

**REPORT OF THE DIRECTOR**  
Winnefox Library System  
Wednesday, September 27, 2023

**STAFF GUEST** Angela Schneider, Public Library Development Consultant, has been in her position for almost a year. She will be sharing the ways she has expanded the position to including marketing and outreach services to member libraries, including details about the billboard campaign from this summer.

**WINNEFOX LIBRARY SYSTEM - 2022 AUDIT** The audit for Winnefox for 2022 is included in your packets as Exhibit A. The audit is required by statute and was performed by CLA (CliftonLarsonAllen). Discussion. **Action Requested:** Accept 2022 Winnefox audit.

**2024 ANNUAL SYSTEM PLAN** The Annual Public Library System Plan and Certification of Intent to Comply for Calendar Year 2023 is included as Exhibit B. It is due to be submitted to DLT (Division for Libraries and Technology) by October 13. It details the current and expected services to member libraries for the year 2024 along with a draft budget. Discussion. **Action Requested:** Accept 2024 Annual System Plan as presented.

**2024 PROPOSED WINNEFOX LIBRARY SYSTEM BUDGET** Exhibit C. contains the proposed 2024 Winnefox Library System budget. The Exhibit consists of a memo highlighting the budget's major features. Discussion. **Action Requested:** Decide whether to approve the 2024 Winnefox Library System budget as proposed in Exhibit C.

**2024 RESOURCE LIBRARY AGREEMENT** Exhibit D. contains the 2024 Resource Library Agreement, which is required by Chap. 43 Wis. Statutes. This agreement details the statutorily required relationships with Oshkosh Public Library as resource library. No significant changes from the current agreement are proposed. Discussion. **Action Requested:** Decide whether to approve the 2024 Resource Library Agreement as contained in Exhibit D.

**2024 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 E. in this month's board packet). Discussion. **Action Requested:** Decide whether to approve the 2024 agreements as proposed in Exhibit E.

**2024 ACCOUNTING SERVICES AGREEMENTS**

Included as Exhibit F. in this month's packet are the agreements for Winnefox to provide accounting services to four other Wisconsin public library systems. Discussion. **Action Requested:** Decide whether to approve agreements in Exhibit F.

**BYLAWS REVISION**

A draft of this bylaw change was included in the July Board packet. The proposed bylaw change includes the creation of a personnel committee, included as Exhibit G. **Action Requested:** Accept the bylaw addition as contained in Exhibit G.

**WTEC BYLAWS**

WTEC, the Winnefox Technical Executive Council, provides guidance and recommendations to Winnefox in the development and expansion of ILS and technology services. The Council is composed of the 6 large library directors, 3 directors at large, and the Winnefox Director. They have recently updated their bylaws to reflect the change in joint directorship and to clarify WTEC's relationship to other committees. **Action Requested:** Accept the WTEC Bylaws contained in Exhibit H.

**MISCELLANEOUS REPORTS -**

- Save Moolah at the Library Campaign Report – Exhibit I
- System Activities Report – Exhibit J

Respectfully submitted,

*Clairellyn Sommersmith*

Clairellyn Sommersmith, Director