

## **REPORT OF THE DIRECTOR**

### Winnefox Library System

Wednesday, November 20, 2019

#### **STAFF GUEST —**

Clairellyn Sommersmith, Winnefox's new Assistant Director, will introduce herself to the board.

#### **2019 WINNEFOX PROGRAM BUDGET – REVISED**

Exhibit A. in this meeting's packet contains a revised 2019 Winnefox program budget. This revised budget culminates a lengthy process of overhauling our financial accounts in order to achieve a level of accountability for program expenditures required by the Wisconsin Department of Public Instruction – Division for Libraries and Technology (WI DPI-DLT) and monitored by auditors. This revised 2019 program budget, in which every amount can now be tied to transactions in our financial accounting system, will be the basis for our annual reporting next year. Discussion. **Action Requested:** Decide whether to approve the revised 2019 program budget in Exhibit A., and to submit it to the WI DPI-DLT.

#### **WINNEFOX LIBRARY SYSTEM TECHNOLOGY AND RESOURCE SHARING PLAN: 2020 – 2025**

Exhibit B. in this meeting's packet contains the proposed Winnefox Technology and Resource Sharing Plan for 2020 to 2025, with an appendix, detailing the system's compliance with technology service standards published by the System and Resource Library Administrators Association of Wisconsin (SRLAAW) in 2013. This plan is required to be submitted to WI DPI-DLT by December 20, 2019. Winnefox's ILS Coordinator Karla Smith wrote the plan with input from all members of the IT technology support team. It was submitted to all Winnefox member library directors for comment and has been discussed at several county Librarian Advisory Council (LAC) meetings. Discussion. **Action Requested:** Decide whether to approve the technology and resource sharing plan in Exhibit B.

#### **2020 CALENDAR OF BOARD MEETINGS**

About this time each year, we establish the dates for Winnefox and Oshkosh Public Library Board meetings. For 2020 we propose the dates in the memo included as Exhibit C., which usually fall on the last Wednesday of the month except where conflicts occur with a holiday. This schedule will accommodate both organizations' meeting date changes as well as our need to schedule most meetings near the end of the month for financial reporting purposes. Discussion. **Action Requested:** Decide whether to approve 2020 calendar of Winnefox Board meetings as proposed in Exhibit C.

#### **ACCOUNTING SERVICES AGREEMENT -- 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 proposed one-year contract renewal for 2020 is contained in Exhibit D of this meeting's packet. Discussion. **Action Requested:** Decide whether to approve the proposed agreement in Exhibit D.

**WISCONSIN PUBLIC EMPLOYERS'  
GROUP HEALTH INSURANCE  
PROGRAM – UPDATED  
RESOLUTION TO PARTICIPATE**

Winnefox's group health insurance provider requires the board to renew its resolution to participate in its program. The form indicating the board's resolution to continue participation is contained in Exhibit E. in the meeting packet.

Discussion. **Action Requested:** Decide whether to continue participating in the Wisconsin Public Employers' Group Health Insurance Program.

**WINNEFOX STAFF MANUAL –  
CORRECTION TO SECTION 408  
LONGEVITY**

Exhibit F. in this meeting's packet contains a memo from Business Manager Julie Schmude seeking approval of a correction to Section 408 of the Winnefox Staff Manual, regarding employee

eligibility for an employer contribution to the ICMA-RC deferred compensation plan of \$260 per year after the fifth NOT the first year of service. Discussion. **Action Requested:** Decide whether to approve the change to the staff manual as detailed in Exhibit F.

**2020 BOARD MEETING LOCATIONS**

In recent years, the board has held three of its six meetings in venues other than

Oshkosh Public Library. This has given Winnefox trustees opportunities to see several of its system member libraries in action. We would like guidance from the board as to the number of meetings it would like to hold outside of Oshkosh in 2020 and to receive suggestions from trustees as to libraries they would like to visit. We will then line up meeting locations for 2020 and report back to the board. Discuss. **Action Requested:** Decide how many system board meetings to hold outside of Oshkosh in 2020.

**BOARD OFFICER ELECTION  
NOMINATING COMMITTEE –**

The election of system board officers is scheduled to take place at the January 29, 2020 meeting. Appointments to this ad hoc

committee are made by the president and are subject to the approval of the board. Kevin DeCramer, Jim Miller, and Patty Pieper have agreed to serve on the Nominating Committee for 2020 officers. A meeting of the nominating committee will take place after the regular meeting of the full board. Discussion. **Action Requested:** President to appoint members to an officer election Nominating Committee; Board to decide whether to approve appointments.

**MISCELLANEOUS REPORTS -**

- Winnefox Assistant Director's Report – Exhibit G. contains Clairellyn Sommersmith's report, which provides updates on System matters.

Respectfully submitted,

Jeff Gilderson-Duwe, Director