

REPORT OF THE DIRECTOR

Winnefox Library System

November 29, 2023

STAFF GUEST

Please welcome Julie Schmude, Business Manager as our staff guest for this meeting. Julie is retiring in early 2024 after 47 years with either Winnefox Library System or Oshkosh Public Library. She will be sharing a retrospective of her work.

BOARD OFFICER ELECTION NOMINATING COMMITTEE

The election of system board officers is scheduled to take place at the January 31, 2024 meeting. Appointments to this ad hoc committee are made by the president and are subject to the approval of the board. Mike Will, John Jarvis, and Patty Pieper have agreed to serve on the Nominating Committee for 2024 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.

RESOLUTION OF APPRECIATION DEPARTING TRUSTEES

Exhibit A contains a resolution of appreciation for Dusty Krikau and Elizabeth Irish as they prepare to end their service on the Winnefox Board. **Action Requested:** Decide whether to approve the resolutions in Exhibit A.

2024 CALENDAR OF BOARD MEETING

For 2024 we propose the dates in the memo included as Exhibit B., which usually fall on the last Wednesday of the month. Trustees are invited to discuss locations for the upcoming meetings. **Action Requested:** Decide whether to approve the 2024 calendar of Winnefox Board meetings as proposed in Exhibit B.

2024 FUNDING ATTACHMENTS TO COUNTY AGREEMENTS

Funding attachments for the five county agreements are included in this packet as Exhibit C. These funding agreements have been approved by the respective county boards of supervisors. Discussion. **Action Requested:** Decide whether to approve the 2024 funding attachments contained in Exhibit C.

2024-2028 FOND DU LAC COUNTY AGREEMENT AND LIBRARY SERVICES PLAN

Included as Exhibit D in this meeting's board packet is a five-year agreement and county library services plan between Winnefox and Fond du Lac County. The County has approved the agreement and plan. **Action Requested:** Decide whether to approve the agreement and plan in Exhibit D.

WCTS CLERK JOB DESCRIPTION

In light of the grade increases for drivers and pages in 2023, the work by the WCTS clerk is more reflective of the work of Winnefox's Administrative

Specialist I. This results in a grade change from B to C. Other minor changes were also made to the duties listed in the description. This grade change was budgeted for in the approved 2024 Budget. **Action Requested:** Decide whether to approve the modified WCTS Clerk job description, Exhibit E, and wage increase.

**SPECIAL FUNDING REQUEST
Photocopier**

The black and white Kyocera photocopier currently serves as the primary photocopier and printer for the Oshkosh Library first floor Winnefox staff. Due to its age, Marco will no longer provide a maintenance contract or provide service to copier. Winnefox office staff are currently receiving quotes for replacement photocopiers. Replacement for the photocopier has not been budgeted and I am requesting the board approve funding to do so. Discussion. **Action Requested:** Decide whether to approve up to \$15,000 from Winnefox capital reserve funds to cover the cost of a new photocopier.

**SPECIAL FUNDING REQUEST
Van**

The 2009 van will need to be replaced within the next year. We held off purchasing a van in the past year due to rising vehicle costs. As costs are stabilizing, a van purchase in 2024 is needed, but is currently not included in the operational budget. **Action Requested:** Decide whether to approve up to \$40,000 from Winnefox’s New Vehicle Reserve and unallocated funds to cover the cost of a new van.

PERSONNEL MANUAL REVISIONS

Included as Exhibit F. is a memo from the Director proposing several revisions to the policies in the Winnefox Personnel Manual. These are minor changes surrounding employee benefits **Action Requested:** Decide whether to approve the proposed changes to the Winnefox Personnel Manual in Exhibit F. Discussion.

MISCELLANEOUS REPORTS -

- Winnefox 2023 Survey Results – Exhibit G
- System Activities Report – Exhibit H.

Respectfully submitted,

Clairellyn Sommersmith, Director