



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

GENERAL INFORMATION

Library System

Winnefox Library System

Describe significant needs, opportunities, and challenges that influenced the development of this and other system plans.

The increased State System Aid Funding is a significant opportunity to expand Winnefox Library System's services. Through surveying and discussion with member library directors, Winnefox has developed five responses to library needs: 1) financial relief in member library contributions to the Advantage Overdrive collection; 2) graphic design and marketing support; 3) printing allowances; 4) competitive infrastructure grants; and 5) revolving STEM learning kits. The goal of these services aligns with Winnefox's core mission, which is to save the libraries time and money. The Overdrive support will offer financial support to hard hit libraries, while still not releasing municipalities and counties from their support of libraries. The graphic and marketing support will replace, through freelance work, the services lost when Winnefox had to let the former graphic designer go due to budgetary restrictions. Printing services will both save libraries time, and provide outreach materials to bring patrons back into the libraries. The infrastructure grants will address malfunctioning or inoperable building equipment and mechanical systems that are not being addressed by local authorities. The STEM kits were proposed by the member libraries and can support programming needs individual libraries might not be able to afford.

These expanded services are designed with the varied sized libraries in the Winnefox System in mind, and should serve large and small libraries alike. These services also respond directly to the needs expressed by the member libraries. Other projects being taken up by current Winnefox staff, like digitization support and ILS training videos, also respond directly to the interests, needs, and challenges libraries are experiencing.

Foremost in many of Winnefox's member library directors' minds are, 1) how to attract patrons back to the library during and after the COVID-19 pandemic, and 2) how to offer liveable wages and raises when some local municipalities and counties are reluctant to increase their contribution to libraries. The system's role in that atmosphere is to provide excellent services, consultation, statistical information, and advocacy.

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 additional services being provided by the Winnefox Library System due to the increase in system aid respond directly to the expressed needs of the member libraries. First, the libraries were given the opportunity to fill out a comprehensive survey detailing their needs and wants from Winnefox. The survey was then followed up by an afternoon discussion with all system staff and member library directors.

In addition to these extraordinary circumstances, the system regularly communicates with the member libraries, through monthly/quarterly meetings with library directors. Our technology advisory committee, made up of 10 directors, meets bi-monthly and often discusses enhancements to our ILS and other technology-related services. Through email and the self-reported changes in services cataloged in shared spreadsheets, the libraries and the system regularly communicate about changing services, especially in the volatile period that all have experienced since March of 2020.

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

- No, the library system does not have a formally appointed advisory committee.
- Yes, the library system has a formally appointed advisory committee.

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

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2022**. 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>

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/trustees/resource-library>

Reference Referral, Interlibrary Loan, and Technology

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

List ongoing activities related to this requirement:

ILL

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

Technology Support and ILS

Technology support is considered by libraries to be among the most important service we offer.

- Cooperation with other systems has allowed us to purchase computers at a lower cost.
- Continued network maintenance and support of email for member library staff.
- Continued support of the ILS used by 29 of our libraries.
- System staff will continue to provide remote and on-site network and PC support.
- Continue to enhance network security protocols to ensure a stable and dependable network.
- Provide ILS supported acquisition training
- Offer training opportunities for libraries to develop their awareness and response to phishing attempts
- Piloting new acquisitions platform through ILS vendor

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

- Moving libraries on Spectrum internet to TEACH, which is more reliable and with equal download and upload speeds.
 - Pursuing a community engagement platform through our ILS vendor for marketing and calendaring purposes.
 - Moving all Drupal 7 library websites to Drupal 8 or Wordpress
 - With additional system aid, provide financial relief to the libraries' support of the Winnefox Advantage Account and fund a revolving collection of STEM kits
 - Upgrade system network hardware with LSTA, CARES, and ARPA funding
 - Provide host server for digitized local and historical materials from member libraries
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ASSURANCES (cont'd)

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 professional learning opportunities.

List ongoing activities related to this requirement.

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

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

- Security awareness training with Infosec
- Developing a 6 weeks series to increase librarians fundraising and grant writing skills
- Purchased Niche Academy, which will assist patron digital learning, and provide educational videos to staff.
- Offer scholarship opportunities through LSTA funding
- Provide monthly emails with upcoming webinars

Identify the names and email addresses of professional learning staff employed by the system for professional learning services:

Joy Schwarz, schwarz@winnefox.org

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

Delivery and Communication

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

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

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

Winnefox runs its own delivery service and does not contract with outside vendors. We own 3 cargo vans and have 6 regular drivers on staff and a substitute we can call on.

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

- New directory database for librarian and system staff use
 - Offer printing allowances to member libraries through additional system aid
 - Train libraries in the use of SharePoint to encourage more collaboration
 - Faciliate weekly email conversations with member library updates
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ASSURANCES (cont'd)

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 list agreements with each individual library system in the state.

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, 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.

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 Plan 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:

ASSURANCES (cont'd)

Professional Consultation

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

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

- Business Manager (office manager/bookkeeper position)
 - o Records retention
 - o HR issues, especially FMLA, Workman's Comp, Unemployment, WRS
 - o Financial recordkeeping
 - Assistant Director
 - o Open meetings law, closed sessions
 - o Public records
 - o Personnel/HR matters: hiring, discipline, firing, discrimination, ADA, etc.
 - o Salary/wage comparisons.
 - o Work closely with boards in some hiring processes.
 - o Dealing with difficult patrons
 - o Surveys
 - o Statistics
 - o Advocacy leadership and advice
 - o Helps directors in each county with county funding requests, meeting with county officials, etc.
 - o Submits Act 420 bills
 - o Compassionate support and advice
 - CE/Training Librarian
 - o Guidance through the certification process
 - o Offer workshops responsive to libraries' needs
 - o Organizes and runs Tech Days
 - 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
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ASSURANCES (cont'd)

- 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*):

- Create applications and serve as fiscal agent for the member libraries' application to ARPA funding
- Develop more training videos on Niche Academy
- Offer graphic and marketing assistance provided through additional system aid
- Provide competitive infrastructure grants to libraries provided through additional system aid

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:

- Continuing to participate in the State and System Inclusive Services Bi-Monthly meeting, implementing expansion and modification of services with equity in mind.

Other Service Programs

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

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

Winnefox Cooperative Technical Services: WCTS is fully funded 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.

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

Administration

- The system will not expend more than 20 percent of state aid received in the plan year for administration.
- The system will submit the 2021 system audit to the Division no later than September 30, 2022.

Budget

- The system completed and included the budget by service program category and fund source for the plan year ([see guidelines](#)).
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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 2022 resource library contract.*

Winnefox has several longstanding collaborative relationships:

Administrative secretarial staff: Winnefox and Oshkosh Public Library jointly staff the administrative office for both organizations. At one time each organization operated separate offices, each with two full-time 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 \$13,000 more than they are currently paying.

With additional system aid, Winnefox will be contributing \$40,000 to our Advantage Account in addition to the contributions from member libraries, totalling over \$80,000 towards the collection. Winnefox member libraries also contribute to the state-wide Overdrive account giving patrons extensive access to thousands of titles.

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

Winnefox Cooperative Technical Services (WCTS) is in itself a collaborative program. By centralizing library materials selection, ordering, and processing we are saving 19 libraries both staff time 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 than if they were needed for those administrative and processing tasks.

Because of Winnefox's robust administrative office, we contract with two systems, Winding Rivers and Southwest Library Systems to provide accounting services. Also across systems, the NEWI CE program provides workshops and CE opportunities to three other systems outside of Winnefox.

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

Activity	Amount
1. Oshkosh Public Library Administration	\$122,102
2. Oshkosh Public Library Database Application Developer position	\$26,429
3. CESA 6 Grow	\$5,000
4. FoxNet	\$2,500
5. Winnefox Cooperative Technical Services	\$209,854
6. Southwest Library System accounting contract	\$6,000
7. Winding Rivers System accounting contract	\$6,000
8. NEWI CE Cooperative	\$14,000

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

Activity	Amount
9.	
10.	
Cost Benefit Total	\$391,885

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2022**.

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>

FOR DPI USE LIBRARY SYSTEM PLAN APPROVAL

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

PUBLIC LIBRARY SYSTEM 2022 ANNUAL PROGRAM BUDGET					
Program	2022 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference, and Interlibrary Loan*					
1. ILS	\$58,715			\$529,046	
2. Network	\$47,878			\$176,349	
3. Technology Support	\$204,847			\$27,429	
4. ILL/Reference	\$111,904				
5. Electronic Resources	\$43,600				
Program Total	\$466,944	\$0	\$0	\$732,824	\$1,199,768
Professional Learning and Consulting Service*					
1. Continuing Education	\$108,266			\$14,000	
2. Consulting	\$55,727				
Program Total	\$163,993	\$0	\$0	\$14,000	\$177,993
Delivery Services	\$139,892			\$4,788	\$144,680
Inclusive Services					\$0
Library Collection Development	\$40,000				\$40,000
Direct Payment to Members for Nonresident Access					\$0
Direct Nonresident Access Payments Across System Borders					\$0
Youth Services	\$758				\$758
Public Information	\$48,513			\$8,000	\$56,513
Administration	\$197,771	\$20,000		\$134,302	\$352,073
Subtotal	\$426,934	\$20,000	\$0	\$147,090	\$594,024
Other System Programs					
1. County Planning	\$34,540				\$34,540
2. WCTS				\$209,854	\$209,854
Program Total	\$34,540	\$0	\$0	\$209,854	\$244,394
Grand Totals	\$1,092,411	\$20,000	\$0	\$1,103,768	\$2,216,179

* 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](#)).