

# Winnefox Library System Board of Trustees

## September 25, 2024 Agenda

Fond du Lac Public Library, 32 Sheboygan St, Fond du Lac, WI 54935

To Join by Zoom <https://us02web.zoom.us/j/83811790257?pwd=ZTg2UTcyb0xJcGwvbE5XYktKYk9lZz09>

To Join by Telephone Dial 312-626-6799

Meeting ID: 838 1179 0257

Password: Winnefox24

A tour of the Fond du Lac Public Library will be given at 4:00 p.m. This tour is being noticed as there is a potential for a quorum at that time.

	<u>Action Required</u>	<u>Page</u>
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**Call to Order:** 4:30 p.m.

### **Roll Call and Introductions**

### **Public Comments**

### **Unapproved Minutes**

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|--|-----|-----|
| • Personnel Committee Meeting May 29, 2024     | Yes | 136 |
| • Personnel Committee Meeting July 31, 2024    | Yes | 137 |
| • Regular Board Meeting July 31, 2024          | Yes | 138 |
| • Finance Committee Meeting September 17, 2024 | Yes | 139 |

### **Financial Statements**

- |   |     |         |
|---|-----|---------|
| • Statement of Revenue  | No  | 140     |
| • Statement of Expenditures by Program                          | No  | 141     |
| • Statement of Expenditures by Account                          | No  | 142     |
| • Balance Sheet   | No  | 143-145 |
| • Statement of Changes in Fiduciary Net Assets                  | No  | 146     |
| • Grant Reporting   | No  | 147     |
| • Classification of Invoices Previously Paid July – August 2024 | Yes | 148-156 |

### **Staff Guest**

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| • Janna Putzer, WCTS clerk<br><u>Exhibit A</u> contains the written report Janna submitted about her work and the cataloging support she provides to WCTS libraries. | No | 157-158 |
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### **New Business**

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|--|-----|---------|
| 1. <b><u>Winnefox Library System 2023 Audit</u></b><br>The 2023 audit for Winnefox is included in your packet as Exhibit B. The audit is required by statute and was performed by CliftonLarsonAllen (CLA).<br><b>Action Requested:</b> Accept the 2023 Winnefox Audit   | Yes | 159-231 |
| 2. <b><u>2025 Resource Library Agreement</u></b><br>Exhibit C contains the 2025 Resource Library Agreement, which is required by Chapter 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.<br><b>Action Requested:</b> Decide whether to approve the 2025 Resource Library Agreement as contained in Exhibit C. | Yes | 232     |

- |  |     |         |
|--|-----|---------|
| <p><b>3. <u>2025 Contractual Services Agreement</u></b><br/>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 D in this month's board packet)<br/><b>Action Requested:</b> Decide whether to approve the 2025 agreements as proposed in Exhibit D.</p>  | Yes | 233-236 |
| <p><b>4. <u>2025 Accounting Services Agreements</u></b><br/>Included as Exhibit E in this month's packet are the agreements for Winnefox to provide accounting services to four other Wisconsin public library systems.<br/><b>Action Requested:</b> Decide whether to approve the 2025 Accounting Service Agreements in Exhibit E.</p>  | Yes | 237-248 |
| <p><b>5. <u>Health Insurance Opt-Out Policy</u></b><br/>Included as Exhibit F is an addition to the Winnefox Personnel Manual proposing a financial stipend to those eligible employees who opt out of the System health insurance plan.<br/><b>Action Requested:</b> Approve Health Insurance Opt-Out Policy included as Exhibit F</p>  | Yes | 249     |
| <p><b>6. <u>2025 Proposed Winnefox Library System Budget</u></b><br/>Exhibit G contains the proposed 2024 Winnefox Library System budget. The exhibit consists of a memo highlighting the budget's major features.<br/><b>Action Requested:</b> Decide whether to approve the 2025 Winnefox Library System budget as proposed in Exhibit G.</p>  | Yes | 250-255 |
| <p><b>7. <u>Balance Fund Policy</u></b><br/>The fund balance policy was discussed at the September Finance Committee meeting and details the Large Government Investment Pools (LGIP) Winnefox is investing in, and the subaccounts under each named LGIP. It sets benchmarks for each account and details the process staff and the Winnefox board will take in distributing and spending these funds.<br/><b>Action Requested:</b> Approve the Fund Balance Policy included as Exhibit H</p> | Yes | 256-258 |

**Reports**

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|---|----|-----|
| <ul style="list-style-type: none"> <li>• Director's Report Exhibit I</li> </ul> | No | 259 |
|---|----|-----|

**Adjournment****Next Meetings Scheduled:**

- October Date TBD for Virtual Special Meeting to approve the 2025 Annual System Plan
- December 4, 2024 at 4:30 p.m. at Neenah Public Library