delivery system	No
Published a newsletter	Yes

ILL Transactions Sent By

Email	Yes
OCLC	Yes
Local automated system	Yes
WISCAT	Yes

Services

Indicate new or priority activities relating to delivery and communication for the plan year (if none, indicate so):	1. Continue training and using Microsoft Outlook, Microsoft Teams, OneDrive and SharePoint as the system-wide communication method
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Delivery and Communication, Part 2

Others	
Other Comments	

Service Agreements

Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.	Yes
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.	Yes
If the system is providing the service agreements through a publicly available webpage, provide the URL here.	https://winnefox.org/trustees/individual-system

Services

For each of the services listed below, click the Yes or No radio button to indicate whether the service is provided for in the adjacent library system agreements for the report year. If your system intends to provide for services in its adjacent library system agreements that are not shown here, please list those services in Others.

Reciprocal borrowing between systems	Yes
Cash payments in cross-system lending	No
Continuing education	Yes
Delivery	No
Newsletter exchange	No
Cooperative planning/information exchange	Yes
Audiovisual services	No
Cooperative purchasing	No

Service Agreements, Part 2

Others	
Other Comments	

Inclusive Services

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.

Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.	Yes
Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so).	Participate in the State and System Inclusive Services Bi-Monthly meeting, implementing expansion and modification of services with equity in mind.
Summary of Services or Initiatives	
Agencies with which the system had the most contact	
Continuing Education	
Other 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.	Yes
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.	Yes
If the system is providing the agreements with other types of libraries through a publicly available webpage, provide the URL here.	

Services

For each service provided to other types of libraries listed below, click the Yes or No radio button to indicate whether your system intends to provide the service. If your system intends to provide services to other types of libraries that are not shown here, please list those services in Others.

Consultation	No
Continuing education / workshops	Yes
ILL (Direct)	No
Union list of serials	No
Directory of libraries	No
Delivery services	No
Back-up reference services	No
Newsletter	No
Technical services	No

Other Types of Libraries, Part 2

Others	
Others Comments	

Library Technology and Resource Sharing Plan

<p>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.</p>	<p>Yes</p>
<p>The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2022, 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.</p>	<p>Yes</p>
<p>If the system is providing the current technology and resource sharing plan through a publicly available webpage, provide the URL here.</p>	<p>https://winnefox.org/sites/default/files/trustee-manual/plans/2019%20Technology%20Plan%20for%20State.pdf</p>

Library Technology and Resource Sharing Plan, Part 2

<p>Is the plan current and comprehensive for the technology and resource sharing services the system provides?</p>	<p>Yes, the library system technology and resource sharing plan is current and comprehensive for the technology and resource sharing services the system provides.</p>
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Library Technology and Resource Sharing Plan, Part 3

<p>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).</p>	
<p>Indicate new or priority activities relating to this requirement for the plan year.</p>	

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.

Numbering or other formatting entered on this form will not be saved. A single paragraph may be entered. For bulleted lists or multiple paragraphs, load the response as an attachment and add 'See Attachment' to the first question.

<p>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.)</p>	<p>County Planning: Winnefox 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 and arranges meetings to update county agreements every five years. [PARAGRAPH] 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.</p>
<p>Other Service Programs Attachment</p>	

Administration

<p>The system will not expend more than 20 percent of state aid received in the plan year for administration.</p>	<p>Yes</p>
<p>The system will submit the 2023 system audit to the Division no later than September 30, 2024.</p>	<p>Yes</p>

Budget

<p>The system completed and included the budget by service program category and fund source for the plan year (see guidelines).</p>	<p>Yes</p>
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Section III. COLLABORATIVE ACTIVITIES

Briefly describe a new or enhanced collaborative activity with other libraries, public library systems, or other organizations.	No new collaborative activities. Continuing current continuing education, accounting, and clerical collaborative support to other public libraries and library systems
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Section IV. CERTIFICATION

Name of System Director	Clairellyn Sommersmith
Name of Board President	Katherine Freund

Section V. FOR DPI USE LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is:	
Comments	

Section VI. ANNUAL PROGRAM BUDGET

Technology, Reference, and Interlibrary Loan

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.

	Program	System Aid	System Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
	1.ILS	94,596			560,515	655,111
	2.Network	15,092			187,828	202,920
	3.Technology Support	272,488			1,000	273,488
	4.ILL/Reference	133,498				133,498
	5.Electronic Resources	93,785				93,785
	Subtotal	609,459	0	0	749,343	1,358,802

Continuing Education and Consulting Services

These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1.

	Program	System Aid	System Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
	1.Continuing Education	96,143			21,379	117,522
	2.Consulting	104,367				104,367
	Subtotal	200,510	0	0	21,379	221,889

Programs

	Program	System Aid	System Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
	Delivery	192,628	40,000		5,292	237,920
	Inclusive Services					0
	Collection Development	30,200			13,970	44,170
	Member Nonresident Access					0
	Cross-System Nonresident Access					0
	Youth Services	4,500				4,500
	Public Information	46,203			6,000	52,203
	Administration	280,428			187,077	467,505

Other System Programs

These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1.

	Program	System Aid	System Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
	1.County Planning	52,190				52,190
	2.WCTS				208,096	208,096
	3.					0
	4.					0

System Program Totals

https://wi.countingopinions.com/pireports/view_pi_group.php?pi_collection_id=2911&pi_group_id=57304#

		System Aid	System Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total Programs
	System Programs Subtotal	606,149	40,000	0	420,435	1,066,584

Totals

	System Aid	System Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
	Grand Totals1,416,118	40,000	0	1,191,157	2,647,275