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**GENERAL INFORMATION**

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Library System

Winnefox Library System

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Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

Winnefox provides support to libraries of widely varying size. While the majority of our libraries are located in communities with populations less than 3,000, we also serve several large and medium size libraries. We are challenged to assist our small libraries in providing services normally found only in large communities while providing our larger libraries with services that they find valuable. In order to provide the greatest good to all, Winnefox provides services that are a benefit to any size library such as printing and graphics, electronic infrastructure support, and electronic resources.

The primary economic influence on this plan is the need to deal with continued tight funding for both the system and member libraries. Winnefox will be receiving less state funding in 2010 than in 2009. Any increases libraries receive from their municipalities and counties have not kept up with increased costs. Payments due under Act 420 are creating additional budget pressure for counties and for those libraries which cannot bill neighboring counties.

Though the population of our member counties continues to be predominately native-born and Caucasian, all report increasing numbers of immigrants. The growth of new ethnic populations is causing our membership to examine what they are doing to serve those for whom English is a second language, or for whom reading is not a traditional family activity.

The Wisconsin Department of Administration projects continued growth for Winnebago & Waushara counties above the state average. Commuters and retirees are moving into the rural counties bringing heightened expectations of service. They are used to the resources available at urban libraries. Several of our member counties have large numbers of summer residents who also expect service levels similar to those they receive in their home communities. The fact that much of this population growth is outside of municipalities that support libraries will have a significant impact on the direction of county funding for libraries.

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

Budget constraints will have a significant impact on system activities in 2010. While we will not have to implement severe service cutbacks there will be few resources available to expand services.

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Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

A strategic planning committee consisting of member library directors, Winnefox trustees, and Winnefox staff met throughout 2007 and into 2008. A strategic plan covering 2008 – 2010 was adopted by the system board in March, 2008. That plan's goals & objectives have been incorporated into this plan. This plan will be reviewed and revised in 2010.

Major contributors to our ongoing planning processes are the Library Advisory Committees (LAC) and the Winnefox Technology Executive Council (WTEC). LACs are organized by county and are comprised of the library directors in each county; most meet regularly with the Winnefox Assistant Director and other staff as needed. The WTEC is a committee of library directors and system staff which helps guide system technology services.

Multi-type planning is done in association with the Fox Valley Library Council (FVLC) and the Outagamie Waupaca Library System (OWLS) with the participation of many system and member library staff members.

WLS and OWLS recognize common goals and concerns exist for the two systems. The WLS Director and Assistant Director and the OWLS Director continue to meet to discuss mutual concerns and plan joint activities.

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Evaluations of continuing education activities, system staff visits to member libraries, library generated statistics,

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**ASSURANCES (cont.)**


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member library responses to special surveys, and general observations are elements contributing to our planning.

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**ASSURANCES**


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The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2010**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

**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 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, except for the group programming preference authorized under s. 43.15 (4) (c) 4., and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.
- A copy of the agreement with a list of all members signing it will be provided to the division by January 15.

**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.
- A signed copy of the resource library agreement will be provided to the division by January 15.

**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.

**List ongoing activities related to this requirement.**

- Provide ILL service, including an ILL clearinghouse.
- Provide access to the AskAway 24/7 reference service.
- Provide access to online databases, NetLibrary ebooks, and Overdrive digital audio and video.
- Continued maintenance of shared database of member library bibliographic records and holdings
- Sharing of ILL materials with other OCLC libraries.
- Continued acceptance of ILL requests via OCLC, direct reserve on our ILS, email, fax, phone or mail.
- Continued support of locally produced online genealogical and local history databases.
- Continued support to libraries which are net lenders within Winnefox.

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

No new activities

**Inservice Training**

- S.43.24(2)(e) Inservice training for participating public library personnel and trustees.

**List ongoing activities related to this requirement.**

- Provision of regular workshops at varied locations around the system.
  - Provision of one-on-one and small group training to directors and other member library staff as needed.
  - Member libraries will be surveyed regarding their training needs.
  - Provision of information to member libraries regarding training/education activities available from other providers as this information becomes available.
  - Continued publication of Trustee Tales, a quarterly newsletter for library trustees.
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**ASSURANCES (cont.)**


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

No new activities

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**Delivery and Communication**

S. 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement.

- Provison of three, four, or five day per-week delivery to all member libraries.
- Use of fax, e-mail, and interactive chat to answer information requests.
- Continued participation in the statewide delivery service.
- Continued publication of the Ides, our monthly electronic news magazine, aimed at training library staff in technology.
- Continued development of the Winnefox Extranet as an information resource for member libraries.
- Continued communication with member directors and trustees of legislative developments that affect libraries.
- Continued assistance to libraries in effective communication with municipal and county boards.
- Provision of an annual report to each member library on system services received

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

No new activities

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**Service Agreements**

S.43.24(2)(g) Service agreements with all adjacent library systems

A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.

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**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.

The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.

Other types of libraries in the system area have had an opportunity to review and comment on the plan.

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**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 fifth 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 have had an opportunity to review and comment on the plan.

A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document or is on file with the division.

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**Professional Consultation**

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

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**ASSURANCES**


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**List ongoing activities related to this requirement.**

- System staff visits new directors individually to provide a one-on-one orientation to system services and partners new directors with an experienced director who serves as a mentor
- When requested, system staff will visit member library directors and trustees to provide consulting regarding budgeting, building expansion, long range planning, personnel issues or other professional concerns.
- System staff will answer questions by telephone and e-mail as they are received. Staff will consult with outside sources, such as DLTCL or colleagues around the state, whenever necessary.
- The System Assistant Director will attend each county Library Advisory Committee (LAC) meeting with other staff attending as needed.
- System staff and resource library staff will visit member libraries and provide training in the use of the automated system as needed.

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

No new activities

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**Services to Users With Special Needs**

- S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

**List ongoing activities related to this requirement.**

- Continued promotion of electronic information delivery from member libraries as a means to extend traditional library service to those with special needs.
- Continued provision of workshops and individual consulting to member libraries on topics related to services to users with special needs.
- Continued networking with others throughout the state to exchange ideas and information regarding services to those with special needs.

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

No new activities

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**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 system board after consultation with participating public libraries.

List each "other" service programs individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

**Winnefox Cooperative Technical Services (WCTS)****Ongoing Activities:**

Because WCTS funding is provided on behalf of the libraries directly from Green Lake, Waushara, and Marquette Counties, WCTS primarily serves libraries in those counties. Winnefox member libraries outside of these counties may contract for services from WCTS at cost.

WCTS provides cooperative book selection and processing for member libraries and sponsors several workshops on materials selection each year. WCTS staff provides "work days" consisting of on-site help and consultation for special projects such as weeding.

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**ASSURANCES (cont.)**

Technology Support

Technology support is considered by libraries to be among the most important services we offer.

Ongoing activities

- Continued network maintenance and support of email for member library staff.
- System staff will continue to offer remote and on-site network and PC support.
- Continued support, training and assistance for development of library web pages for web access to library information, online resources, and community information.

New or Priority Activities

- Help member libraries create computer equipment replacement plans by creating a plan template by the end of 2009, and by supplying inventory and pricing data, and consulting support upon request.

**Administration**

- The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.
- The 2009 system audit will be submitted to the division no later than September 30, 2010.

**Budget**

- A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

**CERTIFICATION**

**WE, THE UNDERSIGNED, HEREBY CERTIFY** that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2010**.

System Director Signature	Date Signed
➤	
System Board President Signature	Date Signed
➤	

**FOR DPI USE  
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is:	DLTCL Assistant Superintendent Signature	Date Signed
<input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i>	➤	

Comments

PUBLIC LIBRARY SYSTEM 2010 ANNUAL PROGRAM BUDGET					
Program	2010 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference and Interlibrary Loan*</b>					
1. WALS	\$61,000	\$11,262	\$19,100	\$811,943	
2. Technology support	\$257,000	\$1,226			
3. Reference/ILL	\$133,479	\$22,999			
4.					
<b>Program Total</b>	<b>\$451,479</b>	<b>\$35,487</b>	<b>\$19,100</b>	<b>\$811,943</b>	<b>\$1,318,009</b>
<b>Continuing Education and Consulting Service*</b>					
1. Education & consulting	\$56,500	\$3,758			
2.					
<b>Program Total</b>	<b>\$56,500</b>	<b>\$3,758</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,258</b>
<b>Delivery Services</b>	\$106,000	\$1,464		\$1,005	\$108,469
<b>Library Services to Special Users</b>		\$5,000	\$8,700		\$13,700
<b>Library Collection Development</b>	\$1,000	\$7,245			\$8,245
<b>Direct Payment to Members for Nonresident Access</b>	\$0	\$0	\$0	\$0	\$0
<b>Direct Nonresident Access Payments Across System Borders</b>	\$0	\$0	\$0	\$0	\$0
<b>Library Services to Youth</b>	\$3,000	\$11,700			\$14,700
<b>Public Information</b>	\$122,000	\$2,872		\$2,000	\$126,872
<b>Administration</b>	\$187,000	\$3,422		\$105,925	\$296,347
<b>Subtotal</b>	<b>\$419,000</b>	<b>\$31,703</b>	<b>\$8,700</b>	<b>\$108,930</b>	<b>\$568,333</b>
<b>Other System Programs</b>					
1. County Planning	\$25,000	\$1,000			\$26,000
2. WCTS	\$1,900			\$202,763	\$204,663
<b>Program Total</b>	<b>\$26,900</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$202,763</b>	<b>\$230,663</b>
<b>Grand Totals</b>	<b>\$953,879</b>	<b>\$71,948</b>	<b>\$27,800</b>	<b>\$1,123,636</b>	<b>\$2,177,263</b>

\* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1.