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Sent: Wednesday, May 04, 2016 4:26 PM
To: Barbara Asmus <basmus@ambank.com>
Cc: Jeff Gilderson-Duwe <Gilderson-Duwe@oshkoshpubliclibrary.org>; Mark Arend <Arend@winnefox.org>; McCanless, Jamie A. DPI <Jamie.McCanless@dpi.wi.gov>; Kiefer, Kurt J. DPI <Kurt.Kiefer@dpi.wi.gov>
Subject: Second public library system state aid payment

Ms. Asmus,

Last week the Department of Public Instruction released the second payment of state aid to public library systems (accounting for the final 25% of state aid), to 13 of the 17 public library systems. Winnefox was one of four systems whose payment was withheld because of either non-compliance with requirements of Wisconsin Chapter 43, or because of our inability to ascertain whether compliance issues exist.

In your case, the latter is the cause, I believe (although failing to file an annual report is a compliance issue in itself). Annual reports for both public libraries and public library systems are, by statute, required to be filed with our Division by February 29, 2016. We received neither the annual reports for member libraries, nor the Winnefox annual report. And currently the Winnefox report is still only incomplete online and has not been locked or approved by the library board. Because we cannot determine whether all member libraries or the system have addressed the requirements for library system membership (or, in the case of the system, met its duties in carrying out statutory requirements), our Division is unable to authorize the release of the second payment of state aid.

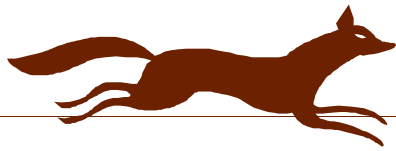
Please keep in mind that this report is a statutory responsibility of the library system under Wis. Stats. §43.17(5), 43.24(3), and PI 6.06(4)(a). Although the reports are typically prepared by the system director and staff, they are fundamentally a duty of the library board. I understand that a key staff person had a prolonged illness that delayed review of member library reports, as well as preparation of the system report, but your system has other employees, including the director, who could have addressed that statutory requirement.

We hope to receive the completed and board-approved annual report soon so that our staff has adequate time to review it and request DPI's financial office to authorize transfer of the final state aid payment to Winnefox. Since the Department of Administration cannot make that payment after July 1, we must receive the board reviewed and signed report by June 1, 2016 to leave adequate time for our review and other steps. In addition, to provide assurance that this issue is addressed by the board and system administration, we will require a plan of how the system will devote adequate resources to fulfill its obligation in future reporting to the Division. Without such assurance, the Division will consider the system to be out-of-compliance, which may delay your 2017 state aid, and will cause the system to be ineligible for LSTA grant awards.

I would appreciate you and the board to address this quickly to ensure the release of state aid.

Best regards,

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25 May 2016

Winnefox Library System acknowledges that unforeseen circumstances prevented it from submitting its annual report by the statutory deadline. This is to be regretted. Compilation of the annual report is a complicated project, requiring information from many staff members before it is completed by the Assistant Director and the Administrative Coordinator.

The following steps will be taken to ensure submission and review of annual reports by required deadlines:

- Staff will be cross-trained so that the process is not so dependent on two people.
- Accounting software is being reconfigured to more easily produce financial information required for the annual report.
- Because of our board meeting schedule it is not possible for the entire board to approve the report before the deadline. In future years, the Board's Executive Committee will review the report and authorize the President to sign it. The report will then be reviewed and approved by the entire board at its March meeting.

We believe that these measures will ensure that Winnefox will fulfill its statutory reporting and review requirements in future years.

This statement was approved by the Winnefox Library System Board of Trustees.

Kevin DeCramer, President
Winnefox Library System
Board of Trustees