



Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2015**
PI-2446 (Rev. 08-14)

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

INSTRUCTIONS: Complete and submit by **October 15, 2014**, to:

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ATTN: JAMIE MCCANLESS
DIVISION FOR LIBRARIES AND TECHNOLOGY
P.O. BOX 7841
MADISON, WI 53707-7841**

GENERAL INFORMATION

Library System

Winnefox Library System

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 flat funding for the system as well as tight funding for member libraries. Local governments continue to be under levy limits and the support libraries receive from their municipalities and counties has not kept up with increased costs. Payments due to libraries in adjacent counties continue to cause 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.

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

Budget constraints will continue to have a significant impact on system activities in 2015. While state funding will remain at the 2012 level costs continue to rise.

The following services have been reduced or eliminated because of budget cuts since 2012:

- Reduction in grants to library directors for CE activities.
- Reduction in WALS catalog database maintenance.
- Elimination of OCLC Firstsearch WorldCat subscription
- Elimination of the Ebsco Small Engine Repair database subscription
- Reduction of statewide delivery to 4 days per week
- Elimination of free, unlimited printing and imposition of some printing charges (a goal from the 2011 – 2013 Strategic Plan).
- Most contractual payments to Oshkosh Public Library have been eliminated
- Elimination of grants for SLP performers and materials.
- Reduction in professional association memberships for staff
- Elimination of continuing education grants for library directors
- Elimination of most workshop mileage reimbursements
- Elimination of professional association memberships for staff
- Reduction in staff training
- Cutbacks in budgeted hours for part time staff
- Reduction in interlibrary loan service to and from other states
- Elimination of two full-time and one part-time positions
- Reduction of system support for the ILS, resulting in greater expenses for libraries
- Elimination of system funding for the Overdrive collection;

We are also actively searching for additional sources of income. We have contracted with Southwest Library System to provide

GENERAL INFORMATION (cont'd.)

accounting services.

In preparing the 2015 system budget we realized we could not continue to provide the services our libraries have become used to and depend on in the current budget climate. Our 2015 budget as presented to the system board contains a significant structural deficit, which will be paid for by funds which have been reserved for new services. If the board does not approve this plan we will meet with member directors to decide how to close this budget gap. Once the 2015 – 2017 biennial state budget is presented in early 2015 we intend to begin a new planning process to determine what services we will be able to provide in future years.

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 new strategic plan covering 2014 – 2016 was adopted by the system board in July 2013. We are attempting to incorporate the plan’s goals and objectives into this plan to the extent allowed by budget constraints.

A major focus of this plan is addressing the system standards approved by SRLAAW in August 2013. A major goal of our strategic plan is to meet these standards by the end of 2017.

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 recognizes that common goals and concerns exist for neighboring library systems. The WLS Director and Assistant Director continue to meet with adjacent system directors to discuss mutual concerns and plan joint activities.

Evaluations of continuing education activities, system staff visits to member libraries, library generated statistics, member library responses to special surveys, and general observations are elements contributing to our planning.

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year 2015. 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 that comply with s. 43.15(4)(c)4. with all member libraries.
- A copy of the agreement with a list of all members signing that 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.

ASSURANCES (cont'd.)

Reference Referral, Interlibrary Loan, and Technology

- 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 Overdrive digital audio, video, music, and ebooks.
- 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 participation in the WPLC funding pool for digital media

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

No new activities are planned at this time.

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.
- Continue use of the GoTo Meeting software for training and education.

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

No new activities are planned at this time.

ASSURANCES (cont'd.)

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.

- Provision of three, four, or five day per-week delivery to all member libraries, and delivery to Oshkosh Public Library deposit sites.
- 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 are planned at this time.

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.
- By January 1, 2015, the system's current plan for library technology and resource sharing will be submitted to the Division.
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ASSURANCES (cont'd.)

Professional Consultation

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

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 DLTCCL 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 are planned at this time.

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 are planned at this time.

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

	ASSURANCES (cont'd.)	
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selection each year. WCTS staff provides "work days" consisting of on-site help and consultation for special projects such as weeding.

New or Priority Activities

No new activities are planned at this time.

Technology Support

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

Ongoing activities

- Continued support of the ILS used by 29 of our libraries.
- 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.

New or Priority Activities

No new activities are planned at this time.

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 2014 system audit will be submitted to the division no later than September 30, 2015.

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.

	COLLABORATIVE ACTIVITIES	
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Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2014 resource library contract.*

Winnefox has several longstanding collaborative relationships:

Administrative secretarial staff: Winnefox and Oshkosh Public Library jointly staff the administrative office for both organizations. At one time each organization operated separate offices, each with two full-time persons; the combined office has three full-time persons. The current FTE split is Winnefox: 1.8/Oshkosh: 1.2.

By operating a combined office both organizations are also saving costs on office supplies and equipment.

Another shared position with Oshkosh Public Library is the Database-Application Developer. This position is three-fourths funded by Winnefox and one-fourth by Oshkosh. This benefits Oshkosh Public Library in that they would not be able to fund a full-time position at this level; a half-time position would likely cost about \$12,000 more than they are currently paying.

FoxNet is a collaborative program between Winnebago County, the Cities of Menasha, Neenah, and Oshkosh, several school districts, and Winnefox to provide a fiber connection between these organizations' facilities. This program costs only minimal maintenance and saves Winnefox and the libraries internet access fees.

COLLABORATIVE ACTIVITIES (cont'd.)

Winnefox Cooperative Technical Services (WCTS) is in itself a collaborative program. By centralizing library materials selection, ordering, and processing we are saving 19 libraries both staff time, allowing libraries to operate with less staff or focus staff on direct public service, and direct costs on materials and supplies, by ordering in quantity for better discounts.

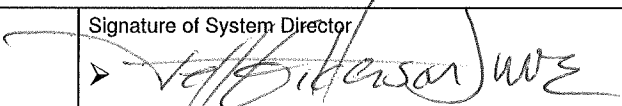
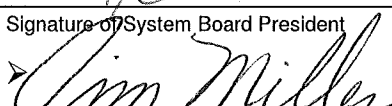
For two years Winnefox has provided accounting services to Southwest Library System. They estimate this has saved them \$28,000.

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

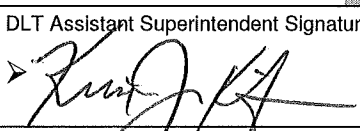
Activity	Amount
1. OPL Administration	\$60,000
2. OPL Database	\$12,000
3. FoxNet	\$2,500
4. WCTS	\$200,000
5. Southwest	\$28,000
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	\$302,500

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year 2015.

Name of System Director Jeff Gilderson-Duwe	Signature of System Director 	Date Signed 9-24-14
Name of System Board President Jim Miller	Signature of System Board President 	Date Signed 9-24-14

**FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i>	DLT Assistant Superintendent Signature 	Date Signed 11-21-14
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Comments

PUBLIC LIBRARY SYSTEM 2015 ANNUAL PROGRAM BUDGET					
Program	2015 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan*					
1. WALS ILS	\$125,337	\$1,962	\$19,700	\$607,080	
2. Technology support	\$153,516	\$8,421		\$22,486	
3. Reference/ILL	\$77,433	\$4,067			
4. Electronic Resources				\$102,040	
Program Total	\$356,286	\$14,450	\$19,700	\$731,606	\$1,122,042
Continuing Education and Consulting Service*					
1. Education & Consulting	\$103,417	\$6,432			
2.					
Program Total	\$103,417	\$6,432	\$0	\$0	\$109,849
Delivery Services	\$112,041	\$5,884		\$5,825	\$123,750
Library Services to Special Users	\$2,154	\$325			\$2,479
Library Collection Development	\$5,818	\$606		\$10,450	\$16,874
Direct Payment to Members for Nonresident Access					\$0
Direct Nonresident Access Payments Across System Borders					\$0
Library Services to Youth	\$4,215	\$502			\$4,717
Public Information	\$101,151	\$5,713		\$7,000	\$113,864
Administration	\$168,080	\$8,215		\$81,488	\$257,783
Subtotal	\$393,459	\$21,245	\$0	\$104,763	\$519,467
Other System Programs					
1. WCTS	\$4,054	\$120		\$183,745	\$187,919
2. County Planning	\$28,669	\$1,953			\$30,622
Program Total	\$32,723	\$2,073	\$0	\$183,745	\$218,541
Grand Totals	\$885,885	\$44,200	\$19,700	\$1,020,114	\$1,969,899

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).