

Winnefox Library System
Attachment to the 2022 Annual Report

Interlibrary Loan:

Winnefox accepts interloan requests from non-member libraries using standard request methods, including paper forms, phone, own online catalog, or the OCLC ILL management system software.

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. Those loaning and borrowing numbers of individual libraries can be seen in their Annual Reports.

In 2022 the 29 libraries on the WALS ILS shared 393,322 items. An additional 2,234 items were sent to the Fond du Lac Library, which is not on our shared system.

In 2022 we received 3,637 requests from member libraries for items not owned by Winnefox libraries. Of the requests received, we were able to fill all but 422.

Non-Winnefox libraries have three ways of requesting items from our libraries. They can email our ILL department, request items directly through OCLC or via an ISO connection have requests forwarded by RL&LL from WISCAT to OCLC. In 2022 we received 7,376 requests through OCLC & email. Of these we filled 3,266. Of those unfilled, 1,199 requests were automatically 'deflected' because they were for items our libraries will not loan.

Reference:

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

2022 saw the highest number of holds for electronic resources to date. Electronic book check outs through the Libby app increased by 2.5% between 2021 and 2022. Audiobook checkouts in the same collection saw a 11.5% increase.

Winnefox member libraries contributed \$158,072 to the Winnefox Overdrive Advantage Collection. An additional \$20,000 came from the Winnefox operating budget. The total Winnefox Advantage budget for 2022 was \$197,261.

Winnefox also provided, from its operating budget and library contributions, access to three electronic resources in 2022: Gale Courses, Niche Academy, and Newspaper Archive.

In 2022, 21 digital historical collections from 7 libraries went live on library websites and Recollection Wisconsin.

Inservice training & consulting
other comments

The NEWI continuing education partnership was renewed in 2022. This agreement with the OWLS (Outagamie Waupaca Library System), NFLS (Nicolet Federated Library System), and MCLS (Manitowoc-Calumet Library System) has Winnefox Librarian, Angela Schneider, coordinating continuing education opportunities for all participating libraries in the four systems.

Continuing education in 2022 was provided primarily online. Our CCBC Choices workshop for youth services staff and a hands-on event to explore system-owned circulating program kits were both held in person.

There were 36 CE opportunities hosted or co-sponsored by Winnefox, 2 in person and 34 virtually (11 webinars, 4 Tech Days sessions, 14 sessions in Wild Wisconsin Winter Web Conference, 5 Trustee Training Week sessions.). Attending these events were 164 Winnefox directors, staff, or trustees attended, along with 3,158 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 WALs. The Director, Assistant Director, and staff assist member library directors and Boards with individual issues and problems either by phone, email or site visits, if required..

All new library directors received one-on-one training and assistance. Library boards may utilize Winnefox's support in the hiring of new directors. In 2022, Winnefox trained 3 new directors.

Delivery and Communication:

Delivery in 2022 remained consistent providing 5 day delivery to all 30 Winnefox libraries. Vans drove a total of 110,540 miles and made 8,347 library visits.

Winnefox continued to use the two licenses for Zoom, the virtual meeting platform, purchased in 2020; though some virtual meetings were replaced with in person meetings in 2022, the Zoom accounts were still utilized by the system and member libraries.

For internal communication, 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 coordinates a Constant Contact license for libraries to use to send e-newsletters to email recipients and provides 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 Literacy Volunteers of Marquette County 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. Waushara and Green Lake county libraries collaborate with their local UW Extension offices to provide programming. 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 700 tech support questions; repaired, or serviced 1201 PCs; ordered, and configured 107 PCs, and made 44 library visits.

We continue to develop and host web sites for member libraries and offer web support services for many of them. In 2022 we launched new websites for Green Lake and Winneconne. In

addition, we completed development of a WordPress website plugin (Winnefox: Digital Library) which bridges Winnefox's electronic resource database with our managed websites. Electronic resources are collected via REST API and the resulting content is generated on each library website. An interface is provided to create/update/delete the resources locally. In Drupal news, 2022 saw all of our Drupal 8 sites upgraded to Drupal 9. This was an important milestone due to significant changes in Drupal core from versions 8 to 9. Finally 949 website updates were handled in 2022.

While providing ILS and network services, Winnefox increased its cyber security support, training, and awareness in 2022 and created an incident response plan in case of a cyber security attack. 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 provides cooperative collection development, selection, purchasing, cataloging, and processing of materials for public libraries in those counties.

WCTS coordinates 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.

In 2022, the WCTS office processed 11,516 books sent to the office and 5,458 new books ordered through the office.

- 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.



Wisconsin Department of Public Instruction
2022 PUBLIC LIBRARY SYSTEM
ANNUAL REPORT
 PI-2404-A (Rev. 2-23)

INSTRUCTIONS: Complete and return a signed, scanned copy of the original board-approved system annual report by **MARCH 1, 2023**, to:
LibraryReport@dpi.wi.gov

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.	
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 115,427		18. UEI Number 159320605	
II. SYSTEM COLLECTION							
	No. Owned / Leased	Number Added		No. Owned / Leased		No. Owned / Leased	
1. Books in Print	3,536	67	4. Electronic Collections Number available to members	0	7. Licensed Electronic Video Materials Units (copies) available to members	0	
2. Audio Materials	396	6	5. Licensed E-books Units (copies) available to members	0	8. Subscriptions Exclude those in electronic format	1	
3. Video Materials	0	0	6. Licensed Electronic Audio Materials Units (copies) available to members	0			
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 133		2. Interlibrary Loans <i>System interlibrary loan transactions</i>	
						a. Items Loaned 0	b. Items Received 0
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i>							
a. E-book 237,614		b. E-audio 201,253		c. E-video 75		d. Electronic Collection Retrievals 62,871	

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. VACAN T	VACANT	Vacant	Vacant	Vacant	
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. Vacant	Vacant	Vacant	Vacant	Vacant	
8. Elizabeth	Irish	929 Reddin Ave.	Neenah	54956	Irishb929@gmail.com
9. Kathleen	McGwin	N4519 County Y	Montello	53419	mcgwin@frontier.com
10. John	Jarvis	W6898 Porters Lake Rd	Wautoma	54982	wcb3@co.waushara.wi.us
11. Vacant	VACANT	Vacant	Vacant	Vacant	
12. Andrew	Prellwitz	833 Watson St	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. Vacant	Vacant				
20. Vacant	Vacant				
21. vacant	vacant				
22. vacant	VACANT				
23. vacant	VACANT		67		

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	\$1,518,398	Waushara	\$507,247	Columbia	\$2,205	
Marquette	\$238,533	Waushara	\$40,335	Calumet	\$143,023	
Marquette	\$35,282	Winnebago	\$2,306,557	Dodge	\$3,288	
Green Lake	\$301,922	Winnebago	\$54,857	Sheboygan	\$7,400	
Green Lake	\$30,423	Fond du Lac	\$53,251			
Subtotal 1a			\$5,086,805	Subtotal 1b		\$155,916

2. State Aid to Public Library Systems

\$1,092,411

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. 70991 Leadership Capacity Grant	\$18,572	f.	
b. 70991 Sparcity Grant	\$16,063	g.	
c.		h.	
d.		i.	
e.		j.	
Subtotal 4			\$34,635

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

a. Oshkosh Public Library (OPL) Secretarial	\$122,102	f. WPLC Website Histing	\$1,000
b. OPL Electronic Services	\$26,429	g.	
c. OPL Delivery Services	\$4,788	h.	
d. Accounting Services	\$12,000	i.	
e. Continuing Education Agreement	\$14,000	j.	
Subtotal 5			\$180,319

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	\$31,531	\$1,003,341	\$15,496	\$0	\$777,928	\$2,548,315

7. Total Income Add 1 through 6

\$9,098,401

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES <i>Report system expenditures from all sources.</i>				
	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$524,811	\$0	\$498,466	\$1,023,277
2. Employee Benefits	\$199,271	\$0	\$89,305	\$288,576
3. System Collection Expenditures				
a. Printed Material	\$131	\$0	\$3,444	
b. Electronic Material	\$88,482	\$0	\$253,569	
c. Audiovisual Material	\$0	\$0	\$4,419	
d. All Other Material	\$4,299	\$0	\$0	
Subtotal <i>Collection Expenditures</i>	\$92,912	\$0	\$261,432	\$354,344
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$35,913	\$0	\$5,046,717	\$5,082,630
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$14,663	\$18,122	\$0	\$32,785
6. All Other Operating Expenditures	\$132,567	\$57,847	\$504,149	\$694,563
7. Total Operating Expenditures	\$1,000,137	\$75,969	\$6,400,069	\$7,476,175
8. System Capital Expenditures	\$3,253	\$0	\$28,721	\$31,974

* 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	\$1,651,103	5. Winnebago	\$2,381,424	8.	
2. Green Lake	\$340,026	6.		9.	
3. Marquette	\$319,966	7.		10.	
4. Waushara	\$547,581				

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 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 |

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 checked="" type="checkbox"/> Building and remodeling | <input checked="" type="checkbox"/> 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.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Had regular courier or van delivery service | <input checked="" 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 type="checkbox"/> Published a newsletter |
| <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> OCLC |
| <input checked="" type="checkbox"/> Regional automated system | <input type="checkbox"/> 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.

- | | | |
|--|---|---|
| <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 | |

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 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 three library systems, with plans to include a fourth in 2023. 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 systems. Winnefox also actively participates in the WPLC Digital Library, allowing member library patrons access to a million dollar plus collection of title. Other collaborations include a partnership with other systems to provide cybersecurity training; the WPLC back up collaboration; and support and use of Recollection Wisconsin.

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

Activity	Amount
1. Accounting Contracts	100,000
2. WPLC - Digital Library	1,200,000
3. NEWI	14,000
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	1,314,000

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 See note				
1. WALIS		57,847	750,191	808,038
2. Technology	204,191		27,429	231,620
3. Reference/ILL	107,343			107,343
4.				
5. Electronic Resources	90,039			90,039
Subprogram Total	401,573	57,847	777,620	1,237,040
Continuing Education and Consulting Service See note				
1. Consulting	51,956			51,956
2. Continuing Education	103,302	18,122	14,000	135,424
Subprogram Total	155,258	18,122	14,000	187,380
Delivery	145,286		4,788	150,074
Inclusive Services	0			0
Library Collection Development	3,788		262,074	265,862
Direct Payment to Members for Nonresident Access			4,676,653	4,676,653
Direct Nonresident Access Payments Across System Borders			370,064	370,064
Library Services to Youth	864			864
Public Information	44,501		16,944	61,445
Administration	198,607		130,672	329,279
Other System Programs				
1. County Planning	36,570			36,570
2. WCTS			201,257	201,257
3.				
4.				
Grand Totals	986,447	75,969	6,454,072	7,516,488
Estimated Expenditures for Technology-Related Services Provided by the System	294,230	57,847	777,620	1,129,697

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"/>	\$80,825	40.00
Angela	Schneider	Public Library Development Consultant	<input checked="" type="checkbox"/>	\$64,568	40.00
Karla	Smith	Integrated Library System (ILS) Manager	<input checked="" type="checkbox"/>	\$76,375	40.00
Melissa	Klein	ILS Specialist	<input checked="" type="checkbox"/>	\$59,309	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	\$70,137	40.00			
WCTS Office Clerk	\$39,200	40.00			
Administrative Specialist I	\$44,864	40.00			
Network Manager/Web Developer Specialist	\$63,622	40.00			
Network Manager/PC Support Specialist	\$68,213	40.00			
Interlibrary Loan (ILL) Specialist	\$56,372	40.00			
Business Manager	\$75,758	40.00			
WCTS Program Coordinator	\$54,517	40.00			
Van Drivers	\$60,325	86.80			
ILL page/sorters	\$19,229	34.70			
WCTS page	\$5,859	10.40			
Administrative Specialist II	\$58,196	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*

c. Total Library Staff Full Time Equivalents Add Subtotal 2a and 2b
16.55

12.30

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

COMMENTS

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2022
 V. LIBRARY SYSTEM INCOME

Attachment 1

1a, b County Payments Received

From Winnefox Counties to Winnefox Libraries		
Fond du Lac County		30,207
Berlin	679.00	
Green Lake	1,504.00	
Markesan	407.00	
Menasha	488.00	
Kingston	38.00	
Neenah	2,176.00	
Omro	186.00	
Oshkosh	24,215.00	
Princeton	237.00	
Winneconne	277.00	
Green Lake County		23,273
Brandon	2,160.00	
Fond du Lac	256.00	
Menasha	194.00	
Montello	1,091.00	
Neshkoro	2,465.00	
Neenah	27.00	
Oshkosh	1,222.00	
Oxford	60.00	
Ripon	14,857.00	
Wautoma	853.00	
Westfield	88.00	
Marquette County		35,282
Berlin	2,404.00	
Green Lake	997.00	
Coloma	7,372.00	
Kingston	2,489.00	
Plainfield	63.00	
Princeton	13,999.00	
Redgranite	719.00	
Wautoma	7,239.00	
Waushara County		15,103
Green Lake	489.00	
Menasha	57.00	
Montello	362.00	
Neenah	1,124.00	
Neshkoro	1,546.00	
Markesan	467.00	
Omro	1,616.00	
Oshkosh	7,300.00	
Princeton	323.00	
Westfield	1,528.00	
Winneconne	291.00	
Winnebago County		54,857
Berlin	19,281.00	
Campbellsport	78.00	
Fond du Lac	2,122.00	
Green Lake	1,219.00	
Kingston	79.00	

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2022
V. LIBRARY SYSTEM INCOME

Attachment 1
Page 2

Markesan	60.00
North Fond du Lac	2,501.00
Oakfield	36.00
Pine River	98.00
Princeton	41.00
Redgranite	55.00
Ripon	27,923.00
Wautoma	815.00
Wild Rose	549.00

From Non-Winnefox Counties to Winnefox Libraries	
Columbia County	2,205
Kingston	2,157.00
Montello	37.00
Princeton	11.00
Calumet	143,023
randon	151.00
Fond du Lac	10,853.00
Menasha	105,352.00
Neenah	26,321.00
North Fond du Lac	13.00
Oshkosh	333.00
Dodge County	3,288
Fond du Lac	3,107.00
Kingston	3.00
Oakfield	71.00
Ripon	107.00
Sheboygan	7,400
Campbellsport	3,980.00
Fond du Lac	3,420.00

From Winnefox Counties to non Winnefox Libraries	
Fond du Lac County	23,044
Brillion	664.00
Chilton	743.00
Elkhart Lake	246.00
Kiel	1,650.00
Kohler	992.00
Sheboygan-Mead	1,134.00
New Holstein	14,715.00
Plymouth	2,685.00
Sheboygan Falls	215.00
Green Lake County	7,150
Waupun	7,150.00
Waushara County	25,232
Fremont	3,940.00
Waupaca	14,443.00
Weyauwega	6,849.00

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2022
VI. SYSTEM CONTRACT EXPENDITURES - 2022

Attachment 2

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	128,423	
Fond du Lac Public Library	Contract	946,047	
Oakfield Public Library	Contract	30,781	
Ripon Public Library	Contract	158,718	
Spillman Public Library	Contract	64,982	
Waupun Public Library	Contract	<u>159,029</u>	1,518,398
<u>Green Lake County</u>			
Berlin Public Library	Contract	47,159	
Caestecker Public Library	Contract	44,172	
Markesan Public Library	Contract	61,030	
Mill Pond Public Library	Contract	41,426	
Princeton Public Library	Contract	<u>44,311</u>	238,098
<u>Marquette County</u>			
Endeavor Public Library	Contract	15,592	
Ethel Everhard Memorial Library	Contract	70,928	
Montello Public Library	Contract	62,504	
Neshkoro Public Library	Contract	15,723	
Oxford Public Library	Contract	14,201	
Packwaukee Public Library	Contract	<u>8,533</u>	187,481
<u>Waushara County</u>			
Berlin Public Library	Contract	29,851	
Coloma Public Library	Contract	42,126	
Hancock Public Library	Contract	31,021	
Leon-Saxeville Township Library	Contract	22,380	
Patterson Memorial Library	Contract	74,250	
Plainfield Public Library	Contract	30,169	
Poy Sippi Public Library	Contract	24,787	
Redgranite Public Library	Contract	26,453	
Wautoma Public Library	Contract	<u>145,082</u>	426,119

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2022
 VI. SYSTEM CONTRACT EXPENDITURES - 2022
 (continued)

Attachment 2
 Page 2

<u>Recipient</u>	<u>Purchase</u>	<u>Subtotals</u>	<u>Totals</u>
<u>Winnebago County</u>			
Carter Memorial Library	Contract	107,635	
Neenah Public Library	Contract	866,093	
Oshkosh Public Library	Contract	771,766	
Elisha D. Smith Public Library	Contract	452,511	
Winneconne Public Library	Contract	<u>108,552</u>	2,306,557
<u>Act 420 Payments (See Attachment 1 for detail)</u>		<u>370,064</u>	370,064
			<u><u>5,046,717</u></u>

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2022

Attachment 3

VII. SYSTEM MEMBERSHIP

Fond du Lac County Last Plan approved for 2023. 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 2023. 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 2023. 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 2023. 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 2023 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