

Questions for Winnefox Library System

The following questions were sent to Winnefox by the director of the Waupun Public Library in April 2015; answers were shared with library directors in Dodge and Washington Counties.

General comment: This document describes Winnefox services as of March 2015. As you know, library systems are under severe budget pressure and Winnefox will have to make further cuts in its 2016 budget. Decisions on these cuts will be made over the summer, after the new state biennial budget is approved.

1. Approximate # of items in your system catalog?

There are 553,547 bib records and 1,587,518 items in the WALs catalog. This does not include Overdrive items. The Winnefox Overdrive Advantage collection contains 4,556 ebooks and 909 audiobooks. Most of these are additional copies bought to fill holds.

2. Do you have daily van delivery service? Are libraries charged for this?

Libraries receive free 3, 4, or 5-day delivery service depending on delivery volume. It is likely that Waupun PL would qualify for 5-day delivery. Libraries that want additional deliveries can receive them for a fee.

3. Do you provide local IT support? Is there a charge to libraries?

Yes. Winnefox staff purchase, configure, and troubleshoot computers for libraries at no charge. We manage security for public access computers and antivirus and malware for all computers on the network. Staff also assists libraries in managing wi-fi access.

4. What website assistance do you offer? Do you have an employee who keeps your social media presence up-to-date?

We host library websites and have a staff person who designs new websites for libraries. Most libraries update their own sites but we do this for a few. We have not done anything with libraries' social media presence.

We coordinate authentication for subscription databases and resources so users can log in with their library cards. We also provide statistical reports on use of websites, online resources (BadgerLink, locally purchased, and locally developed), and Overdrive.

5. What shared databases do you offer? Does the system or the libraries pay for these?

We do not offer shared databases at this time. We do, however, help libraries to cooperatively subscribe to online resources, helping them receive group discounts.

6. What strategic planning assistance do you offer?

The Winnefox assistant director or director have both managed strategic planning processes and will assist member library directors.

7. Do you have a youth services staff person?

No. The head of Children & Family service at Oshkosh Public Library serves as the system Youth Services Liaison.

8. How many continuing education opportunities do you offer each year?

In 2014 Winnefox organized 9 workshops for library directors and staff and three for trustees (which directors are invited to attend). We co-sponsored another 4 workshops and 2 webinar series in cooperation with other library systems. We also cooperated with other systems in chartering a bus to the Public Library Association Conference in Indianapolis. We expect to have about as many CE sessions in 2015.

9. Does the system or libraries pay all or part of the Overdrive/WPLC costs?

Winnefox pays the basic WPLC membership costs. Costs for Overdrive are apportioned among libraries using the same formula as WPLC uses to apportion costs among library systems.

Winnefox also has an "Overdrive Advantage" collection of items available only to Winnefox library users; the Winnefox Advantage collection is larger than any other library system's. Every summer Winnefox surveys library directors to determine the amount to be spent on this collection in the next year. The costs are then apportioned among the libraries using the same formula.

10. Do you assist with the state annual report? Pre-populate any fields?

Yes. We prepopulate fields for collection and circulation information. We also provide some financial information, though we do not prepopulate those fields. The Assistant Director meets with new directors completing their first annual report. He will also review reports before submission, on request.

11. Describe the library directors advisory group.

There are several groups with an advisory role. The first is the county Library Advisory Committees (LAC) which consist of the county directors and the Winnefox Assistant Director. LACs meet regularly, usually monthly or bimonthly, to plan cooperative activities, share information, and discuss library issues.

The Winnefox Technology Executive Council (WTEC) consists of 10 library directors—the directors of the 6 largest libraries (Oshkosh, Fond du Lac, Neenah, Menasha, Ripon, Berlin), three directors of other libraries elected annually, and the Winnefox Director). Several Winnefox staff also attend regularly but do not vote. WTEC is scheduled to meet monthly but sometimes chooses to skip meetings; in practice they meet about 5 times a year. WTEC helps set priority for and makes recommendations on technology projects in general and the ILS in particular. It also advises staff on general technology issues.

Every January there is an annual meeting of all library directors for information-sharing and decision-making on system issues.

Two or three times a year there is an “All-WALS” meeting for library directors and others who work with the ILS. These meetings are held on the 5th Tuesday of the month and the frequency and dates are determined by the calendar. These meeting are used to demonstrate and train on new ILS features and to discuss and come to consensus agreement on broad ILS policies.

12. What public relations or marketing assistance do you offer?

Winnefox does not have a marketing or public relations person on staff. Staff with knowledge on these issues will advise and assist libraries with these issues and will help locate more knowledgeable advisors for them.

13. Do you provide printing services? What are the costs?

Yes, we have a graphic artist on staff and a print shop. Each library is allocated a certain amount of printing credit each year. If a library’s credit is used up they are billed the cost of the paper and printing. There is no charge for the graphic artist’s services.

14. Do you provide non-competitive grants to the libraries in your system?

No

15. Do you offer grant writing assistance?

Yes, several Winnefox staff have experience writing grants, as well as acting as reviewers for LSTA grants for the state. Staff will assist libraries by locating grant agencies, collecting supporting information, and reviewing grant applications. In cases where multiple libraries want to cooperate on a grant project Winnefox has written the grant and acted as fiscal agent.

16. Do you have books or equipment for loan?

Winnefox has a laptop lab, an LCD projector, and Nintendo Wii and Microsoft Xbox gaming equipment which libraries can borrow. We have a professional collection for directors and staff.

The Winnefox Cooperative Technical Services (WCTS) office in Berlin coordinates rotating collections of large print books and audiobooks for libraries. There are annual fees for these circuits.

17. Do you provide orientation and mentoring for new directors?

Yes, Winnefox staff meet with new library directors in their first few weeks of employment. New directors are also encouraged to come to Oshkosh for training on the ILS system. New directors are often partnered with an experienced director for mentoring.

18. What is the approximate buy-in cost for your ILS?

It has been about 10 years since the last Winnefox library joined our ILS and we don't have updated costs. The cost charged by SirsiDynix to convert the library's bibliographic and patron records would be the major cost. When Ripon Public Library joined in 1999 the conversion cost was \$26,300. There may be additional SirsiDynix fees, as well as network configuration costs. The library would also have to pay a pro-rated annual fee.

When libraries initially joined our ILS we assisted libraries by securing LSTA grants and supplemental county funding for these projects.

19. Approximate annual cost for ILS?

In 2014 WTEC endorsed the goal of gradually decreasing the system's share of the cost of the ILS to 10% and have libraries pay 90% of the cost after LSTA grant income. We made this decision because of the concern about the long-term stability of state library system funding and the belief that it is easier to make the case for ILS funding to local elected officials rather than state legislators. In 2015 Winnefox is paying about 17% of the cost of the ILS. The ILS fee covers the entire cost of the ILS, internet access and network, email service, and catalog database maintenance.

Waupun Library's statistics place it closest in size to Berlin & Ripon. In 2015 Berlin is paying \$23,648 and Ripon \$26,766. The 2015 budgeted cost of the WALS ILS is \$751,680.

An explanation of the formula used to determine each library's share can be found at <http://extranet.winnefox.org/wals/sirsidynix/workflows/general/walsfees>

20. What is your approximate reserve fund amount? Percentage of reserve to annual operating?

Winnefox has several dedicated reserve funds. The largest is the WALs capital reserve with \$284,747 which is set aside to pay for hardware and software upgrades to the ILS and for eventual migration. Winnefox has a “New Services” reserve of \$150,000 to provide seed money for new services or to buy basic collections of materials in new formats for libraries to try in their communities. Smaller dedicated reserves are for capital expenses, van replacement, and to pay accrued benefits for retiring employees.

The 2015 Winnefox budget is \$1,969,899 and we had \$566,566 in reserves as of the end of February 2015; reserve funds are 29% of the operating budget.

Additional Information and Documentation

We have a database developer who assists libraries in developing databases. Projects have included newspaper indexes and other local history databases, an online SLP signup and recordkeeping program, and a volunteer database.

Winnefox operates an ILL clearinghouse, saving libraries the work of locating and requesting needed items.

The Winnefox Assistant Director drafts and submits funding requests to our counties and bills adjacent counties on our libraries’ behalf.

WALS Terms and Conditions of Service

<http://extranet.winnefox.org/wals/sirsidynix/workflows/general/walstermsandconditionsservice>

Winnefox Plans, Reports, and Publications <http://extranet.winnefox.org/documents>

Additional information can be found in the **Winnefox Trustee Manual**

<http://www.winnefox.org/trustees/>