

REPORT OF THE DIRECTOR

Winnefox Library System

Wednesday, September 26, 2007

2008 RESOURCE LIBRARY AGREEMENT

Exhibit A. contains the 2008 Resource Library Agreement. This is a required Agreement under Chap. 43 Wis. Statutes. This Agreement addresses elements that are required parts of our relationship – “backup reference and interlibrary loan services from the system resource library including the development of and access to specialized collections.” There are no substantive changes in this Agreement. Funding is included in the 2008 System budget to accommodate this Agreement. Discussion. **Action Requested:** Approve 2008 Resource Library Agreement as contained in Exhibit A.

2008 CONTRACTUAL SERVICES AGREEMENT

The Contractual Services Agreement is contained in Exhibit B. This is another required agreement under Chap. 43 Wis. Statutes. Changes proposed in the 2008 agreement are as follows: raise OPL’s share of the support for the office staff from 35% to 40%; decrease Winnefox compensation to OPL for administrative support (eliminate support for OPL Business Manager position and increase support for the Director position in light of additional financial management duties); and raise unit compensation to OPL for Interlibrary loan net lending from \$2.75 to \$2.90. Discussion. **Action Requested:** Approve 2008 Contractual Services Agreement as proposed in Exhibit B.

2008 PROPOSED WINNEFOX LIBRARY SYSTEM BUDGET

Exhibit C. contains the proposed 2008 Winnefox Library System budget. The Exhibit consists of a memo detailing the major features of each of the three separate budget components and budget proposal details for each of them. Those components are as follows: Winnefox Library System (largely funded by state public library system aids); the Winnefox Cooperative Technical Services (WCTS) subprogram (funded by the County Agreements in Marquette, Waushara and Green Lake Counties; and the Winnefox Automated Library Services (WALS) subprogram that is funded by the participating libraries and prior year fund balances accumulating for equipment upgrades and replacement. Also, reflected in the Winnefox budget are the estimated contractual amounts for each of the County Agreements that are pass-through funds that are provided in payments to each of the libraries or for the operation of WCTS as specified in the agreements. Discussion. **Action Requested:** Approve 2008 Winnefox Library System budget(s) as proposed in Exhibit C.

ANNUAL SYSTEM PLAN

The Annual Public Library System Plan and Certification of Intent to Comply for Calendar Year 2008 is due to be submitted to DLTCL (Division for Libraries, Technology and Community Learning) by October 15, 2007. We believe that it addresses our needs for the year 2008. It was distributed in advance for comment from system member library directors. The most notable theme in the 2008 plan is the deferral of new initiatives until the current strategic planning process can be completed. Discussion. **Action Requested:** Approve Annual System Plan as presented in Exhibit D.

WINNEFOX LIBRARY SYSTEM - 2006 AUDIT

The audit for Winnefox for 2006 is included in your packets as Exhibit E. The audit is required by Statute and generally finds us in very good financial condition. The auditors have called for us to clarify and document all internal control procedures for the handling of funds, and we are in the process of doing that. With 2007, the auditing firm will no longer produce financial statements for us, so we will be handling that in-house. Discussion. **Action Requested:** accept 2006 Winnefox audit as contained in Exhibit E.

LIBRARY SERVICES & TECHNOLOGY ACT (LSTA) 2008 GRANTS

We are applying for two LSTA grants for 2008. One grant request is for \$21,800 in the non-competitive system technology category. We plan to use these grant funds in the following ways: license a report-writing module for our SirsiDynix automated system; license patron database interface software (SIP2) that allows add-on functions such as public PC scheduling, and check out of downloadable audiobooks; license another type of database interface protocol (Z39.50) that allows other libraries to access our catalog for Interlibrary loan; and continue licensing enhanced content for our catalog, including reviews, excerpts and cover art. The second grant, in the "innovative use of technology" category is for Winnefox to purchase several video game consoles, controllers and games. The system will then train member libraries in their use and loan them out for programming. The cover pages and abstracts of the two grant applications are included in Exhibit F. Discussion. **Action Requested:** Authorization to proceed with acceptance and implementation of grant project contingent upon approval of funds.

MISCELLANEOUS REPORTS -

- Winnefox Assistant Director's Report – Exhibit G. contains Mark Arend's report, which provides updates on System matters and county planning.
- The Wisconsin Library User (and Non-User) – Exhibit H. contains Mark Arend's summary of a 2007 statewide survey on attitudes toward libraries.

- Board Reappointment Reminders – the following trustee terms of office end at the end of 2007. If you would like to be reappointed, please let me, Mark or Julie know (preferably by the end of October) and we will coordinate with each county for appointments:
 - John Brennan – Green Lake County
 - Jo Dell'Antonia – Winnebago County
 - Bonita Dresen – Marquette County
 - Jackie Jurkowski – Fond du Lac County
 - Judy Malueg – Winnebago County
 - Jeff Ogle – Fond du Lac County County
 - Mary Olson – Winnebago County
 - Joyce Schoepel – Winnebago County

- Correspondence –none to share.

Respectfully submitted,

Jeff Gilderson-Duwe
Director