

MEMORANDUM:

To: Winnefox Library System Trustees
From: Clairellyn Sommersmith, Assistant Director
Subject: Report of System Activities
Date: January 28, 2022

Greetings and Happy New Year! Below is a list of the accomplishments from 2021 and the plans for 2022. I would be happy to provide further details at our meeting, or feel free to give me a call, 920-569-2179, or send an email in advance.

Year in Review – 2021:

At the beginning of 2021, I started a weekly email to Winnefox member library staff, called *Win of the Week*. Staff were encouraged to reply-all to this email with their “wins”: achievements, feel-good moments, or a successes from the past week. Through this medium everyone had a chance to hear about some of the big moments of the past year:

- Pine River was awarded WLA’s Library of the Year
- Desiree Bongers was awarded the WLA President’s Volunteer Award
- Caestecker Library and Endeavor Library were recognized at 2021 Star Libraries by the respected professional periodical Library Journal
- Member libraries applied for and were awarded more than 10 grants from a variety of funders
- Member libraries received several 4 and 5 figure donations and bequests
- Wisconsin State Aids to Library Systems were significantly increased for the first time in several years
- Winnefox welcomed 7 new library directors of member libraries, 2 new delivery drivers, and a new Winnefox Cooperative Technical Services Coordinator, Crystal Marshall

Win of the Week emails also gave a chance to highlight the small but important moments at library desks around our system: the time when a library received a thank you card from a 5-year-old patron; the time when the first in-person Storytime in a long time was a success; and the times when librarians found the right thing at the right time for the right person.

Year Ahead – 2022:

This leads us to our exciting plans for 2022. With ARPA Grants, LSTA Grants, and increased system state aid planned for 2022, Winnefox is about to increase and expand services, materials, and opportunities to member libraries.

- Grant Opportunities for Libraries:
 - **Continuing Education Scholarship**, a \$18,572 LSTA grant to support librarian and staff courses, classes, and conference attendance.

- **ARPA Space Needs Grant**, a \$200,000 grant to the libraries in Winnefox, Nicolet Federated Library System, Outagamie-Waupaca Library System, and Manitowoc-Calumet Library Systems. Each library in Winnefox will receive \$3,000 to do furniture and meeting room updates in their libraries.
- **ARPA IT Hardware Improvements and Upgrades Grant**, a \$56,936 grant which will result in a new firewall, updated network equipment, new Merakis, and hotspot and owls devices for libraries.
- **Winnefox Infrastructure Grant**, \$30,000 from the 2022 operating budget, to go to libraries who have essential infrastructure improvements needed. The money will either go to libraries who are unsuccessful in getting municipal support or in conjunction with municipal support, as a matching grant.
- **New and Expanded Services:**
 - **Printing Services**, will be expanded in 2022 with operating budget funds. All in-house print jobs for collaborative library projects will be covered by Winnefox. Additionally, Winnefox will cover \$200 per library of outsourced printing jobs.
 - **Overdrive Advantage Account**, will not only be supported by member libraries as it has been for 10+ years, but Winnefox will contribute \$20,000 from its operating budget to this account.
 - **Digitization and Hosting Local Historical Documents**, is a new service began in 2021. Libraries will have the opportunity to host their digitized historical documents on their websites and will be viewable on ResCarta and Recollection Wisconsin, two historical/genealogical sites used by researchers nation-wide.
 - **Marketing and Graphic Services**, will be offered to member libraries with Winnefox contracting with freelance marketing and graphic designers to work on brand, website, programming, and advocacy projects.
 - **Creative Studios**, is a rotation collection of STEAM programming materials for libraries to use in-house. Current items include a Silhouette automated die-cut machine, a VHS to DVD converter, and a document camera. This collection will be expanded significantly with support from the 2022 budget.
 - **Youth Services and Inclusive Services Consultants**, are two new elected positions to support youth and inclusive services at Winnefox libraries. The consultants will be elected from library staff and will be supported in their outreach and participation with Winnefox staff and financial support.
 - **Updates to Winnefox Online Catalog**, the ILS team along with SirsiDynix will be updating and revamping the online catalog to make it more modern looking and to incorporate more electronic resources.

In addition to the library-focused services and grants above, Winnefox has several things planned internally.

- **Plans for Winnefox Library System:**
 - **A Winnefox Strategic Plan**, a process we hope to begin in spring/summer with the help from WiLS
 - **New Performance Pay**, an examination of performance pay options that would better reflect and value work that is above and beyond expectations.

- **Updated Procedures and Policies**, continued work on improving and clarifying the system procedure and policies.
- **Continued Cyber Security Vigilance**, by implementing a new Firewall and other upgrades, Winnefox Tech Staff will focus on patching vulnerabilities and providing security education to all libraries to protect the Winnefox computer network.