

REPORT OF THE DIRECTOR

Winnefox Library System

Wednesday, July 31, 2019

STAFF GUEST

Keetra Baker, Database-Application Developer ,
will inform the board about some recent projects.

LIBRARY ANNUAL REPORT COMPLIANCE PLAN

In the letter that accompanied our second payment from the state we were instructed to submit a plan to the DPI addressing the failure of three of our libraries to file the required annual report by the March 1st deadline and to develop a plan to bring them into compliance with this requirement. Exhibit A contains this plan. **Action Requested:** Decide whether to approve the proposed plan in Exhibit A.

OBSOLETE POLICIES

Exhibit B contains a list of outdated policies that we proposing be rescinded. **Action Requested:** Decide whether to rescind the policies in Exhibit B.

INTERLIBRARY LOAN POLICY

One of the policies we are asking you to rescind in part addresses Interlibrary Loan (borrowing from and loaning to libraries outside of Winnefox). Exhibit C contains a new Interlibrary Loan policy. It has been presented to library directors and there were no comments. **Action Requested:** Decide whether to approve the ILL policy in Exhibit C.

POSITION DESCRIPTIONS

As part of our review of staff duties we are submitting several revised position descriptions as Exhibit D.

- Business Manager (formerly Administrative Coordinator) As business office duties have become more complex we have recognized the increasing importance of this position by adding duties and moving this position up one level on the salary matrix.
- Administrative Specialist I and II The two Administrative Specialist positions supervised by the Business Manager have up to now been essentially the same. We have divided this into two distinct positions, with one having more responsibility than the other. The Administrative Specialist I description presented here is the current Administrative Specialist position, unchanged except for the addition of a "I". The Administrative Specialist II position has more responsibilities and requires a greater amount of experience. This position has also been moved up one level on the salary matrix.
- Interlibrary Loan (ILL) Specialist In the past this position was supervised by the CE/Training Librarian and that person also had a great part in hiring and management of the ILL Page/Sorter positions. The CE/Training Librarian has now taken on the responsibility of coordinating continuing education for four library systems—a significant portion of the state. The ILL Specialist now acts with little direct supervision and has primary responsibility for supervision and management of the Page/Sorter positions. This increased responsibility has been reflected in the revised job description. This position has

also been moved up one level on the salary matrix.

Action Requested: Decide whether to approve the revised position descriptions in Exhibit D.

MISCELLANEOUS REPORTS -

- Assistant Director's Report (Exhibit E.)

Respectfully submitted,

Mark W. Arend,
Assistant Director