



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

I. GENERAL INFORMATION						
1. System Name Winnefox Library System		2. System Director Name Jeffery Gilderson-Duwe		3. Certification Grade Grade 1	4. Date Certification Expires 2025-03-01	
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		9. System Website URL www.winnefox.org		10. Director System Email Address gilderson-duwe@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 Book-mobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 119,293	18. DUNS Number 159320605	
II. SYSTEM COLLECTION						
	No. Owned / Leased	Number Added		No. Owned / Leased		No. Owned / Leased
1. Books in Print	3,522	49	4. Electronic Collections <i>Number available to members</i>	4	7. Licensed Electronic Video Materials <i>Units (copies) available to members</i>	575
2. Audio Materials	0	0	5. Licensed E-books <i>Units (copies) available to members</i>	177,540	8. Subscriptions <i>Exclude those in electronic format</i>	1
3. Video Materials	0	0	6. Licensed Electronic Audio Materials <i>Units (copies) available to members</i>	70,675		
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	2. Interlibrary Loans <i>System interlibrary loan transactions</i>	
				0	a. Items Loaned	b. Items Received
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i>						
a. E-book		b. E-audio		c. E-video		d. Electronic Collection Retrievals
231,459		180,787		136		68,478

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 Katherine	Freund	8306 Steeple Hill Drive	Larsen	54957	katherinee.freund@gmail.com
2. Bill	Bracken	1770 Chatham Drive	Oshkosh	54904	wgbrack13@gmail.com
3. Noah	Cypher	910 South Webster Ave	Omro	54963	noahcypher@gmail.com
4. Elizabeth	Eisen	1807 Brighton Beach Rd	Menasha	54952	peisen.wi@sbcglobal.net
5. Randy	Fieldhack	N2438 Forest Manor Ct	Neenah	54956	randyf@new.rr.com
6. Ken	Bates	W2806 Oak Terrace Lane	Markesan	53946	kennethlbates@gmail.com
7. Vicki	Huffman	N5165 11th Rd.	Montello	53949	vjhawk@maqs.net
8. Elizabeth	Irish	929 Reddin Ave.	Neenah	54956	Irishb929@gmail.com
9. Kathleen	McGwin	N4519 County Y	Montello	53419	mcgwin@frontier.com
10. Donna	Kalata	W7634 Cottonville Lane	Wautoma	54982	wcb1@co.waushara.wi.us
11. Charlotte	Rebelein	530 N. Lockin Street	Brandon	53919	crebelein@yahoo.com
12. Andrew	Prellwitz	303 Howard Street	Ripon	54971	prellwitza@ripon.edu
13. Melissa	Kolstad	85 Tower Road	Fond du Lac	54935	mel@kolstad.net
14. Jim	Miller	N4073 S. Main St	Hancock	54943	
15. Dusty	Krikau	N8128 County Road QQ	Malone	53049	dusty.krikau@gmail.com
16. Patti	Pieper	W7141 Sunny Knoll Rd	Dalton	53926	pattypieper@gmail.com
17. Michael	Will	426 Chapleau Street	North Fond du Lac	54937	michael.will@fdlco.wi.gov
18. David	Rucker	223 Fulton Ave	Oshkosh	54901	davidlorenzrucker@gmail.com
19. Andrew	Prellwitz	303 Howard Street	Ripon	54971	prellwitza@ripon.edu
20. Charlotte	Rebelein	530 N. Lockin Street	Brandon	53919	crebelein@yahoo.com
21. vacant	vacant				
22. vacant	VACANT				
23. vacant	VACANT				

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

a. System Member County Appropriations Received by Library System				b. Other County Payments Received	
County Name	Amount	County Name	Amount	County Name	Amount
Fond du Lac	\$1,446,462	Waushara	\$48,178	Columbia	\$2,954
Marquette	\$219,145	Waushara	\$488,666	Calumet	\$142,102
Marquette	\$43,288	Winnebago	\$2,209,370	Dodge	\$7,332
Green Lake	\$274,766	Winnebago	\$58,647	Sheboygan	\$7,019
Green Lake	\$30,228	Fond du Lac	\$69,478		
			Subtotal 1a	Subtotal 1b	\$159,407

2. State Aid to Public Library Systems

\$944,892

3. Other State Funded Programs *List individually. Attach listing if necessary.*

a.		
b.		
c.		
		Subtotal 3

4. Federal Aid Program name and project number. List each program individually. Attach listing if necessary.

a.	2021 CARES Grant	\$44,741	f.	
b.	2021-7 Sparcity Grant 09	\$13,770	g.	
c.			h.	
d.			i.	
e.			j.	
				Subtotal 4

\$58,511

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. *List names individually. Attach listing if necessary.*

a.	Oshkosh Public Library Secretarial	\$95,632	f.	
b.	OPL Electronic Services	\$25,249	g.	
c.	OPL Delivery Services	\$3,022	h.	WPLC Website Hosting
d.	Accounting Services	\$12,000	i.	\$2,000
e.			j.	
				Subtotal 5

\$137,903

6. Other Income

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
\$720,019	\$6,348	\$784,191	\$2,180	\$0	\$768,442	\$2,281,180

7. Total Income Add 1 through 6

\$8,470,121

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	\$574,865	\$0	\$313,007	\$887,872
2. Employee Benefits	\$238,988	\$0	\$142,722	\$381,710
3. System Collection Expenditures				
a. Printed Material	\$188	\$0	\$3,473	
b. Electronic Material	\$38,117	\$0	\$231,226	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$0	\$0	\$0	
Subtotal <i>Collection Expenditures</i>	\$38,305	\$0	\$234,699	\$273,004
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$0	\$0	\$4,857,293	\$4,857,293
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$0	\$0	\$0	\$0
6. All Other Operating Expenditures	\$161,362	\$0	\$441,330	\$602,692
7. Total Operating Expenditures	\$1,013,520	\$0	\$5,989,051	\$7,002,571
8. System Capital Expenditures	\$10,631	\$0	\$0	\$10,631

* 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	\$1,515,940	5. Winnebago	\$2,268,017	8.	
2. Green Lake	\$304,994	6.		9.	
3. Marquette	\$262,433	7.		10.	
4. Waushara	\$536,844				

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

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

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
- ILL transactions sent by: Published a newsletter
- Email OCLC Regional automated system WISCAT

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

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.

Briefly summarize the most significant specific inclusive services initiatives carried out by your system in the report year. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

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

Inclusive Services (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support inclusive library service efforts.

See Attachment:

If the system provided any inclusive services continuing education programs in the report year, identify the topic(s) and speaker(s). See Inservice Training & Consulting in attachment:

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 checked="" type="checkbox"/> ILL (Direct) | <input type="checkbox"/> Delivery services | <input type="checkbox"/> Technical services |

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.**

List and evaluate each service program carried out under this statute in the report year. Do not lump miscellaneous activities under a single "other" program.

Administration

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

IX. 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 report year resource library contract.

Winnefox provides bookkeeping services to Southwest Library System and Winding Rivers Library System. This both offsets the administration cost for Winnefox and allows the other systems to spend salaries elsewhere. The NEWI Continuing Education partnership continues to be an invaluable resource to the participating system. The WPLC's main collaborative project is Wisconsin's Digital Library. WPLC shares the cost of the digital library platform among all participating libraries, plus allows access to the entire multi-million dollar collection already in the digital library in addition to \$1 million worth of new content purchased last year. Additionally, Winnefox has contributed to the creation of the additional WPLC committees, and is an active participant of the back up collaboration.

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

Activity	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

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
Technology, Reference and Interlibrary Loan <i>See note</i>				
1. WALIS	85,587	0	690,674	776,261
2. Technology	207,137	0	26,784	233,921
3. Reference/ILL	103,688	0	0	103,688
4.				
5. Electronic Resources	38,139	0	0	38,139
Subprogram Total	434,551	0	717,458	1,152,009
Continuing Education and Consulting Service <i>See note</i>				
1. Consulting	55,055	0	0	55,055
2. CE	105,124	0	0	105,124
Subprogram Total	160,179	0	0	160,179
Delivery	129,260	0	3,034	132,294
Inclusive Services	872	0	0	872
Library Collection Development	188	0	198,992	199,180
Direct Payment to Members for Nonresident Access	0	0	4,448,067	4,448,067
Direct Nonresident Access Payments Across System Borders	0	0	409,226	409,226
Library Services to Youth	1,773	0	0	1,773
Public Information	2,050	0	7,616	9,666
Administration	181,186	0	116,780	297,966
Other System Programs				
1. County Planning	35,020	0	0	35,020
2. WCTS	0	0	198,865	198,865
3.				
4.				
Grand Totals	945,079	0	6,100,038	7,045,117
Estimated Expenditures for Technology-Related Services Provided by the System	330,864	0	717,458	1,048,322

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.

XI. SYSTEM STAFF

1. Personnel Listing

a. Employees Holding the Title of Librarian as of December 31 of the report year. *Include vacancies if they will be filled within one year*

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
Jeff	Gilderson-Duwe	Director	<input checked="" type="checkbox"/>	\$0	10.00
Clairellyn	Sommersmith	Assistant Director	<input checked="" type="checkbox"/>	\$76,221	40.00
Joy	Schwarz	Continuing Education/Training Librarian	<input checked="" type="checkbox"/>	\$68,712	40.00
Karla	Smith	Integrated Library System (ILS) Manager	<input checked="" type="checkbox"/>	\$74,340	40.00
Melissa	Klein	ILS Specialist	<input checked="" type="checkbox"/>	\$57,958	40.00
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

b. Other Paid Staff *Include plant operation, maintenance, and security.*

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
Database-Application Developer	\$68,446	40.00	Local History Intern	\$7,600	8.00
WCTS Office Clerk	\$38,482	40.00			
Administrative Specialist I	\$43,191	40.00			
Network Manager/Web Developer Specialist	\$60,566	40.00			
Network Manager/PC Support Specialist	\$63,730	40.00			
Interlibrary Loan (ILL) Specialist	\$53,683	40.00			
Business Manager	\$68,403	40.00			
WCTS Program Coordinator	\$64,102	40.00			
Van Drivers	\$61,467	86.80			
ILL page/sorters	\$17,878	33.00			
WCTS page	\$4,973	9.40			
Administrative Specialist II	\$54,039	40.00			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian

i. Master's Degree from an ALA Accredited Program FTE	ii. Other Persons Holding the Title of Librarian FTE	Subtotal
4.25	0.00	4.25

b. All Other Paid Staff FTE *incl. maintenance, plant operation, and security*

12.43

c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*

16.68

XII. SYSTEM MEMBERSHIP

Attach a listing of all current public library and county members of the system.

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 5th 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.

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 Jeffery Gilderson-Duwe	Date Signed
Signature of Public Library System Board President ➤	Name of Public Library System Board President Katherine Freund	Date Signed

Winnefox Library System
Attachment to the 2021 Annual Report

Reference, Referral & ILL
other comments

Interlibrary Loan
Reference, Referral & ILL
other comments

Interlibrary Loan:

Winnefox accepts interloan requests from non-member libraries using standard request methods: directly through our shared catalog, email our ILL department, or request items through OCLC. In 2021 Winnefox received 7,218 requests through OCLC & email. Of these we filled 2,853 (40%). 1,319 (18%) of the requests went unfilled because they were automatically 'deflected' as items our libraries will not loan.

Most requests for items wanted by our member libraries' users are placed directly in our shared database (and are considered intra-library loans) rather than through traditional mediated interlibrary loan. The loaning and borrowing data of individual libraries can be found in their Annual Reports.

In 2021 the 29 libraries on the WALS ILS (Integrated Library System) shared 422,035 items amongst themselves. An additional 2,112 items were sent to the Fond du Lac Public Library, which is not on our shared system.

In 2021 we received 3,219 requests from member libraries for items not owned by Winnefox libraries. Of the requests received, we were able to fill 2,835, or 88%.

In 2021, Winnefox's lending requests were at pre-pandemic levels. The borrowing numbers continued to increase but were not yet at 2019 numbers.

Reference:

As a member of the Wisconsin Public Library Consortium (WPLC) we offer access to the Overdrive digital audio, video magazine and ebook collections.

When libraries opened their physical buildings in 2020 and even more so in 2021, it caused a slight decrease in electronic book check outs in 2021 as compared to 2020. 231,459 e-books were borrowed by Winnefox patrons in 2021, which was still a significant increase from 2019. For e-audiobooks, however, there continued to be increases: 180,787 circs for a 6% increase from 2020.

To better serve our users, Winnefox continued the Overdrive Advantage collection to supplement the statewide WPLC collection. The Winnefox Advantage collection is one of the

most extensive collections in the state. All 30 libraries, along with Winnebago County, contribute to the Advantage account annually; the 2021 total Winnefox Advantage budget was \$115,949. This is in addition to the \$67,986 contributed by Winnefox libraries to the state-wide pool.

Winnefox also provided, from its operating budget and through some library contributions, access to five electronic resources in 2021: Gale Courses, Niche Academy, Wall Street Journal, Newspaper Archive, and Transparent Language.

In 2021, Winnefox began to provide digitization support to member libraries. In 2022, primary and local documents will be hosted on Winnefox servers and viewable through libraries' websites via Recollection Wisconsin. 8 libraries are currently in the process of having their materials digitized and hosted.

Inservice training & consulting

other comments

Winnefox has taken a lead role with the continuing education in the state with its NEWI partnership. This agreement with the OWLS (Outagamie Waupaca Library System), NFLS (Nicolet Federated Library System), and MCLS (Manitowoc-Calumet Library System) has Winnefox Librarian, Joy Schwarz, coordinating continuing education opportunities for all participating libraries in the four systems.

All continuing education events in 2021 were provided remotely, due to pandemic safety protocols regarding occupancy issues that impacted room capacity of in-person workshops. There were 34 online sessions hosted or co-sponsored by Winnefox. (9 webinars 6 Tech Days sessions, 14 sessions in Wild Wisconsin Winter Web Conference 5 Trustee Training Week sessions.) Attending these events were 171 Winnefox directors, staff, or trustees attended, along with 3,393 people from other systems.

Winnefox continues to have a strong commitment to strengthening member libraries by providing consulting and leadership on important issues. This support can be found through one-on-one assistance, monthly meetings with directors from local counties, and quarterly meetings with members of WALC. The Director, Assistant Director, and staff all assisted member library directors and Boards with individual issues and problems. If there is a need to make a site visit, all staff have and are willing to do so.

In 2021 all new library directors received one-on-one training and assistance. Library boards may utilize Winnefox's support in the hiring of new directors. This has been a significant task in 2020 and 2021. In 2021, Winnefox supported three library boards directly in the hiring of new directors, and system staff trained 7 new directors. Additionally, all librarians benefited from new training videos created by ILS staff during 2019 and 2020. Given the impossibility of meeting in person, these videos provided invaluable tools for librarians to maintain and improve their skills.

Delivery and Communication:

Delivery resumed its pre-pandemic schedule in mid-2020 and continued to provide 5-day delivery in 2021.

In 2021 our vans drove 111,379 miles to make over 8,752 stops delivering material to member libraries. Providing deposit collections, which went on hiatus in March 2020, resumed in 2021.

Winnefox continued to use the two licenses for Zoom, the virtual meeting platform, purchased in 2020; the majority of Winnefox's continuing education and board consulting opportunities were done on this platform. Additionally, libraries may use these accounts for programming, board meetings, or other outreach. Zoom has also been a space for Winnefox to hold meetings between staff and directors.

For internal communication and continuing the desire to meet remotely, Winnefox staff utilized Microsoft Teams and provided one-on-one consulting and assistance on the platform.

The Winnefox extranet gathers information useful to Winnefox & member library staffs in one location.

In addition to information on Winnefox services, the extranet contains links to useful Internet sites and forms. The extranet supports Winnefox's continuing education services, and links to registration forms for in person workshops (when possible) and recordings and webinars.

Winnefox coordinated a Constant Contact license for libraries to use to send e-newsletters to email recipients and provided a SurveyMonkey account to set up and administer surveys on behalf of its member libraries.

Service agreements with adjacent library systems

other comments

Agencies with which the system had the most contact

Winnefox continues to encourage and support member libraries' efforts to foster ties with agencies serving special needs populations in our service area. County library directors meet regularly; these meetings are open to local community organizations. Examples of partnerships include the libraries in Marquette Co. who have a close relationship with the organization promoting adult literacy training and Oshkosh Public Library continues to provide indirect financial support to the Winnebago County Literacy Council which is housed in rent-free space at OPL. Menasha, Neenah, and Oshkosh Libraries have partnered again with local attorneys to provide free legal clinics (this service was temporarily disbanded in 2020 and 2021 and resumed in 2022). Many libraries partner with their local schools and offer programming, library cards, teacher cards, and classroom visits.

Other service programs

List and evaluate each service program carried out...

- Winnefox Automated Library Services (WALS)

The WALS online catalog is probably the Winnefox service program that is most visible to the public. WALS administers the WAN that connects member libraries, runs the SirsiDynix ILS, and manages library email accounts. Twenty-nine libraries participate in the WALS service. The ILS is now even more visible to patrons with the Winnefox mobile app.

- Technology support

Technology support is a major activity of Winnefox. Winnefox staff provides PC & software purchasing and technical support services, web design and hosting, file servers, and support for locally produced databases. Additionally, all libraries offer wireless internet access through our network and with the support of system staff.

In 2022 our tech staff responded to over 1,000 tech support questions, repaired, or serviced 951 PCs, ordered, and configured 85 PCs, and made 32 library visits

We continue to develop and host web sites for member libraries and offer web support services for many of them. In 2021, Winnefox launched two new library websites for the Ripon and Packwaukee public libraries. In addition, a new web server was built to house Winnefox managed web sites and related apps through 2024.

While providing ILS and network services, Winnefox increased its cyber security support, training, and awareness in 2021. All library staff are required to participate in cyber security training with InfoSec. Tech staff have vulnerability scans run once a week, and are continuously patching, updating, and modifying Winnefox servers in response to these scans.

- Winnefox Cooperative Technical Services (WCTS)

WCTS is a cooperative technical service agency funded jointly by Green Lake, Marquette, and Waushara Counties. It provided cooperative collection development, selection, purchasing, cataloging, and processing of materials for public libraries in those counties.

WCTS coordinated two rotations, collections that travel from one library to the next, providing new titles for patrons to browse: one for audiobooks and one for Large Print. These rotations are open to all Winnefox member libraries.

- County planning

County planning is a major activity in Winnefox. The Assistant Director meets regularly with directors in each county to plan cooperative services and to prepare funding requests for their respective and surrounding counties. Three county agreements were updated in 2021.

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2021
V. LIBRARY SYSTEM INCOME

Attachment 1

1a, b County Payments Received

From Winnefox Counties to Winnefox Libraries		
Fond du Lac County		41,615
Berlin	924.00	
Green Lake	2,814.00	
Markesan	1,133.00	
Menasha	397.00	
Kingston	83.00	
Neenah	1,590.00	
Omro	262.00	
Oshkosh	33,846.00	
Princeton	92.00	
Winneconne	474.00	
Green Lake County		21,628
Brandon	2,303.00	
Fond du Lac	692.00	
Menasha	301.00	
Montello	825.00	
Neshkoro	792.00	
Neenah	15.00	
Oshkosh	1,400.00	
Oxford	109.00	
Ripon	14,212.00	
Wautoma	977.00	
Westfield	2.00	
Marquette County		43,288
Berlin	2,850.00	
Green Lake	3,049.00	
Coloma	6,766.00	
Markesan	100.00	
Kingston	2,996.00	
Plainfield	94.00	
Princeton	16,777.00	
Redgranite	771.00	
Wautoma	9,885.00	
Waushara County		14,536
Green Lake	855.00	
Menasha	90.00	
Montello	663.00	
Neenah	967.00	
Neshkoro	1,348.00	
Markesan	387.00	
Omro	1,963.00	
Oshkosh	5,955.00	
Princeton	975.00	
Westfield	880.00	
Winneconne	453.00	
Winnebago County		58,647
Berlin	18,071.00	
Brandon	693.00	
Coloma	88.00	
Fond du Lac	2,316.00	
Green Lake	678.00	
Kingston	110.00	

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2021
V. LIBRARY SYSTEM INCOME

Markesan	75.00
North Fond du Lac	3,322.00
Oakfield	175.00
Pine River	66.00
Poy Sippi	393.00
Princeton	74.00
Redgranite	2.00
Ripon	31,572.00
Wautoma	1,012.00

From Non-Winnefox Counties to Winnefox Libraries

Columbia County		2,954
Green Lake	170.10	
Kingston	2,670.90	
Montello	110.00	
Princeton	3.00	
Calumet		142,102
Fond du Lac	6,884.00	
Menasha	111,650.00	
Neenah	23,297.00	
Oshkosh	271.00	
Dodge County		7,332
Fond du Lac	6,420.00	
Markesan	270.00	
Oakfield	533.00	
Ripon	109.00	
Sheboygan		7,019
Campbellsport	3,839.00	
Fond du Lac	3,180.00	

From Winnefox Counties to non Winnefox Libraries

Fond du Lac County		27,863
Brillion	365.00	
Chilton	792.00	
Elkhart Lake	42.00	
Horicon	1,091.00	
Kiel	2,395.00	
Kohler	462.00	
Random Lake	328.00	
Mead	1,465.00	
New Holstein	15,861.00	
Plymouth	4,853.00	
Sheboygan	209.00	
Green Lake County		8,600
Waupun	8,600.00	
Waushara County		33,642
Fremont	8,134.00	
Waupaca	16,808.00	
Weyauwega	8,700.00	

FEDERAL

<u>Recipient</u>	<u>Purchase</u>	<u>Subtotals</u>	<u>Totals</u>
<u>COUNTY AND LOCAL</u>			
<u>Recipient</u>	<u>Purchase</u>	<u>Subtotals</u>	<u>Totals</u>
<u>Fond du Lac County</u>			
Brandon Public Library	Contract	30,418	
Campbellsport Public Library	Contract	110,452	
Fond du Lac Public Library	Contract	904,101	
Oakfield Public Library	Contract	26,991	
Ripon Public Library	Contract	150,489	
Spillman Public Library	Contract	64,982	
Waupun Public Library	Contract	<u>159,029</u>	1,446,462
<u>Green Lake County</u>			
Berlin Public Library	Contract	41,600	
Caestecker Public Library	Contract	41,152	
Markesan Public Library	Contract	53,750	
Mill Pond Public Library	Contract	39,968	
Princeton Public Library	Contract	<u>36,414</u>	212,884
<u>Marquette County</u>			
Endeavor Public Library	Contract	14,688	
Ethel Everhard Memorial Library	Contract	63,089	
Montello Public Library	Contract	56,793	
Neshkoro Public Library	Contract	14,675	
Oxford Public Library	Contract	12,535	
Packwaukee Public Library	Contract	<u>7,825</u>	169,605
<u>Waushara County</u>			
Berlin Public Library	Contract	28,499	
Coloma Public Library	Contract	40,529	
Hancock Public Library	Contract	29,845	
Leon-Saxeville Township Library	Contract	21,532	
Patterson Memorial Library	Contract	71,435	
Plainfield Public Library	Contract	29,025	
Poy Sippi Public Library	Contract	23,847	
Redgranite Public Library	Contract	25,450	
Wautoma Public Library	Contract	<u>139,584</u>	409,746

<u>Recipient</u>	<u>Purchase</u>	<u>Subtotals</u>	<u>Totals</u>
<u>Winnebago County</u>			
Carter Memorial Library	Contract	104,200	
Neenah Public Library	Contract	871,396	
Oshkosh Public Library	Contract	642,196	
Elisha D. Smith Public Library	Contract	476,219	
Winneconne Public Library	Contract	<u>115,359</u>	2,209,370
<u>Act 420 Payments (See Attachment 1 for detail)</u>		<u>409,226</u>	409,226
			<u><u>4,857,293</u></u>

VII. SYSTEM MEMBERSHIP

Fond du Lac County Last Plan approved for 2022. All library communities are exempt from the county library tax.

Brandon Public Library	117 E. Main St.	Brandon	WI	53919-0208
Campbellsport Public Library	220 North Helena St.	Campbellsport	WI	53010
Fond du Lac Public Library	32 Sheboygan Street	Fond du Lac	WI	54935-4271
Oakfield Public Library	130 North Main	Oakfield	WI	53065
Ripon Public Library	120 Jefferson Street	Ripon	WI	54971
Spillman Public Library	719 Wisconsin Avenue	North Fond du Lac	WI	54937-1335

Green Lake County Last Plan approved for 2022. No library communities are exempt from the county library tax.

Berlin Public Library	121 West Park Avenue	Berlin	WI	54923-1526
Caestecker Public Library	518 Hill Street, P.O. Box 278	Green Lake	WI	54941
Joint Library - City of Green Lake & Town of Brooklyn				
Markesan Public Library	75 North Bridge Street	Markesan	WI	53946
Mill Pond Public Library	140 North South Street	Kingston	WI	53939
Princeton Public Library	424 West Water Street	Princeton	WI	54968-9147

Marquette County Last Plan approved for 2022. All library communities are exempt from the county library tax.

Endeavor Public Library	400 Church Street	Endeavor	WI	53930
Ethel Everhard Memorial Library	117 East Third Street	Westfield	WI	53964
Montello Public Library	128 Lake Court, P.O. Box 457	Montello	WI	53949-0457
Neshkoro Public Library	132 S. Main Street	Neshkoro	WI	54960
Oxford Public Library	129 S. Franklin Avenue	Oxford	WI	53952
Packwaukee Public Library	N3511 State Street	Packwaukee	WI	53953

Waushara County Last Plan approved for 2022. No library communities are exempt from the county library tax.

Coloma Public Library	155 Front Street, P.O. Box 99	Coloma	WI	54930-0099
Hancock Public Library	114 South Main Street	Hancock	WI	54943
Leon-Saxeville Library	N4715 County Road E	Pine River	WI	54965
Joint Library - Towns of Leon and Saxeville				
Patterson Memorial Library	500 Division Street	Wild Rose	WI	54984
Plainfield Public Library	126 South Main Street	Plainfield	WI	54966
Poy Sippi Public Library	W2251 Commercial St.	Poy Sippi	WI	54967
Redgranite Public Library	135 W. Bannerman Ave	Redgranite	WI	54970
Wautoma Public Library	410 West Main Street	Wautoma	WI	54982

Winnebago County Last Plan approved for 2022 All library communities are exempt from the county library tax.

Carter Memorial Library	405 East Huron Street	Omro	WI	54963
Elisha D. Smith Public Library	440 First Street	Menasha	WI	54952-3191
Neenah Public Library	240 E. Wisconsin Ave.	Neenah	WI	54956
Oshkosh Public Library	106 Washington Avenue	Oshkosh	WI	54901-4985
Winneconne Public Library	31 South 2nd Street	Winneconne	WI	54986