

REPORT OF THE DIRECTOR

Winnefox Library System

Wednesday, September 28, 2016

2017 PROPOSED WINNEFOX LIBRARY SYSTEM BUDGET

Exhibit A. contains the proposed 2017 Winnefox Library System budget. The Exhibit consists of a memo summarizing the major features of each of the three separate budget components. Those components are as follows: Winnefox Library System (funded mainly by state public library system aids); the Winnefox Automated Library Services (WALS) program that is funded by the participating libraries and Winnefox; and the Winnefox Cooperative Technical Services (WCTS) program, funded by the County Agreements in Marquette, Waushara and Green Lake Counties. Discussion. **Action Requested:** Decide whether to approve the 2017 Winnefox Library System budget(s) as proposed in Exhibit A.

2017 RESOURCE LIBRARY AGREEMENT

Exhibit B. contains the 2017 Resource Library Agreement, which is a required Agreement by Chap. 43 Wis. Statutes. This agreement addresses elements that are required parts of the relationship with Oshkosh Public Library. No significant changes from the current agreement are proposed. Discussion. **Action Requested:** Decide whether to approve the 2017 Resource Library Agreement as contained in Exhibit B.

2017 CONTRACTUAL SERVICES AGREEMENT

Two annual agreements spell out the financial relationships between the Oshkosh Public Library and the Winnefox Library System. They are the Contractual Services Agreement and the attached Compensation Agreement (Exhibit C. in this month's board packet). Discussion. **Action Requested:** Decide whether to approve the 2017 agreements as proposed in Exhibit C.

2017 ANNUAL SYSTEM PLAN

The Annual Public Library System Plan and Certification of Intent to Comply for Calendar Year 2017 is included as Exhibit D. It is due to be submitted to DLT (Division for Libraries and Technology) in October. We believe that it addresses our needs for the year 2017. It was distributed in advance for comment from system member library directors. Discussion. **Action Requested:** Decide whether to approve Annual System Plan as presented in Exhibit D.

**ACCOUNTING SERVICES
AGREEMENTS -- SOUTHWEST
WISCONSIN FEDERATED
LIBRARY SYSTEM**

Winnefox began to handle accounting services for Southwest Library System in 2012 and has done so since, achieving a high level of customer satisfaction. A contract renewal for 2017 is proposed. Exhibit E. contains the proposed one-year agreement to continue this service to Southwest Library System in 2017. Discussion. **Action Requested:** Decide whether or not to approve the accounting services agreement contained in Exhibit E.

**WINNEFOX BOARD MEETINGS –
REMOTE ATTENDANCE**

At its last meeting the Winnefox Board tabled a proposal for a change to the bylaws that would allow trustees to attend meetings remotely using online meeting software or phone conferencing. A memo from Assistant Director Mark Arend, containing a proposed change to the Winnefox bylaws, is included as Exhibit F. in this month's board packet (previously distributed as Exhibit A. in the July meeting packet). Discussion. **Action Requested:** Decide whether to approve the changes outlined in Exhibit F.

**WALS PRINCIPLES OF
PARTICIPATION**

In 2010, we documented – and the Winnefox Board approved – the obligations and expectations for getting along amicably in an environment where automation resources are shared. We are proposing a number of revisions and updates to the “principles of participation” document. The changes are outlined in a memo from me included as Exhibit G. in this month's board packet. Discussion. **Action Requested:** Decide whether to approve the changes described in Exhibit G.

MISCELLANEOUS REPORTS -

- Winnefox Assistant Director's Report – Exhibit H. contains Mark Arend's report, which provides updates on System matters.
- How the WALS Fee is Calculated (with examples from the 2017 budget) – Exhibit I.

Respectfully submitted,

Jeff Gilderson-Duwe, Director