

Prairie Lakes Library System



Prairie Lakes Library System Board Meeting 2023-1-4

Wed Jan 4, 2023 4:00 PM - 6:00 PM CST

Matheson Memorial Library - 101 N Wisconsin St, Elkhorn, WI 53121 - Friends Room

<https://meet.goto.com/151066053>

Information/Pin: Phone: +1 (872) 240-3311 – Access Code: 151-066-053

Amendment: Header information added.

1. Welcome and Introductions

Trustees and PLLS staff introduced themselves.

2. Selection of a Presiding Officer

It is recommended that a temporary or regular chairperson be appointed by consent or election.

Tilleros nominated Smith as Interim Board President until a formal Board president can be appointed. Wilson seconded. Bob Miller was mentioned, no further nominations. Broga questioned if we need an actual president to sign the documents needed tonight. Vote: Unanimous.

3. Call to Order

Call to order at 4:25 P.M.

4. Roll

Brace, Broga, Carillo, Coffman, Dinnes, Laufenberg, Lea, Miller, Nugent, O'Hagan, Rodriguez, Schubring, Smith, Tilleros, Wilson.

PRESENT: Lea (Via GoToMeeting), Ohs, Platteter, Broga (Via GoToMeeting), Dinnes, Brace, Rodriguez, Tilleros, Wilson, Smith, Nugent, Coffman, James O'Hagan (Via GoToMeeting), Robert Miller (Via GoToMeeting)

GUESTS: Janice Martin (Via GoToMeeting), Tami Bartoli (Via GoToMeeting), Tovah Anderson

ABSENT: Carillo, Laufenberg, Schubring

5. Public Comment Period

Members of the public are welcome to make oral comments at this time. A 3-minute per person limitation (up to a total of 20 minutes) may be observed.

None at this time.

6. Declaration of Interests Concerning the Agenda

Any Trustee wishing to indicate a conflict of interest with any item(s) on the agenda is encouraged to do so at this time.

Wilson mentioned his consulting work with an architectural firm for several libraries within PLLS. His practice while on the ALS board was to do this work on a Pro Bono basis for member system libraries.

7. Presentations (If Any)

Any scheduled presentations or group activities may be indicated here.

None at this time.

8. Approval of Consent Agenda

Items appearing as part of the consent agenda may be approved in a single motion or withdrawn for individual consideration. Trustees should indicate items to withdraw at this time.

Nugent Motioned to approve the consent agenda. Brace seconded. No items were pulled. Motion carries.

a. Previous Meeting Minutes

Note: document included in packet.

b. Expenditures Report

Note: document included in packet.

c. Budget to Actual Report

Note: document included in packet.

9. Approval of Any Items Removed from Consent Agenda

Any items withdrawn from the consent agenda for individual consideration may be considered at this time.

10. Informational Reports

a. System Director's Report (If Any)

Note: document included in packet.

Ohs spoke about ongoing merger projects including transferring insurance, transferring vehicle titles, necessary State paperwork, etc. Ohs hopes to present insurance package quotes at the next board meeting. Nugent suggested checking with the League of Municipalities. Rodriguez suggested checking with WLA. Wilson suggested checking with Cities and Villages Mutual Insurance Corporation (CVMIC).

b. Prairie Lakes Advisory Committee Report (If Any)

Advisory Committee has not been formed.

11. Unfinished Business

None at this time

12. New Business

a. DRAFT Resolution Establishing the Prairie Lakes Library System (Possible Action)

Brace motioned. Rodriguez seconded. No discussion. Motion carried.

b. Appointment of a Prairie Lakes Advisory Committee (Possible Action)

Note: document included in packet.

Nugent motion to approve the appointment of a Prairie Lakes Advisory Committee. Dinnes seconded. Discussion: Ohs shared that this would be a committee of the system board. All other Wisconsin Systems have advisory committees. Rodriguez questioned if a large meeting would be unwieldy—the consensus is Directors are used to this size of meeting and desire interaction with the full group and system board. Smith questioned if the board needs to appoint a trustee-liaison to the committee—trustees like the idea of a rotation. Ohs recommends yes, at least to the first meeting. Nugent volunteered to attend the first PLAC meeting. First date 1/24/23, at 9:30 A.M. at Matheson Memorial Library. Motion carries.

c. Presentation and Approval of 2023 Budget for Prairie Lakes Library System (Possible Action)

Note: document included in packet.

Motion by Rodriguez. Second by Tilleros. Smith questioned the Rock County Jail expenditure. Platteter shared that this item is a continuation of Arrowhead Library System's practice, the program may or may not continue. Motion carries.

d. Presentation and Approval of Mission-Critical Agreements (Possible Action)

The following agreements have been created according to the work of the Joint Merger Exploration Committee and Library System Plan for 2023.

Ohs gave a synopsis of items i-iv. Smith called for motion. Motion by Brace. Second by Wilson. No discussion. Motion carried.

i. Member Library Agreement

Note: document included in packet.

ii. Resource Library Agreements

Note: document included in packet.

iii. Adjacent Library System Agreements

Note: document included in packet.

iv. Excel Express Delivery Agreement

Note: document included in packet.

e. Future Monthly Meetings (Possible Action)

Ohs will create a survey of options. Wilson mentioned the pre-COVID practice of traveling to various libraries for board meetings in the non-winter months.

13. Announcements

a. Anticipated Business for Next Meeting

i. In-Depth Trustee Introductions

Ohs suggested new attendees introduce themselves.

ii. Appointment of Board Officers

Ohs will put together a document of what officer positions other system boards have. Brace suggested each position has a backup. Smith mentioned adding provisions that officers are never all of one county. Tilleros mentioned previous boards have had an order of rotation for which county staffs each office.

iii. Introduction of Strategic Planning Process

Directors are working with WiLS on a Memorandum of Agreement to facilitate strategic planning, Board may have something to review in February.

Amendment: Addition of the description.

Amendment: Addition of the description.

14. Adjourn

Motion by [Unknown] to adjourn at [Unknown]. Second by [Unknown]. Motion passed.

Amendment: Addition of the time, motion, and seconding.

ARROWHEAD LIBRARY SYSTEM

Board Meeting

In Person: ALS/Milton Public Library - 430 E High Street, Milton, WI

Or

GoToMeeting Link: <https://global.gotomeeting.com/join/710683725>

Or to join by phone, dial:

+1 (872) 240-3311 Access Code: 710-683-725

December 14, 2022

6:00 pm

Attendees: Steve Platteter, Steve Ohs, Jose Carillos, Nick Dimassis, Sara Strunz, Sherry Blakeley, Chris Cullen, Stephen Brace, Louise Eager, Tovah Anderson

1. Call to order at 6:00 P.M.
2. Approval of Agenda: Motion by S. Brace, second by C. Cullen. Carried.
3. Approval of Minutes: Motion by B. Wilson, second by S. Brace. Carried.
4. Approval of expenditures: Motion by B. Wilson, second by S. Brace. Carried.
5. Citizen Participation, Communication and Announcements: S. Platteter shared sentiments on participating in the final ALS board meeting and to thank Bill Wilson for hosting the farewell party.
6. Unfinished Business
 - a. SHARED System - SHARE Update: nothing at this time
 - b. 2022/2023 Budget: mostly going as planned, some line overages are linked to using 2022 funds to pay for 2023 subscriptions
 - c. Public Library System Redesign Project - DPI is beginning to work on Library System standards
 - d. Librarian's Report - Sarah Strunz: Expressed appreciation for opportunity to serve on this board and share input. Libraries are working on winter, spring, and summer already.
 - e. ALS COVID-19 Update: Discussed status of flu and COVID in our area.
 - f. Merger Update: S. Platteter shared that we have all of our state aid funds for next year. As of tomorrow, all the counties should have PLLS board members appointed. Then the date and location will be decided, beginning with a welcome email. Discussed how to handle approval of the December LLS & ALS Board

Meeting Minutes. S. Platteter is working with Rock County's financial department on plans to close out ALS and transfer funds to LLS/PLLS. Vehicles will be sold to LLS and then rolled-over into PLLS with everything else. ALS and PLLS have been having weekly joint staff meetings.

7. New Business

- a. Authorization to pay budgeted expenses for the remainder of 2022 (possible action): C. Cullen motioned to approve all budgeted expenses for the remainder of 2022. Second S. Brace. Motion carried.
- b. 2023 Prairie Lakes Library System Budget: S. Ohs talked attendees through the budget document included in this meeting's information packet. S. Blakeley shared her appreciation of the hard work S. Platteter and S. Ohs have put into leading the two system and shepherding us through the merger.
- c. Call for concluding resolutions (possible action): S. Blakeley wished all those continuing twitch PLLS success. S. Brace expressed appreciation for all the hard work. B. Wilson proposed the ALS board president create a letter of commendation and thanks offered to S. Platteter and S. Ohs. Seconded by C. Cullen. B. Wilson expressed appreciation to T. Anderson for creation of the PLLS logo. S. Platteter shared that the last ten years have been the most rewarding decade of his career, with great board members and great libraries and is looking forward to PLLS. J. Carrillo expressed his continuing support of these libraries and extended an invitation to the next Martin Luther King, Jr. commemoration January 14 at 2-6:30 at Blackhawk Technical College.

8. Communications

9. Adjourn at 6:52: Motion by Jose Carrillo, second by S. Brace. Carried



Prairie Lakes Library System Board Meeting 2023-1-4 Agenda

Jan 4th 2023 4:00pm - 6:00pm

Matheson Memorial Library - 101 N Wisconsin St, Elkhorn, WI 53121 - Friends Room (2nd Floor)

NOTICE OF PUBLIC MEETING: The public and press are welcome to attend in person or virtually, depending on the options available above. If you need assistance in participating in this meeting or event, please call (262) 514-4500.

1. Welcome and Introductions

4:00pm

2. Selection of a Presiding Officer

It is recommended that a temporary or regular chairperson be appointed by consent or election.

3. Call to Order

4. Roll

Brace, Broga, Carillo, Coffman, Dinnes, Laufenberg, Lea, Miller, Nugent, O'Hagan, Rodriguez, Schubring, Smith, Tilleros, Wilson.

5. Public Comment Period

Members of the public are welcome to make oral comments at this time. A 3-minute per person limitation (up to a total of 20 minutes) may be observed.

6. Declaration of Interests Concerning the Agenda

Any Trustee wishing to indicate a conflict of interest with any item(s) on the agenda is encouraged to do so at this time.

7. Presentations (If Any)


Any scheduled presentations or group activities may be indicated here.

8. Approval of Consent Agenda

Items appearing as part of the consent agenda may be approved in a single motion or withdrawn for individual consideration. Trustees should indicate items to withdraw at this time.

a. Previous Meeting Minutes

Note: document included in packet.

 [12142022 ALS Board Minutes.docx](#)

 [BRDMIN12132022.docx.pdf](#)

b. Expenditures Report

Note: document included in packet.

 [Expenses by Detail - 01.04.2023.pdf](#)

c. Budget to Actual Report

Note: document included in packet.

 [2023 Budget to Actual - All accounts.pdf](#)

9. Approval of Any Items Removed from Consent Agenda

Any items withdrawn from the consent agenda for individual consideration may be considered at this time.

10. Informational Reports

a. System Director's Report (If Any)

Note: document included in packet.

 [System Director's Report - 2023 -1 \(January\).pdf](#)


b. Prairie Lakes Advisory Committee Report (If Any)

11. Unfinished Business

12. New Business


a. **DRAFT Resolution Establishing the Prairie Lakes Library System (Possible Action)**

Note: document included in packet.

 [DRAFT Resolution Establishing the Prairie Lakes Library System.pdf](#)


b. **Appointment of a Prairie Lakes Advisory Committee (Possible Action)**

Note: document included in packet.

 [Administrative Recommendation - Prairie Lakes Advisory Committee.pdf](#)

c. **Presentation and Approval of 2023 Budget for Prairie Lakes Library System (Possible Action)**

Note: document included in packet.


 [2023 FINAL PLLS Budget for Board Review-Revised 11.9.2022-11.22.2022.pdf](#)

d. **Presentation and Approval of Mission-Critical Agreements (Possible Action)**

The following agreements have been created according to the work of the Joint Merger Exploration Committee and Library System Plan for 2023.


i. **Member Library Agreement**


Note: document included in packet.

 [Member Library Agreement -- Prairie Lakes Library System-1.pdf](#)

ii. **Resource Library Agreements**


Note: document included in packet.


 [2023 Resource Library Agreement - Prairie Lakes and RPL.pdf](#)

 [2023 Secondary Resource Library Agreement - Prairie Lakes and Hedberg PL.pdf](#)

iii. **Adjacent Library System Agreements**

Note: document included in packet.

 [2023 Intersystem Agreement - KCLS and Prairie Lakes Library System.pdf](#)

 [2023 Intersystem Agreement - SCLS and Prairie Lakes System.pdf](#)

 [2023 Intersystem Agreement - Bridges and Prairie Lakes.pdf](#)

iv. **Excel Express Delivery Agreement**

Note: document included in packet.

 [EXCELL EXPRESS - PRAIRIE LAKES LIBRARY SYSTEM - 2023 Contract-rev.11.16.2022.pdf](#)

e. **Future Monthly Meetings (Possible Action)**

13. **Announcements**

a. **Anticipated Business for Next Meeting**

i. **In-Depth Trustee Introductions**

ii. **Appointment of Board Officers**

iii. **Introduction of Strategic Planning Process**

14. **Adjourn**

A motion to adjourn is required.

END
6:00pm

Lakeshores LIBRARY SYSTEM

29134 Evergreen Drive, Suite 600
Waterford, WI 53185

BOARD MEETING MINUTES

December 13, 2022

Lakeshores Library System Office and Virtual Attendees

Chair Robert Miller called the meeting to order at 4:00 p.m.

The following roll call was taken:

Present: Brian Broga (Walworth Co.), Jane Brossard (Racine Co.), Nathaniel Coffman (Racine Co.), Richard Goetsch (Racine Co.), Sue Lea (Racine Co.), Robert Miller (Racine Co.), Mary Nugent (Walworth Co.), Jill Rodriguez (Walworth Co.), Jeri Sturino (Racine County), Gary Tilleros (Racine Co.), Maureen Vander Sanden (Racine Co.), Steve Ohs, and Janice Martin

Excused: Susan Metzner (Walworth Co.), Linda Schubring (Racine Co.)

Guests: Steve Platteter (ALS)

Public Comment: None

Declaration of Interests Concerning Agenda: None

Reports:

President's Report: Robert Miller noted that this meeting is historical in that it is the last meeting of the Lakeshores Library System Board of Trustees. All of the trustees from both systems along with all of the staff should be proud of the work done to facilitate the merge.

Administrator's Report: A written report was provided prior to the meeting. Steve Ohs reported that funding for PLLS, trustee appointments, draft agendas, bylaws and a trustee manual are nearing completion. Vicki Keith's last day in the office was last Thursday after 41 years of service. Jeremy Erickson will be joining the PLLS team, and will start prior to Janice Martin's retirement. Delivery vehicle ownership will be transferred from ALS to PLLS. We are in the process of filing a DBA with the Wisconsin Department of Financial Institutions. Library agreements, a new website and 2023 budget are all near completion. Insurance policies will be updated along with new contracts for youth services (Jennifer Puccini) and inclusive services (Rene Bue) for 2023. The new system will be working with WiLS on strategic planning in 2023.

LAC Report: Minutes from the December 6 LAC meeting was included with the agenda.

Regular Items for Approval:

Richard Goetsch moved and Jeri Sturino seconded to approve the minutes of November 15, 2022 as presented. All were in favor and the motion carried.

Gary Tilleros briefly went through the vendor detail and payroll expenses. ***Richard Goetsch moved and Jill Rodriguez seconded to approve the vendor detail amount of \$27,074.45 and payroll expenses of \$30,911.24 for November 8, 2022 through December 7, 2022 as submitted. All were in favor and the motion carried.***

Richard Goetsch moved and Sue Lea seconded to approve the financial report as of December 7 as submitted. All were in favor and the motion carried.

Unfinished Business: None

New Business:

A Resolution of Appreciation and Recognition of Distinguished Service for Vicki Keith's 41 years of service and a Resolution of Appreciation and Recognition of Distinguished Service for Janice Martin's 23 years of service were reviewed. Gary Tilleros asked that the word thoroughness be added to Janice Martin's resolution. ***With this revision, Richard Goetsch moved and Jeri Sturino seconded to approve the resolutions. All were in favor and the motion passed. Furthermore, Gary Tilleros moved and Jill Rodriguez seconded to provide a stipend of \$2,000 to System Director, Steve Ohs, in recognition of the work he's done to facilitate the merge of the ALS and LLS systems into Prairie Lakes Library System. All were in favor and the motion carried.***

Gary Tilleros moved and Brian Broga seconded to approve all expenditures for the remainder of 2022 that conform to the approved 2022 budget. All were in favor and the motion carried. The approximate balance of unassigned reserves from 2021's Financial Audit were \$282,689. It is expected that the 2022 Financial Audit will have a minimum of approximately that same amount. Steve Platteter noted that after the 2022 Financial Audit is completed for Rock County, the ALS reserves will be combined with the LLS reserves to form the reserves for Prairie Lakes Library System. Steve Ohs noted that the new PLLS Board will be asked to approve a policy for their reserves.

At this time, the group was asked to share any concluding thoughts regarding Lakeshores Library System. Robert Miller stated that it has been a pleasure to work with the current and past trustees and the staff members. Richard Goetsch has been on the system board since 1979 when it was just Racine County Library System. He served as President in 1983 and 1984 and then was re-elected to a two-year term in 2001. Richard noted that this merge went much smoother than the previous merge of Walworth County and Racine County into Lakeshores Library System. Several commented on how well the two system directors, their staff and the library directors from the two systems have worked together.

Richard Goetsch moved and Nat Coffman seconded to adjourn. All were in favor and the meeting adjourned at 4:58 p.m.

Respectfully Submitted,

Janice Martin
Recording Secretary

System Director's Report - 2023 -1 (January)

Greetings,

A very Happy New Year to all - it is quite surreal to be writing the first Director's report for the Prairie Lakes Library System! I will focus this report on a couple of general categories of information, with the caveat that I'm happy to modify the format of future reports according to your preferences. Given the relatively large amount of business on the first agenda, I've opted to keep this report brief and supply administrative notes in the packet under individual business items.

Staff Activities

We have been working on a number of merger implementation-related things, alongside normal operations. Steve Platteter and I have been working on preparing the libraries for 2023, largely with respect to the anticipated creation of a Prairie Lakes Advisory Committee. Steve and I have also been working through the process of transferring ownership of the ALS delivery vans to Prairie Lakes, securing updated auto insurance policies for the vans, setting up a "DBA" for Prairie Lakes, and informing vendors of the change on a rolling basis. Janice is making preparations for the end-of-year audit for the former Lakeshores Library System, and continuing to work on transitioning the Lakeshores financial books into Prairie Lakes. The IT team is largely working on typical activities for this time of year - using the holiday lull to catch up on projects and beginning to plan the annual PC (computer) group purchase we typically begin in February. Tovah is working on library-specific public information work requests, the new Prairie Lakes Website, and other projects.

Development of Board of Trustees Agenda and Meeting Processes

With the coming of the merger, we have implemented a board management platform. Our hope is that it will allow us to produce more effective agendas and board packets, as well as to streamline the process of keeping all system board-related documents and planning together in one place. The January agenda was created with this platform, called "Boardable". In lieu of a formally-adopted order of business, we tried to create an initial order of business for the January meeting that brought together the best of both former system board agendas. We're very interested to know if this order of business makes sense, or if we can make any changes that would be better.

Respectfully submitted,

Steve Ohs, Director
Prairie Lakes Library System

Ordinary Income/Expense	Jan 1 - 4, 23	Budget	% of Budget
Income			
5-0000 · Income			
5-1000 · State Aid	1,075,985.75	1,434,781.00	74.99%
5-3000 · Other Income			
5-3100 · Local IT Service-Members	0.00	10,000.00	0.0%
5-3120 · Local IT Service-SWLS	0.00	74,250.00	0.0%
5-3125 · WiscNet Reimbursement-SWLS	0.00	3,488.00	0.0%
5-3130 · Fee Income-Affiliate Members	0.00	3,438.00	0.0%
5-3150 · SHARE Administration-KCLS	0.00	34,997.00	0.0%
5-3160 · Rock County Sheriff's Dept.	0.00	4,000.00	0.0%
5-3200 · Delivery-Racine Correctional	0.00	1,260.00	0.0%
5-3300 · Miscellaneous Income	0.00	100.00	0.0%
5-3700 · Interest - LGIP #1 General	0.00	5,000.00	0.0%
Total 5-3000 · Other Income	0.00	136,533.00	0.0%
5-4000 · County Government Funds			
5-4100 · Racine County	0.00	3,040,685.00	0.0%
5-4200 · Walworth County	0.00	1,800,675.00	0.0%
5-4300 · Kenosha County	0.00	94,611.00	0.0%
5-4400 · Rock County	0.00	1,409,129.00	0.0%
5-4500 · Waukesha County	0.00	4,720.00	0.0%
Total 5-4000 · County Government Funds	0.00	6,349,820.00	0.0%
5-5000 · SHARE Member Funds			
5-5110 · Bibliographic Utility	0.00	36,616.00	0.0%
5-5210 · ILS Annual Maintenance-PLLS	0.00	125,104.00	0.0%
5-5220 · ILS Annual Maintenance-WUHS	0.00	137.00	0.0%
5-5230 · ILS Annual Maintenance-KCLS	0.00	42,908.00	0.0%
5-5300 · Delivery - WUHS	0.00	700.00	0.0%
5-5410 · WPLC OverDrive Buying Pool	0.00	85,321.00	0.0%
5-5420 · WPLC OverDrive Magazines	0.00	4,919.00	0.0%
5-5510 · BrainFuse	0.00	23,000.00	0.0%
5-5700 · LinkedInLearning	0.00	27,500.00	0.0%
5-5800 · Ancestry.com	0.00	23,735.00	0.0%
Total 5-5000 · SHARE Member Funds	0.00	369,940.00	0.0%
5-6000 · Other Passthrough Income			
5-6100 · Rock County WiFi Kit Project	0.00	21,528.00	0.0%
5-6200 · Rock Co. Jail - Inmate Material	0.00	2,000.00	0.0%
5-6300 · KPL BiblioCommons	0.00	4,900.00	0.0%
Total 5-6000 · Other Passthrough Income	0.00	28,428.00	0.0%
5-7000 · Grant Income			
5-7100 · Technology Grant	0.00	6,000.00	0.0%
5-7200 · LSTA SEWI CE Grants	0.00	77,542.00	0.0%
5-7300 · ARPA Info. Coordinator Grant	0.00	37,000.00	0.0%
Total 5-7000 · Grant Income	0.00	120,542.00	0.0%
5-8000 · SHARE Reserves - LGIP #2			
5-8100 · SHARE LGIP #2 Interest	0.00	100.00	0.0%
5-8200 · Server Replacement Fund	0.00	8,000.00	0.0%
5-8300 · Automation Support Fund	0.00	4,000.00	0.0%
5-8400 · Enhancement & Replacement Fund	0.00	13,000.00	0.0%
5-8500 · Supplies & Training	0.00	7,500.00	0.0%
Total 5-8000 · SHARE Reserves - LGIP #2	0.00	32,600.00	0.0%
Total 5-0000 · Income	1,075,985.75	8,472,644.00	12.7%
Total Income	1,075,985.75	8,472,644.00	12.7%
Gross Income	1,075,985.75	8,472,644.00	12.7%
Expense			
6-0000 · Expenses			
6-0100 · Operating Expenses			
6-1000 · Regular Staff Wages	0.00	622,798.00	0.0%
6-1200 · Staff Benefits			
6-1201 · Health and Dental Insurance	9,670.30	208,881.00	4.63%
6-1202 · Life Insurance	129.73	2,356.00	5.51%

6-1203 · Retirement	0.00	40,262.00	0.0%
6-1204 · Social Security/Medicare	0.00	47,644.00	0.0%
6-1205 · Workers Comp	0.00	1,766.00	0.0%
Total 6-1200 · Staff Benefits	<u>9,800.03</u>	<u>300,909.00</u>	<u>3.26%</u>
6-1250 · Other Staff Benefits			
6-1251 · CE & Conference Expenses	0.00	7,000.00	0.0%
6-1252 · Cellular Phone Stipends	0.00	1,000.00	0.0%
6-1253 · Mileage Reimbursement	0.00	8,000.00	0.0%
6-1254 · Section 125 Administration	0.00	700.00	0.0%
6-1255 · Phased Retirement Fund	0.00	15,000.00	0.0%
Total 6-1250 · Other Staff Benefits	<u>0.00</u>	<u>31,700.00</u>	<u>0.0%</u>
6-1300 · General Operating & Overhead			
6-1301 · Audit & Accounting Services	0.00	12,000.00	0.0%
6-1302 · Insurance - Bonding	0.00	507.00	0.0%
6-1303 · Insurance - Liability	0.00	1,300.00	0.0%
6-1304 · Insurance - Auto	0.00	2,748.00	0.0%
6-1305 · Insurance - Business Owners	0.00	761.00	0.0%
6-1307 · Legal Fees	0.00	2,000.00	0.0%
6-1308 · Rent - Evergreen Drive	5,508.00	22,032.00	25.0%
6-1309 · Rent - Milton PL	1,166.67	14,000.00	8.33%
6-1310 · Office Supplies	0.00	2,000.00	0.0%
6-1311 · Postage	0.00	2,000.00	0.0%
6-1312 · Office Printing & Reproduction	0.00	5,000.00	0.0%
6-1313 · Telecommunications & Datalines	0.00	6,925.00	0.0%
6-1314 · Utilities & Alarm - Evergreen	0.00	3,665.00	0.0%
6-1315 · Waterford Server Lease	0.00	1,835.00	0.0%
6-1316 · Meeting Expenses	0.00	1,000.00	0.0%
6-1317 · Cleaning Service - Evergreen	0.00	3,000.00	0.0%
6-1318 · Misc. & Other Consulting Exp.	0.00	20,000.00	0.0%
6-1319 · Board Management Platform	0.00	2,000.00	0.0%
Total 6-1300 · General Operating & Overhead	<u>6,674.67</u>	<u>102,773.00</u>	<u>6.5%</u>
6-1400 · System Services			
6-1401 · SEWI CE System Membership	0.00	2,890.00	0.0%
6-1403 · General Programs/PR & Marketing	0.00	12,000.00	0.0%
6-1404 · Gen. Program-Inclusive Services	0.00	2,000.00	0.0%
6-1405 · Gen. Program-Youth Services	0.00	35,000.00	0.0%
6-1406 · Professional Magazines	0.00	500.00	0.0%
6-1407 · Movie Licensing USA Subscrip	0.00	9,000.00	0.0%
6-1408 · Transparent Languages Subscrip	0.00	1,869.00	0.0%
6-1411 · WISCAT Member Library Licenses	0.00	4,400.00	0.0%
6-1412 · Member Hoopla Accounts	0.00	50,000.00	0.0%
6-1413 · Canva Subscription	0.00	5,000.00	0.0%
6-1414 · WPLC System Membership fee	0.00	13,906.00	0.0%
6-1415 · WISCNET Converged WAN	0.00	10,030.00	0.0%
6-1416 · Wils Membership	0.00	4,400.00	0.0%
6-1417 · Overdrive Advantage	0.00	8,000.00	0.0%
6-1418 · General Program Fund-Technology	0.00	22,000.00	0.0%
6-1419 · Fuel/Delivery Vehicle Mainten.	0.00	20,000.00	0.0%
6-1430 · Lost ILL Materials	0.00	100.00	0.0%
6-1450 · Contract Services			
6-1451 · Contract-Youth Services	0.00	10,000.00	0.0%
6-1452 · Contract - Inclusive Services	0.00	10,000.00	0.0%
6-1453 · Delivery Services - RPL/Milton	0.00	32,000.00	0.0%
6-1454 · Delivery - South Central	0.00	26,353.00	0.0%
6-1455 · Delivery - Excel Express	0.00	114,288.00	0.0%
6-1456 · Resource Library Contracts	0.00	47,000.00	0.0%
6-1457 · WiLS-Data Dashboard	0.00	7,000.00	0.0%
Total 6-1450 · Contract Services	<u>0.00</u>	<u>246,641.00</u>	<u>0.0%</u>
Total 6-1400 · System Services	<u>0.00</u>	<u>447,736.00</u>	<u>0.0%</u>
6-1500 · Capital Expenses			
6-1501 · New Furnishing & Equipment	0.00	1,000.00	0.0%
6-1502 · Hardware & Software	0.00	3,000.00	0.0%
Total 6-1500 · Capital Expenses	<u>0.00</u>	<u>4,000.00</u>	<u>0.0%</u>

6-2000 · Expenses from Other Income			
6-2100 · Local IT Service - SWLS			
6-2110 · SWLS IT Program Expenses	0.00	42,000.00	0.0%
6-2120 · WISCNET Converged Wan-SWLS	0.00	3,834.00	0.0%
Total 6-2100 · Local IT Service - SWLS	<u>0.00</u>	<u>45,834.00</u>	<u>0.0%</u>
Total 6-2000 · Expenses from Other Income	<u>0.00</u>	<u>45,834.00</u>	<u>0.0%</u>
Total 6-0100 · Operating Expenses	16,474.70	1,555,750.00	1.06%
6-4000 · County Government Reimbursement			
6-4100 · Racine County	0.00	3,040,685.00	0.0%
6-4200 · Walworth County			
6-4210 · Walworth Co Funds Libraries	0.00	1,774,387.00	0.0%
6-4215 · Walworth Co Funds to Reserves	0.00	26,288.00	0.0%
Total 6-4200 · Walworth County	<u>0.00</u>	<u>1,800,675.00</u>	<u>0.0%</u>
6-4300 · Kenosha County	0.00	94,611.00	0.0%
6-4400 · Rock County	0.00	1,409,129.00	0.0%
6-4500 · Waukesha County	0.00	4,720.00	0.0%
Total 6-4000 · County Government Reimbursement	<u>0.00</u>	<u>6,349,820.00</u>	<u>0.0%</u>
6-5000 · SHARE Member Expenses			
6-5100 · Bibliographic Utility	0.00	36,616.00	0.0%
6-5210 · ILS Annual Maintenance - PPL	112,153.27	125,104.00	89.65%
6-5220 · ILS Annual Maintenance - WUHS	120.59	137.00	88.02%
6-5230 · ILS Annual Maintenance - KCLS	38,469.78	42,908.00	89.66%
6-5300 · Delivery - WUHS	0.00	700.00	0.0%
6-5410 · WPLC OverDrive Buying Pool	0.00	85,321.00	0.0%
6-5420 · WPLC OverDrive Magazines	0.00	4,919.00	0.0%
6-5500 · BrainFuse	15,333.00	23,000.00	66.67%
6-5600 · LinkedInLearning	0.00	27,500.00	0.0%
6-5800 · Ancestry.com	0.00	23,735.00	0.0%
Total 6-5000 · SHARE Member Expenses	<u>166,076.64</u>	<u>369,940.00</u>	<u>44.89%</u>
6-6000 · Other Passthrough Expenses			
6-6100 · Rock Co WiFi Kit Project	0.00	21,528.00	0.0%
6-6200 · Rock Co Jail - Inmate Materials	0.00	2,000.00	0.0%
6-6300 · KPL BiblioCommons Expenses	0.00	4,900.00	0.0%
Total 6-6000 · Other Passthrough Expenses	<u>0.00</u>	<u>28,428.00</u>	<u>0.0%</u>

6-7000 · Grant Expenses			
6-7100 · Technology Grant	0.00	6,000.00	0.0%
6-7200 · LSTA SEWI CE Grant Expenses	7,925.93	77,542.00	10.22%
6-7300 · ARPA Info. Coordinator Grant	0.00	37,000.00	0.0%
Total 6-7000 · Grant Expenses	<u>7,925.93</u>	<u>120,542.00</u>	<u>6.58%</u>
6-8000 · SHARE Reserves Expenses			
6-8500 · Supplies & Training	0.00	7,500.00	0.0%
Total 6-8000 · SHARE Reserves Expenses	<u>0.00</u>	<u>7,500.00</u>	<u>0.0%</u>
Total 6-0000 · Expenses	<u>190,477.27</u>	<u>8,431,980.00</u>	<u>2.26%</u>
Total Expense	<u>190,477.27</u>	<u>8,431,980.00</u>	<u>2.26%</u>
Net Ordinary Income	<u>885,508.48</u>	<u>40,664.00</u>	
Net Income	<u>885,508.48</u>	<u>40,664.00</u>	

As of:	12/27/2022
Equitable Bank Balance (FSA)	4,461.18
BMO Harris Account	1,947.50
Community State Bank Balance	11,370.40
LGIP #1 - General Account	1,397,029.65
LGIP #2 - Automation Fund	219,012.32
Petty Cash	100.00
Funds held by Rock County - ALS	
Total Checking/Savings Held by LLS (12/27/2022)	1,633,921.05

FINAL 2023 Budget	Operating Income/Expenses	Grant Income/Expenses	County Funds (Passthrough)	SHARE Fund (Passthrough)	Difference
Total Income:	\$1,571,314	\$120,542	\$6,748,188	\$32,600	
Total Expenses:	\$1,555,750	\$120,542	\$6,748,188	\$7,500	
Balance:	\$15,564	\$0	\$0	\$25,100	\$40,664

Last revisions: 11.9.2022
11.22.2022

	2022	As of June 30, 2022	Projected End of Year	2023
Operating Income				
5-1000 State Aid				1,434,781
5-3000 · Other Income				
5-3100 · Local IT Service-Members				10,000
5-3120 · Local IT Service-SWLS				74,250
5-3125 · WiscNet Reimbursement-SWLS				3,488
5-3130 · Fee Income-Affiliate Members				3,438
5-3150 · SHARE Administration-KCLS				34,997
5-3160 · Rock County Sheriff's Dept.				4,000
5-3200 · Delivery-Racine Correctional				1,260
5-3300 · Miscellaneous Income				100
5-3700 · Interest - LGIP #1 General				5,000
Total 5-3000 · Other Income				136,533
Grand Total Operating Income				1,571,314

	2022	As of June 30, 2022	Projected End of Year	2023
Operating Expenses				
6-0100 · Operating Expenses				
6-1000 · Regular Staff Wages				622,798
6-1200 · Staff Benefits				
6-1201 · Health and Dental Insurance				208,881
6-1202 · Life Insurance				2,356
6-1203 · Retirement				40,262
6-1204 · Social Security/Medicare				47,644
6-1205 · Workers Comp				1,766
Total 6-1200 · Staff Benefits				300,909
6-1250 · Other Staff Benefits				
6-1251 · CE & Conference Expenses				7,000
6-1252 · Cellular Phone Stipends				1,000
6-1253 · Mileage Reimbursement				8,000
6-1254 · Section 125 Administration				700
6-1255 · Phased Retirement Fund				15,000
Total 6-1250 · Other Staff Benefits				31,700
6-1300 · General Operating & Overhead				
6-1301 · Audit & Accounting Services				12,000
6-1302 · Insurance - Bonding				507
6-1303 · Insurance - Liability				1,300
6-1304 · Insurance - Auto				2,748
6-1305 · Insurance - Business Owners				761
6-1306 · Insurance - Milton PL Building				0
6-1307 · Legal Fees				2,000
6-1308 · Rent - Evergreen Drive				22,032
6-1309 · Rent - Milton PL				14,000
6-1310 · Office Supplies				2,000
6-1311 · Postage				2,000
6-1312 · Office Printing & Reproduction				5,000
6-1313 · Telecommunications & Datalines				6,925
6-1314 · Utilities & Alarm - Evergreen				3,665
6-1315 · Waterford Server Lease				1,835
6-1316 · Meeting Expenses				1,000
6-1317 · Cleaning Service - Evergreen				3,000
6-1318 · Misc. & Other Consulting Exp.				20,000
6-1319 · Board Management Platform				2,000
Total 6-1300 · General Operating & Overhead				102,773
6-1400 · System Services				
6-1401 · SEWI CE System Membership				2,890
6-1403 · General Programs/PR & Marketing				12,000
6-1404 · Gen. Program-Inclusive Services				2,000
6-1405 · Gen. Program-Youth Services				35,000
6-1406 · Professional Magazines				500
6-1407 · Movie Licensing USA Subscrip				9,000
6-1408 · Transparent Languages Subscrip				1,869
6-1409 · LinkedIn Learning				0
6-1410 · Ancestry.com Subscription				0
6-1411 · WISCAT Member Library Licenses				4,400
6-1412 · Member Hoopla Accounts				50,000
6-1413 · Canva Subscription				5,000
6-1414 · WPLC System Membership fee				13,906
6-1415 · WISCNET Converged WAN				10,030
6-1416 · Wils Membership				4,400
6-1417 · Overdrive Advantage				8,000
6-1418 · General Program Fund-Technology				22,000
6-1419 · Fuel/Delivery Vehicle Mainten.				20,000
6-1430 · Lost ILL Materials				100
6-1450 · Contract Services				
6-1451 · Contract-Youth Services				10,000
6-1452 · Contract - Inclusive Services				10,000
6-1453 · Delivery Services - RPL/Milton				32,000
6-1454 · Delivery - South Central				26,353
6-1455 · Delivery - Excel Express				114,288
6-1456 · Resource Library Contracts				47,000
6-1457 · WiLS Contract - Data Dashboard				7,000
Total 6-1400 · System Services				447,736
6-1500 · Capital Expenses				
6-1501 · New Furnishing & Equipment				1,000
6-1502 · Hardware & Software				3,000
Total 6-1500 · Capital Expenses				4,000
6-2000 · Expenses from Other Income				
6-2100 · Local IT Service - SWLS				
6-2110 · SWLS IT Program Expenses				42,000
6-2120 · WISCNET Converged Wan-SWLS				3,834
Total 6-2100 · Local IT Service - SWLS				45,834
Total 6-2000 · Expenses from Other Income				
Grand Total Operating Expenses				1,555,750

	2022	As of June 30, 2022	Projected End of Year	2023
Passthrough Income				
5-4000 · County Government Funds				
5-4100 · Racine County	0	0	0	3,040,685
5-4200 · Walworth County	0	0	0	1,800,675
5-4300 · Kenosha County	0	0	0	94,611
5-4400 · Rock County	0	0	0	1,409,129
5-4500 · Waukesha County	0	0	0	4,720
Total 5-4000 · County Government Funds	0	0	0	6,349,820
5-5000 · SHARE Member Funds				
5-5110 · Bibliographic Utility	0	0	0	36,616
5-5210 · ILS Annual Maintenance-PLLS	0	0	0	125,104
5-5220 · ILS Annual Maintenance-WUHS	0	0	0	137
5-5230 · ILS Annual Maintenance-KCLS	0	0	0	42,908
5-5300 · Delivery - WUHS	0	0	0	700
5-5410 · WPLC OverDrive Buying Pool	0	0	0	85,321
5-5420 · WPLC OverDrive Magazines	0	0	0	4,919
5-5510 · BrainFuse	0	0	0	23,000
5-5600 · Library Fund for PR & Marketing	0	0	0	0
5-5700 · LinkedInLearning	0	0	0	27,500
5-5800 · Ancestry.com	0	0	0	23,735
Total 5-5000 · SHARE Member Funds				369,940
5-6000 · Other Passthrough Income				
5-6100 · Rock County WiFi Kit Project	0	0	0	21,528
5-6200 · Rock Co. Jail - Inmate Material	0	0	0	2,000
5-6300 · KPL BiblioCommons	0	0	0	4,900
Total 5-6000 · Other Passthrough Income	0	0	0	28,428
Grand Total Passthrough Income	0	0	0	6,748,188

	2022	As of June 15, 2022	Projected End of Year	2023
Passthrough Expenses				
6-4000 · County Government Reimbursement				
6-4100 · Racine County				3,040,685
6-4200 · Walworth County				1,800,675
6-4300 · Kenosha County				94,611
6-4400 · Rock County				1,409,129
6-4500 · Waukesha County				4,720
Total 6-4000 · County Government Reimbursement				6,349,820
6-5000 · SHARE Member Expenses				
6-5100 · Bibliographic Utility				36,616
6-5210 · ILS Annual Maintenance - PPL				125,104
6-5220 · ILS Annual Maintenance - WUHS				137
6-5230 · ILS Annual Maintenance - KCLS				42,908
6-5300 · Delivery - WUHS				700
6-5410 · WPLC OverDrive Buying Pool				85,321
6-5420 · WPLC OverDrive Magazines				4,919
6-5500 · BrainFuse				23,000
6-5600 · LinkedInLearning				27,500
6-5700 · Ancestry.com				23,735
Total 6-5000 · SHARE Member Expenses				369,940
6-6000 · Other Passthrough Expenses				
6-6100 · Rock Co WiFi Kit Project				21,528
6-6200 · Rock Co Jail - Inmate Materials				2,000
6-6300 · KPL BiblioCommons Expenses				4,900
6-6400 · SirsiDynix Fees				0
Total 6-6000 · Other Passthrough Expenses				28,428
Grand Total Passthrough Expenses	0	0	0	6,748,188

	2022	As of June 15, 2022	Projected End of Year	2023
5-7000 · Grant Income				
5-7100 · Technology Grant				6,000
5-7200 · LSTA SEWI CE Grants				77,542
5-7300 · ARPA Info. Coordinator Grant				37,000
Total 5-7000 · Grant Income	0	0	0	120,542
6-7000 · Grant Expenses				
6-7100 · Technology Grant				6,000
6-7200 · LSTA SEWI CE Grant Expenses				77,542
6-7300 · ARPA Info. Coordinator Expenses				37,000
Total 6-7000 · Grant Expenses	0	0	0	120,542

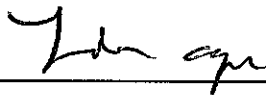
	2022	As of June 15, 2022	Projected End of Year	2023
SHARE Revenues				
5-8000 · SHARE Reserves - LGIP #2				
5-8100 · SHARE LGIP #2 Interest				100
5-8200 · Server Replacement Fund				8,000
5-8300 · Automation Support Fund				4,000
5-8400 · Enhancement & Replacement Fund				13,000
5-8500 · Supplies & Training				7,500
Total 5-8000 · SHARE Reserves - LGIP #2				32,600
SHARE Expenses				
6-8000 · SHARE Reserves Expenses				
6-8500 · Supplies & Training				7,500
Total 6-8000 · SHARE Reserves Expenses				7,500

2023 INTERSYSTEM AGREEMENT
Bridges Library System and Prairie Lakes Library System

This Intersystem Agreement is by and between Prairie Lakes Library System (PLLS), and Bridges Library System (Bridges). The purpose of the agreement is to define a policy of mutual use of library facilities and services for all residents of Jefferson, Racine, Rock, Walworth and Waukesha Counties, thus complying with Wisconsin Statutes 43.24(2)(g). Therefore, Bridges and PLLS agree to the following:

1. The Bridges and PLLS member libraries will advocate for provision of library services to any validly registered borrower of any other participating library in Jefferson, Waukesha, Racine, Rock, and Walworth Counties on the same basis as they are available to residents of the member library's home library system, when practicable.
2. Borrowers may return materials checked out from libraries to any library in either system, except for special equipment or items clearly marked to return to the library from which they were borrowed. Availability of Interlibrary Loan Services and activity room sign-up to these borrowers shall be at the discretion of individual member libraries.
3. If materials borrowed under this agreement are lost or not returned, the borrower's library system may assist the lending library in recovering the materials.
4. The systems will maintain records of usage depending on the capabilities of each library's circulation systems. The records will, at minimum, detail use by each town, village and city in the other system. Both systems agree to provide the resulting data if requested.
5. The systems agree to assist each other in facilitating cross-county borrowing reimbursement payments of member county funds according to county-approved funding levels. If necessary, the systems will assist each other to ensure that member counties meet their statutory funding obligations under Wisconsin Statutes 43.12(1)(b).
6. This agreement shall become effective January 1, 2023, and remain in force until the end of the calendar year. This agreement shall be subject to modification as may be mutually agreeable.

Bridges Library System Board



Chairperson

11-16-22

Date

Prairie Lakes Library System Board

Chairperson

Date

2023 INTERSYSTEM AGREEMENT
Kenosha County Library System and Prairie Lakes Library System

This Intersystem Agreement is by and between Prairie Lakes Library System (PLLS), and Kenosha County Library System (KCLS). The purpose of the agreement is to provide a system of mutual use of library facilities and services for all residents of Racine, Rock, Walworth, and Kenosha Counties. Therefore, KCLS and PLLS agree to the following:

1. The KCLS and PLLS member libraries will provide library services to any validly registered borrower of any other participating library in Kenosha, Racine, Rock and Walworth Counties on the same basis as they are available to residents of the member library's municipality, except as noted below. These services shall include, but not be limited to checkout of books, audio and video recordings. Lending of special collections such as electronic equipment shall be at the discretion of individual member libraries. The services shall also include availability of storytimes and other public programs and use of public computers. Non-residents will be subject to the same restrictions, fines and charges which the library imposes on its own community's residents, except as noted in number 2 below.
2. Borrowers may return materials checked out from libraries to any library in either system, except for special equipment or items clearly marked to return to the library from which they were borrowed. Availability of Interlibrary Loan Services and activity room sign-up to these borrowers shall be at the discretion of individual member libraries.
3. If materials borrowed under this agreement are lost or not returned, the borrower's library system shall assist the lending library in recovering the materials.
4. The systems will maintain records of usage depending on the capabilities of each library's circulation systems. The records will, at minimum, detail use by each town, village and city in the other system. Both systems agree to provide the resulting data if requested.
5. This agreement supersedes any and all previous agreements.

Kenosha County Library System Board

Signature of Chairperson

Date

Prairie Lakes Library System Board

Signature of Chairperson

Date

2023 INTERSYSTEM AGREEMENT
South Central Library System and Prairie Lakes Library System

This Intersystem Agreement is by and between Prairie Lakes Library System (PLLS), and South Central Library System (SCLS). The purpose of the agreement is to comply with Wisconsin Statutes 43.17(6) and 43.24(2)(g). Therefore, SCLS and PLLS agree to the following:

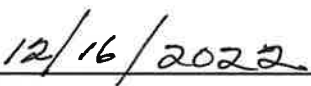
1. Patrons who borrow materials under this agreement are required to:
 - a. conform to the rules and regulations of the library from which they borrow;
 - b. present a valid borrower's card issued by their local library or by their library system as evidence of their eligibility for this service;
 - c. pay promptly all delinquency charges which may accrue against them.
2. The systems agree to assist each other, if necessary and upon request, in recovering materials.
3. Participating libraries may limit reciprocal borrowing to specific classes of materials at their discretion, but are encouraged to provide unlimited access to materials that are available locally.
4. Materials may be returned to any member library of either system; it will be the system's responsibility to return the materials to the originating library.
5. Although each system will encourage its member libraries to share materials as much as possible, the system will in no way require its members to extend services beyond their statutory mandates.

This agreement shall become effective January 1, 2023, and automatically renew each January 1st thereafter. It may be amended at any time by mutual agreement of the two parties or may be discontinued by either party upon (90) days written notice.

South Central Library System Board



Chairperson



Date

Prairie Lakes Library System Board

Chairperson

Date

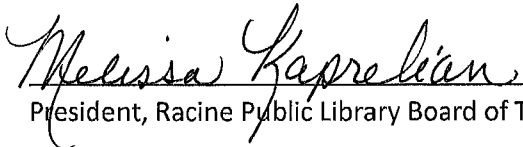
Resource Library Agreement between Prairie Lakes Library System and Racine Public Library for 2023

Subject to the Prairie Lakes Library System Member Library Agreement and Wisconsin Statutes, the Racine Public Library shall function as the primary "Resource Library" for the Prairie Lakes Library System pursuant to Wis. Stat. 43.16. The Prairie Lakes Library System shall pay the Racine Public Library the following amount for services rendered during 2023:

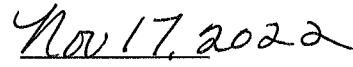
2023 Contract Payments to Racine Public Library

- Resource-Sharing Hub Services \$7,000
- Chapter 43.24 Services \$0

Signatures:



President, Racine Public Library Board of Trustees



Date

President, Prairie Lakes Library System Board of Trustees

Date

Secondary Resource Library Agreement between Prairie Lakes Library System and Hedberg Public Library for 2023

Subject to the Prairie Lakes Library System Member Library Agreement and Wisconsin Statutes, the Hedberg Public Library shall function as the secondary "Resource Library" for the Prairie Lakes Library System pursuant to Wis. Stat. 43.16. The Prairie Lakes Library System shall pay the Hedberg Public Library the following amount for services rendered during 2023:

2023 Contract Payments to Hedberg Public Library: \$40,000

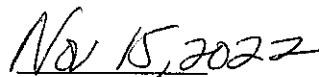
Services provided by Hedberg Public Library:

- Original cataloging on behalf of Member Libraries;
- Chapter 43.24 Services;
- \$5,000 contribution to the library system OverDrive Advantage collection.

Signatures:



President, Hedberg Public Library Board of Trustees



Date

President, Prairie Lakes Library System Board of Trustees

Date

Administrative Recommendation

Topic: Appointment of a Prairie Lakes Advisory Committee

Date: January 4th, 2023

Background:

Each public library system in Wisconsin has an appointed advisory committee comprised of the directors of each member library. Such committees are appointed at the system board level, therefore are required to observe open meetings law-related practices, and procedures. Wis. Stat. 43.17(2m) states the purpose of advisory committees as:

“... to advise the system board about the status and needs of libraries in the system, serve as a conduit of information between the system board and individual libraries in the system and make recommendations to the system board relating to libraries in the system.”

Both Arrowhead and Lakeshores had such committees prior to the merger, and the member libraries are expecting Prairie Lakes will establish an advisory committee as well. The member libraries have further indicated that they value having designated liaison persons on the system board and advisory committee. In other words, one system trustee would attend advisory committee meetings ex-officio, and one library director would attend system board meetings ex-officio.

Recommendations:

1. Motion to appoint a Prairie Lakes Advisory Committee consisting of the director or designated proxy of each member library.
2. Appoint one system trustee, by consent, as liaison to the Prairie Lakes Advisory Committee for a term of one year.



BOARD OF TRUSTEES OF THE PRAIRIE LAKES LIBRARY SYSTEM
RESOLUTION ESTABLISHING THE PRAIRIE LAKES LIBRARY SYSTEM

WHEREAS, Wisconsin's public library systems exist to provide many services to member libraries including technology and resource sharing planning, referral or routing of reference and interlibrary loan requests, electronic delivery of information and physical delivery of library materials, training for member library staff and trustees, consultant services, inclusive services support, youth services support, and backup reference, information, and interlibrary loan services from the system resource library; and

WHEREAS, the former Arrowhead and Lakeshores library systems completed a multi-year process to evaluate the virtues of a library system merger as permitted by the Wisconsin Statutes, make recommendations on the structure and scope of the merged system's activities, and filed a 2023 Library System Plan in accordance with those recommendations; and

WHEREAS, all necessary authorizations have been granted for such a merger, including by the Boards of Supervisors of Racine, Rock and Walworth counties and the Department of Public Instruction;

BE IT THEREFORE RESOLVED that the Prairie Lakes Library System Board of Trustees hereby formally establishes the Prairie Lakes Library System to operate in accordance with Wisconsin law, and all provisions contained therein; and

BE IT FURTHER RESOLVED that the Prairie Lakes Library System Board of Trustees wishes to express deep gratitude to the residents, county officials, library directors, past system trustees, and system staff members who contributed to the ultimate success of this effort.

Signed,

Presiding Officer
Prairie Lakes Library System Board of Trustees

Waterford, Wisconsin
On this First Day of January
Two Thousand and Twenty-Three

PRAIRIE LAKES LIBRARY SYSTEM

2023 CONTRACT FOR

DELIVERY of BOOKS, SUPPLIES and CORRESPONDENCE In RACINE and WALWORTH COUNTIES

This agreement is between the Prairie Lakes Library System, hereafter called the System, and Excell Express Messenger, hereafter, the Driver. It is for a five-day-per-week delivery service.

The Driver Agrees That:

1. Should additional stops not specified in the attachment be added, or stops already established be deleted from the route, the contract will be subject to renegotiation.
2. Because the delivery service will have unsupervised access to several libraries, all employees will be bonded.

The Drive Must:

1. Have a Wisconsin Common Carrier's License and maintain it for the term of the contract.
2. Vendor shall hold the System harmless against any loss, damages, and causes of action, lawsuits or claims arising out of any negligent or intentional acts or omissions by Vendor or Vendor's Agents or Employees.
3. Procure a van large enough to accommodate all material, with backup transportation for all delivery days.
4. Be prepared to deliver and pick up materials to and from places specified by individual libraries. In many cases, this requires moving sizeable loads up and down exterior and/or interior steps. Occasionally this may include transporting computer or other large equipment.
5. Handle about 1 million plus items annually.
6. Carry liability insurance on vehicle(s) of at least \$500,000 with Prairie Lakes Library System an additional named insured. Insurance must be in effect during the entire contract period. Proof of insurance must be provided upon request from the System.
7. Make the necessary arrangements for employee benefits and tax liabilities such as worker's compensation, social security, state and federal taxes. The System

will pay a contract amount and shall have no obligation to pay these benefits or liabilities.

8. Delivery stops must be scheduled during business hours, normally between 7:30 a.m. and 4:30 p.m., with due allowance for inclement weather.

The Route:

1. **Basic Route:** About 20 stops per day with an annual mileage to listed stops of approximately 61,000+ miles. Stops are made at each of the 15 Racine and Walworth County public libraries, Racine Correctional Facility, and Waterford Union High School.

The five days per week must be Monday through Friday.

Delivery service will be cancelled on any holiday for which the System office closes and/or if road conditions are such as to make them hazardous. (Driver must contact the System office when canceling due to weather. When possible, delivery days cancelled due to adverse weather conditions will be rescheduled for the following day). In either case, no penalty will be assessed against the delivery service.

Excell Express Messenger shall consider the implementation of a fuel surcharge as a result of a national or worldwide catastrophe that causes the “Weekly Us On-Highway Diesel Fuel Price” for the Midwest region to exceed \$3.25 price per gallon.

The System Shall:

1. Pay the driver the following amount for his route in payments of the following for a one (1) year contract:
 - o 2023 – 3% increase – Pay the Driver **\$114,288.00** annually for the basic route and for a 1-year contract period. Payment shall be made in equal monthly installments of **\$9,524.00** each.
2. Reserve the right to terminate delivery service, for Driver’s failure to meet requirements, upon thirty (30) days written notice.

This contract is in effect from January 1, 2023 through December 31, 2023.

Excell Express

Prairie Lakes Library System Board

Owner

President

Date

Date

Route Schedule

- Racine Public Library
- Graham Public Library – Union Grove
- Burlington Public Library
- Rochester Public Library
- Waterford Public Library
- Prairie Lakes Library System
- Waterford Union High School
- East Troy Public Library
- Matheson Memorial Library - Elkhorn
- Aram Public Library – Delavan
- Darien Public Library
- Brigham Memorial Library (Sharon Public Library)
- Walworth Memorial Library
- Fontana Public Library
- Barrett Memorial Library – Williams Bay
- Lake Geneva Public Library
- Genoa City Public Library
- Racine Correctional Institute (Tuesdays)
- Racine Public Library

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Alice Baker Memorial Public Library	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-600.00
Total Alice Baker Memorial Public Library						-600.00
Barrett Memorial Library	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-680.00
Total Barrett Memorial Library						-680.00
Brainfuse Inc.	General Journal	01/01/2023	J-596	8 months of Brainfuse paid in 2022 for 2023	1100 · Prepaid Expenses	15,333.00
	General Journal	01/01/2023	J-596	8 months of Brainfuse paid in 2022 for 2023	6-5500 · BrainFuse	-15,333.00
Total Brainfuse Inc.						0.00
Burlington Public Library	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-917.87
Total Burlington Public Library						-917.87
City of Milton	General Journal	01/01/2023	J-619	Jan 2023 Milton Rent Prepaid	1100 · Prepaid Expenses	1,166.67
	General Journal	01/01/2023	J-619	Jan 2023 Milton Rent Prepaid	6-1309 · Rent - Milton PL	-1,166.67
Total City of Milton						0.00
Dowling, David	Bill	12/19/2022	Expenses thru 12/16	LLS mileage	61205 · Mileage Reimbursement	-110.31
	Bill	12/19/2022	Expenses thru 12/16	Libraries to reimburse	61205 · Mileage Reimbursement	-41.12
	Bill	12/19/2022	Expenses thru 12/16	Nov/Dec cell	61205 · Mileage Reimbursement	-40.00
	Bill	12/19/2022	Expenses thru 12/16	SWLS miles	66451 · SWLS IT Program Overhead	0.00
Total Dowling, David						-191.43
Dwight Foster Library	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-642.78
Total Dwight Foster Library						-642.78
Edgerton Pub. Library	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-900.00
Total Edgerton Pub. Library						-900.00
Hudson, Brad	Bill	12/19/2022	Miles through 12/16	SWLS Overhead	66451 · SWLS IT Program Overhead	0.00
	Bill	12/19/2022	Miles through 12/16	Oct/Nov/Dec 2022 cell phone	61202 · Cellular Phone Contributions	-60.00
	Bill	12/19/2022	Miles through 12/16	LLS miles	61205 · Mileage Reimbursement	-262.50
	Bill	12/19/2022	Miles through 12/16	Miles-Libraries reimburse	61205 · Mileage Reimbursement	-38.12
Total Hudson, Brad						-360.62
Johnson Creek Public Library	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-300.00
Total Johnson Creek Public Library						-300.00
Kenosha Public Lib	Bill	12/12/2022	0146-Cataloging	Nov. 2022 cataloging	61410 · Contract Cataloging	-209.00
Total Kenosha Public Lib						-209.00
Lake Geneva Public Library	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-340.00
Total Lake Geneva Public Library						-340.00
MAKE CENT\$ LLC	General Journal	01/01/2023	J-618	1st qtr 2023 Evergreen rent prepaid in 2022	1100 · Prepaid Expenses	5,508.00
	General Journal	01/01/2023	J-618	Jan. 2023 prepaid	6-1308 · Rent - Evergreen Drive	-1,836.00
	General Journal	01/01/2023	J-618	Feb. 2023 prepaid	6-1308 · Rent - Evergreen Drive	-1,836.00
	General Journal	01/01/2023	J-618	March 2023 prepaid	6-1308 · Rent - Evergreen Drive	-1,836.00
Total MAKE CENT\$ LLC						0.00
Milton Pub. Library	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-485.00
Total Milton Pub. Library						-485.00
Mukwonago Comm. Library	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-1,067.78
Total Mukwonago Comm. Library						-1,067.78
Novy, Jim	Bill	12/19/2022	Expenses thru 12/16	LLS miles	61205 · Mileage Reimbursement	-314.75
	Bill	12/19/2022	Expenses thru 12/16	SWLS Overhead miles	66451 · SWLS IT Program Overhead	0.00
	Bill	12/19/2022	Expenses thru 12/16	Nov/Dec cell	61202 · Cellular Phone Contributions	-40.00
	Bill	12/19/2022	Expenses thru 12/16	Miles to be reimbursed by libraries	61205 · Mileage Reimbursement	-62.93
Total Novy, Jim						-417.68
Pewaukee Public Library	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-679.50
Total Pewaukee Public Library						-679.50
Piszczek, Elizabeth S.	Bill	12/27/2022	thru 12.24.2022	Dec. 1-24, 2022 cleaning	61303 · Cleaning Service	-120.00
Total Piszczek, Elizabeth S.						-120.00
Puccini, Jennifer	Bill	12/27/2022	Dec. 2022 Youth	Dec. 2022 youth services	61407 · Summer Reading/Youth Program	-480.00
Total Puccini, Jennifer						-480.00
Sirsi Corporation	General Journal	01/01/2023	J-612	SirsiDynix maintenance for 2023 paid in 2022	1100 · Prepaid Expenses	150,743.64
	General Journal	01/01/2023	J-612	PLLS Share of maintenance for 2023 paid in 2022	6-5210 · ILS Annual Maintenance - PPL	-112,153.27
	General Journal	01/01/2023	J-612	WUHS Share of maintenance for 2023 paid in 2022	6-5220 · ILS Annual Maintenance - WUHS	-120.59
	General Journal	01/01/2023	J-612	KCLS Share of maintenance for 2023 paid in 2022	6-5230 · ILS Annual Maintenance - KCLS	-38,469.78
Total Sirsi Corporation						0.00
Sorrentino, Bobbi	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-692.00
Total Sorrentino, Bobbi						-692.00
Town Hall Library-North Lake	Bill	12/21/2022	SEWI CE Grant	SEWI CE Grant - 2022-2023	1100 · Prepaid Expenses	-621.00
Total Town Hall Library-North Lake						-621.00
TOTAL						<u>-9,704.66</u>

Member Library Agreement

Prairie Lakes Library System

A Member Library Agreement Established Under Wisconsin Statute 43.15(4)(c)4

I. General Agreement and Purpose

In order to provide effective and efficient library services to the residents of participating counties and to other service populations required by Wisconsin law, the signatories indicated below do hereby agree to the terms articulated in this document.

II. Definitions

- A. System Board: the governance body of Prairie Lakes Library System. 43.19
- B. Member Library: a library participating in Prairie Lakes Library System. 43.52
- C. Resource Library: a Member Library of Prairie Lakes Library System which may provide additional services to member libraries. 43.16(1)(a)

III. Resource Library

Prairie Lakes Library System shall maintain an annual resource library agreement. 43.16(1)(a)

IV. System Responsibilities

Prairie Lakes Library System shall, according to Wisconsin Statute 43.24(2):

- A. Maintain written member library agreements with all participating member libraries. 43.24(2)(a)
- B. Provide backup reference referral and interlibrary loan service via resource library. 43.24(2)(b)
- C. Provide referral or routing for reference and interlibrary loan requests made by member libraries. 43.24(2)(d)
- D. Provide in-service training for participating member library personnel and trustees. 43.24(2)(e)
- E. Provide electronic delivery of information and physical delivery (van route) to member libraries. 43.24(2)(fm)
- F. Maintain service agreements with all adjacent Wisconsin public library systems. 43.24(2)(g)
- G. Provide access to professional consulting services. 43.24(2)(h)
- H. Plan, develop & deploy other service programs designed to meet the needs of participating member libraries. 43.24(2)(i)
- I. Provide access to services for users with special needs. 43.24(2)(k)
- J. Coordinate & plan with other types of organizations to facilitate ongoing expansion of resource sharing. 43.24(2)(L)

- K. Engage in planning in the areas of technology and resource sharing with the Division for Libraries and Technology and maintain a technology plan. 43.24(2)(m)

Prairie Lakes Library System shall also:

- L. File an annual report to the Department of Public Instruction. 43.17(5)
- M. File an annual system plan for the Department of Public Instruction. 43.17(5)
- N. Maintain a librarian advisory committee. 43.17(2m)

V. Member Library Responsibilities

Member libraries shall, according to Wisconsin Statute 43.15:

- A. Be established under Wisconsin statutes, chapter 43. 43.15(4)(c)1
- B. Be located in counties that participate in Prairie Lakes Library System. 43.15(4)(c)2
- C. Be authorized by a municipal governing body or county board to participate in Prairie Lakes Library System. 43.15(4)(c)3
- D. Participate in the system and its activities, including the interlibrary loan of materials with other member libraries, and shall provide the same library services on the same terms to any resident of the system area. 43.15(4)(c)4
- E. Employ a head librarian with an appropriate certification level. 43.15(4)(c)6
- F. Be open to the public on a weekly average of not less than 20 hours. 43.15(4)(c)7
- G. Spend not less than \$2,500.00 annually on library materials. 43.15(4)(c)8

Member libraries shall also:

- H. File an annual report to the Department of Public Instruction. 43.58(6)
- I. Honor valid borrower cards from other Prairie Lakes Library System member libraries and libraries in library systems with which Prairie Lakes Library System has service agreements. 43.17(10)

VI. Prior Agreements

This agreement shall replace membership agreements established between the signatory library indicated below and the Arrowhead Library System OR the Lakeshores Library System upon the effective date.

VII. Effective Dates, Renewal, Termination

This agreement shall become effective on January 1st, 2023 upon the establishment of the Prairie Lakes Library System. It shall then be automatically renewed on January 1st of each subsequent year. Each party may terminate this agreement by giving at least thirty (30) days' notice to the other party.

VIII. Signatures

Library Name

Library Board President

Date

Prairie Lakes Library System Board President

Date