



I. GENERAL INFORMATION					
1. System Name Winnefox Library System		2. System Director Name Jeffery Gilderson-Duwe		3. Certification Grade Gr 1	4. Date Certification Expires 2020-03-01
5. Street Address 106 Washington Ave.			6. Phone Area/No. (920) 236-5220		7. Fax Number Area/No. (920) 236-5228
8. Mailing Address PO Box		9. System Website URL www.winnefox.org		10. Director System Email Address gilderson-duwe@winnefox.org	
11. City / Village / Town Oshkosh			12. County Winnebago		13. ZIP Code 54901-4985
14. Number of Public Libraries Participating in the System 30		15. Does System Operate a Books-By Mail Program No	16. Number of Bookmobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 107,118	18. DUNS Number <i>Nine digits</i> 159320605
II. SYSTEM COLLECTION					
	No. Owned / Leased	Number Added		No. Owned / Leased	No. Owned / Leased
1. Books in Print	5,961	170	4. Electronic Collections <i>Number available to members</i>	0	7. Licensed Electronic Video Materials <i>Units (copies) available to members</i>
2. Audio Materials	1,978	140	5. Licensed E-books <i>Units (copies) available to members</i>	154,782	8. Subscriptions <i>Exclude those in electronic format</i>
3. Video Materials	0	0	6. Licensed Electronic Audio Materials <i>Units (copies) available to members</i>	39,842	
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 5		2. Interlibrary Loans <i>System interlibrary loan transactions</i>
					a. Items Loaned 4,548
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i>					
a. E-book <i>NetLibrary/OverDrive</i> 172,287		b. E-audio 82,002		c. E-video 490	d. Electronic Collection Retrievals 0

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+4	Email Address
1. President Kevin	DeCramer	115 W. Main St.	Brandon	53919	kdecramer@cesa6.org
2. Lurton	Blassingame	1010 N. Westfield, Unit 513	Oshkosh	54902	lurton7@gmail.com
3. Carol	Codner	1349 Wedgewood Lane	Neenah	54956	chcodner@gmail.com
4. Mary	Biebel	1120 Maricopa Dr	Oshkosh	54904	bel@lourdesacadamyoshkosh.org
5. Randy	Fieldhack	N2438 Forest Manor Ct	Neenah	54956	randyf@new.rr.com
6. William	Freund	778 Glenwood Dr.	Fond du Lac	54935	abfreund@gmail.com
7. Vicki	Huffman	N5165 11th Rd.	Montello	53949	vjhawk@mwwb.net
8. Elizabeth	Irish	929 Reddin Ave.	Neenah	54956	Irishb929@gmail.com
9. Donna	Kalata	W7634 Cottonville Ln.	Wautoma	54982	donna.kalata@yahoo.com
10. Jeff	Jensen	670 S. 5th Ave	Winneconne	54986	jjemtp@charter.net
11. Jerry	Letcher	1226 Wedgewood Ln.	Fond du Lac	54935	jerry.letcher@charter.net
12. Jeff	Liddicoat	556 Mayparty Dr.	Ripon	54971	jeffl@horiconbank.com
13. Melissa	Kolstad	464 Mary Lee Dr	Fond du Lac	54935	mel@kolstad.net
14. Jim	Miller	N4075 S. Main St	Hancock	54943	jsm39@uniontel.net
15. Kim	Molotor	4364 Harbor Village Dr	Omro	54963	kimmolitor1@gmail.com
16. Jill	Enos	732 Nicolet Blvd	Menasha	54952	jillenos@gmail.com
17. Martin	Schroeder	174 Twin Lakes Dr	North Fond du Lac	54937	martin.schroeder@fdlco.wi.gov
18. Kay	Roethel	224 E. Berlin St.	Berlin	54923	pkroe@centurytel.net
19. Tom	Widener	129 Richard Ave.	Neenah	54956	tomwidener38@gmail.com
20. Lyle	Snyder	115 E. Fourth St,	Westfield	53964	simons@fonddulac.k12.wi.us
21. Barbara	Asmus	18 S. Peters Ave.	Fond du Lac	54935	basmus@ambank.com
22. VACAN T	VACANT				
23. VACAN T	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	\$1,196,495	Waushara	\$436,668	Columbia	\$3,235
Marquette	\$173,816	Waushara	\$42,386	Sheboygan	\$6,201
Marquette	\$40,263	Winnebago	\$1,939,022	Calumet	\$90,057
Green Lake	\$284,341	Winnebago	\$43,961		
Green Lake	\$28,955	Fond du Lac	\$44,803		
			Subtotal 1a	Subtotal 1b	\$99,493

2. State Aid to Public Library Systems \$885,885

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

a.	
b.	
c.	
Subtotal 3	

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

a. 16-183 LSTA Technology	\$19,100	f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	
Subtotal 4			\$19,100

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	\$71,759	f. WCTS Rotating Large Print	\$3,600
b. OPL Electronic Services	\$22,857	g. WCTS Rotating Collections	\$400
c. OPL Delivery Services	\$7,371	h. WPLC Website Hosting	\$1,905
d. Accounting Services	\$8,704	i.	
e. WCTS Audio Book Circuit	\$7,500	j.	
Subtotal 5			\$124,096

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
\$521,219	\$6,292	\$647,174	\$4,067	\$0	\$60,677	\$1,239,429

7. **Total Income** Add 1 through 6 \$6,598,713

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

	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$551,400	\$0	\$282,006	\$833,406
2. Employee Benefits	\$182,464	\$0	\$120,416	\$302,880
3. System Collection Expenditures				
a. Printed Material	\$185	\$0	\$4,735	
b. Electronic Material	\$6,000	\$0	\$139,992	
c. Audiovisual Material	\$0	\$0	\$5,466	
d. All Other Material	\$0	\$0	\$0	
Subtotal Collection Expenditures	\$6,185	\$0	\$150,193	\$156,378
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$77,786	\$15,117	\$4,452,016	\$4,544,919
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$0	\$0	\$0	\$0
6. All Other Operating Expenditures	\$41,202	\$0	\$250,152	\$291,354
7. Total Operating Expenditures	\$859,037	\$15,117	\$5,254,783	\$6,128,937
8. System Capital Expenditures	\$21,903	\$0	\$39,798	\$61,701

* Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.

** Report expenditures from 2016 public library system state aid, state aid funds carried forward to 2016, 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 2016. Attach the page(s) of each county budget that show the amounts below.

County Name	2016 Amount	County Name	2016 Amount	County Name	2016 Amount
1. Fond du Lac	\$1,279,486	5. Winnebago	\$1,949,022	8.	
2. Green Lake	\$315,315	6.		9.	
3. Marquette	\$238,644	7.		10.	
4. Waushara	\$479,055				

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 calendar year 2016. Indicate, with a check, your system's compliance with each of the system requirements.

S.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 s. 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 2016 and 2017 resource library agreements have been filed with the division.

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

Reference Referral and Interlibrary Loan

S. 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

- Reimbursed member libraries for ILL
- Maintained a shared database of member library bibliographic records and holdings
- Maintained ILL Clearinghouse
- Utilized WISCAT to promote interlibrary loan
- Contracted for ILL Clearinghouse
- Maintained a system interlibrary loan plan

Inservice Training

S. 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 2016 in conjunction with this service requirement.

- Conducted workshops for member library staff and trustees
- Provided scholarships and grants for member library staffs
- Maintained a calendar of CE events
- Maintained a professional collection for system and member library staffs.

S. 43.24(2)(h) Professional consultant services to participating public libraries.

Indicate with a check those services carried out by your system in 2016 in conjunction with this service requirement.

- Public library administration and governance
- Technical services
- Legal issues
- Adult services
- Interlibrary loan and resource sharing
- Public relations
- Youth services
- Staff development (certification, CE, etc.)
- Reference and information services
- Library automation
- Planning and evaluation, standards
- Special needs
- Building and remodeling
- Collection development

Delivery and Communication

S. 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 2016 in conjunction with this service requirement.

- Had regular courier or van delivery service
- Used fax for document delivery/communication
- Provided an 800 number, phone credit card, or accepted collect calls
- Used mail as primary delivery system
- ILL transactions sent by:
- Email
- OCLC
- Regional automated system
- WISCAT
- Published a newsletter

Service Agreements

S. 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 2016.

- Reciprocal borrowing between systems
- Delivery
- Audiovisual services
- Cash payments in cross-system lending
- Newsletter exchange
- Cooperative purchasing
- Continuing education
- Cooperative planning/information exchange

Services to Users with Special Needs

S. 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.

Briefly summarize the most significant specific services or initiatives carried out by your system in a special needs area in 2016. 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.)

Services to Users with Special Needs (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 library efforts in serving special needs populations.

Please see Addenda Items

If the system provided any continuing education programs in 2016 on special needs topics, identify the topic(s) and speaker(s)

Please see Addenda Items

Other Types of Libraries

- S. 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 with a check system services provided to other types of libraries in **2016**.

- | | | |
|--|--|---|
| <input type="checkbox"/> Consultation | <input checked="" type="checkbox"/> Union list of serials | <input type="checkbox"/> Back-up reference services |
| <input checked="" type="checkbox"/> Continuing education / workshops | <input checked="" 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

- S. 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

- S. 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 **2016**. Do not lump miscellaneous activities under a single "other" program.

Yes

Please see Addenda Items

Administration

- The system did not expend more than 20 percent of the state aid received in **2016** 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 2016 resource library contract.

Southwest Library System and Mid-Wisconsin Federated Library System contracted with Winnefox for us to provide bookkeeping services.

Wisconsin Public Library Consortium. The WPLC's main collaborative project is the Wisconsin digital library. The amount each system funds as part of the WPLC buying pool collaboration shares the cost of a digital library platform (\$18,000) that would cost more for each system to purchase separately. It also provides, through continued WPLC buying pool participation, access to the entire multi-million dollar collection already in the digital library in addition to \$1 million worth of new content purchased last year.

The shared partner fees also centrally funds WPLC project management, the WPLC website, and reserve and R & D funds. The R & D and reserve funds allow for collaborative exploration and development of potential new statewide offerings through WPLC. By having contributed \$60,911 in 2016, our total collaborative cost benefit equaled \$1,086,000."

Winnefox collaborated with other systems on several CE programs. The program and estimated benefit are:

Wild Wisconsin Winter Web Conference \$4,050.00
 CCBC 2016 \$196.48
 Humor for the Health of It \$1,000.00
 Trustee Training Week \$1,520.00
 Tech Day (2 venues) \$2,263.99
 Youth / Inclusive Services workshop \$1,375.00
 Rethinking Adult Programming & Displays \$178.00

Cost Benefit. For each activity above, list the activity name and estimated cost benefit realized.	
Activity	Amount
1. Southwest Library System bookkeeping contract	31,135
2. WPLC	1,086,000
3. Mid-Wisconsin bookkeeping contract	50,000
4. GROW Grant Service	1,000
5. Workshop collaborations	10,583
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	1,178,718

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES—2016

Program Expenditures

Provide a summary of your public library system expenditures by system service program and fund source for 2016.

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan <i>See note</i>				
1. WALS	139,292	15,117	770,580	924,989
2. Technology	201,395		24,762	226,157
3. Reference/ILL	81,747			81,747
4.			159,522	159,522
Subprogram Total	422,434	15,117	954,864	1,392,415
Continuing Education and Consulting Service <i>See note</i>				
1. Education & consulting	126,194			126,194
2.				
Subprogram Total	126,194			126,194
Delivery	127,109		7,374	134,483
Library Services to Special Users				
Library Collection Development	6,185			6,185
Direct Payment to Members for Nonresident Access			4,030,342	4,030,342
Direct Nonresident Access Payments Across System Borders			299,861	299,861
Library Services to Youth	908			908
Public Information	3,093		19,573	22,666
Administration	163,419		80,991	244,410
Other System Programs				
1. County planning	29,618			29,618
2. WCTS	1,980		199,789	201,769
3.				
4.				
Grand Totals	880,940	15,117	5,592,794	6,488,851
Estimated Expenditures for Technology-Related Services Provided by the System	340,687	49,334	954,864	1,344,885

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, 2016 *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	0.00
Mark	Arend	Assistant Director	<input checked="" type="checkbox"/>	\$77,150	40.00
Joy	Schwarz	Continuing Education/Training Librarian	<input checked="" type="checkbox"/>	\$60,965	40.00
Karla	Smith	Integrated Library System (ILS) Manager	<input checked="" type="checkbox"/>	\$66,328	40.00
Melissa	Klein	ILS Specialist	<input checked="" type="checkbox"/>	\$44,674	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	\$60,965	40.00			
WCTS Office Clerk	\$32,272	40.00			
Administrative Specialists	\$78,566	80.00			
Network Manager/Web Developer Specialist	\$55,374	40.00			
Network Manager/PC Support Specialist	\$56,794	40.00			
Interlibrary Loan (ILL) Specialist	\$44,674	40.00			
Administrative Coordinator	\$56,794	40.00			
WCTS Program Coordinator	\$53,954	40.00			
Van Drivers	\$49,408	74.00			
ILL page/sorters	\$13,156	40.00			
WCTS pages	\$3,289	10.00			

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
4.00	0.00	4.00

b. All Other Paid Staff FTE incl. maintenance, plant operation, and security
12.10

c. Total Library Staff Full Time Equivalents Add Subtotal 2a and 2b
16.10

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. [s. 43.15(4)(c)1]
- The public library members are authorized by the municipal governing board to participate in the public library system. [s. 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. [s. 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. [s. 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 [s. 43.15(4)(b)3]
- All counties participating in the system have adopted and maintained the plan of library service submitted and approved under s. 43.11(3) and s. 43.13(1). [s. 43.15(4)(b)1]. **On the membership listing to be attached to this report, 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. [s. 43.15(4)(c)7]
- Each public library member, beginning in 2008, annually spends at least \$2,500 on library materials. [s. 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 s. 43.17(1) and (2) and s. 43.19(1)(a) and (b).
 - Library system board has appointed a head librarian who is responsible for administration of the public library system. [s. 43.17(4)]
 - Library system is organized and operated in compliance with Wis. Stat. s. 43.15 Standards for public library systems.
- S. 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 s. 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 Kevin DeCramer	Date Signed

COMMENTS

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2016
V. LIBRARY SYSTEM INCOME

Attachment 1

1a, b County Payments Received

From Winnefox Counties to Winnefox Libraries		
Fond du Lac County		40,263
Berlin	699	
Green Lake	3,275	
Marksean	1,071	
Kingston	18	
Neenah	522	
Oshkosh	17,443	
Princeton	107	
Green Lake County		24,037
Brandon	777	
Fond du Lac	516	
Montello	2,090	
Neshkoro	395	
Oshkosh	1,751	
Packwaukee	170	
Ripon	18,087	
Wautoma	251	
Marquette County		40,263
Berlin	3,193	
Green Lake	1,458	
Coloma	11,269	
Markesan	506	
Kingston	1,328	
Poy Sippi	74	
Princeton	14,778	
Wautoma	7,657	
Waushara County		13,478
Green Lake	1,133	
Omro	1,135	
Kingston	27	
Montello	449	
Neshkoro	2,924	
Oshkosh	6,770	
Oxford	60	
Princeton	557	
Westfield	423	
Winnebago County		43,961
Berlin	18,622	
Brandon	111	
Fond du Lac	3,445	
Green Lake	684	
Kingston	727	
North Fond du Lac	1,579	
Pine River	56	
Poy Sippi	58	
Ripon	18,425	
Wautoma	254	

V. LIBRARY SYSTEM INCOME

(continued)

From Non-Winnefox Counties to Winnefox Libraries		
Columbia County		
Endeavor	33	3,235
Kingston	1,007	
Markesan	2,052	
Montello	143	
Eastern Shores Library System		6,201
Campbellsport	4,029	
Fond du Lac	2,172	
Manitowoc-Calumet Library System		90,057
Fond du Lac	6,213	
Menasha	66,482	
Neenah	14,633	
North Fond du Lac	51	
Oshkosh	2,678	
From Winnefox Counties to non Winnefox Libraries		
Green Lake County		4,918
Fox Lake	583	
Hutchinson	51	
Waupun	4,284	
Waushara County		28,908
Fremont	5,678	
Waupaca	18,676	
Weyauwega	4,554	
Fond du Lac County		21,668
Fox Lake	162	
Horicon	230	
Hutchinson	283	
Elkhart Lake	527	
Plymouth	3,434	
Lakeview Community	24	
Mead	2,306	
Sheboygan	242	
Chilton	556	
Kiel	1,135	
New Holstein	12,769	
Winnebago		158
Chilton	158	

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2016
 VI. SYSTEM CONTRACT EXPENDITURES - 2016

Attachment 2

FEDERAL

<u>Recipient</u>	<u>Purchase</u>	<u>Subtotals</u>	<u>Totals</u>
Winnefox Automated Library Svc.	Technology	15,117	15,117

STATE

<u>Recipient</u>	<u>Purchase</u>	<u>Subtotals</u>	<u>Totals</u>
		4,500	
Oshkosh Public Library	Administrative Services	33,022	
Schenck Business Solutions	Audit	7,498	
Oshkosh Public Library	Rent	18,493	
South Central Library System	Delivery Services	14,273	77,786

COUNTY AND LOCAL

<u>Recipient</u>	<u>Purchase</u>	<u>Subtotals</u>	<u>Totals</u>
<u>Fond du Lac County</u>			
Brandon Public Library	Contract	24,028	
Campbellsport Public Library	Contract	87,296	
Fond du Lac Public Library	Contract	801,385	
Oakfield Public Library	Contract	26,562	
Ripon Public Library	Contract	122,023	
Spillman Public Library	Contract	50,301	
Waupun Public Library	Contract	84,900	1,196,495
<u>Green Lake County</u>			
Berlin Public Library	Contract	42,990	
Caestecker Public Library	Contract	37,010	
Markesan Public Library	Contract	63,048	
Mill Pond Public Library	Contract	40,464	
Princeton Public Library	Contract	45,399	228,911
<u>Marquette County</u>			
Endeavor Public Library	Contract	12,213	
Ethel Everhard Memorial Library	Contract	44,886	
Montello Public Library	Contract	42,793	
Neshkoro Public Library	Contract	13,079	
Oxford Public Library	Contract	9,948	
Packwaukee Public Library	Contract	6,897	129,816

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2016
 VI. SYSTEM CONTRACT EXPENDITURES - 2016
 (continued)

Attachment 2
 Page 2

<u>Recipient</u>	<u>Purchase</u>	<u>Subtotals</u>	<u>Totals</u>
<u>Waushara County</u>			
Berlin Public Library	Contract	36,343	
Coloma Public Library	Contract	34,602	
Hancock Public Library	Contract	27,031	
Leon-Saxeville Township Library	Contract	18,202	
Patterson Memorial Library	Contract	62,027	
Plainfield Public Library	Contract	25,434	
Poy Sippi Public Library	Contract	22,775	
Redgranite Public Library	Contract	23,095	
Wautoma Public Library	Contract	<u>116,077</u>	365,586
<u>Winnebago County</u>			
Carter Memorial Library	Contract	83,543	
Neenah Public Library	Contract	817,061	
Oshkosh Public Library	Contract	514,926	
Elisha D. Smith Public Library	Contract	392,967	
Winneconne Public Library	Contract	<u>130,525</u>	1,939,022
<u>Other Expenditures</u>			
Berlin Public Library	WCTS Rent	6,700 x	
Oshkosh Public Library	WALS Rent	3,180 x	
Oshkosh Public Library	Administrative Services	5,822	
OCLC	Dep. Acct. Replenishment	75,000	
ACT 420 Pass Through	Cross County Borrowing	300,019	
Oshkosh Public Library	Operations Support	187,680	
Heartland Business	Service	13,784	
OCLC Services	Service		
			<u>592,185</u>
			<u><u>4,452,015</u></u>

WINNEFOX LIBRARY SYSTEM ANNUAL REPORT - 2016
 VII. SYSTEM MEMBERSHIP

Attachment 3

Fond du Lac County Last Plan approved for 2017. 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 2017. 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	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

Winnebago County Last Plan approved for 2017. 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

Waushara County Last Plan approved for 2017. 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

Marquette County Last Plan approved for 2017. 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

2016 Public Library System Annual Report Addenda

Section VIII. Library System Evaluation and Certification of Compliance

System

Winnefox Library System

Resource Library Agreement

Other agreements

Reference Referral and Interlibrary Loan

Other reference referral and interlibrary loan services

As a member of the Wisconsin Public Library Consortium (WPLC) we offer access to the Overdrive digital audio, video and ebook services. Use of this product continued to increase in 2016 but not as dramatically as in previous years. Users checked out 172,287 ebooks, an increase of 4,578 over 2015, and 82,002 audiobooks, an increase of 16,479. 7,172 NOOK periodicals were also checked out. To better serve our users Winnefox continued the Overdrive Advantage collection to supplement the statewide WPLC collection. All 30 libraries contributed a total of \$84,610 for the our Advantage collection as well as \$54,911 for the statewide collection

Comments

Winnefox accepts interloan requests from member libraries using standard request methods, including paper forms, phone, fax, direct reserves in our shared system, our own web forms, or the OCLC ILL management system software. Most requests for items wanted by our member librariesâ users are placed directly in our shared database (and are considered to be intra-library loans) rather than through traditional mediated interlibrary loan. In 2016 the 29 libraries on the WALS ILS requested 395,259 items from each other. An additional 3,888 items were sent to the Fond du Lac Library, which is not on our shared system. In 2016 we received 4,395 requests from member libraries for items not owned by Winnefox libraries. Of the requests received, we were able to fill all but 402. Non-Winnefox libraries have three ways of requesting items from our libraries. They can place reserves directly through our shared catalog, email our ILL department, or request items through OCLC. In 2016 libraries placed 24 items on hold in the catalog. We received 8,527 requests through OCLC. Of these we filled 4,524, or over half. An additional 2,046 requests were automatically â deflectedâ because they were for items our libraries will not loan. Over the last several years we have noticed a slow but steady decline in the number of ILL requests: both outgoing requests from our libraries and incoming requests from non-Winnefox libraries. This matches what libraries are seeing for circulation generally.

Inservice Training

Other inservice training or professional consultant services

We continue to contract with the CESA 6 GROW Grant Office to provide assistance to our libraries with researching grant opportunities and writing grants. In 2016 six proposals were submitted for three libraries. Two were funded for a total of \$1,000, two were not, and two are still pending at this time.

Comments

Education continues to be a priority for Winnefox. In 2016 Winnefox presented ourselves or sponsored 29 workshops and educational sessions. 173 Winnefox directors, staff, or trustees attended, along with over 700 from other systems. Staff also did 1 one-on-one technical training session for a library director in 2016. Useful educational tools are our two online newsletters: Ides, which features tips on technology, and Sparks, which helps share program and other service ideas as well as fundraising tips. Winnefox continues to have a strong commitment to strengthening member libraries by providing consulting and leadership on important issues. The Director, Assistant Director, and staff assisted member library directors and Boards with individual issues and problems. One example of how this has helped libraries is our ongoing coordination of a group license with Movie Licensing USA. Sixteen libraries now purchase this public performance movie licensing; by working through Winnefox they were able to save almost half of the cost of individual licenses.

Delivery and Communication

Other delivery and communication services

Comments

Delivery is an important service. In 2016 our vans drove 82,587 miles to make over 6,000 stops delivering material to member libraries. In addition, Winnefox contracts with Oshkosh Public Library to deliver deposit collections to day care centers and senior residences. Winnefox continues to emphasize advocacy. We continued to distribute bookmarks with contact information on

local legislators for each county. 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 Internet sites and forms, including continuously updated library news headlines from the web site lisnews.org. In cooperation with OWLS we publish a Trustee Tales, a quarterly newsletter for trustees, giving practical advice & explaining library issues. Mid-Wisconsin Federated Library System also purchases Trustee Tales to distribute to trustees in their systems. We coordinate a Constant Contact license for libraries to use to send newsletters to email recipients. While there is no savings on the cost of the license for the libraries we provide technical support and assistance. Ten libraries are using this service.

Service Agreements

Other service agreements

Comments

Services to Users with Special Needs

Summary of significant specific services or initiatives in special needs

We livestreamed a youth & inclusive services workshop in New Berlin (co-sponsored by WLS & SEWI) so that staff from our libraries could participate. Because of our participation our libraries were eligible to apply for mini-grants, and 4 of our libraries won a total of \$1,755 to apply towards youth & inclusive services programs.

Agency(ies) with which the system had the most contact

Winnefox continues to encourage and support member library efforts to foster ties with agencies serving special needs populations in our service area. County library directors meet regularly and we make time available at these meetings for service providers to plan cooperative services with librarians and encourage close ties with agencies serving individuals with special needs. Libraries in Marquette Co. have an especially close relationship with the organization promoting adult literacy training. Oshkosh Public Library continues to provide indirect financial support to the Winnebago County Literacy Council which is housed in rent-free space at OPL. Although we have not surveyed libraries, we know through discussions that many of our libraries have close ties with local organizations & agencies serving persons with special needs.

Continuing education about special needs *Topics and speakers*

The following CE events would fall under the "special needs" / "inclusive services" category:

- CCBC Choices 2016 breakout session: Impact of Adverse Childhood Experiences (ACEs) and Toxic Stress on the Developing Minds of our Children and Youth
- Youth & Teen Services Workshop co-sponsored by WLS & SEWI included these sessions:
 - o Statewide Youth & Inclusive Services Update
 - o Adverse Childhood Experiences (ACEs)
 - o Sensory Storytime

Comments

Other Types of Libraries

Other system services to other types of libraries

Other Comments

Winnefox is a participant in the Fox Valley Library Council, a multi-type organization encompassing public, school, academic, & special libraries within the Winnefox & OWLS service areas. The goals of the organization are to promote education, resource sharing, and networking among member libraries & their staffs.

Other Service Programs

Other service programs List and evaluate

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. 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 and blogging for member libraries. All libraries offer wireless internet access through our network and with the support of system staff. We maintain a SurveyMonkey subscription which is used by libraries as well as the system. We also have a laptop lab and a projector with a laptop that may be borrowed by libraries. In 2016 our tech staff responded to 1,280 tech support questions, repaired 644 PCs and ordered and configured 57 PCs, and made 32 library visits. We continue to develop and host web sites for member libraries and offer web support services for many of them. In 2016 Winnefox staff redesigned web sites for 6 libraries; this redesign included having the sites optimized for viewing on

mobile devices. Existing websites were also updated regularly: 18 new features were added and over 816 updates made. Another web-related service is support for libraries' reference services. We have developed resource pages for each library highlighting Badgerlink and locally-purchased resources as well as authoritative sites online. Library pages are regularly updated with new research tools and Winnefox staff assist library staff to access and effectively use these tools. Winnefox reports statistics for use of all of these online resources, as well as for use of Overdrive and wireless use. 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, and cataloging & processing of materials for public libraries in those counties. A 2006 study showed that by ordering and processing items through WCTS libraries not only saved significant money but items processed by WCTS were ready for the shelf much faster than in non-WCTS libraries. In 2016 WCTS ordered and processed 13,678 items for member libraries. WCTS staff provided 14 workdays at libraries; staff traveled to member libraries to consult on collection development or provide help with other projects. With the increased use of CDs and DVDs libraries are receiving many more reports of damaged items, especially DVDs. WCTS provides a disc refinishing service; in 2015 they refinished 2,354 CDs & DVDs. Another service of WCTS is coordinating rotations of Audiobooks and DVDs to member libraries and providing collections of large print books from the WCTS central collection. These circuits are open to all Winnefox member libraries, not just those in the WCTS-supporting counties. The large print circuit is especially useful for libraries serving senior residential facilities. WCTS offers at least one short workshop each year. Topics include presentations on selection of particular genres of fiction materials or nonfiction subject areas, book repair, or other topics of interest to staff at small, rural libraries. County planning County planning is a major activity in Winnefox. The Director or Assistant director meets regularly with directors in each county to plan cooperative services and to prepare funding requests for counties. Printing & Graphics. For many years Winnefox has provided printing & graphics services to all member libraries. Although we laid off our graphic artist at the end of 2016 we were able to maintain the printing service with other staff. The printing service printed 143 separate items consisting of 72,408 pieces in 2016. Summer Reading Program support. Winnefox provides member libraries with coordinated Summer Reading Program support including bookmarks, flyers, custom reading records, and prizes. Although we can no longer pay for Summer Reading Program performers we still schedule them for libraries and attempt to negotiate discounts for multiple bookings. In 2016 our office scheduled performances by 46 artists.