

REPORT OF THE DIRECTOR

Winnefox Library System

Wednesday, September 30, 2020

STAFF GUEST

Karla Smith, ILS Manager, will provide an update on developments with the shared library automation system.

WINNEFOX LIBRARY SYSTEM - 2019 AUDIT

The audit for Winnefox for 2019 is included in your packets as Exhibit A. The audit is required by statute and was performed by CLA (CliftonLarsonAllen). A cover memo from the Director provides his observations on the findings of the audit. Discussion. **Action Requested:** Decide whether to accept 2019 Winnefox audit.

2021 ANNUAL SYSTEM PLAN

The Annual Public Library System Plan and Certification of Intent to Comply for Calendar Year 2021 is included as Exhibit B. It is due to be submitted to DLT (Division for Libraries and Technology) by October 1. We believe that it addresses our needs for the year 2021. It was distributed in advance for comment from system member library directors. Discussion. **Action Requested:** Decide whether to approve 2021 Annual System Plan as presented in Exhibit B.

2021 PROPOSED WINNEFOX LIBRARY SYSTEM BUDGET

Exhibit C. contains the proposed 2021 Winnefox Library System budget. The Exhibit consists of a memo highlighting the budget's major features. For the first time – and consistent with our financial reorganization efforts over the past two years – the proposed budget is a program budget. It is presented as a budget for the major service areas and activities performed by Winnefox staff in support of its member libraries. This will allow year-end reporting and auditing in line with the requirements of the Wisconsin Department of Public Instruction. Discussion. **Action Requested:** Decide whether to approve the 2021 Winnefox Library System budget(s) as proposed in Exhibit C.

2021 RESOURCE LIBRARY AGREEMENT

Exhibit D. contains the 2021 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 2021 Resource Library Agreement as contained in Exhibit D.

2021 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 2021 agreements as proposed in Exhibit E.

**HEALTH PLAN CHANGE –
RESOLUTION TO ADD DENTAL**

Exhibit F. contains a resolution to change the terms
Winnefox Library System's participation in the
Wisconsin Public Employers (WPE) Group Health

Insurance program. A Board resolution is required to change the terms of participation. **Action Requested:** Decide whether to approve the resolution to change from Plan 14 to Plan 04 of the insurance program as contained in Exhibit F.

MISCELLANEOUS REPORTS -

- Winnefox Assistant Director's Report – Exhibit G. contains Clairellyn Sommersmith's report, which provides updates on System matters.
- Wisconsin Digital Library / Overdrive usage in early months of pandemic (March – June, 2020) – Exhibit H.

Respectfully submitted,

Jeff Gilderson-Duwe, Director