

computer or tablet. Provide end user support on the use of this technology to access board information in digital form.

13. Provide current financial and statistical reports for review at each library system board meeting.
14. Ensure that the library system board reviews and approves bills at each library system board meeting, in accordance with applicable laws and policies.
15. Maintain awareness of available grant and other outside funding sources.
16. Apply for and implement grants from LSTA and other grant sources that benefit the system and its member libraries.
17. Maintain compliance records.
18. Maintain required statistics for system planning and reports to WVLS Board and DLT.
19. Provide for staff and trustee participation in appropriate continuing education activities.
20. ~~The library system board shall ensure~~The library system director **shall** maintain the appropriate level of certification under the provisions of the *Wisconsin Administrative Code*.
21. Ensure the library system board adopts a set of personnel policies outlining the conditions and requirements for employment of system staff, which are consistent with state and federal regulations and relevant court decisions. Ensure the library system board reviews personnel policies on a regular schedule, including after any significant change in employment law.
22. The library system director shall be responsible for personnel administration, including hiring, supervising, evaluating, and dismissing library system employees.
23. Monitor system property, liability and health insurance needs.
24. Provide for independent audit of WVLS' financial statements and file copy with DLT.
25. Participate in SRLAAW and SOMBAW.
27. Maintain and monitor use of reserve funds.
28. Review status/storage of 'old' records in context of the WVLS records retention policy and/or as mandated by applicable legislation.
29. Maintain WVLS inventory of office equipment and supplies.
30. Investigate and implement opportunities for reducing costs/staff time needed for materials handling, resource sharing, technology support and office functions.
31. Pursue opportunities to collaborate within, between, and/or among systems in order to maximize efficiencies.
32. Facilitate meetings within, between, and/or among like-minded staff from multiple systems in order to discuss and implement collaborative services.
33. Facilitate group purchasing (e.g., library applications, supplies, equipment, downloadable e-resources) within, between, and/or among library systems.
34. ~~Plan continuing education activities with other systems in the region or within the state.~~
35. Encourage and promote collaborative exchanges with other systems in the same region or within the state. ~~that use the same ILS vendor.~~
36. Continue WVLS Innovation and Collaboration Grant to libraries that initiate a unique and innovative program through collaboration with another library, business, club, association nonprofit, or municipal/county agency that supports the community's goals. [Recommended by The Aspen Institute in *Rising to the Challenge: Re-Envisioning Public Libraries* (2014) and *Action Guide for Re-Envisioning Your Public Library* (2016)]

Indicate new or priority activities relating to this requirement for the plan year (2018).

1. **Continue to participate in the statewide PLSR project and share what is learned with WVLS member libraries and trustees.**
2. **Ensure the system does not expend more than 20% of the state aid projected to be received in the plan year for administration.**
3. **Ensure the system audit is submitted to the division no later than June 2018.**

Indicate new or priority activities relating to this requirement for the plan year (2019).