



**INSTRUCTIONS:** Complete and submit one copy of this Word document along with one signed, scanned copy in PDF format to the Division for Libraries and Technology (Division) by the 30<sup>th</sup> of October preceding the plan year. Submit completed Word and PDF documents to:

[LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov)

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

## GENERAL INFORMATION

### Library System

Winnefox Library System

#### Describe significant needs and problems that influenced the development of this and other system plans.

In September 2025, Winnefox, with assistance from WiLS, created a five year strategic plan. The plan will run from 2026-2030, and identified four goals: "Organizational Clarity and Health," "Enhancing Efficiency," "Fostering Strong Connections," and "Championing Libraries." The plan reflects significant and detailed input from system staff, member libraries, and contractual partners and will guide system decisions in the coming years. One of the first activities to be completed from the plan is to update and reorganize the system resource website, the Winnefox Extranet. Winnefox member libraries have continued to see significant staff turnover in recent years, and libraries can no longer rely on longevity expertise. It has been increasingly clear that Winnefox information, documentation, and links to resources need to be more accessible to librarians at every level of their career. A broader goal from the plan "Fostering Strong Connections," identifies where the system can support member libraries engagement with their own communities. Libraries have experienced funding cuts or wage stagnation and with limited resources and staff time are unable to do the outreach and programs they want to. With more intentional system support in these areas and facilitated shared collaboration between libraries, we intend to have libraries more embedded in their communities, which will also hopefully translate to more funding from local municipalities.

#### 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 regarding this plan 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. This year, during the creation of the strategic plan, WiLS created a stakeholder survey which garnered 51 responses, facilitated a staff SOAR, hosted a member library engagement session with 22 attendees, and arranged contractual partner focused groups and interviews. This information and feedback led to creation of a strategic plan based on the needs of the member libraries and contractual partners.

#### 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 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 2026. Indicate, with a Y or N, 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

[ Y ] Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.

[ Y ] 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.

**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>

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**ASSURANCES (cont'd)**


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**Resource Library Agreement**

[ Y ] 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.

[ Y ] 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**

[ Y ] 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.

**For each reference, referral, interlibrary loan, and technology service listed below, indicate with a Y or N whether your system intends to provide the service. If your system intends to provide reference, referral, interlibrary loan, and technology services that are not shown here, please list those services in Others.**

[ N ] Reimbursed member libraries for ILL

[ Y ] Maintained ILL Clearinghouse

[ N ] Contracted for ILL Clearinghouse

[ Y ] Maintained a shared database of member library bibliographic records and holdings

[ Y ] Utilized WISCAT to promote interlibrary loan

[ Y ] Maintained a system interlibrary loan plan

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

[1] Prioritize the purchase of new network hardware. In 2026 this will mean the replacement of the network core switch and the purchase of a new host server. [2] Update and standardize ILS procedures and policies

**Others:**

ILL [1] Provide ILL service, including an ILL clearinghouse. [2] Continued maintenance of shared database of member library bibliographic records and holdings [3] Sharing of ILL materials with other OCLC & WISCAT libraries. [4] Continued acceptance of ILL requests via OCLC, WISCAT, direct reserve on our ILS, email. [5] Continued support of locally produced online genealogical and local history databases. [6] Continued participation in the WPLC funding pool for digital media and provide access to Overdrive digital audio, video, music, and ebooks. [7] System purchasing of electronic collections including Kanopy and NewspaperArchive

Technology Support and ILS [1] Act as a liaison, representative and tech support for electronic resources. [2] Provide host server and tech support for digitized local and historical materials from member libraries [3] Cooperate with other systems providing lower computer purchasing costs. [4] Continued network maintenance, email, and other cloud-based support for member library staff. [5] Continued support of the ILS used by 29 of our libraries. [6] System staff will continue to provide remote and on-site network and PC support. [7] Continue to enhance network security protocols to ensure a stable and dependable network. [8] Provide ILS training through regular emails, meetings, and one-on-one support as needed [9] Offer training opportunities for libraries to develop their awareness and response to phishing attempts [10] Host, create, and support member library websites.

**Other Comments:**



	<b>ASSURANCES (cont'd)</b>	
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**Inservice Training and Professional Consultation**

[ Y ] 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 continuing education opportunities.

**For each inservice training listed below, indicate with a Y or N 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.**

[ Y ] Conducted workshops for member library staff and trustees

[ Y ] Maintained a calendar of CE events

[ Y ] Provided scholarships and grants for member library staffs

[ Y ] Maintained a professional collection for system and member library staffs

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

[1] Respond to continuing education needs creatively due to the lost of LSTA funds for the coming year [2] Explore modeling a marketing cohort based on other system experiences

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

*See Appendix A.*

**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:**

*See Appendix B.*

**Professional Consultation**

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

**For each professional consultant service listed below, indicate with a Y or N whether your system intends to provide the service. If your system intends to provide professional consultant services that are not shown here, those services are listed in Others.**

[ Y ] Public library administration and governance

[ Y ] Adult services

[ Y ] Youth services

[ Y ] Library automation

[ N ] Building and remodeling

[ Y ] Technical services

[ Y ] Interlibrary loan and resource sharing

[ Y ] Staff development (certification, CE, etc.)

[ Y ] Planning and evaluation, standards

[ Y ] Collection development

[ Y ] Legal issues

[ Y ] Public relations

[ Y ] Reference and information services

[ Y ] Inclusive Services

**Indicate new or priority activities relating to the professional consultant services requirement for the plan year (if no change from current year, indicate so):**

[1] Explore a decodeable book rotation [2] Work with Youth Services Consultant to provide more guidance on storytimes [3] Continue to provide post ILS meetings with afternoon Continuing Education opportunities and in person trustee training [4] Revisit and update system supported new director training [5] Potentially revitalize the system mentoring program

**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:**

*See Appendix C.*

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**ASSURANCES (cont'd)**


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**Others:**

[1] Meet, train, and support new library directors throughout their first year [2] Offer one-on-one or small group training to directors and other member library staff as needed [3] Provide a list, monthly, of available and relevant webinars. [4] Survey member libraries regarding their training needs [5] Offer in person and online workshops through the NEWI partnership

**Other Comments:**


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**Delivery and Communication**

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

**For each delivery or communication service listed below, indicate with a Y or N whether your system intends to provide the service. If your system intends to provide delivery or communication services for physical delivery, reference resources, personnel, and vendors that are not shown here, those services are listed in Others.**

**Delivery Services:**

[ Y ] Had regular courier or van delivery service

[ N ] Provided an 800 number, phone credit card, or accepted collect calls

[ N ] Used fax for document delivery/communication

[ N ] Used mail as primary delivery system

[ Y ] Published a newsletter

**ILL Transactions sent by:**

[ Y ] Email [ Y ] OCLC [ Y ] Local automated system [ Y ] WISCAT

**Indicate new or priority activities relating to this requirement 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 [2] Investigate and evaluate newsletter products and provide more templates for member library use [3] Update the Winnefox training/information website, "The Extranet."

**Others:**

[1] Provide 5 day delivery to all member libraries [2] Continued participation in the statewide delivery service [3] Continued communication with member library directors and trustees regarding legislative developments that affect libraries [4] Continued assistance to libraries in effective communication with municipal and county boards [6] Offer printing services [7] Provide monthly marketing toolkits for library use to highlight electronic resources [8] Provide a weekly email digest of all the recent priority communications, called "Winnie's Weekly Roundup."

**Other Comments:**

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**ASSURANCES (cont'd)**


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**Service Agreements**

[ Y ] Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.

[ Y ] 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>

**For each of the services listed below, indicate with a Y or N 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.**

[ Y ] Reciprocal borrowing between systems

[ N ] Cash payments in cross-system lending

[ Y ] Continuing education

[ N ] Delivery

[ N ] Newsletter exchange

[ Y ] Cooperative planning/information exchange

[ N ] Audiovisual services

[ N ] Cooperative purchasing

**Others:**

**Other Comments:**

Agreements on webpage: The webpage above lists agreements with each individual library system in the state.

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**Inclusive Services**

[ Y ] 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:**

[1] Coordinate support for inclusive services between Winnefox's Public Library Development Consultant and member library elected Inclusive Services Consultant [2] Monthly newsletter highlighting inclusive service ideas, opportunities, and news

**Indicate new or priority activities relating to this requirement for the plan year:**

**Indicate new or priority activities relating to this requirement for the plan year:**

**Indicate new or priority activities relating to this requirement for the plan year:**

**Other Comments:**

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**ASSURANCES (cont'd)**


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**Other Types of Libraries**

[ Y ] 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.

[ Y ] 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:**

**For each service provided to other types of libraries listed below, indicate with a Y or N 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.**

[ N ] Consultation

[ Y ] Continuing education / workshops

[ N ] ILL (Direct) Union list of serials

[ N ] Union list of serials

[ N ] Directory of libraries

[ N ] Delivery services

[ N ] Back-up reference services

[ N ] Newsletter

[ N ] Technical services

**Others:**

**Other Comments:**

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**Library Technology and Resource Sharing Plan**

[ Y ] 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.

[ Y ] The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2026, 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:**

<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.

**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:**

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**ASSURANCES (cont'd)**


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**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.)**

County Planning: Winnefox Director facilitates regular meetings with directors in each of the five Winnefox counties. Meetings consist of collegial 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.

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.

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**Administration**

[ Y ] The system will not expend more than 20 percent of state aid received in the plan year for administration.

[ Y ] The system will submit the prior year system audit to the Division no later than September 30, 2026.

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**Budget**

[ Y ] The system completed and included the budget by service program category and fund source for the plan year ([see guidelines](#)).



	<b>COLLABORATIVE ACTIVITIES</b>	
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Briefly describe a new or enhanced collaborative activity with other libraries, public library systems, or other organizations.


[1] Continuing current continuing education, and accounting collaborative support to other library systems [2] Collaborate intentionally to redefine and modernize the relationship between the Oshkosh Public Library and Winnefox Library System, regarding both clerical support and technical services support

	<b>CERTIFICATION</b>	
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**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 **2026**.

Name of System Director Clairellyn Sommersmith	Signature of System Director 	Date Signed <i>Mo./Day/Yr.</i>
Name of System Board President Andrew Prellwitz	Signature of System Board President 	Date Signed <i>Mo./Day/Yr.</i>

	<b>FOR DPI USE LIBRARY SYSTEM PLAN APPROVAL</b>	
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Pursuant to Wis. Statutes, the plan contained herein is:	DLT Assistant Superintendent Signature 	Date Signed <i>Mo./Day/Yr.</i>
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Comments



PUBLIC LIBRARY SYSTEM 2026 ANNUAL PROGRAM BUDGET					
Program	2026 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference, and Interlibrary Loan*</b>					
1. ILS	91,035			567,908	
2. Network	27,665	32,916		189,303	
3. Technology Support	257,082			1,000	
4. ILL/Reference	140,682				
5. Electronic Resources	71,536				
<b>Program Total</b>	<b>\$588,000</b>	<b>\$32,916</b>	<b>\$0</b>	<b>\$758,211</b>	<b>\$1,379,127</b>
<b>Continuing Education and Consulting Service*</b>					
1. Continuing Education	105,051			22,145	
2. Consulting	85,348				
<b>Program Total</b>	<b>\$190,399</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,145</b>	<b>\$212,544</b>
<b>System Programs*</b>					
<b>Delivery Services</b>	<b>236,338</b>			<b>6,048</b>	<b>\$242,386</b>
<b>Inclusive Services</b>	<b>2,000</b>				<b>\$2,000</b>
<b>Library Collection Development</b>	<b>52,008</b>			<b>15,697</b>	<b>\$67,705</b>
<b>Direct Payment to Members for Nonresident Access</b>					<b>\$0</b>
<b>Direct Nonresident Access Payments Across System Borders</b>					<b>\$0</b>
<b>Youth Services</b>	<b>2,500</b>				<b>\$2,500</b>
<b>Public Information</b>	<b>54,134</b>			<b>3,000</b>	<b>\$57,134</b>
<b>Administration</b>	<b>295,192</b>	<b>5,616</b>		<b>174,059</b>	<b>\$474,867</b>
1. County Planning	55,388				
2. WCTS				207,592	
3.					
4.					<b>\$262,980</b>
<b>Program Total</b>	<b>\$697,560</b>	<b>\$5,616</b>	<b>\$0</b>	<b>\$406,396</b>	<b>\$1,109,572</b>
<b>Grand Totals</b>	<b>\$1,475,959</b>	<b>\$38,532</b>	<b>\$0</b>	<b>\$1,186,752</b>	<b>\$2,701,243</b>

\* 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).