



Wisconsin Department of Public Instruction  
**2025 PUBLIC LIBRARY SYSTEM**  
**ANNUAL REPORT**  
 PI-2404-A (Rev. 11-25)

**INSTRUCTIONS:** Complete and return a signed, scanned copy of the original board-approved system annual report by **MARCH 31, 2026**, to:

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

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

| I. GENERAL INFORMATION  |   |   |   |   |
|---|---|---|---|---|
| 1. System name<br>Winnefox Library System   |   | 2. System Director Name<br>Clairellyn Sommersmith |   | 3. Certification Grade<br>Grade 1                             |
|   |   |   |   | 4. Date Certification Expires<br>2028-11-30                   |
| 5. Street Address<br>106 Washington Ave.  |   |   | 6. Phone Area/No.<br>(920) 236-5220                                     | 7. Fax Number Area/No.<br>(920) 236-5228                      |
| 8. Mailing Address PO Box<br>106 Washington Ave.  |   | 9. System Website URL<br>www.winnefox.org         |   | 10. Director System Email Address<br>sommersmith@winnefox.org |
| 11. City / Village / Town<br>Oshkosh  |   | 12. County<br>Winnebago                           |   | 13. Zip Code<br>54901-4985                                    |
| 14. Number of Public Libraries Participating in the System<br>30  | 15. Does System Operate a Books-by-Mail Program<br>No | 16. Number of Book-mobiles Owned<br>0             | 17. Estimated System Area Public Library Registered Borrowers<br>87,220 | 18. UEI Number<br>159320605                                   |
| II. SYSTEM COLLECTION   |   |   |   |   |
|   | No. Owned / Leased                                    | Number Added                                      |   | No. Owned / Leased  |
| 1. Books in Print   | 2,534   | 64  | 7. Electronic Books   | 12,878  |
| 2. Physical Subscriptions   | 0   |   | 8. Electronic Serials   | 0   |
| 3. Physical Audio   | 33  | 0   | 9. Electronic Audio Materials   | 12,683  |
| 4. Physical Video   | 0   | 0   | 10. Electronic Video Materials  | 1,920   |
| 5. Other Physical Materials   | 4   |   |   |   |
| 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<br>0                         | 2. Interlibrary Loans<br><i>System interlibrary loan transactions</i>   |   |
|   |   |   | a. Items Loaned<br>1,384  | b. Items Received<br>6  |
| 3. System Electronic Content Circulation Transactions   |   |   |   |   |
| a. E-book<br>232,848  | b. E-serial<br>72,903                                 | c. E-audio<br>295,230                             | d. E-video<br>4,178   |   |

## 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<br>Andrew | Prellwitz | 303 Howard Street      | Ripon             | 54971    | prellwiza@ripon.edu            |
| 2. Bill                | Bracken   | 3400 Casey Trail       | Oshkosh           | 54904    | wgbrack13@gmail.com            |
| 3. Noah                | Cypher    | 910 South Webster Ave  | Omro              | 54963    | noahcypher@gmail.com           |
| 4. Mark                | Arend     | 210 Church Ave         | Oshkosh           | 54901    | mwarend@gmail.com              |
| 5. Randy               | Fieldhack | 2438 Forest Manor Ct   | Neenah            | 54956    | randyf@new.rr.com              |
| 6. Nita                | Krenz     | W1176 County Road V    | Berlin            | 54923    | nkrenz@greenlakecountywi.gov   |
| 7. Sam                 | Goldben   | 1810 Taft Ave Apt C17  | Oshkosh           | 54902    | goldbens@uwosh.edu             |
| 8. Mellisa             | Stafford  | 1132 Tullar Road       | Neenah            | 54956    | mellisa@favatea.com            |
| 9. Chuck               | Bornhoeft | P.O. Box 97            | Montello          | 53949    | cbornhoeft@co.marquette.wi.us  |
| 10. Thomas             | Mosling   | W2230 Cumberland Drive | Berlin            | 54923    | mosling@wausharacountywi.gov   |
| 11. Doug               | Zellmer   | 1311 Bismark Ave       | Oshkosh           | 54902    | zellmer@winnebagocounty.wi.gov |
| 12. Katherin<br>e      | Freund    | 8306 Steeple Hill Dr.  | Larsen            | 54947    | katherinee.freund@gmail.com    |
| 13. Melissa            | Kolstad   | 85 Tower Road          | Fond du Lac       | 54935    | mel@kolstad.net                |
| 14. Jim                | Miller    | N4073 S. Main St       | Hancock           | 54943    |                                |
| 15. Michael            | Will      | 426 Chapleau Street    | North Fond du Lac | 54937    | michael.will@fdlco.wi.gov      |
| 16. Lloyd              | Moberg    | 55 Underwood Ave.      | Montello          | 53949    | lloydmoberg@msn.com            |
| 17. Vacant             | Vacant    |                        |                   |          |                                |
| 18. Vacant             | Vacant    |                        |                   |          |                                |
| 19. Vacant             | Vacant    |                        |                   |          |                                |
| 20. Vacant             | Vacant    |                        |                   |          |                                |
| 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   | \$1,770,360 | Waushara    | \$485,945   | Outagamie                         | \$210,659 |
| Marquette   | \$223,728   | Waushara    | \$56,677    | Calumet                           | \$122,363 |
| Marquette   | \$62,646    | Winnebago   | \$2,577,443 |                                   | \$7,733   |
| Green Lake  | \$277,821   | Winnebago   | \$212,750   | Dodge                             | \$9,591   |
| Green Lake  | \$26,252    | Fond du Lac | \$83,962    | Waupaca                           | \$6,126   |
|   |             |             | Subtotal 1a | Subtotal 1b                       | \$356,472 |

2. State Aid to Public Library Systems \$1,416,952

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

|    |  |            |
|----|--|------------|
| a. |  |            |
| b. |  |            |
| c. |  |            |
|    |  | Subtotal 3 |
|    |  | \$0        |

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

|    |                                   |          |    |            |
|----|-----------------------------------|----------|----|------------|
| a. | Professional Learning Scholarship | \$23,586 | f. |            |
| b. | Core System Services Support      | \$12,976 | g. |            |
| c. | Teen Internship DPI Aid           | \$16,028 | h. |            |
| d. |                                   |          | i. |            |
| e. |                                   |          | j. |            |
|    |                                   |          |    | Subtotal 4 |
|    |                                   |          |    | \$52,590   |

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

|    |                                      |           |    |   |             |
|----|--------------------------------------|-----------|----|---|-------------|
| a. | Oshkosh Public Library Clerical      | \$150,369 | f. | Winnefox Cooperative Technical Service  | \$209,096   |
| b. | Oshkosh Public Library Delivery      | \$5,292   | g. | Winnefox Automated Services Member Fees | \$745,578   |
| c. | Accounting Services                  | \$36,000  | h. | WCTS Rotation Fees                      | \$11,313    |
| d. | Continuing Education Services (NEWI) | \$21,379  | i. |   |             |
| e. | WPLC Website Hosting                 | \$1,000   | j. |   |             |
|    |                                      |           |    |   | Subtotal 5  |
|    |                                      |           |    |   | \$1,180,027 |

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 |
|--|--|--|---|------------------------------------|-------------------|------------|
| \$26,597                                   | \$93,702   | \$61,868   | \$57,973                                    | \$0                                | \$5,844           | \$245,984  |

7. Total Income Add 1 through 6 \$9,029,609

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES
Report system expenditures from all sources.

Table with 5 columns: Description, System State Aid\*\*, Other State and Federal Aid\*, All Other\*\*\*, Annual Total. Rows include Salaries and Wages, Employee Benefits, System Collection Expenditures (Printed, Electronic, Audiovisual, All Other Material), System Contract Expenditures, System Payments to Member Libraries, All Other Operating Expenditures, Total Operating Expenditures, and System Capital Expenditures.

\* 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.

Table with 6 columns: County Name, Amount, County Name, Amount, County Name, Amount. Rows list counties: Fond du Lac, Green Lake, Marquette, Waushara, Winnebago, and empty rows for 8, 9, 10.

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.**

- |  |   |
|--|---|
| <input type="checkbox"/> Reimbursed member libraries for ILL     | <input checked="" type="checkbox"/> Maintained a shared database of member library bibliographic records and holdings |
| <input checked="" type="checkbox"/> Maintained ILL Clearinghouse | <input checked="" type="checkbox"/> Utilized WISCAT to promote interlibrary loan                                      |
| <input type="checkbox"/> Contracted for ILL Clearinghouse        | <input checked="" type="checkbox"/> Maintained a system interlibrary loan plan  |

Comments

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.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Conducted workshops for member library staff and trustees | <input checked="" type="checkbox"/> Provided scholarships and grants for member library staffs                |
| <input checked="" type="checkbox"/> Maintained a calendar of CE events                        | <input checked="" type="checkbox"/> 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.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Public library administration and governance | <input checked="" type="checkbox"/> Technical services                          | <input checked="" type="checkbox"/> Legal issues                       |
| <input checked="" type="checkbox"/> Adult services                               | <input checked="" type="checkbox"/> Interlibrary loan and resource sharing      | <input checked="" type="checkbox"/> Public relations                   |
| <input checked="" type="checkbox"/> Youth services                               | <input checked="" type="checkbox"/> Staff development (certification, CE, etc.) | <input checked="" type="checkbox"/> Reference and information services |
| <input checked="" type="checkbox"/> Library automation                           | <input checked="" type="checkbox"/> Planning and evaluation, standards          | <input checked="" type="checkbox"/> Inclusive services                 |
| <input type="checkbox"/> Building and remodeling                                 | <input checked="" type="checkbox"/> Collection Development                      |  |

Comments

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.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Had regular courier or van delivery service               | <input type="checkbox"/> Used fax for document delivery/communication |
| <input type="checkbox"/> Provided an 800 number, phone credit card, or accepted collect calls | <input type="checkbox"/> Used mail as primary delivery system         |
| ILL transactions sent by:   | <input checked="" type="checkbox"/> Published a newsletter            |

- |   |  |   |  |
|---|--|---|--|
| <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> OCLC | <input checked="" type="checkbox"/> Regional Automated System | <input checked="" type="checkbox"/> WISCAT |
|---|--|---|--|

Comments

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.

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Reciprocal borrowing between systems | <input type="checkbox"/> Delivery   | <input type="checkbox"/> Audiovisual services   |
| <input type="checkbox"/> Cash payments in cross-system lending           | <input type="checkbox"/> Newsletter exchange                                  | <input type="checkbox"/> Cooperative purchasing |
| <input checked="" type="checkbox"/> Continuing education                 | <input checked="" type="checkbox"/> Cooperative planning/information exchange |   |

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

Service Agreements (cont'd.)

Comments

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.

Comments

Other Types of Libraries

- Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.**
- 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 type="checkbox"/> ILL (Direct)                                | <input type="checkbox"/> Delivery services      | <input type="checkbox"/> Technical services         |

Comments

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.**

Comments

Administration

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

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**IX. COLLABORATIVE ACTIVITIES**

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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 Library System works collaboratively with three other library systems to provide continuing education regionally, called NEWI. In addition to providing continuing education opportunities for library staff, NEWI creates a monthly information article for trustees called Trustee Tale and offers quarterly Trustee Training. Additionally, Winnefox provides accounting services to four other library systems in the state. Finally, Winnefox has maintained a contractual service agreement with Oshkosh Public Library since the system's inception. This collaboration provides administration support to Oshkosh and Winnefox pays for database and catalogue support from Oshkosh. Winnefox also have representation on WPLC, and the statewide Marketing and CE cohorts.

## 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,<br>Carryover, and<br>Interest Earned | Other State and<br>Federal Library<br>Program Funds | All Other Income | Total            |
|--|--|---|------------------|------------------|
| <b>Technology, Reference and Interlibrary Loan</b> <i>See note</i>                   |  |   |                  |                  |
| 1. ILS   | 72,946   |   | 572,208          | 645,154          |
| 2. Network   | 37,578   | 12,976  | 164,556          | 215,110          |
| 3. Tech Support  | 246,741  |   | 1,000            | 247,741          |
| 4. ILL/Reference   | 133,208  |   |                  | 133,208          |
| 5. Electronic Resources  | 65,190   |   |                  | 65,190           |
| <b>Subprogram Total</b>  | <b>555,663</b>                                   | <b>12,976</b>                                       | <b>737,764</b>   | <b>1,306,403</b> |
| <b>Continuing Education and Consulting Service</b> <i>See note</i>                   |  |   |                  |                  |
| 1. Consulting  | 97,044   |   |                  | 97,044           |
| 2. Continuing Education  | 95,382   | 13,870  | 21,379           | 130,631          |
| <b>Subprogram Total</b>  | <b>192,426</b>                                   | <b>13,870</b>                                       | <b>21,379</b>    | <b>227,675</b>   |
| Delivery   | 220,188  |   | 5,292            | 225,480          |
| Inclusive Services   |  |   |                  | 0                |
| Library Collection Development   | 46,238   |   | 115,531          | 161,769          |
| Direct Payment to Members for Nonresident Access                                     |  |   | 5,777,584        | 5,777,584        |
| Direct Nonresident Access Payments Across System Borders                             |  |   | 356,472          | 356,472          |
| Library Services to Youth  | 2,314  |   |                  | 2,314            |
| Public Information   | 51,102   |   |                  | 51,102           |
| Administration   | 278,219  | 12,740  | 190,747          | 481,706          |
| <b>Other System Programs</b>   |  |   |                  |                  |
| 1. County Planning   | 53,166   |   |                  | 53,166           |
| 2. WCTS  |  |   | 201,370          | 201,370          |
| 3.   |  |   |                  | 0                |
| 4.   |  |   |                  | 0                |
| <b>Grand Totals</b>  | <b>1,399,316</b>                                 | <b>39,586</b>                                       | <b>7,406,139</b> | <b>8,845,041</b> |
| <b>Estimated Expenditures for Technology-Related Services Provided by the System</b> | <b>357,265</b>                                   | <b>12,976</b>                                       | <b>737,764</b>   | <b>1,108,005</b> |

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**

a. Employees Holding the Title of Librarian as of December 31 in the reporting year

| Position                           | Type of Staff    | Job Title                                      | Annual Salary | Hours Worked/Year | FTE   |
|------------------------------------|------------------|--|---------------|-------------------|-------|
| 1. Director                        | Librn. MLS (ALA) | System Director / Chief Officer                | \$119,932     | 2,080.00          | 1.000 |
| 2. Public Library Development      | Librn. MLS (ALA) | System Consultant                              | \$72,114      | 2,080.00          | 1.000 |
| 3. Integrated Library System (ILS) | Librn. MLS (ALA) | Department Head / Coordinator / Senior Manager | \$84,198      | 2,080.00          | 1.000 |
| 4. ILS Specialist                  | Librn. MLS (ALA) | Librarian (MLS)                                | \$57,304      | 2,080.00          | 1.000 |
| 5.                                 |                  |  |               |                   |       |
| 6.                                 |                  |  |               |                   |       |
| 7.                                 |                  |  |               |                   |       |
| 8.                                 |                  |  |               |                   |       |
| 9.                                 |                  |  |               |                   |       |
| 10.                                |                  |  |               |                   |       |
| 11.                                |                  |  |               |                   |       |
| 12.                                |                  |  |               |                   |       |
| 13.                                |                  |  |               |                   |       |
| 14.                                |                  |  |               |                   |       |
| 15.                                |                  |  |               |                   |       |

b. Other Paid Staff

| Position                                    | Type of Staff | Job Title                                     | Total Annual Wages Paid | Hours Worked/Year | FTE   |
|---|---------------|---|-------------------------|-------------------|-------|
| 1. Database-Application Developer           | Other no-MLS  | Electronic Collections Technician / Developer | \$77,376                | 2,080.00          | 1.000 |
| 2. WCTS Office Clerk                        | Other no-MLS  | Copy Cataloger                                | \$46,634                | 2,080.00          | 1.000 |
| 3. Administrative Specialist I              | Other no-MLS  | Office Support (Entry)                        | \$51,813                | 2,080.00          | 1.000 |
| 4. Network Manager/Web Developer Specialist | Other no-MLS  | IT Developer / Data Analyst                   | \$72,114                | 2,080.00          | 1.000 |
| 5. Network Manager/PC Support Specialist    | Other no-MLS  | Network Manager                               | \$79,352                | 2,080.00          | 1.000 |
| 6. Interlibrary Loan (ILL) Specialist       | Other no-MLS  | Manager/Supervisor of Support Staff           | \$65,499                | 2,080.00          | 1.000 |
| 7. Business Manager                         | Other no-MLS  | Office Manager                                | \$77,376                | 2,080.00          | 1.000 |
| 8. WCTS Program Coordinator                 | Other no-MLS  | Manager/Supervisor of Support Staff           | \$68,515                | 2,080.00          | 1.000 |
| 9. Van Drivers                              | Other no-MLS  | Driver (Delivery)                             | \$91,678                | 4,846.00          | 2.330 |
| 10. ILL page/sorters                        | Other no-MLS  | Clerk - Technical Services                    | \$34,653                | 2,288.00          | 1.120 |
| 11. WCTS page                               | Other no-MLS  | Clerk - Technical Services                    | \$10,171                | 624.00            | 0.300 |

XI. SYSTEM STAFF (cont'd.)

b. Other Paid Staff (cont'd.)

| Position                                 | Type of Staff | Job Title                     | Total Annual Wages Paid | Hours Worked/Year | FTE   |
|--|---------------|-------------------------------|-------------------------|-------------------|-------|
| 12. Administrative Specialist II -       | Other no-MLS  | Accountant                    | \$63,107                | 2,080.00          | 1.000 |
| 13. Administrative Specialist II - Human | Other no-MLS  | Office Support (Intermediate) | \$62,234                | 2,080.00          | 1.000 |
| 14.                                      |               |                               |                         |                   |       |
| 15.                                      |               |                               |                         |                   |       |
| 16.                                      |               |                               |                         |                   |       |
| 17.                                      |               |                               |                         |                   |       |
| 18.                                      |               |                               |                         |                   |       |
| 19.                                      |               |                               |                         |                   |       |
| 20.                                      |               |                               |                         |                   |       |
| 21.                                      |               |                               |                         |                   |       |
| 22.                                      |               |                               |                         |                   |       |
| 23.                                      |               |                               |                         |                   |       |
| 24.                                      |               |                               |                         |                   |       |
| 25.                                      |               |                               |                         |                   |       |

XII. SYSTEM MEMBERSHIP

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 5<sup>th</sup> 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.

**XIV. 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        | Date Signed |
| ➤  | Clairellyn Sommersmith                        |             |
| Signature of Public Library System Board President | Name of Public Library System Board President | Date Signed |
| ➤  | Andrew Prellwitz                              |             |