

## **MEMORANDUM:**

**To:** Winnefox Library System Trustees  
**From:** Mark Arend, Assistant Director  
**Subject:** Report of System Activities  
**Date:** January 19, 2009

Greetings and Happy New Year! The following is an update of activities since our last meeting. I would be happy to provide further details at our meeting, or feel free to give me a call or send an email in advance.

**2009 Board Meetings:** At the last board meeting we were asked to schedule several board meetings at libraries other than Oshkosh. I've reserved meeting rooms at these libraries for these meetings:

- May Endeavor
- July Wautoma
- November Menasha

**Question on Statements of Financial Control:** At the November meeting we were asked why it appears that we had spent only 55% of our budgeted personnel cost through the end of October. It is showing that way because of a change (correction, really) the way we're reporting some our financial statements.

In the past we'd shown personnel expenditures for WALs and WCTS in their budgets but also included the amounts for those expenditures in the Winnefox total. The result was a double reporting for about a third of our personnel costs. With the 2009 budget we stopped including those amounts in the Winnefox budget.

In our Quickbooks accounting software we've already separated out the bookkeeping for the three accounts, so we're only showing Winnefox personnel costs in the Winnefox statement of financial control. However the amount we entered in as the budgeted amount includes expenses for WALs and WCTS personnel. That's why it appears that we've only spent a little over half of the budgeted amount.

**Library use up in 2008:** Some of you may have seen news articles on increased library use. In addition to coverage in local papers this has been covered in the national news as well with recent stories in the *Wall Street Journal* and on the *NBC Nightly News*. Our own libraries are seeing the same increased usage as libraries are nationally. In 2008 almost 4.5 million items were checked out from Winnefox libraries, a 3.78% increase over 2007. Redgranite Public Library saw the greatest increase—27%. Campbellsport (18%), Menasha (17%), and Coloma (15.5%) also saw large increases.

**Staff News:** Bill Brewer has been hired as a driver.