

Prairie Lakes Library System



Prairie Lakes Library System Board Meeting 2023-2-22

Wed Feb 22, 2023 6:00 PM - 8:00 PM CST

Held Virtually Due to Inclement Weather

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

Access Code: 151-066-053 United States: +1 (872) 240-3311

1. Welcome and Introductions

2. Call to Order

Acting President Smith called the meeting to order at 6:05 P.M.

3. Roll

Quorum met. (TA)

Members Present: Brace, Broga, Laufenberg, Lea, Miller, Nugent, O'Hagan, Rodriguez, Schubring, Smith, Tilleros, Wilson. Absent: Carillo, Coffman, Dinnes, Amendment: Laufenberg (TA)

Staff Present: Anderson, Erickson, Ohs, Platteter

Guests: Joseph Langer (Clinton Public Library)

4. Public Comment Period

No comments.

5. Declaration of Interests Concerning the Agenda

No conflicts or interests.

6. Presentations or Group Activities (If Any)

None.

7. Approval of Consent Agenda

Item b. Expenditures Report and item c. Budget to Actual Report were pulled from the consent agenda.

a. Previous Meeting Minutes

Lea motioned to approve the consent agenda (the minutes of the previous meeting). Schubring seconded. Tilleros requested the minutes for each meeting include its location. The motion carried.

☑ Amend last meetings minutes to include "Virtual" as its location.

Assigned to: Tovah Anderson

Due: 02/22/2023

b. Expenditures Report

c. Budget to Actual Report

Discussion point 1: Regarding the passthrough payments from counties to libraries: The money PLLS has received from the counties has been deposited in the LGIP General Account. When deposited before 11:00 A.M. the funds begin earning interest the day of the deposit. The interest in this account appears in budget line 5-37000. Due to the schedule frequency at which LGIP assesses interest, interest payments appear late the following month and are backdated.

Discussion point 2: Budget Line 6-1303 does not yet reflect the board's previous motion to adjust it to match the actual cost of the systems insurance package. Ohs attributed this to the system's plan to present a slate of additional budget revisions at the next board meeting.

8. Approval of Any Items Removed from Consent Agenda

b. Expenditures Report Tilleros motioned to approve the Expenditures Report. Brace seconded. Discussion was had. Motion carried.

c. Budget to Actual Report Brace motioned to approve the Budget to Actual report. Tilleros seconded. Discussion was had. Motion carried.

9. Informational Reports

a. System Director's Report

Ohs discussed the progress the system has made in a variety of merge-related activities.

b. Prairie Lakes Advisory Committee Report

Ohs recapped the meetings lengthiest discussions including the committee's desire to draft bylaws and the upcoming merger of Arrowhead and Lakeshores OverDrive Advantage Accounts.

10. Unfinished Business

a. Appointment of Board Officers (Possible Action)

Related documents in the packet:

1. Overview of Library System Board Officer Positions
2. Director's Note - Year One Board Officers.

Broga motioned to establish the officer positions of President, Vice President, and treasure for terms ending December 31, 2023. Tilleros seconded the motion. A discussion was had. The motion was amended according to Brace's suggestion. [Revised] Broga motioned to establish the officer positions of President, Vice President, Treasurer, [and Assistant Treasurer] for terms ending December 31, 2023. Tilleros seconded the motion. No further discussion. Motion carried.

Brace motioned to direct the system director to appoint a Recording Secretary. Wilson seconded. No discussion. Motion carried.

☉ Ohs will appoint a system staff member as Recording Secretary and will include this in his next report to the board.

Assigned to: Steve Ohs

Due: 03/22/2023

At 6:46 P.M. Acting President Smith opened the floor for nominations for the office of President.

Broga Nominated Annette Smith.

At 6:46 P.M. Acting President Smith opened the floor for nominations for the office of Vice President.

Broga nominated Bob Miller.

At 6:47 P.M. Acting President Smith opened the floor for nominations for the office of Treasurer.

Schubring nominated Gary Tilleros

Brace nominated himself.

A discussion was had in which Tilleros accepted the nomination for Treasurer and Brace accepted a revised nomination for Assistant Treasurer.

Acting President Smith closed nominations at 6:50 P.M.

Wilson motioned to accept the slate of nominees, reflecting unanimous acclamation. Schubring seconded. No discussion. The motion carried unanimously.

Broga motioned to appoint the System Director and the Treasurer as co-signers for library system expenditures. Miller Seconded. A discussion was had about adding the Assistant Treasurer as a third co-signer and whether or not the intention was to have all three co-signers sign each check. The motion was amended. [Amended] Broga motioned to appoint the System Director and Treasurer as co-signers for library system expenditures [and to appoint the Assistant Treasurer as an alternate co-signer for occasions when the Treasurer is unavailable]. Miller Seconded. No additional discussion. The motion carried.

11. New Business

a. Approval of 2023 Meeting Schedule (Possible Action)

Brace motioned to approve the draft 2023 Meeting Schedule. Rodriguez seconded. A discussion was had. The motion was amended.[Amended] Brace motioned to approve the draft 2023 Meeting Schedule [with a new start time of 6:30 P.M.]. Rodriguez seconded. No further discussion. Motion carried.

- ☑ Update and distribute revised 2023 Meeting Schedule.

Assigned to: Steve Ohs

Due: 02/23/2023

b. Approval of 2023 Advisory Committee Liaison Schedule (Possible Action)

Discussion about how to handle situations when the trustee assigned the role of Advisory Committee Liaison is unable to attend the PLAC meeting.

Brace moved the approve the Draft Prairie Lakes Library System Liaison Schedule with the revision that Lea will Replace Carillo as Liaison for the March 2023 meeting. Broga seconded. No further discussion. Motion carried.

- ☑ Update and distribute revised 2023 Prairie Lakes Library System Liaison Schedule.

Assigned to: Steve Ohs

Due: 02/23/2023

c. Recognition of Past and Present Stakeholders (Possible Action)

Ohs presented a draft resolution recognizing past and present stakeholders. Trustees discussed desires for a larger degree of personalization including names in the resolution, certificates of recognition, and possible recognition from county boards.

Miller motioned for the board to direct Ohs to reach out to the Racine, Rock, and Walworth County boards with information encouraging the recognition of some of the longest-serving trustees of the Arrowhead and Lakeshores Library Systems via each county's own processes. Lea seconded. No discussion. Motion carried.

Tilleros motioned to Direct Ohs to develop a list of the longest-serving trustees of the Arrowhead and Lakeshores Library Systems; and bring a revised draft of the Resolution in Recognition of Past and Present Stakeholders, which should include these names, to the next board meeting. Brace Seconded. No additional discussion. The motion carried.

- ☑ Develop a list of the longest-serving trustees of Arrowhead and Lakeshores Library System boards.

Assigned to: Steve Ohs

Due: 03/22/2023

- ⊙ Draft and distribute a letter to Racine, Rock, & Walworth County Boards encouraging the recognition of the trustees on the said list.

Assigned to: Steve Ohs

Due: 03/22/2023

- ⊙ Use the said list to develop a more personalized revision of the Resolution in Recognition of Past and Present Stakeholders in lieu of certificates of recognition.

Assigned to: Steve Ohs

Due: 03/22/2023

d. Authorization for Advisory Committee to Develop Bylaws or Rules (Possible Action)

Broga motioned to accept the language presented in this agenda item's "Director's Note - Advisory Committee Language for System Bylaws" granting the Prairie Lakes Advisory Committee permission to draft bylaws. Seconded by Laufenberg. No additional discussion. Motion carried.

e. Presentation and Possible Approval of Initial Bylaws Structure (Possible Action)

Schubring motioned to approve the DRAFT Structure of Prairie Lakes Library System Bylaws. Miller seconded. A discussion about creating a bylaws committee and the committee using this DRAFT Structure and the previous Arrowhead and Lakeshores Library System Bylaws as a starting point was had. Motion Carried.

President Smith opened the floor for volunteers to work on a Bylaws Subcommittee.

Nugent and Brace volunteered.

With unanimous consent, Nugent and Brace will work with the System Directors to draft bylaws to bring to present to the board.

- ⊙ Work with Nugent and Brace to set a series of subcommittee meetings to draft bylaws to put before the full board.

Assigned to: Steve Ohs

12. Announcements

Tilleros shared that, due to the municipality of Waterford's reduction in library funding, two Waterford Public Library staff members have been laid off and are looking for new positions. Please share opportunities with Heather Kinkaid, WPL's director.

The next meeting of the PLLS Board will be in-person with a virtual option, March 22, 2023, at 6:30 P.M. in the Friends Room at Matheson Memorial Library in Elkhorn.

The next Prairie Lakes Advisory Council Meeting is Tuesday, March 7, at 9:30 A.M. in the Community Room at Matheson Memorial Library.

13. Anticipated Business for Next Meeting

Brace requested an an update on the system's efforts to update member library websites with the help of an American Recovery Plan Act (ARPA)-funded contract position.

a. Presentation of WiLS Strategic Planning Proposal (Possible Action)

- ☑ Add ARPA Website Rebuild project to the next board agenda.

Assigned to: Steve Ohs

Due: 03/11/2023

- ☑ Provide Ohs with an up-to-date list of libraries in this project's queue.

Assigned to: Tovah Anderson

Due: 03/10/2023

14. Adjourn

A motion to adjourn is required.

Motion to adjourn by O'Hagan. Second by Brace. Motion carried.

Meeting was adjourned by President Smith at 7:54 P.M.

Minutes submitted by Tovah Anderson on February 22, 2023.

Amended by Tovah Anderson on March 22, 2023 – Quorum met. Laufenberg was in attendance.



Prairie Lakes Library System Board Meeting 2023-2-22 Agenda

Feb 22nd, 2023 6:00pm - 8:00pm CST

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

6:00pm

2. Call to Order

Interim President Annette Smith.

3. Roll

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

4. Public Comment Period

Anyone wishing to address the System Board at this time will be allowed up to 5 minutes. Your subject can be anything whether on the agenda or not. The System Board should not engage in a discussion regarding comments because it was not part of the publicly noticed agenda. Upon conclusion of the public comment period, members of the audience are not allowed further comment unless they are participating in a public hearing or if specifically allowed by a majority vote or consent of the System Board due to involvement in an agenda item.

5. 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.

6. Presentations or Group Activities (If Any)

7. 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**

b. **Expenditures Report**

c. **Budget to Actual Report**

8. Approval of Any Items Removed from Consent Agenda

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

9. Informational Reports

a. **System Director's Report**

b. **Prairie Lakes Advisory Committee Report**

10. Unfinished Business

a. Appointment of Board Officers (Possible Action)

Related documents in the packet:

1. Overview of Library System Board Officer Positions
2. Director's Note - Year One Board Officers.

11. New Business

a. Approval of 2023 Meeting Schedule (Possible Action)

Related documents in the packet:

1. DRAFT 2023 Meeting Schedule

b. Approval of 2023 Advisory Committee Liaison Schedule (Possible Action)

Related documents in the packet:

1. Draft Prairie Lakes Library System Liaison Schedule

c. Recognition of Past and Present Stakeholders (Possible Action)

Related documents in the packet:

1. DRAFT Resolution of Recognition

d. Authorization for Advisory Committee to Develop Bylaws or Rules (Possible Action)

Related documents in the packet:

1. Director's Note - Advisory Committee Language for System Bylaws

e. Presentation and Possible Approval of Initial Bylaws Structure (Possible Action)

Related documents in the packet:

1. DRAFT Structure of Prairie Lakes Library System Bylaws

12. Announcements

13. Anticipated Business for Next Meeting

a. Presentation of WiLS Strategic Planning Proposal (Possible Action)

14. Adjourn

A motion to adjourn is required.

END
8:00pm

Prairie Lakes Library System



Prairie Lakes Library System Board Meeting 2023-1-23 (Special Meeting)

Mon Jan 23, 2023 6:30 PM - 7:00 PM CST

1. Call to Order

6:03 P.M. by Annette Smith, Acting President

2. Roll

Quorum met.

Members Present: Brace, Broga, Dinnes, Lea, Schubring, Smith, Tilleros, Wilson.

System Staff Present: Anderson, Erickson, Ohs, Platteter

Members Absent: Carillo, Coffman, Laufenberg, Miller, Nugent, O'Hagan, Rodriguez

3. Public Comment Period

None.

4. Declaration of Interests Concerning the Agenda

None.

5. Presentations

None.

6. Approval of Consent Agenda

 Brace moved to approve the Consent Agenda. Wilson seconded. Motion passed.

a. Previous Meeting Minutes

Tilleros requested revisions to the January 4, 2023 minutes: addition of a header containing meeting information, and the motion, second and time of time of adjournment.

b. Expenditures Report

No report.

c. Budget to Actual Report

No report.

7. Approval of Any Items Removed from Consent Agenda.

Not necessary.

8. Informational Reports

a. System Director's Report (If any)

No report.

b. Prairie Lakes Advisory Committee Report (If any)

No report.

9. Unfinished Business

None.

10. New Business

a. Insurance for the Library System (Possible Action)

Ohs introduced the insurance proposal under consideration.

Brace motioned to approve the proposal from The League of Wisconsin Municipalities Insurance Company. Lea seconded. Discussion followed.

Lea suggested amending the motion to correct two errors – R & R Insurance Service's phone number on proposal page 6 and the name of PLLS' Waterford office building on proposal page 16.

Ohs added that the policyholder's name can now be updated to Prairie Lakes Library System because the IRS has verbally confirmed the name change from Lakeshores Library System.

Dinnes suggested further amending the motion to adjust PLLS' budget to reflect the actual cost of the policy.



Brace amended the motion to approve the proposal from The League of Wisconsin Municipalities Mutual Insurance Company *with the discussed corrections and to adjust the Prairie Lakes Library System budget to reflect the actual cost of the policy.* Lea Seconded. Motion passed.

☑ Ohs will start the process of correcting and accepting this proposal tonight.

Assigned to: Steve Ohs

Due: 01/23/2023

11. Announcements

Ohs shared that the first Prairie Lakes Advisory Council meeting will take place Tuesday, January 24, 2023, at 9:30 A.M. at Matheson Memorial Library. Nugent will appear as the PLLS Board representative.

The next PLLS Board meeting has not been scheduled.

12. Adjourned at 7:01 P.M.



Motion to adjourn by Tilleros. Second by Dinnes. Motion passed.

Minutes submitted by Tovah Anderson. 1/23/2023

Prairie Lakes Library System
Expenses by Vendor Detail (for Board Review)
January 1 through February 17, 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Albertson Memorial Public Library						
	Bill	02/09/2023	County Payment	2023 Rock County Payment	6-4400 · Rock County	1,369.00
Total Albertson Memorial Public Library						1,369.00
Aram Public Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	676.09
Total Aram Public Library						676.09
AT & T						
	Bill	01/04/2023	WiscNet monthly	WiscNet monthly	6-1415 · WISNET Converged WAN	871.99
	Bill	01/30/2023	2904606702	WiscNet monthly	6-1415 · WISNET Converged WAN	871.99
Total AT & T						1,743.98
Baker Tilly US, LLP						
	Bill	01/27/2023	BT2291408	2022 Audit Bill #1	6-1301 · Audit & Accounting Services	7,155.00
Total Baker Tilly US, LLP						7,155.00
Barrett Memorial Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	488.50
Total Barrett Memorial Library						488.50
Beloit Pub. Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	3,053.89
	Bill	01/25/2023		Rock County WIFI Project	6-6100 · Rock Co WIFI Kit Project	2,448.00
Total Beloit Pub. Library						5,501.89
Blue Cape Marketing, LLC						
	Bill	01/27/2023	1022-22	Walworth Memorial Library WordPress Website se	6-7300 · ARPA Info. Coordinator Grant	2,005.00
Total Blue Cape Marketing, LLC						2,005.00
BMO Harris Bank N.A. - Payments						
	Bill	01/05/2023	Dec. 2022 card	postage - 2022	2700 · Account Payables	17.99
	Bill	01/05/2023	Dec. 2022 card	QB monthly - 2022	2700 · Account Payables	30.00
	Bill	01/05/2023	Dec. 2022 card	SHARE Back-up - 2022	2700 · Account Payables	18.03
	Bill	01/05/2023	Dec. 2022 card	Rock Co WIFI Monthly - 2022	2700 · Account Payables	6.00
	Bill	01/05/2023	Dec. 2022 card	Office supplies - 2022	2700 · Account Payables	211.92
	Bill	01/05/2023	Dec. 2022 card	Broadband & Tech - 2022	2700 · Account Payables	1,521.30
	Bill	01/05/2023	Dec. 2022 card	LLS PR & Mktg - 2022	2700 · Account Payables	24.00
	Bill	01/05/2023	Dec. 2022 card	LAC PR & Mktg - 2022	2700 · Account Payables	24.00
	Bill	01/05/2023	Dec. 2022 card	Overdrive Advantage - 2023	6-1417 · Overdrive Advantage	2,000.00
	Bill	01/05/2023	Dec. 2022 card	Board Management Platform - 2023	6-1319 · Board Management Platform	1,619.40
	Bill	02/02/2023	Credit Card	Office supplies	6-1310 · Office Supplies	123.98
	Bill	02/02/2023	Credit Card	QB monthly	6-1301 · Audit & Accounting Services	30.00
	Bill	02/02/2023	Credit Card	SHARE	6-8500 · Supplies & Training	325.02
	Bill	02/02/2023	Credit Card	Postage	6-1311 · Postage	17.99
	Bill	02/02/2023	Credit Card	Rock Co WIFI Monthly	6-6100 · Rock Co WIFI Kit Project	50.00
	Bill	02/02/2023	Credit Card	General Tech	6-1418 · General Program Fund-Technology	148.99
	Bill	02/02/2023	Credit Card	Lake Geneva Software	6-1502 · Hardware & Software	252.00
	Bill	02/02/2023	Credit Card	Evansville Hardware	6-1502 · Hardware & Software	776.13
	Bill	02/02/2023	Credit Card	Software & Website	6-1502 · Hardware & Software	790.79
Total BMO Harris Bank N.A. - Payments						7,987.54
Brainfuse Inc.						
	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.						15,333.00
Brigham Memorial Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	22.60
Total Brigham Memorial Library						22.60
Brodhead Memorial Public Library						
	Bill	02/09/2023	County Payment	2023 Rock County Payment	6-4400 · Rock County	23,260.00
Total Brodhead Memorial Public Library						23,260.00
Burlington Public Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	410.01
Total Burlington Public Library						410.01
Burtness Chevrolet						
	Bill	02/09/2023	Job #87779	Oil & Air filter change	6-1419 · Fuel/Delivery Vehicle Mainten.	117.30
Total Burtness Chevrolet						117.30
Charter Communications						
	Bill	01/09/2023	Internet	Internet	6-1313 · Telecommunications & Datalines	29.96
	Bill	02/09/2023	Internet	Internet	6-1313 · Telecommunications & Datalines	29.99
Total Charter Communications						59.95
City of Milton						
	General Journal	01/01/2023	J-619	Jan 2023 Milton Rent Prepaid	6-1309 · Rent - Milton PL	1,166.67
	Bill	01/12/2023	Feb-March Rent	Feb. 2023 Rent	6-1309 · Rent - Milton PL	1,166.67
	Bill	01/12/2023	Feb-March Rent	March 2023 Rent	6-1309 · Rent - Milton PL	1,166.67
Total City of Milton						3,500.01
Clinton Pub. Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	81.82
	Bill	01/25/2023		Rock County WIFI Project	6-6100 · Rock Co WIFI Kit Project	3,680.64
Total Clinton Pub. Library						3,762.46
Community Library - Kenosha County						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022- Salem	2700 · Account Payables	777.66
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022 - Twin Lakes	2700 · Account Payables	461.75
Total Community Library - Kenosha County						1,239.41
Darien Public Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	89.28
Total Darien Public Library						89.28
Dowling, David						
	Bill	02/09/2023	Reimbursement	Mileage Reimbursement	6-1253 · Mileage Reimbursement	25.29
	Bill	02/09/2023	Reimbursement	Cell Phone Reimbursement January & February	6-1252 · Cellular Phone Stipends	40.00

Prairie Lakes Library System
Expenses by Vendor Detail (for Board Review)
January 1 through February 17, 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Total Dowling, David						65.29
Dwight Foster Library						
	Bill	02/09/2023	County Payments	2023 County Payment	6-4200 · Walworth County	2,622.00
	Bill	02/09/2023	County Payments	2023 Rock County Payment	6-4400 · Rock County	<u>4,352.00</u>
Total Dwight Foster Library						6,974.00
Eager Free Pub. Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	185.41
	Bill	01/25/2023		Rock County WIFI Project	6-6100 · Rock Co WIFI Kit Project	<u>613.44</u>
Total Eager Free Pub. Library						798.85
East Troy Public Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	<u>312.41</u>
Total East Troy Public Library						312.41
Edgerton Pub. Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	58.91
	Bill	01/25/2023		Rock County WIFI Project	6-6100 · Rock Co WIFI Kit Project	<u>918.00</u>
Total Edgerton Pub. Library						976.91
Employers Health Insurance						
	Liability Check	01/03/2023	ACH387342	Feb. 2023 Health for 5 LLS employees	6-1201 · Health and Dental Insurance	9,670.30
	Liability Check	02/02/2023	ACH628817	March insurance for 5 original LLS employees	6-1201 · Health and Dental Insurance	9,670.30
	Liability Check	02/02/2023	ACH628817	Jan - March insurance for 3 original ALS employee	6-1201 · Health and Dental Insurance	13,492.74
	Liability Check	02/02/2023	ACH628817	Feb - March insurance for new PLLS employee	6-1201 · Health and Dental Insurance	<u>3,868.12</u>
Total Employers Health Insurance						36,701.46
Excell Express						
	Bill	01/04/2023	Jan 2023 delivery	Jan. 2023 delivery	6-1455 · Delivery - Excel Express	9,524.00
	Bill	01/31/2023	742	Feb. 2023 delivery	6-1455 · Delivery - Excel Express	<u>9,524.00</u>
Total Excell Express						19,048.00
Fitchburg Public Library						
	Bill	02/09/2023	County Payment	2023 Rock County Payment	6-4400 · Rock County	<u>195.00</u>
Total Fitchburg Public Library						195.00
Fontana Public Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	<u>53.78</u>
Total Fontana Public Library						53.78
Genoa City Public Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	<u>127.14</u>
Total Genoa City Public Library						127.14
GoTo Communications Inc.						
	Check	01/04/2023	ACH	Jan 2023 telephone	6-1313 · Telecommunications & Datalines	300.49
	Check	02/02/2023	ACH020223	Feb 2023 telephone	6-1313 · Telecommunications & Datalines	<u>300.49</u>
Total GoTo Communications Inc.						600.98
Graham Public Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	<u>475.51</u>
Total Graham Public Library						475.51
Great America Financial Services						
	Bill	02/09/2023	Phone	Milton Phone Services	6-1313 · Telecommunications & Datalines	<u>159.68</u>
Total Great America Financial Services						159.68
Hedberg Pub. Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Main	2700 · Account Payables	5,265.78
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-BKM	2700 · Account Payables	9.47
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-NS	2700 · Account Payables	47.07
	Bill	01/25/2023		Rock County WIFI Project	6-6100 · Rock Co WIFI Kit Project	<u>3,892.68</u>
Total Hedberg Pub. Library						9,215.00
Hudson, Brad						
	Bill	02/09/2023	Reimbursement	Mileage Reimbursement January	6-1253 · Mileage Reimbursement	121.83
	Bill	02/09/2023	Reimbursement	January & February Phone Reimbursement	6-1252 · Cellular Phone Stipends	<u>40.00</u>
Total Hudson, Brad						161.83
Innovative Interface Inc.						
	Bill	01/04/2023	INV-INC33155	2023 SkyRiver - bibliographic utility	6-5100 · Bibliographic Utility	<u>36,615.54</u>
Total Innovative Interface Inc.						36,615.54
Jefferson Public Library						
	Bill	02/09/2023	County Payment	2023 Walworth Co.	6-4200 · Walworth County	<u>18.00</u>
Total Jefferson Public Library						18.00
Kenosha Public Lib						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay-BKM	2700 · Account Payables	26.60
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay-NS	2700 · Account Payables	461.26
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay-SI	2700 · Account Payables	54.16
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay-SW	2700 · Account Payables	866.72
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay-UP	2700 · Account Payables	12.71
	Bill	02/09/2023	Cataloging	Cataloging	6-1318 · Misc. & Other Consulting Exp.	<u>9.50</u>
Total Kenosha Public Lib						1,430.95
Koene Courier Service, LLC						
	Bill	01/31/2023	PL001	January Delivery	6-1453 · Delivery Services - RPL/Milton	<u>3,150.00</u>
Total Koene Courier Service, LLC						3,150.00
Konica Minolta						
	Bill	02/09/2023	Invoice 9009124853	Copies - 11/01/2022 - 1/31/2023	6-1312 · Office Printing & Reproduction	<u>55.53</u>
Total Konica Minolta						55.53
Lake Geneva Public Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	<u>1,183.21</u>
Total Lake Geneva Public Library						1,183.21
Madison Public Library						
	Bill	02/09/2023	County Payment	2023 Rock County Payment	6-4400 · Rock County	<u>1,299.00</u>
Total Madison Public Library						1,299.00

Prairie Lakes Library System
Expenses by Vendor Detail (for Board Review)
January 1 through February 17, 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
MAKE CENTS LLC						
	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 CENTS LLC						5,508.00
Martin, Janice						
	Bill	02/09/2023	Reimbursement	Miles through 2/3/2023	6-1253 · Mileage Reimbursement	34.32
	Bill	02/09/2023	Reimbursement	Jan & Feb	6-1252 · Cellular Phone Stipends	40.00
Total Martin, Janice						74.32
Matheson Memorial Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	1,108.42
Total Matheson Memorial Library						1,108.42
Maximum Security Systems, Inc.						
	Bill	01/04/2023	2023 monitoring	2023 annual monitoring	6-1314 · Utilities & Alarm - Evergreen	203.40
Total Maximum Security Systems, Inc.						203.40
Middleton Public Library						
	Bill	02/09/2023	County Payment	2023 Rock County Payment	6-4400 · Rock County	120.00
Total Middleton Public Library						120.00
Milton Pub. Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	979.74
	Bill	01/25/2023		Rock County WIFI Project	6-6100 · Rock Co WIFI Kit Project	1,535.40
Total Milton Pub. Library						2,515.14
Monona Public Library						
	Bill	02/09/2023	County Payment	2023 Rock County Payment	6-4400 · Rock County	125.00
Total Monona Public Library						125.00
Monroe Public Library						
	Bill	02/09/2023	County Payment	2023 Rock County Payment	6-4400 · Rock County	694.00
Total Monroe Public Library						694.00
Municipal Property Insurance Company						
	Bill	01/31/2023	Account 40007166	Insurance Policy	6-1303 · Insurance - Liability	250.00
Total Municipal Property Insurance Company						250.00
Novy, Jim						
	Bill	02/09/2023	Reimbursement	LLS miles	6-1253 · Mileage Reimbursement	108.08
	Bill	02/09/2023	Reimbursement	Jan/Feb Cell	6-1252 · Cellular Phone Stipends	40.00
Total Novy, Jim						148.08
Oregon Public Library						
	Bill	02/09/2023	County Payment	2023 Rock County Payment	6-4400 · Rock County	1,748.00
Total Oregon Public Library						1,748.00
Orfordville Pub. Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	40.31
	Bill	01/25/2023		Rock County WIFI project	6-6100 · Rock Co WIFI Kit Project	612.00
Total Orfordville Pub. Library						652.31
OverDrive, Inc.						
	Bill	01/12/2023	923010465	Content Deposit for 2023	6-1417 · Overdrive Advantage	6,000.00
Total OverDrive, Inc.						6,000.00
Piszczek, Elizabeth S.						
	Bill	01/30/2023	Jan. 2023 Cleaning	January 2023 Cleaning	6-1317 · Cleaning Service - Evergreen	180.00
Total Piszczek, Elizabeth S.						180.00
Platteter, Steve						
	Bill	01/25/2023		WLA Registration	6-1251 · CE & Conference Expenses	28.00
	Bill	01/25/2023		Meeting Expenses	6-1316 · Meeting Expenses	27.54
	Bill	01/25/2023		Fuel for delivery vans	6-1419 · Fuel/Delivery Vehicle Mainten.	172.72
	Bill	01/31/2023		Gas Reimbursement for January delivery vans	6-1419 · Fuel/Delivery Vehicle Mainten.	267.12
	Bill	02/09/2023	Reimbursement	Gas Reimbursement for January delivery vans	6-1419 · Fuel/Delivery Vehicle Mainten.	40.00
	Bill	02/09/2023	Reimbursement	Mileage for Legislature Day	6-1253 · Mileage Reimbursement	49.78
	Bill	02/09/2023	Reimbursement	Hotel & associated expenses	6-1251 · CE & Conference Expenses	284.99
Total Platteter, Steve						870.15
Powers Memorial Library						
	Bill	02/09/2023	2023 County Payment	2023 Walworth County	6-4200 · Walworth County	3,778.00
Total Powers Memorial Library						3,778.00
Puccini, Jennifer						
	Bill	02/09/2023	YS programs	Jan. 2022 youth services	6-1451 · Contract-Youth Services	540.00
Total Puccini, Jennifer						540.00
R & R Insurance						
	Bill	02/09/2023	Insurance	Invoices 2785146, 2785147, 2785541	6-1303 · Insurance - Liability	11,169.00
Total R & R Insurance						11,169.00
Racine Public Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-BKM	2700 · Account Payables	76.14
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Main	2700 · Account Payables	2,204.53
Total Racine Public Library						2,280.67
Rochester Public Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	77.57
Total Rochester Public Library						77.57
Securian Financial Group, Inc.						
	Liability Check	01/09/2023	11600	Jan 2023-3 employees and Feb 2023-8 employees	6-1202 · Life Insurance	414.45
	Liability Check	02/07/2023	11646	Policy 2832-GL	6-1202 · Life Insurance	140.36
Total Securian Financial Group, Inc.						554.81
Sirsi Corporation						
	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

Prairie Lakes Library System
Expenses by Vendor Detail (for Board Review)
January 1 through February 17, 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Total Sirsi Corporation						150,743.64
Stoughton Public Library						
	Bill	02/09/2023	County Payment	2023 Rock County Payment	6-4400 · Rock County	13,794.00
Total Stoughton Public Library						13,794.00
TDS Telecom						
	Bill	01/04/2023	Jan 2023	Jan. 2023 phone	6-1313 · Telecommunications & Datalines	62.44
	Bill	02/09/2023	Phone	Feb. 2023 phone	6-1313 · Telecommunications & Datalines	62.53
Total TDS Telecom						124.97
The Equitable Bank						
	Liability Check	01/24/2023	11629	monthly fee	6-1254 · Section 125 Administration	50.00
	Liability Check	01/24/2023	11629	Renewal fee	6-1254 · Section 125 Administration	12.75
	Liability Check	02/13/2023	To Print	monthly fee	6-1254 · Section 125 Administration	50.00
Total The Equitable Bank						112.75
Toshiba Financial Services						
	Bill	02/09/2023	Copier	Copier System	6-1312 · Office Printing & Reproduction	348.72
Total Toshiba Financial Services						348.72
Verona Public Library						
	Bill	02/09/2023	County Payment	2023 Rock County Payment	6-4400 · Rock County	616.00
Total Verona Public Library						616.00
Village of Waterford						
	Bill	01/04/2023	2023 space & utility	2023 computer utility room costs annual	6-1315 · Waterford Server Lease	1,835.00
Total Village of Waterford						1,835.00
Walworth Memorial Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	72.00
Total Walworth Memorial Library						72.00
Waterford Public Library						
	Bill	01/11/2023	4th Qtr 2022-Propay	4th Qtr 2022-Propay	2700 · Account Payables	448.24
Total Waterford Public Library						448.24
WE Energies						
	Bill	01/09/2023	Jan 2023 bill	Jan 2023 bill	6-1314 · Utilities & Alarm - Evergreen	554.43
	Bill	02/09/2023	Utilities	Feb 2023 bill	6-1314 · Utilities & Alarm - Evergreen	505.01
Total WE Energies						1,059.44
WILS						
	Bill	02/02/2023	SHARE Expenses	LLS OverDrive Buying Pool Inv# 498124	6-5410 · WPLC OverDrive Buying Pool	55,278.00
	Bill	02/02/2023	SHARE Expenses	LLS Magazine Buying Pool Inv# 498124	6-5420 · WPLC OverDrive Magazines	3,173.00
	Bill	02/02/2023	SHARE Expenses	LLS Member Share Inv# 498124	6-1414 · WPLC System Membership fee	6,953.00
	Bill	02/02/2023	SHARE Expenses	ALS OverDrive Buying Pool Inv# 498121	6-5410 · WPLC OverDrive Buying Pool	29,991.00
	Bill	02/02/2023	SHARE Expenses	ALS Magazine Buying Pool Inv# 498121	6-5420 · WPLC OverDrive Magazines	1,743.00
	Bill	02/02/2023	SHARE Expenses	ALS Member Share Inv# 498121	6-1414 · WPLC System Membership fee	6,953.00
	Bill	02/02/2023	SHARE Expenses	PLLS Transparent Languages KidSpeak Inv# 4981 6-1408 · Transparent Languages Subscrip		3,000.00
Total WILS						107,091.00
TOTAL						<u>509,181.72</u>

PLLS - 2023 Budget vs. Actual
January 1st through February 17, 2023

	Jan 1 - Feb 17, 23	Budget	% of Budget
Ordinary Income/Expense			
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	247.50	10,000.00	2.48%
5-3120 · Local IT Service-SWLS	74,250.00	74,250.00	100.0%
5-3125 · WiscNet Reimbursement-SWLS	3,488.00	3,488.00	100.0%
5-3130 · Fee Income-Affiliate Members	3,470.50	3,438.00	100.95%
5-3150 · SHARE Administration-KCLS	34,997.00	34,997.00	100.0%
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	2,050.00	100.00	2,050.0%
5-3700 · Interest - LGIP #1 General	0.00	5,000.00	0.0%
Total 5-3000 · Other Income	118,503.00	136,533.00	86.79%
5-4000 · County Government Funds			
5-4100 · Racine County	3,040,685.00	3,040,685.00	100.0%
5-4200 · Walworth County	1,800,675.00	1,800,675.00	100.0%
5-4300 · Kenosha County	47,305.50	94,611.00	50.0%
5-4400 · Rock County	1,409,129.00	1,409,129.00	100.0%
5-4500 · Waukesha County	4,671.00	4,720.00	98.96%
Total 5-4000 · County Government Funds	6,302,465.50	6,349,820.00	99.25%
5-5000 · SHARE Member Funds			
5-5110 · Bibliographic Utility	36,612.32	36,616.00	99.99%
5-5210 · ILS Annual Maintenance-PLLS	125,102.10	125,104.00	100.0%
5-5220 · ILS Annual Maintenance-WUHS	134.52	137.00	98.19%
5-5230 · ILS Annual Maintenance-KCLS	42,894.55	42,908.00	99.97%
5-5300 · Delivery - WUHS	700.00	700.00	100.0%
5-5410 · WPLC OverDrive Buying Pool	85,312.46	85,321.00	99.99%
5-5420 · WPLC OverDrive Magazines	4,918.52	4,919.00	99.99%
5-5510 · BrainFuse	22,997.70	23,000.00	99.99%
5-5700 · LinkedIn Learning	27,497.25	27,500.00	99.99%
5-5800 · Ancestry.com	23,732.62	23,735.00	99.99%
Total 5-5000 · SHARE Member Funds	369,902.04	369,940.00	99.99%
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	4,900.00	4,900.00	100.0%
Total 5-6000 · Other Passthrough Income	4,900.00	28,428.00	17.24%
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	7,999.20	8,000.00	99.99%
5-8300 · Automation Support Fund	3,999.60	4,000.00	99.99%
5-8400 · Enhancement & Replacement Fund	12,998.70	13,000.00	99.99%
5-8500 · Supplies & Training	7,499.25	7,500.00	99.99%
Total 5-8000 · SHARE Reserves - LGIP #2	32,496.75	32,600.00	99.68%
Total 5-0000 · Income	7,904,253.04	8,472,644.00	93.29%
Total Income	7,904,253.04	8,472,644.00	93.29%
Gross Profit			
Expense			
6-0000 · Expenses			
6-0100 · Operating Expenses			
6-1000 · Regular Staff Wages	67,718.51	622,798.00	10.87%
6-1200 · Staff Benefits			
6-1201 · Health and Dental Insurance	46,371.76	208,881.00	22.2%
6-1202 · Life Insurance	684.54	2,356.00	29.06%
6-1203 · Retirement	5,787.78	40,262.00	14.38%
6-1204 · Social Security/Medicare	6,372.93	47,644.00	13.38%
6-1205 · Workers Comp	0.00	1,766.00	0.0%
Total 6-1200 · Staff Benefits	59,217.01	300,909.00	19.68%
6-1250 · Other Staff Benefits			
6-1251 · CE & Conference Expenses	312.99	7,000.00	4.47%
6-1252 · Cellular Phone Stipends	160.00	1,000.00	16.0%
6-1253 · Mileage Reimbursement	257.02	8,000.00	3.21%
6-1254 · Section 125 Administration	112.75	700.00	16.11%
6-1255 · Phased Retirement Fund	0.00	15,000.00	0.0%
Total 6-1250 · Other Staff Benefits	842.76	31,700.00	2.66%
6-1300 · General Operating & Overhead			
6-1301 · Audit & Accounting Services	7,185.00	12,000.00	59.88%
6-1302 · Insurance - Bonding	0.00	507.00	0.0%
6-1303 · Insurance - Liability	11,419.00	1,300.00	878.39%
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	3,500.01	14,000.00	25.0%
6-1310 · Office Supplies	123.98	2,000.00	6.2%
6-1311 · Postage	17.99	2,000.00	0.9%
6-1312 · Office Printing & Reproduction	404.25	5,000.00	8.09%
6-1313 · Telecommunications & Datalines	945.58	6,925.00	13.66%
6-1314 · Utilities & Alarm - Evergreen	1,262.84	3,665.00	34.46%
6-1315 · Waterford Server Lease	1,835.00	1,835.00	100.0%
6-1316 · Meeting Expenses	27.54	1,000.00	2.75%
6-1317 · Cleaning Service - Evergreen	180.00	3,000.00	6.0%
6-1318 · Misc. & Other Consulting Exp.	9.50	20,000.00	0.05%
6-1319 · Board Management Platform	1,619.40	2,000.00	80.97%
Total 6-1300 · General Operating & Overhead	34,038.09	102,773.00	33.12%

PLLS - 2023 Budget vs. Actual
January 1st through February 17, 2023

	Jan 1 - Feb 17, 23	Budget	% of Budget
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	3,000.00	1,869.00	160.51%
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	13,906.00	13,906.00	100.0%
6-1415 · WISCNET Converged WAN	1,743.98	10,030.00	17.39%
6-1416 · Wils Membership	0.00	4,400.00	0.0%
6-1417 · Overdrive Advantage	8,000.00	8,000.00	100.0%
6-1418 · General Program Fund-Technology	148.99	22,000.00	0.68%
6-1419 · Fuel/Delivery Vehicle Mainten.	597.14	20,000.00	2.99%
6-1430 · Lost ILL Materials	20.00	100.00	20.0%
6-1450 · Contract Services			
6-1451 · Contract-Youth Services	540.00	10,000.00	5.4%
6-1452 · Contract - Inclusive Services	0.00	10,000.00	0.0%
6-1453 · Delivery Services - RPL/Milton	3,150.00	32,000.00	9.84%
6-1454 · Delivery - South Central	0.00	26,353.00	0.0%
6-1455 · Delivery - Excel Express	19,048.00	114,288.00	16.67%
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	22,738.00	246,641.00	9.22%
Total 6-1400 · System Services	50,154.11	447,736.00	11.2%
6-1500 · Capital Expenses			
6-1501 · New Furnishing & Equipment	0.00	1,000.00	0.0%
6-1502 · Hardware & Software	790.79	3,000.00	26.36%
Total 6-1500 · Capital Expenses	790.79	4,000.00	19.77%
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	0.00	45,834.00	0.0%
Total 6-2000 · Expenses from Other Income	0.00	45,834.00	0.0%
Total 6-0100 · Operating Expenses	212,761.27	1,555,750.00	13.68%
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%
6-4200 · Walworth County - Other	6,418.00	0.00	100.0%
Total 6-4200 · Walworth County	6,418.00	1,800,675.00	0.36%
6-4300 · Kenosha County	0.00	94,611.00	0.0%
6-4400 · Rock County	47,572.00	1,409,129.00	3.38%
6-4500 · Waukesha County	0.00	4,720.00	0.0%
Total 6-4000 · County Government Reimbursement	53,990.00	6,349,820.00	0.85%
6-5000 · SHARE Member Expenses			
6-5100 · Bibliographic Utility	36,615.54	36,616.00	100.0%
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	85,269.00	85,321.00	99.94%
6-5420 · WPLC OverDrive Magazines	4,916.00	4,919.00	99.94%
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	292,877.18	369,940.00	79.17%
6-6000 · Other Passthrough Expenses			
6-6100 · Rock Co WiFi Kit Project	13,750.16	21,528.00	63.87%
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	13,750.16	28,428.00	48.37%
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	2,005.00	37,000.00	5.42%
Total 6-7000 · Grant Expenses	9,930.93	120,542.00	8.24%
6-8000 · SHARE Reserves Expenses			
6-8500 · Supplies & Training	325.02	7,500.00	4.33%
Total 6-8000 · SHARE Reserves Expenses	325.02	7,500.00	4.33%
Total 6-0000 · Expenses	583,634.56	8,431,980.00	6.92%
Total Expense	583,634.56	8,431,980.00	6.92%
Net Ordinary Income	7,320,618.48	40,664.00	18,002.7%
Net Income	7,320,618.48	40,664.00	18,002.7%

As of:	2/17/2023
Community State Bank	37,137.99
BMO Business Checking	1,947.50
Petty Cash	100.00
LGIP General Account	1,021,190.90
LGIP SHARE Account	220,562.49
Equitable Bank (FSA)	3,555.00
Total Checking/Savings	1,284,493.88

Library System Board Officer Positions

Library System	President	Vice President	Treasurer	Secretary	Notes
Bridges Library System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
IFLS Library System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Officer position eligibility after 1 year. All officer positions are one year.
Kenosha County Library System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bylaws not posted.
Manitowoc Calumet Library System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bylaws not posted.
Milwaukee County Federated Library System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	System Director Serves as secretary of the Board. President shall serve no more than two consecutive years. Other officer positions limited to four years.
Monarch Library System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bylaws not posted.
Nicolet Federated Library System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vice President is referred to as "President Elect". President and Vice President terms are two years. Treasurer term is one year.
Northern Waters Library Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All officer positions are two years. System office manager serves as treasurer.
Outagamie Waupaca Library System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secretary and treasurer positions are combined. Officers hold positions until election and acceptance of their successors.
Prairie Lakes Library System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TBD.
South Central Library System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	President may not serve longer than 2 consecutive years. Other officers may not serve more than 4 consecutive years.
Southwest Wisconsin Library System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not posted.
Winding Rivers Library System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	"Secretary Treasurer" position serves primarily as Treasurer, but is also back-up secretary for purpose of minutes. Officers hold positions until election and acceptance of their successors. "Recording Secretary" appointed by System Director for purpose of recording minutes.
Winnefox Library System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secretary/treasurer positions are combined. No officer may hold the same office for more than three consecutive years.
Wisconsin Valley Library Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All officer positions are one year.

Director's Note
Subject: Year-One Board Officers
Date: January 13th, 2023

Background:

The Wisconsin statutes require that each library system appoint a president. All other officer positions are optional. Most multi-county federated public library systems in Wisconsin utilize the officer positions of President, Vice-President, and Treasurer. As such a system, I believe this model would provide the Prairie Lakes Board of Trustees with, 1) a chief presiding officer, 2) a backup presiding officer in the case of the President's absence, and 3) a fiscal oversight officer in the Treasurer position. Given there is an immediate need for a set of officers (for example a cosigner for system checks) I believe the requested actions below would allow the Board of Trustees to nominate, appoint, and charge a slate of officers on February 22nd. The definition of comprehensive duties, succession procedures, etc. can then be addressed during the process of drafting bylaws. The process I recommend below would involve a series of motions, but I think it would accomplish a number of important things:

- Formally establish officer positions and fill them.
- Set up a smooth process for the review and signing of checks and payment vouchers issued by Prairie Lakes Library System.
- Designate a secretary that can focus solely on recording accurate minutes.
- Set up a regular cycle of officer terms based on the calendar year.

Requested Actions:

1. The Board may pass a motion to establish the officer positions of President, Vice President, and Treasurer for terms ending on December 31st of each year.
2. The Acting Chair may then open nominations from the floor for the positions of President, Vice President, and Treasurer.
3. If there is only a single nominee for each officer position after nominations are closed, a motion would be in order to appoint the slate of nominees to all three positions.
4. Alternatively, if more than one nominee exists for any of the officer positions after nominations are closed, an election would be necessary. This could be accomplished quickly by a simple paper ballot.
5. Once officers are appointed, I recommend that the Board pass a final motion to appoint the Treasurer and System Director as cosigners for library system expenditures, and to direct the System Director to appoint a member of the system staff to serve as secretary for the purpose of taking minutes.

Director's Note

Subject: Advisory Committee Language for System Bylaws

Date: January 13th, 2023

Background:

The Prairie Lakes Board established a Prairie Lakes Advisory Committee (Advisory Committee) comprised of 22 representatives to advise the Board on important matters. Appointees are the library directors or designated proxies for each member library. Officially, this body is considered a committee of the Prairie Lakes Board. Robert's Rules of Order indicates that committees of a board may not develop their own bylaws unless specifically granted the authority to do so.

The Advisory Committee voted on January 24th to inform the Prairie Lakes Board that they would like to create their own bylaws, and established a subcommittee to begin work on a draft. They have essentially requested that the Prairie Lakes Board grant them the authority to move forward with this.

Given this, I have prepared a section of text below for the Prairie Lakes Board to consider adopting. If found agreeable, approval of the text as printed or with modifications would provide the Advisory Committee with clarity in moving forward. The text could also then be placed into the Prairie Lakes Board bylaws.

Recommended Actions:

1. Approval of the following language as printed (or with modifications) for inclusion in the future Bylaws of the Prairie Lakes Library System Board of Trustees:

“Advisory Committee. A Prairie Lakes Advisory Committee shall be appointed to, among other things, 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. Appointees to this committee shall be the library directors, or designated representatives thereof, of each member library of the system. The Prairie Lakes Advisory Committee is granted the authority to adopt committee bylaws or committee rules for the purpose of defining procedures related to the implementation of the committee's charge. Any bylaws or rules adopted by the Prairie Lakes Advisory Committee shall be subordinate to any bylaws, policies, procedures, or actions of the Prairie Lakes Library System Board of Trustees.”

DRAFT 2023 Prairie Lakes LS Board Meeting Schedule

Day of Week	Month	Day of Month	Time	Meeting Notes
Wednesday	January	4th	4:00 PM	
Monday	January	23rd	6:30 PM	Special Mtg.
Wednesday	February	22nd	6:00 PM	
Wednesday	March	22nd	6:00 PM	
Wednesday	April	26th	6:00 PM	WAPL Conference
Wednesday	May	24th	6:00 PM	
Wednesday	June	21st	6:00 PM	
Wednesday	July	26th	6:00 PM	
Wednesday	August	23rd	6:00 PM	WAPL Conference
Wednesday	September	27th	6:00 PM	
Wednesday	October	18th	6:00 PM	Moved to 3rd Wednesday (Conflict: WLA Annual Conference)
Wednesday	November	29th	6:00 PM	Moved to 5th Wednesday (Conflict: Thanksgiving)
Wednesday	December	27th	6:00 PM	Two days after Christmas Day

Quarter	Month	Liaison to System Board (Library Directors)	Liaison to Advisory Committee (System Board Trustees)
1	January	Burlington Public Library (Davies)	Jose Carillo
	February	Burlington Public Library (Davies)	Jose Carillo
	March	Burlington Public Library (Davies)	Jose Carillo
2	April	Beloit Public Library (Dimassis/Devries)	Mary Nugent
	May	Beloit Public Library (Dimassis/Devries)	Mary Nugent
	June	Beloit Public Library (Dimassis/Devries)	Mary Nugent
3	July	Aram Public Library (Carter)	Gary Tilleros
	August	Aram Public Library (Carter)	Gary Tilleros
	September	Aram Public Library (Carter)	Gary Tilleros
4	October	Graham Public Library (Swanson)	Adam Dinnes
	November	Graham Public Library (Swanson)	Adam Dinnes
	December	Graham Public Library (Swanson)	Adam Dinnes

Rules used to establish rotation:

- 1) Quarterly liaison rotations.
- 2) Library director liaisons alternate by county, then by library name in alphabetical order.
- 3) Trustee liaisons alternate by county, then by last name in alphabetical order.

Note:

*First trustee pick was selected at random by using "Wheel of Names" (<https://wheelofnames.com/>)

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BOARD OF TRUSTEES OF THE PRAIRIE LAKES LIBRARY SYSTEM

RESOLUTION OF APPRECIATION TO BENEFACTORS, PAST AND PRESENT

WHEREAS, the Arrowhead Library System and Lakeshores Library System embarked on a joint project to evaluate the virtues of exploring a library system merger in 2021; and

WHEREAS, the project has culminated in a successful library system merger to form the Prairie Lakes Library System effective January 1st, 2023; and

WHEREAS, the success of this merger would not have been possible but for the collaborative spirit and great efforts of many stakeholder groups;

BE IT THEREFORE RESOLVED that the Board of Trustees of the Prairie Lakes Library System wishes to express its deep appreciation to all individuals, organizations, and governmental units that coalesced to help the merger succeed, including all those who served on the former boards of the Arrowhead and Lakeshores library systems, member library directors and library board trustees, Racine County Board of Supervisors, Rock County Board of Supervisors, Walworth County Board of Supervisors, library system staff, and residents of the three county service area.

Signed,

Annette Smith, President
Prairie Lakes Library System Board of Trustees

Waterford and Milton, Wisconsin
On this Twenty-Second day of February
Two Thousand and Twenty-Three



Main Office:
29134 Evergreen Drive, #600, Waterford, WI 53185
Phone: 262-514-4500 | Fax: 262-514-4544

Satellite Office:
430 E. High Street, Suite. 200, Milton, WI 53563
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DRAFT STRUCTURE PRAIRIE LAKES LIBRARY SYSTEM BYLAWS

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