Prairie Lakes Library System Board Meeting 2023-3-22 Agenda

Mar 22nd, 2023 6:30pm - 8:00pm CDT
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.

Virtual Connection Information:

Web URL: https://meet.goto.com/151066053

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

1. **Welcome and Introductions** 6:30pm

2. **Call to Order**
   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   Items appearing as part of the consent agenda may be approved in a single motion or withdrawn for individual consideration.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**
      Included in the packet.

   b. **Expenditures Report**
      February check register is included in the packet.

   c. **Budget to Actual Report**
      Financial report is included in the packet.

   d. **FINAL 2023 Prairie Lakes LS Board Meeting Schedule**
      An updated final meeting schedule is included in the packet.

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   Any items withdrawn from the consent agenda for individual consideration may be considered at this time.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

b. **Prairie Lakes Advisory Committee Report**
Oral report by Lea/Ohs.

10. **Unfinished Business**

a. **Resolution of Appreciation of Past and Present Stakeholders (Possible Action)**
Please use the following URL to submit names of individuals who should receive a copy of the resolution : https://forms.gle/DLurooME7EAHnY8MA. An updated version of the resolution is included in the packet.

11. **New Business**

a. **2022 Annual Reports of the Former ALS and LLS (Possible Action)**
Public library systems must complete and file annual reports to DPI on an annual basis per statutes. Approval is recommended.

b. **PLLS Budget Revision 2023-1 (Possible Action)**
This budget revision consists of an itemized list of recommended budget changes to account for updated vendor information, interest projections, and general corrections. Approval is recommended.

c. **WiLS Memorandum of Understanding for Strategic Planning Facilitation (Possible Action)**
Commencement of a strategic planning process during the first year of Prairie Lakes Library System is a key expectation identified in the 2023 annual plan submitted by Prairie Lakes Library System. Approval is recommended.

d. **DRAFT PLLS Finance Policies and Procedures (Possible Action)**

The draft financial policy document is largely based upon practices that existed prior to the library system merger. Approval is recommended (as written, or modified).

e. **DRAFT County Funding Agreement Template (Possible Action)**

Counties that wish to disburse funding for rural usage to the home library system are required by statute to have an agreement with the system. The agreement template, if utilized for each PLLS member county, would satisfy the requirement. Approval is recommended.

12. **Announcements**

a. **Next Meeting: Wednesday, April 26th @ 6:30 PM**

NOTE: Wisconsin Association of Public Libraries (WAPL) annual conference begins on the 26th. System staff may need to attend this meeting virtually.

13. **Anticipated Business for Next Meeting**

14. **Adjourn**

A motion to adjourn is required.

END
8:00pm

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

Members Present: Brace, Broga, Laufenberg, Lea, Miller, Nugent, O'Hagan, Rodriguez, Schubring, Smith, Tilleros, Wilson. Absent: Carillo, Coffman, Dinnes
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 ReportTilleros motioned to approve the Expenditures Report. Brace seconded. Discussion was had. Motion carried.

c. Budget to Actual ReportBrace 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.

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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)

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

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- 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.

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Prairie Lakes Library System Expenses by Vendor Detail (for Board Review) February 18 - 28, 2023

	Type	Date	Num	Memo	Account	Amount
Aram Public Library						
	Bill	02/22/2023	County Payment	1st half of 2023 County Payment - Racine	6-4100 · Racine County	73.00
	Bill	02/22/2023	County Payment	1st half of 2023 County Payment - Walworth	6-4200 · Walworth County	90,122.50
	Bill	02/22/2023	County Payment	1st half of 2023 County Payment - Rock	6-4400 · Rock County	2,074.00
Total Aram Public Library						92,269.50
Baker Tilly US, LLP						
	Bill	02/22/2023	BT2311219	2022 Audit Bill #2 Invoice #BT2311219	6-1301 · Audit & Accounting Services	2,474.00
Total Baker Tilly US, LLP						2,474.00
Barrett Memorial Library						
	Bill	02/22/2023	County Payments	1st half of 2023 County Payment - Racine	6-4100 · Racine County	3.50
	Bill	02/22/2023	County Payments	1st half of 2023 County Payment - Walworth	6-4200 · Walworth County	59,677.50
	Bill	02/22/2023	County Payments	1st half of 2023 County Payment - Kenosha	6-4300 · Kenosha County	26.50
	Bill	02/22/2023	County Payments	1st half of 2023 County Payment - Rock	6-4400 · Rock County	60.50
Total Barrett Memorial Library						59,768.00
Brigham Memorial Library						
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Racine	6-4100 · Racine County	88.00
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Walworth	6-4200 · Walworth County	16,966.00
Total Brigham Memorial Library						17,054.00
Burlington Public Library						
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Racine	6-4100 · Racine County	94,172.50
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Walworth	6-4200 · Walworth County	45,976.00
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Kenosha	6-4300 · Kenosha County	15,653.00
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Waukesha	6-4500 · Waukesha County	16.00
Total Burlington Public Library						155,817.50
Burtness Chevrolet						
	Bill	02/22/2023	Job #88214	Oil Change	6-1419 · Fuel/Delivery Vehicle Mainten.	80.99
Total Burtness Chevrolet						80.99
Darien Public Library						
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Racine	6-4100 · Racine County	47.00
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Walworth	6-4200 · Walworth County	28,445.00
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Rock	6-4400 · Rock County	896.00
Total Darien Public Library						29,388.00
East Troy Public Library						
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Racine	6-4100 · Racine County	1,336.00
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Walworth	6-4200 · Walworth County	55,568.50
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Waukesha	6-4500 · Waukesha County	10.50
Total East Troy Public Library						56,915.00
Fontana Public Library						
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Racine	6-4100 · Racine County	38.50
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Walworth	6-4200 · Walworth County	36,743.50
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Kenosha	6-4300 · Kenosha County	315.00
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Rock	6-4400 · Rock County	114.00
Total Fontana Public Library						37,211.00
Genoa City Public Library						
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Racine	6-4100 · Racine County	961.50
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Walworth	6-4200 · Walworth County	37,361.00
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Kenosha	6-4300 · Kenosha County	1,285.00
Total Genoa City Public Library						39,607.50
Graham Public Library						
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Racine	6-4100 · Racine County	75,953.50
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Walworth	6-4200 · Walworth County	92.00
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Kenosha	6-4300 · Kenosha County	10,695.50
Total Graham Public Library						86,741.00
Hoopla						
	Bill	02/22/2023	503366543	PLLS 2023 Hoopla Payment Document #50336	6-1412 · Member Hoopla Accounts	50,000.00
Total Hoopla						50,000.00
Irvin L. Young Memorial Library						
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Walworth	6-4200 · Walworth County	61,881.00
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Rock	6-4400 · Rock County	47,491.00
Total Irvin L. Young Memorial Library						109,372.00
Kenosha County Library System						
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Racine	6-4100 · Racine County	96,412.50
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Walworth	6-4200 · Walworth County	6,360.50
Total Kenosha County Library System						102,773.00

	Type	Date	Num	Memo	Account	Amount
Lake Geneva Public Library						
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Racine	6-4100 · Racine County	1,889.00
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Walworth	6-4200 · Walworth County	132,783.50
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Kenosha	6-4300 · Kenosha County	4,246.50
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Rock	6-4400 · Rock County	3.00
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Waukesha	6-4500 · Waukesha County	24.00
Total Lake Geneva Public Library						138,946.00
Matheson Memorial Library						
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Racine	6-4100 · Racine County	592.00
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Walworth	6-4200 · Walworth County	216,047.50
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Kenosha	6-4300 · Kenosha County	143.00
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Rock	6-4400 · Rock County	277.00
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Waukesha	6-4500 · Waukesha County	10.50
Total Matheson Memorial Library						217,070.00
Piszczek, Elizabeth S.						
	Bill	02/27/2023	Feb. 2023	February 2023 Cleaining	6-1317 · Cleaning Service - Evergreen	140.00
Total Piszczek, Elizabeth S.						140.00
Racine Public Library						
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Racine	6-4100 · Racine County	997,507.50
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Walworth	6-4200 · Walworth County	31.50
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Kenosha	6-4300 · Kenosha County	5,910.50
	Bill	02/24/2023	County Payment	Resource Library Payment	6-1456 · Resource Library Contracts	3,500.00
Total Racine Public Library						1,006,949.50
Rochester Public Library						
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Racine	6-4100 · Racine County	20,226.00
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Walworth	6-4200 · Walworth County	3,646.00
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Kenosha	6-4300 · Kenosha County	6.50
	Bill	02/24/2023	County Payment	1/2 of 2023 County Payment - Waukesha	6-4500 · Waukesha County	2.50
Total Rochester Public Library						23,881.00
Walworth Memorial Library						
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Racine	6-4100 · Racine County	36.50
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Walworth	6-4200 · Walworth County	58,683.50
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Kenosha	6-4300 · Kenosha County	74.00
	Bill	02/22/2023	County Payments	1st half of 2023 County Payments - Rock	6-4400 · Rock County	422.50
Total Walworth Memorial Library						59,216.50
Waterford Public Library						
	Bill	02/24/2023	County Payment	County Payments for first 1/2 of 2023 - Racine	6-4100 · Racine County	184,447.50
	Bill	02/24/2023	County Payment	County Payments for first 1/2 of 2023 - Walwortl	6-4200 · Walworth County	7,717.50
	Bill	02/24/2023	County Payment	County Payments for first 1/2 of 2023 - Kenosha	6-4300 · Kenosha County	8,950.00
	Bill	02/24/2023	County Payment	County Payments for first 1/2 of 2023 - Waukesl	6-4500 · Waukesha County	2,272.00
	Bill	02/24/2023	County Payment	PLLS Accounting Correction	6-1318 · Misc. & Other Consulting Exp.	25.00
Total Waterford Public Library						203,412.00
Waukesha County Treasurer						
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Racine	6-4100 · Racine County	46,558.00
	Bill	02/22/2023	County Payment	1st half of 2023 County Payments - Walworth	6-4200 · Walworth County	39,287.00
Total Waukesha County Treasurer						85,845.00
TOTAL						**2,574,931.49**

	Jan - Feb 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	10,105.32	5,000.00	202.11%
Total 5-3000 · Other Income	128,608.32	136,533.00	94.2%
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 · LinkedInLearning	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	7,925.93	77,542.00	10.22%
5-7300 · ARPA Info. Coordinator Grant	2,320.00	37,000.00	6.27%
Total 5-7000 · Grant Income	10,245.93	120,542.00	8.5%
5-8000 · SHARE Reserves - LGIP #2			
5-8100 · SHARE LGIP #2 Interest	1,564.38	100.00	1,564.38%
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	34,061.13	32,600.00	104.48%
Total 5-0000 · Income	7,926,168.67	8,472,644.00	93.55%
Total Income	7,926,168.67	8,472,644.00	93.55%
Gross Profit	7,926,168.67	8,472,644.00	93.55%
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	9,659.00	12,000.00	80.49%
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	320.00	3,000.00	10.67%
6-1318 · Misc. & Other Consulting Exp.	34.50	20,000.00	0.17%
6-1319 · Board Management Platform	1,619.40	2,000.00	80.97%
Total 6-1300 · General Operating & Overhead	36,677.09	102,773.00	35.69%
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	50,000.00	50,000.00	100.0%
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.	678.13	20,000.00	3.39%
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	3,500.00	47,000.00	7.45%
6-1457 · WiLS-Data Dashboard	0.00	7,000.00	0.0%
Total 6-1450 · Contract Services	26,238.00	246,641.00	10.64%
Total 6-1400 · System Services	103,735.10	447,736.00	23.17%
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	268,981.26	1,555,750.00	17.29%
6-4000 · County Government Reimbursement			
6-4100 · Racine County	1,520,342.50	3,040,685.00	50.0%
6-4200 · Walworth County			
6-4210 · Walworth Co Funds Libraries	903,808.00	1,774,387.00	50.94%
6-4215 · Walworth Co Funds to Reserves	0.00	26,288.00	0.0%
Total 6-4200 · Walworth County	903,808.00	1,800,675.00	50.19%
6-4300 · Kenosha County	47,305.50	94,611.00	50.0%
6-4400 · Rock County	98,910.00	1,409,129.00	7.02%
6-4500 · Waukesha County	2,335.50	4,720.00	49.48%
Total 6-4000 · County Government Reimbursement	2,572,701.50	6,349,820.00	40.52%
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	3,158,566.05	8,431,980.00	37.46%
Total Expense	3,158,566.05	8,431,980.00	37.46%
Net Ordinary Income	4,767,602.62	40,664.00	
	4,767,602.62	40,664.00	

As of:	**2/28/2023**	
Community State Bank		35,613.25
BMO Business Checking		1,947.50
Petty Cash		100
LGIP General Account		2,270,355.93
LGIP SHARE Account		221,330.96
Equitable Bank (FSA)		3,555.00
Total Checking/Savings		2,532,902.64

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	6:30 PM	
Wednesday	April	26th	6:30 PM	WAPL Conference
Wednesday	May	24th	6:30 PM	
Wednesday	June	21st	6:30 PM	
Wednesday	July	26th	6:30 PM	
Wednesday	August	23rd	6:30 PM	WAPL Conference
Wednesday	September	27th	6:30 PM	
Wednesday	October	18th	6:30 PM	Moved to 3rd Wednesday (Conflict: WLA Annual Conference)
Wednesday	November	29th	6:30 PM	Moved to 5th Wednesday (Conflict: Thanksgiving)
Wednesday	December	27th	6:30 PM	Two days after Christmas Day

Director's Report - PLLS Board Meeting - March, 2023

Greetings,

Here is my report for the March 2023 PLLS Board Meeting. Please let me know if there are any points you would like me to elaborate on during the meeting.

General Updates

- Administrative activities continue to revolve around the consolidation of system operations.
- The IT team is in the process of receiving nearly two-hundred computers purchased cooperatively by the member libraries. The IT team will be provisioning the computers bound for PLLS member libraries, while the Bridges Library System (Waukesha & Jefferson Counties) and Southwest Wisconsin Library System (Southwestern quarter of WI) will be coming to pick up the PC's they purchased through us. This program has once again been very successful in creating savings for the participating libraries. As an example: participating libraries are saving $133 per laptop this year by participating in the group purchase, as opposed to purchasing on their own.
- We are scheduling a couple of vendor demos on behalf of the member libraries, for possible inclusion in the library-funded cooperative budget for 2024.
- The system-wide Story Wagon program is scheduled and nearly ready to begin in about one month's time. The Story Wagon program provides three system-funded performer programs for each member library.
- The Prairie Lakes Advisory Committee met on March 7th. Topics discussed included IT updates, bylaws language, and the cooperative budget for 2024.

Notes Related to Items on the Agenda

<u>Meeting Schedule</u>
We've updated all of the future board meetings start dates to 6:30 pm and added an updated meeting schedule to the consent agenda.

<u>Resolution of Appreciation of Past and Present Stakeholders</u>
The resolution has been updated to make it possible to add specific names at the end, so that personalized copies can be distributed. There is a pre-meeting survey to collect names, for the purpose of creating a distribution list. It would be helpful if trustees could use the survey to provide the names of any individuals or organizations they feel should be individually recognized. Once we have built out the distribution list, individual copies will be prepared, signed, and mailed.

<u>2022 Annual Reports of the Former ALS and LLS</u>

This is more of a formality this year due to the fact that both former systems no longer legally exist, but DPI has requested that we submit the reports. The PLLS Board can approve these, in lieu of the former boards. PLLS will file our first annual report as a new system around this time next year.

PLLS Budget Revision 2023-1

A budget revision seemed in order, now that we are at the end of the first quarter of our first year. The revision document is itemized by budget line and includes the name of the line, the old amount, the change, and the resulting new amount, as well as an explanation of the purpose of each change. We've also included the resulting bottom line, which is $48,544 under budget. The bottom line was heavily influenced by an upgrade in the anticipated amount of interest we are expecting by the end of the year. If approved, this budget revision will go into effect as of the next month's meeting. The financial report for tonight's meeting does not include the changes.

WiLS Memorandum of Understanding for Strategic Planning Facilitation

The merger exploration process revealed that many stakeholders would like to see PLLS do a strategic planning process. An intent to do so was built into the system plan that was filed with DPI as part of the process of securing authorization for the merger. System staff worked with WiLS over the past few months on this. This proposal outlines a strategic planning process that will involve feedback from multiple stakeholder groups, and provide PLLS with goals and feedback to use in making future decisions. Under this plan, the PLLS Board would appoint a steering team, comprised of a subset of Trustees and other appointed members. The first meeting of this steering team would be this fall, so there is some time before action is needed. My recommendation would be that June or July would be a good time to appoint the team.

DRAFT PLLS Financial Policies and Procedures

I have been working with Steve Platteter and Jeremy to construct an initial set of financial policies, which are contained in the packet document. Most of the policies contained in the document are based on the previous practices of ALS and LLS prior to the merger. We have created some new language to provide enhanced clarity with respect to employee credit cards and reserve funds for emergency purposes. If the Board is agreeable with this language as written or with changes, I'd recommend approval. System staff would then place this document into a "Board Policies" section of the PLLS website.

Draft County Funding Agreement Template

The purpose of this document is to satisfy a requirement of the statutes. Essentially, Wis. Stat. 43.12(3) says if a county disburses funding to the home library system for the purpose of distributing that funding on the county's behalf, there should be an agreement between the county and the system. Racine, Rock, and Walworth counties have historically all designated the library system as a clearing house for the payments to libraries that they make. I recommend that the Board approve the agreement template for use with each member county this year. I see two primary benefits of doing this. First, it is consistent with the statutes. Second, the agreement is written in such a way as to clarify the roles and responsibilities of each party. It also ensures that we have clearly-defined channels of communication and agreement on the

annual procedures. If approved, I will share these memorandums of agreement with each county administration during touch-base visits I am in the process of scheduling this spring. I would also like to do a “deep dive” presentation into how county funding for libraries works in Wisconsin at the next regular PLLS Board meeting.

This ends my report. Respectfully submitted,

Steve Ohs, Director
Prairie lakes Library System

BOARD OF TRUSTEES OF THE PRAIRIE LAKES LIBRARY SYSTEM

RESOLUTION OF APPRECIATION

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.

This resolution is specifically intended to recognize the contributions of <Name or Organization>.

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
Phone: 608-868-2872 | Fax: 608-868-2875

Wisconsin Department of Public Instruction
2022 PUBLIC LIBRARY SYSTEM ANNUAL REPORT
PI-2404-A (Rev. 2-23)

Required by Wis. Stat. §§ 43.05(4) and 43.58(6)

INSTRUCTIONS: Complete and return a signed, scanned copy of the original board-approved system annual report by **MARCH 1, 2023,** to:
LibraryReport@dpi.wi.gov

I. GENERAL INFORMATION

1. System Name	2. System Director Name	3. Certification Grade	4. Date Certification Expires
Arrowhead Library System	Steven T. Platteter	Grade 1	2027-06-30

5. Street Address	6. Phone *Area/No.*	7. Fax Number *Area/No.*
430 E. High St., Suite 200	(608) 868-2872	(608) 868-2875

8. Mailing Address *PO Box*	9. System Website URL	10. Director System Email Address
	als.lib.wi.us	platteter.steve@als.lib.wi.us

11. City / Village / Town	12. County	13. ZIP Code
Milton	Rock	53563-1579

14. Number of Public Libraries Participating in the System	15. Does System Operate a Books-by-Mail Program	16. Number of Book-mobiles Owned	17. Estimated System Area Public Library Registered Borrowers	18. UEI Number
7	No	0	106,276	078376758

II. SYSTEM COLLECTION

	No. Owned / Leased	Number Added		No. Owned / Leased		No. Owned / Leased
1. Books in Print	2,064	60	4. Electronic Collections *Number available to members*	7	7. Licensed Electronic Video Materials *Units (copies) available to members*	0
2. Audio Materials	0	0	5. Licensed E-books *Units (copies) available to members*	170,931	8. Subscriptions *Exclude those in electronic format*	4
3. Video Materials	25	0	6. Licensed Electronic Audio Materials *Units (copies) available to members*	68,382		

III. SYSTEM SERVICES

Circulation Transactions *Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.*	1. Total Circulation	2. Interlibrary Loans *System interlibrary loan transactions*	
		a. Items Loaned	b. Items Received
	0	2	0

3. System Electronic Resources Use *Number of uses of system licensed electronic resources*

a. E-book	b. E-audio	c. E-video	d. Electronic Collection Retrievals
83,852	100,767	4,485	6,673

IV. SYSTEM BOARD AND ORGANIZATION

List the members of the system board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP Code	Email Address
1. President Annette	Smith	1044 Sunset Drive	Milton	53563	arsmith14@gmail.com
2. Stephen	Brace	3803 White Pine Drive	Janesville	53545	lsbrace.hma@gmail.com
3. William	Wilson	417 E. High Street	Milton	53563	william.wilson@co.rock.wi.us
4. Eloise	Eager	43 N Second St	Evansville	53536	eloiseeager@charter.net
5. Chris	Cullen	2938 Timber Lane	Janesville	53548	chris.cullen@co.rock.wi.us
6. Jose	Carrillo	125 Winesap Dr.	Janesville	53548	jojolatino@aol.com
7. Sherry	Blakeley	745 Milwaukee Rd #2	Beloit	53511	blakeleys@beloitwi.gov
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

a. System Member County Appropriations Received by Library System

County Name	Amount	County Name	Amount
Rock	$1,321,753		
		Subtotal 1a	$1,321,753

b. Other County Payments Received

County Name	Amount
Walworth	$21,214
Subtotal 1b	$21,214

2. State Aid to Public Library Systems	$540,857

3. Other State Funded Programs *List individually. Attach listing if necessary.*

a.	
b.	
c.	
Subtotal 3	

4. Federal Aid *Program name and project number. List each program individually. Attach listing if necessary*.

a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	
		Subtotal 4	

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. *List names individually. Attach listing if necessary.*

a. Rock County Sheriff's Department	$2,000	f.	
b. Affiliate members (Delivery)	$3,435	g.	
c. Member Library Automation	$284,448	h.	
d. LLS for SHARE Delivery	$17,445	i.	
e.		j.	
		Subtotal 5	$307,328

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
$287,387	$0	$0	$0	$0	$0	$287,387

7. **Total Income** *Add 1 through 6*	$2,478,539

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES

Report system expenditures from all sources.

	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	$187,833	$0	$0	$187,833
2. Employee Benefits	$74,241	$0	$0	$74,241
3. System Collection Expenditures				
a. Printed Material	$2,268	$0	$2,000	
b. Electronic Material	$78,467	$0	$123,040	
c. Audiovisual Material	$0	$0	$0	
d. All Other Material	$45	$0	$0	
Subtotal *Collection Expenditures*	$80,780	$0	$125,040	$205,820
4. System Contract Expenditures *Attach a brief description of contracts; i.e., recipient, amount, and purpose.*	$63,965	$0	$182,273	$246,238
5. System Payments to Member Libraries *Attach lists of individual payments.*	$960	$0	$1,238,125	$1,239,085
6. All Other Operating Expenditures	$85,893	$0	$56,938	$142,831
7. Total Operating Expenditures	$493,672	$0	$1,602,376	$2,096,048
8. System Capital Expenditures	$0	$0	$0	$0

* Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.

** Report expenditures from report year public library system state aid, state aid funds carried forward to report year, and any interest earned from those funds.

*** Report expenditures from county appropriations, contract income, gifts and endowments, and any carryover from those sources. Also include expenditures from interest earned from those sources.

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE

Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for the report year. Attach the page(s) of each county budget that show the amounts below.

County Name	Amount	County Name	Amount	County Name	Amount
1. Rock	$1,319,953	5.		8.	
2.		6.		9.	
3.		7.		10.	
4.					

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

The following statement certifies that your public library system complied with all statutory requirements for public library systems for the report year. Indicate your system's compliance with each of the system requirements.

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided:

Membership Agreements

☒ **(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4. with all member libraries.**

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Resource Library Agreement

☒ **(b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.**

☒ Signed copies of the report year and current year resource library agreements have been filed with the division.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Reference Referral and Interlibrary Loan

☒ **Wis. Stat. § 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.**

- ☒ Reimbursed member libraries for ILL
- ☒ Maintained ILL Clearinghouse
- ☐ Contracted for ILL Clearinghouse
- ☒ Maintained a shared database of member library bibliographic records and holdings
- ☒ Utilized WISCAT to promote interlibrary loan
- ☒ Maintained a system interlibrary loan plan

Inservice Training

☒ **Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- ☒ Conducted workshops for member library staff and trustees
- ☒ Maintained a calendar of CE events
- ☒ Provided scholarships and grants for member library staffs
- ☒ Maintained a professional collection for system and member library staffs.

☒ **Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- ☒ Public library administration and governance
- ☒ Adult services
- ☒ Youth services
- ☒ Library automation
- ☐ Building and remodeling
- ☒ Technical services
- ☒ Interlibrary loan and resource sharing
- ☒ Staff development (certification, CE, etc.)
- ☒ Planning and evaluation, standards
- ☒ Collection development
- ☒ Legal issues
- ☒ Public relations
- ☒ Reference and information services
- ☒ Inclusive services

Delivery and Communication

☒ **Wis. Stat. § 43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- ☒ Had regular courier or van delivery service
- ☐ Provided an 800 number, phone credit card, or accepted collect calls

ILL transactions sent by:

- ☒ Email
- ☐ OCLC
- ☒ Regional automated system
- ☒ WISCAT

- ☒ Used fax for document delivery/communication
- ☐ Used mail as primary delivery system
- ☒ Published a newsletter

Service Agreements

☒ **Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.**

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check those services provided for in the adjacent library system agreements for the report year.

- ☒ Reciprocal borrowing between systems
- ☒ Cash payments in cross-system lending
- ☒ Continuing education
- ☒ Delivery
- ☒ Newsletter exchange
- ☒ Cooperative planning/information exchange
- ☒ Audiovisual services
- ☒ Cooperative purchasing

Inclusive Services

☒ **Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.**

The Division for Libraries and Technology interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

Briefly summarize the most significant specific inclusive services initiatives carried out by your system in the report year. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

The system receives $2000 from the Rock County Sheriff's department to purchase paperback books for the Rock County Jail. Starting in 2018 ALS provided a $1000 match to the funds already provided by the Rock County Sheriff's Department. The additional funds are often used to purchase Alcoholics and Narcotics Anonymous materials for inmates. ALS maintains a collection of large type and special interest books for nursing, assisted living and senior centers through out Rock County. These, and similar materials from Hedberg Public Library, are delivered through the ALS delivery system. This service was limited in both 2020 and 2022 due to COVID-19 lockdowns at the facilities. All seven of the ALS member libraries have service desk hearing loops installed at their circulation desks. Hedberg, Beloit and Edgerton Public Libraries also have meeting/program room hearling loop systems. Both hearling loop projects were funded by LSTA grants in 2014 and 2015. The Wisconsin Center for the Blind and Visually Impaired is an ALS affiliate member and receives materials through the ALS delivery system. Arrowhead also contracts with Inclusive Services Institute Cohort member Rene Bue for inclusive services consulting.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Inclusive Services (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support inclusive library service efforts.

Rock County Senior Services, Rock County Sheriff's Department, Rock County ADRC, Rock-Walworth Head Start and the WI Center for the Blind and Visually Impaired.

If the system provided any inclusive services continuing education programs in the report year, identify the topic(s) and speaker(s).

Other Types of Libraries

☒ **Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.**

☒ An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.

☒ The system has agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate system services provided to other types of libraries in the report year.

☒ Consultation	☐ Union list of serials	☐ Back-up reference services
☒ Continuing education / workshops	☒ Directory of libraries	☒ Newsletter
☒ ILL (Direct)	☒ Delivery services	☐ Technical services

Library Technology and Resource Sharing Plan

☒ **Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.**

☒ Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.

☒ The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

Other Service Programs

☒ **Wis. Stat. § 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library board after consultation with participating public libraries.**

List and evaluate each service program carried out under this statute in the report year. Do not lump miscellaneous activities under a single "other" program.

Arrowhead maintains a public information coordinator to produce promotional information about library services, special programs, youth and adult ongoing programs, brochures, SHARE, computer classes and other activities in the libraries. The promotions included news releases to local media, bookmarks, posters, brochures. This position provides service to all seven ALS member libraries and also included website design for five of the member libraries. In late 2020, ALS began talks with Lakeshores LS in regards to a collaborative PR/Marketing service with a signed agreement in March 2021.

Administration

☒ The system did not expend more than 20 percent of the state aid received in the report year for administration.

IX. COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's report year resource library contract.*

For 2022, Lakeshores Library System (LLS) remains Arrowhead Library System's greatest collaborative partner. Collaborations with LLS, besides membership in the SHARE Consortium, include IT and Network support, a shared Wide Area Network (WAN), cooperative IT purchasing, a shared delivery run between Milton and Racine, and a collaborative PR/Marketing Service. Collaboration between the two systems was so strong that both ALS and LLS decided in July 2022 to merge and on January 1st 2023, the new Prairie Lakes Library System was born. Also in 2022, ALS continued its membership in the SEWI CE consortium and remains part of the WPLC E-Content buying pool collaboration.

Cost Benefit. *For each activity above, list the activity name and estimated cost benefit realized.*

Activity	Amount
1. Share Consortium with Lakeshores & Kenosha County library systems	50,000
2. ILS/network/IT support/PR agreements with Lakeshores Library System	65,000
3. SHARE Delivery	7,500
4. SEWI Consortium	15,000
5. WPLC/Econtent Buying Pool	1,313,593
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	1,451,093

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

Program Expenditures *Provide a summary of your public library system expenditures by system service program and fund source for the report year.*

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan *See note*				
1. ALS Technolgy	39,410	0	0	39,410
2. SHARE ILS & Support	0	0	136,503	136,503
3. Resource Contract (minus Overdrive)	35,000	0	0	35,000
4.	0	0	0	0
5. Electronic Resources	78,467	0	123,040	201,507
Subprogram Total	152,877	0	259,543	412,420
Continuing Education and Consulting Service *See note*				
1. Continuing Education	17,209	0	0	17,209
2. Consulting Services	15,844	0	0	15,844
Subprogram Total	33,053	0	0	33,053
Delivery	69,651	0	20,880	90,531
Inclusive Services	20,665	0	2,000	22,665
Library Collection Development	16,111	0	0	16,111
Direct Payment to Members for Nonresident Access	15,843	0	1,238,125	1,253,968
Direct Nonresident Access Payments Across System Borders	15,843	0	81,828	97,671
Library Services to Youth	28,093	0	0	28,093
Public Information	96,078	0	0	96,078
Administration	45,458	0	0	45,458
Other System Programs				
1.	0	0	0	0
2.	0	0	0	0
3.	0	0	0	0
4.	0	0	0	0
Grand Totals	493,672	0	1,602,376	2,096,048
Estimated Expenditures for Technology-Related Services Provided by the System	117,877	0	259,543	377,420

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.

XI. SYSTEM STAFF

1. Personnel Listing

a. Employees Holding the Title of Librarian as of December 31 of the report year. *Include vacancies if they will be filled within one year*

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
Steven	Platteter	Director	☒	$67,893	40.00
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		

b. Other Paid Staff *Include plant operation, maintenance, and security.*

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
Public Information Coordinator	$50,711	40.00			
Office & ILL Manager	$41,918	36.00			
Driver	$7,384	12.00			
Driver	$8,439	12.00			
Driver	$11,489	15.00			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian			b. All Other Paid Staff *FTE incl. maintenance, plant operation, and security*	c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*
i. Master's Degree from an ALA Accredited Program *FTE*	ii. Other Persons Holding the Title of Librarian *FTE*	Subtotal		
1.00	0.00	1.00	2.88	3.88

XII. SYSTEM MEMBERSHIP

Attach a listing of all current public library and county members of the system.

Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines). *A check indicates that all members have indicated compliance with the requirement.*

- ☒ The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [Wis. Stat. § 43.15(4)(c)1]
- ☒ The public library members are authorized by the municipal governing board to participate in the public library system. [Wis. Stat. § 43.15(4)(c)3]
- ☒ The public library members have entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program or from providing remote access to a library's online resources only to residents. [Wis. Stat. § 43.15(4)(c)4]
- ☒ The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [Wis. Stat. § 43.15(4)(c)6 and Administrative Code Rules PI 6.03]
- ☒ All counties participating in the system have entered into written agreements with the system as required under [Wis. Stat. § 43.15(4)(b)3]
- ☒ All counties participating in the system have adopted and maintained the plan of library service submitted and approved under Wis. Stat. § 43.11(3) and Wis. Stat. § 43.13(1). [Wis. Stat. § 43.15(4)(b)1]. ***On the attached membership listing, indicate the year of the last plan revision.***
- ☒ Each public library member, beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer. [Wis. Stat. § 43.15(4)(c)7]
- ☒ Each public library member, beginning in 2008, annually spends at least $2,500 on library materials. [Wis. Stat. § 43.15(4)(c)8]

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (include timelines). Any current written contracts or agreements not previously filed with the division providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology.

Indicate compliance with the requirements below with a checkmark. Unchecked statutes indicate noncompliance.

- ☒ Library system board is constituted and operated in compliance with Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).
- ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. § 43.17(4)]
- ☒ Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided.

- ☒ (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)(4). with all member libraries.
- ☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
- ☒ (e) Inservice training for participating public library personnel and trustees.
- ☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.
- ☒ (g) Service agreements with all adjacent library systems.
- ☒ (h) Professional consultant services to participating public libraries.
- ☒ (i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.
- ☒ (k) Promotion and facilitation of library service to users with special needs.
- ☒ (L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

I CERTIFY that to the best of my knowledge the information provided in this annual report and any attachments are true and accurate.

Signature of Public Library System Director	Name of Public Library System Director	Date Signed
➢	Steven T. Platteter	
Signature of Public Library System Board President	**Name of Public Library System Board President**	**Date Signed**
➢	Annette Smith	

COMMENTS

1. Books in Print (end of year total)
Equal number weeded as added.--2023-02-02
3. Video Materials
no additions or deletions.--2023-02-02

1. Total Annual Circulation
The Arrowhead Library System book collection is mainly large print materials for nursing home outreach. While no items "circulated" in 2022, 1200 items were loaned out, in bulk collections, to Rock County nursing homes.--2023-02-02
2a. Items Loaned (provided to)
Apart from its book and video collections, ALS loaned 124 stand-ups, 3 huge stuffed bear and 22 makerspace items to member libraries. ALS also handled 1672 clearinghouse requests; 1639 from member libraries, 3 from an affiliate member and 30 from non-ALS members.--2023-02-02

First Name of President
This is the composition of the ALS Board as of 12/31/2022. Annette Smith, William Wilson and Stephen Brace transitioned over as Rock County representatives on the new Prairie Lakes Library System Board.--2023-02-03

Name
ALS and LLS split the cost of the SHARE delivery run between Milton and Racine PL, ALS is the fiscal agent.--2023-03-06

System Collection - Print: System State Aid
Subscriptions, nursing home outreach, jail outreach.--2023-03-06
System Collection - Print: All Other
Funds from the Rock County Sheriff's Department for jail books.--2023-03-06
System Collection - Electronic: System State Aid
$5,000 from Resource Contract to cover ALS Overdrive Advantage account. $25,000 toward HOOPLA content. Also includes subscriptions to Gale Courses, Linkedin Learning, CreativeBug and Transparent Languages.--2023-03-06
System Collection - Electronic: All Other
$7,052 -ALS member libraries' contribution to BrainFuse. $29,431 - ALS member libraries' contribution to Digital Buying pool. $86,557.19 - ALS member libraries contribution for HOOPLA content, ALS provides an additional $25,000.--2023-03-06
System Collection - All Other: System State Aid
One Yoda cardboard stand up.--2023-02-22
System Contracts: System State Aid
Resource contract with Hedberg PL $40,000 minus $5000 for ALS Overdrive Advantage program in 3b System Collection Electronic Materials. 10,000 for YS consulting contract with Beloit PL. $18,765 ALS share of Koene Courier Services - delivery run from ALS sorting hub to LLS sorting hub in Racine PL. $200 to LLS for web hosting.--2023-02-22
System Contracts: All Other
Intersystem agreement payments from Rock County to adjacent counties for nonresident use: Jefferson County $29,852, Green County $22,672, Dane County $20,990 and Walworth County $8,314. $83,000 to LLS for SHARE/IT support agreement from member libraries automation fees. $17,445 from LLS for their share Koene Courier Service's delivery run from ALS sorting hub to Racine PL sorting hub.--2023-02-22
System Payments to Libraries: System State Aid
SHARE lost item reconciliation payments: $733.56 to Beloit, $8.18 to Edgerton and 199.93 to Janesville. $18.45 to Milton for postage.--2023-02-22
System Payments to Libraries: All Other
Rock County Payment to ALS member libraries for reimbursable township circulation. Beloit $413,395.16, Clinton $53063.41, Edgerton $76,603.85, Eager Free $67,626.69, Hedberg $487,240.15, Milton $103,820.27, Orfordville $36,375.--2023-02-22
Other Operating: All Other
Funds from affiliate members for delivery related expenditures. Funds from non-e-collection/contract automation expenditures and Rock County funds for ALS Board per diems.--2023-02-22

Program 3 System Aid
Resource Contract with Hedberg Public Library, $40,000 minus $5,000 reported in Electronic Resources: $35,000.--2023-03-06
Program 5 System Aid
$5,000 from Resource Library Contract with Hedberg Public Library for ALS Overdrive advantage program. $25000 ALS contribution toward Hoopla content. Also includes subscriptions to Gale Courses, Linkedin Learning, CreativeBug and Transparent Languages.--2023-03-06
Program 5 Other Income
$29,431- ALS member libraries' contribution to Digital Buying pool. $86,557.19 - ALS member libraries contribution for HOOPLA content, member libraries may have separately added additional Hoopla content through direct invoicing from Midwest Tape. $7,052 - BrainFuse.--2023-03-06
Delivery Other Income
$3,435 from affiliate members for delivery service. $17,445 from LLS for SHARE delivery run by Koene Courier Services.--2023-03-06
Inclusive Services Other Income
The Rock County Sheriffs department provides $2000 for books for the Rock County Jail.--2023-03-07
Direct Payment to Members for Nonresident Access Other Income
Rock County Payment to ALS member libraries for reimbursable township circulation. Beloit $413,395.16, Clinton $53063.41, Edgerton $76,603.85, Eager Free $67,626.69, Hedberg $487,240.15, Milton $103,820.27, Orfordville $36,375.--2023-03-07
Direct Nonresident Access Payments Across System Borders Other Income
Intersystem agreement payments from Rock County to adjacent counties for nonresident use: Jefferson County $29,852, Green County $22,672, Dane County $20,990 and Walworth County $8,314.--2023-03-07

Wisconsin Department of Public Instruction
2022 PUBLIC LIBRARY SYSTEM ANNUAL REPORT
PI-2404-A (Rev. 2-23)

Required by Wis. Stat. §§ 43.05(4) and 43.58(6)

INSTRUCTIONS: Complete and return a signed, scanned copy of the original board-approved system annual report by **MARCH 1, 2023,** to:
LibraryReport@dpi.wi.gov

I. GENERAL INFORMATION

1. System Name	2. System Director Name	3. Certification Grade	4. Date Certification Expires
Lakeshores Library System	Stephen Ohs	Grade 1	2024-04-30

5. Street Address	6. Phone *Area/No.*	7. Fax Number *Area/No.*
29134 Evergreen Drive, Suite 600	(262) 514-4500	(262) 514-4544

8. Mailing Address *PO Box*	9. System Website URL	10. Director System Email Address
29134 Evergreen Drive, S	www2.lakeshores.lib.wi.us	sohs@prairielakes.info

11. City / Village / Town	12. County	13. ZIP Code
Waterford	Racine	53185-4584

14. Number of Public Libraries Participating in the System	15. Does System Operate a Books-by-Mail Program	16. Number of Book-mobiles Owned	17. Estimated System Area Public Library Registered Borrowers	18. UEI Number
15	No	0	125,600	619844442

II. SYSTEM COLLECTION

	No. Owned / Leased	Number Added		No. Owned / Leased		No. Owned / Leased
1. Books in Print	0	0	4. Electronic Collections *Number available to members*	0	7. Licensed Electronic Video Materials *Units (copies) available to members*	0
2. Audio Materials	0	0	5. Licensed E-books *Units (copies) available to members*	0	8. Subscriptions *Exclude those in electronic format*	2
3. Video Materials	0	0	6. Licensed Electronic Audio Materials *Units (copies) available to members*	0		

III. SYSTEM SERVICES

Circulation Transactions *Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.*	1. Total Circulation	2. Interlibrary Loans *System interlibrary loan transactions*	
		a. Items Loaned	b. Items Received
	0	3,374	4,625

3. System Electronic Resources Use *Number of uses of system licensed electronic resources*

a. E-book	b. E-audio	c. E-video	d. Electronic Collection Retrievals
143,027	122,089	2,010	-1

IV. SYSTEM BOARD AND ORGANIZATION

List the members of the system board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP Code	Email Address
1. President Robert	Miller	1438 Woodchuck Ct. #102	Mount Pleasant	53406	robert.miller@racinecounty.com
2. Brian	Broga	339 S Creek Drive	Elkhorn	53121	brianbroga@yahoo.com
3. Gary	Tilleros	293 Oak Hill Circle	Burlington	53105	gtilleros@wi.rr.com
4. Linda	Schubring	148 W. Parkfield Ct	Racine	53402	lschubring@aol.com
5. Nathaniel	Coffman	1811 Dartmoor Drive	Mt. Pleasant	53406	ncoffman@prairieschool.com
6. Mary	Nugent	2817 Austin Street	East Troy	53120	mmhnugent@gmail.com
7. Richard	Goetsch	510 Sunnyside Dr.	Kansasville	53139	rgoetsch@tds.net
8. Jill	Rodriguez	701 South Lake Shore Dr 3C	Lake Geneva	53147	jillrod426@gmail.com
9. Susan	Metzner	121 N. Wisconsin	Elkhorn	53121	ssub777@aol.com
10. Jeri	Sturino	30929 RiverBend Drive	Waterford	53185	jmsturino@gmail.com
11. Jane	Brossard	206 South River Street	Waterford	53185	jane.brossard@gmail.com
12. Maureen	Vander Sanden	28920 Cherry Lane	Waterford	53185	maureenvandersanden@gmail.com
13. Sue	Lea	1641 Kremer Ave.	Racine	53402	sunsue5@yahoo.com
14. Vacancy (Walwor	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy
15. Vacancy (Walwor	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

a. System Member County Appropriations Received by Library System

County Name	Amount	County Name	Amount
Racine	$3,034,236		
Walworth	$1,895,295		
		Subtotal 1a	$4,929,531

b. Other County Payments Received

County Name	Amount
Kenosha	$71,875
Rock	$8,314
Waukesha	$3,542
Subtotal 1b	$83,731

2. State Aid to Public Library Systems $786,386

3. Other State Funded Programs *List individually. Attach listing if necessary.*

a.	$0
b.	$0
c.	$0
Subtotal 3	$0

4. Federal Aid *Program name and project number. List each program individually. Attach listing if necessary*.

a.	ARPAL STA	LSTA Technology Grant	$39,480	f.	
b.	LSTA251	LSTA SEWI Continuing Education Grant	$67,401	g.	
c.	LSTA251	LSTA Merger Exploration Grant	$15,000	h.	
d.	OMLS22	ARPA Online Info. Coordination Grant	$945	i.	
e.				j.	
				Subtotal 4	$122,826

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. *List names individually. Attach listing if necessary.*

a.	Library Funds for Cooperative Programs	$357,523	f.	SHARE Administration Contract - ALS	$83,000
b.	Rock County WIFI Kit Project	$96,343	g.	WiscNet Contract Contribution - ALS & SW	$6,970
c.	KCLS BiblioCommons Support	$4,900	h.	Racine Correctional Institution Delivery	$1,260
d.	Local IT Service Income - SWLS & Members	$77,227	i.		
e.	SHARE Administration Contract - KCLS	$29,291	j.		
				Subtotal 5	$656,514

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
$0	$20,221	$0	$0	$0	$350	$20,571

7. **Total Income** *Add 1 through 6* $6,599,559

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES

Report system expenditures from all sources.

	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	$352,420	$0	$0	$352,420
2. Employee Benefits	$182,682	$0	$0	$182,682
3. System Collection Expenditures				
a. Printed Material	$441	$0	$0	
b. Electronic Material	$5,176	$0	$20,001	
c. Audiovisual Material	$0	$0	$0	
d. All Other Material	$0	$0	$0	
Subtotal *Collection Expenditures*	$5,617	$0	$20,001	$25,618
4. System Contract Expenditures *Attach a brief description of contracts; i.e., recipient, amount, and purpose.*	$212,905	$0	$334,328	$547,233
5. System Payments to Member Libraries *Attach lists of individual payments.*	$7,000	$0	$4,985,271	$4,992,271
6. All Other Operating Expenditures	$22,144	$123,141	$180,332	$325,617
7. Total Operating Expenditures	$782,768	$123,141	$5,519,932	$6,425,841
8. System Capital Expenditures	$853	$0	$0	$853

* Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.

** Report expenditures from report year public library system state aid, state aid funds carried forward to report year, and any interest earned from those funds.

*** Report expenditures from county appropriations, contract income, gifts and endowments, and any carryover from those sources. Also include expenditures from interest earned from those sources.

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE

Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for the report year. Attach the page(s) of each county budget that show the amounts below.

County Name	Amount	County Name	Amount	County Name	Amount
1. Racine	$3,040,685	5.		8.	
2. Walworth	$1,800,675	6.		9.	
3.		7.		10.	
4.					

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

The following statement certifies that your public library system complied with all statutory requirements for public library systems for the report year. Indicate your system's compliance with each of the system requirements.

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided:

Membership Agreements

☒ **(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4. with all member libraries.**

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Resource Library Agreement

☒ **(b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.**

☒ Signed copies of the report year and current year resource library agreements have been filed with the division.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Reference Referral and Interlibrary Loan

☒ **Wis. Stat. § 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.**

- ☐ Reimbursed member libraries for ILL
- ☒ Maintained ILL Clearinghouse
- ☐ Contracted for ILL Clearinghouse
- ☒ Maintained a shared database of member library bibliographic records and holdings
- ☒ Utilized WISCAT to promote interlibrary loan
- ☒ Maintained a system interlibrary loan plan

Inservice Training

☒ **Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- ☒ Conducted workshops for member library staff and trustees
- ☒ Maintained a calendar of CE events
- ☒ Provided scholarships and grants for member library staffs
- ☐ Maintained a professional collection for system and member library staffs.

☒ **Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- ☒ Public library administration and governance
- ☐ Adult services
- ☒ Youth services
- ☒ Library automation
- ☒ Building and remodeling
- ☒ Technical services
- ☒ Interlibrary loan and resource sharing
- ☒ Staff development (certification, CE, etc.)
- ☒ Planning and evaluation, standards
- ☐ Collection development
- ☒ Legal issues
- ☒ Public relations
- ☒ Reference and information services
- ☒ Inclusive services

Delivery and Communication

☒ **Wis. Stat. § 43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- ☒ Had regular courier or van delivery service
- ☐ Provided an 800 number, phone credit card, or accepted collect calls

ILL transactions sent by:

- ☒ Email
- ☐ OCLC
- ☒ Regional automated system
- ☒ WISCAT

- ☐ Used fax for document delivery/communication
- ☐ Used mail as primary delivery system
- ☒ Published a newsletter

Service Agreements

☒ **Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.**

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check those services provided for in the adjacent library system agreements for the report year.

- ☒ Reciprocal borrowing between systems
- ☐ Cash payments in cross-system lending
- ☐ Continuing education
- ☐ Delivery
- ☐ Newsletter exchange
- ☒ Cooperative planning/information exchange
- ☐ Audiovisual services
- ☒ Cooperative purchasing

Inclusive Services

☒ **Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.**

The Division for Libraries and Technology interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

Briefly summarize the most significant specific inclusive services initiatives carried out by your system in the report year. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

Lakeshores Library System spent the latter half of 2022 preparing this service area for absorption into the Prairie Lakes Library System, resulting from the merger of the Arrowhead Library System and Lakeshores Library System.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Inclusive Services (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support inclusive library service efforts.

Lakeshores Library System had the most contact with the Arrowhead Library System in this broad service area in 2022, in preparation for a library system merger.

If the system provided any inclusive services continuing education programs in the report year, identify the topic(s) and speaker(s).

Lakeshores Library System spent the latter half of 2022 preparing this service area for absorption into the Prairie Lakes Library System, resulting from the merger of the Arrowhead Library System and Lakeshores Library System.

Other Types of Libraries

☒ **Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.**

☒ An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.

☒ The system has agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate system services provided to other types of libraries in the report year.

☒ Consultation	☐ Union list of serials	☐ Back-up reference services
☐ Continuing education / workshops	☒ Directory of libraries	☐ Newsletter
☒ ILL (Direct)	☒ Delivery services	☒ Technical services

Library Technology and Resource Sharing Plan

☒ **Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.**

☒ Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.

☒ The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

Other Service Programs

☒ **Wis. Stat. § 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library board after consultation with participating public libraries.**

List and evaluate each service program carried out under this statute in the report year. Do not lump miscellaneous activities under a single "other" program.

Lakeshores Library System spent the latter half of 2022 preparing all other service areas, including the SHARE library automation cooperative, for absorption into the Prairie Lakes Library System, resulting from the merger of the Arrowhead Library System and Lakeshores Library System.

Administration

☒ The system did not expend more than 20 percent of the state aid received in the report year for administration.

IX. COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's report year resource library contract.*

Lakeshores Library System spent the latter half of 2022 preparing this service area for absorption into the Prairie Lakes Library System, resulting from the merger of the Arrowhead Library System and Lakeshores Library System. In particular, an in-depth merger exploration process was conducted with the assistance of WiLS, which culminated in the decision to merge. The overwhelming focus of collaborative energy by the system in 2022 was devoted to completing the work necessary to meet all requirements for the library system merger.

Cost Benefit. *For each activity above, list the activity name and estimated cost benefit realized.*

Activity	Amount
1. WPLC OverDrive Buying Pool	1,200,000
2. SEWI Continuing Education Partnership	13,000
3. Wild Wisconsin Winter Web Conference	4,700
4. Library Trustee Training Week	1,600
5.	
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	1,219,300

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

Program Expenditures *Provide a summary of your public library system expenditures by system service program and fund source for the report year.*

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan *See note*				
1. Technology, Reference and ILL	261,159	0	78,708	339,867
2. SHARE Technology	141,672	121,881	279,203	542,756
3. Electronic Resources	40,857	0	138,314	179,171
4.				
5. Electronic Resources				
Subprogram Total	443,688	121,881	496,225	1,061,794
Continuing Education and Consulting Service *See note*				
1. Continuing Education and Consulting	62,039	0	0	62,039
2.				
Subprogram Total	62,039	0	0	62,039
Delivery	138,150	0	18,145	156,295
Inclusive Services	0	0	0	0
Library Collection Development	199	0	0	199
Direct Payment to Members for Nonresident Access	0	0	4,985,271	4,985,271
Direct Nonresident Access Payments Across System Borders	0	0	0	0
Library Services to Youth				
Public Information				
Administration				
Other System Programs				
1.				
2.				
3.				
4.				
Grand Totals	644,076	121,881	5,499,641	6,265,598
Estimated Expenditures for Technology-Related Services Provided by the System	202,100	121,881	279,203	603,184

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.

XI. SYSTEM STAFF

1. Personnel Listing

a. Employees Holding the Title of Librarian as of December 31 of the report year. *Include vacancies if they will be filled within one year*

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
Stephen	Ohs	Administrator	☒	$84,854	40.00
David	Dowling	System Services Technologist	☐	$60,262	40.00
Vicki	Keith	Interlibrary Loan Specialist	☐	$53,829	40.00
Janice	Martin	Office Manager	☐	$66,568	40.00
James	Novy	IT Manager	☐	$89,184	40.00
Brad	Hudson	IT Services	☐	$47,147	40.00
			☐		
			☐		
			☐		
			☐		
			☐		

b. Other Paid Staff *Include plant operation, maintenance, and security.*

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
0	$0	0.00			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian			b. All Other Paid Staff *FTE incl. maintenance, plant operation, and security*	c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*
i. Master's Degree from an ALA Accredited Program *FTE*	ii. Other Persons Holding the Title of Librarian *FTE*	Subtotal		
1.00	5.00	6.00	0.00	6.00

XII. SYSTEM MEMBERSHIP

Attach a listing of all current public library and county members of the system.

Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines). *A check indicates that all members have indicated compliance with the requirement.*

- ☒ The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [Wis. Stat. § 43.15(4)(c)1]
- ☒ The public library members are authorized by the municipal governing board to participate in the public library system. [Wis. Stat. § 43.15(4)(c)3]
- ☒ The public library members have entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program or from providing remote access to a library's online resources only to residents. [Wis. Stat. § 43.15(4)(c)4]
- ☒ The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [Wis. Stat. § 43.15(4)(c)6 and Administrative Code Rules PI 6.03]
- ☒ All counties participating in the system have entered into written agreements with the system as required under [Wis. Stat. § 43.15(4)(b)3]
- ☒ All counties participating in the system have adopted and maintained the plan of library service submitted and approved under Wis. Stat. § 43.11(3) and Wis. Stat. § 43.13(1). [Wis. Stat. § 43.15(4)(b)1]. ***On the attached membership listing, indicate the year of the last plan revision.***
- ☒ Each public library member, beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer. [Wis. Stat. § 43.15(4)(c)7]
- ☒ Each public library member, beginning in 2008, annually spends at least $2,500 on library materials. [Wis. Stat. § 43.15(4)(c)8]

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (include timelines). Any current written contracts or agreements not previously filed with the division providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology.

Indicate compliance with the requirements below with a checkmark. Unchecked statutes indicate noncompliance.

- ☒ Library system board is constituted and operated in compliance with Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).
- ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. § 43.17(4)]
- ☒ Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided.

- ☒ (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)(4). with all member libraries.
- ☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
- ☒ (e) Inservice training for participating public library personnel and trustees.
- ☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.
- ☒ (g) Service agreements with all adjacent library systems.
- ☒ (h) Professional consultant services to participating public libraries.
- ☒ (i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.
- ☒ (k) Promotion and facilitation of library service to users with special needs.
- ☒ (L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

I CERTIFY that to the best of my knowledge the information provided in this annual report and any attachments are true and accurate.

Signature of Public Library System Director	Name of Public Library System Director	Date Signed
➢	Stephen Ohs	
Signature of Public Library System Board President	**Name of Public Library System Board President**	**Date Signed**
➢	Robert Miller	

COMMENTS

1. Books in Print (end of year total)
Print materials no longer kept.--2023-03-08

System Contracts: All Other
Performed calculations in different way this year.--2023-03-14
System Payments to Libraries: All Other
Performed calculations in different way this year.--2023-03-14

Maintained ILL Clearinghouse
The library system phased-out the ILL clearinghouse service in late 2022 due to advances in technology. Member libraries now manage their own borrowing and lending, with a library system staff contact available to answer questions and assist in mitigating problems.--2023-03-08

Account Number	Account Name	Old Amount	Budget Change	New Amount	Reason for Change
5-3130	Income - Affiliate Members	$3,438.00	$32.50	$3,470.50	Adjusting to actual
5-3160	Rock County Sheriff's	$4,000.00	($4,000.00)	$0.00	Sheriff's are not participating
5-3170	WiLS Administration	$0.00	$2,000.00	$2,000.00	New Account WiLS Administration
5-3200	Del. Racine Correctional	$1,260.00	($1,260.00)	$0.00	Racine Correctional not participating this year
5-3700	LGIP Interest - General	$5,000.00	$55,000.00	$60,000.00	Adjusting to expected
5-4500	Waukehsa County (Income)	$4,720.00	($50.00)	$4,670.00	Adjusting to actual (spreadsheet error)
6-4500	Waukehsa County (Expense)	$4,720.00	($50.00)	$4,670.00	Adjusting to actual (spreadsheet error)
5-5220	ILS - WUHS	$137.00	($2.48)	$134.52	Adjusting to actual
5-8100	LGIP Interest - Share	$100.00	$9,260.00	$9,360.00	Adjusting to expected
6-1251	CE & Conference Expenses	$7,000.00	$2,000.00	$9,000.00	Adjusting to expected
6-1303	Insurance Liability	$1,300.00	$10,200.00	$11,500.00	Consolidating Insurance Amounts
6-1302	Insurance - Bonding	$507.00	($507.00)	$0.00	Consolidating Insurance Amounts
6-1304	Insurance - Auto	$2,748.00	($2,748.00)	$0.00	Consolidating Insurance Amounts
6-1305	Insurance - Business Owners	$761.00	($761.00)	$0.00	Consolidating Insurance Amounts
6-1408	Transparent Language Sub.	$1,869.00	$1,131.00	$3,000.00	Transparent Languages Subscription is greater than expected
6-1416	WiLS Membership	$4,400.00	($22.00)	$4,378.00	Adjusting to actual
6-1453	Delivery Serv. - RPL/Milton	$32,000.00	$5,800.00	$37,800.00	Expense higher than estimated

2023 Budget With Revisions	**Operating Income/Expenses**				
Total Income:	**$1,618,087**				
Total Expenses:	**$1,569,543**				
Balance:	**$48,544**				

Memorandum of Understanding

WiLS and Prairie Lakes Library System for Strategic Plan Development, Consulting, and Facilitation Services

Purpose

This Memorandum of Understanding defines the parameters and costs of the Strategic Plan Development, Consulting, and Facilitation services that WiLS will provide to Prairie Lakes Library System..

Contacts

Communication regarding this agreement and the services provided should be directed to:

WiLS	**Prairie Lakes Library System**
Melissa McLimans	Stephen Ohs and/or Steven Platteter
1360 Regent St. #121	29134 Evergreen Dr, Suite 600
Madison, WI 53715	Waterford, WI 53185
melissa@wils.org	sohs@prairielakes.info
(608) 515-8953	(262) 514-4500 x68

Services and/or Deliverables

WiLS will provide the following services and/or outputs for Strategic Plan Development, Consulting, and Facilitation:

Project Phase & Associated Activities	Description	Timeline and Hours
Communication Work	Time held for communication with the main point(s) of contact for the project.	Ongoing (8 hours)
Stakeholder Engagement and Information Gathering, Part I	We believe that hearing directly from system stakeholders and reliable data and information can help the system make the best decisions for its future. In this phase, we propose using a hybrid approach to ensure equity and keep costs reasonable. This means we will gather information virtually and in-person, synchronously and asynchronously to engage staff, board, and system members where it will make the biggest impact.	Spring - Summer (27 plus travel time)
Staff SOAR meeting	WiLS will coordinate a process and facilitate a 3-hour meeting of system staff to perform a Strengths, Opportunities, Aspirations, and Results analysis. WiLS will document and theme information gathered during this process to be shared with the planning team as part of the information gathered for developing the strategic plan.	April 8 hours in-person (plus travel time to Milton)
Research into existing library strategic plans in library system	WiLS will research member library strategic plans to better understand member library needs and strategic directions. WiLS will compile and theme the information gathered for the planning team to review and to inform the survey.	April 3 hours
Stakeholder Survey	This survey will be shared with system staff and board members, as well as member library directors, staff, and boards. WiLS will work with the system directors and others to finalize the survey and provide an online version. The system, with input from WiLS, will promote the survey to stakeholders.	June - July 16 hours

		WiLS will compile the results of the survey into both raw and visualized data for analysis.	
Foundational Elements		A new system means a new mission, a new vision, and a new set of shared values. In this phase, WiLS will work with system staff and board members to develop foundational elements.	August (11 hours plus travel time)
	Mission, Vision, and Values Questionnaire	WiLS will create and share a worksheet or questionnaire for the system staff and board to complete in preparation for a foundational elements development meeting. For those that cannot attend the meeting, this is an asynchronous mechanism to ensure all voices are considered.	3 hours
	Mission, Vision, and Values Development Meeting	Using information gathered asynchronously, WiLS will facilitate a meeting to draft foundational elements with appropriate system staff and board members. The outcome of this meeting may be mission, vision, and or/value statements, all of which will be shared with broader stakeholders for feedback during focus groups.	8 hours in-person (plus travel time to Milton)
Stakeholder Engagement and Information Gathering, Part II			Fall (38 hours)
	Stakeholder Focus Groups or Engagement Session	WiLS, with assistance from the system, will coordinate a 3-hour in-person meeting with stakeholders from member libraries and county administrators to gather information about how the system can align its resources and services to best support their aspirations and needs. WiLS will provide a facilitator to lead the session, and a notetaker to document the input gathered during the conversations. WiLS will compile and theme the results of the conversation.	19 hours, plus travel to Elkhorn
	System Trustee Conversation	WiLS, with assistance from the system, will facilitate a one hour conversation with system trustees to gather information about how the board sees the system best aligning its services with member libraries and other stakeholder needs. This will be a virtual	3 hours

		conversation.	
	Board Questionnaire	WiLS will provide a Community Landscape Questionnaire for the library system to gather information and input from system trustees. WiLS will compile and theme the information gathered for the planning team.	August 4 hours
	Data webinar	WiLS will develop and deliver a 1.5-hour webinar to review the data and information gathered with the planning team before the strategic plan development meeting. The team will be provided a slide deck of the compiled information along with the data used for the slide deck.	November 12 hours
Plan Development			Winter (29 - hours)
	Framework development meeting	WiLS will develop processes and provide facilitation services for a 4-hour strategic plan development meeting of the planning team. The result of this meeting will be the finalization of strategic service goals for the library system and initiatives that can be done to reach the goals	November or December 10 hours (plus travel time and mileage to Milton)
	Stakeholder feedback	WiLS will develop a mechanism for the planning team to share the plan framework (i.e. goals, objectives, sample project/activities) with stakeholders and solicit feedback. This feedback will be incorporated in the final draft.	December 3 hours
	Plan Writing	WiLS will compile the results of the planning meetings to include with other documentation (including, when relevant, the data and information gathered, assessed and summarized during the course of the planning process) to develop and write a strategic plan document. WiLS will coordinate a schedule with the system to finish writing the plan. WiLS will develop an initial draft of the plan and will work in coordination with the planning team to create a final draft for presentation to the system board.	January 16 hours

Schedule of Costs

Prairie Lakes Library System

Project Cost

Costs per phase of the project are outlined in the table below.

Project Phase	Cost
Communication Work	$884.00
Stakeholder Engagement and Information Gathering, Part I	$3,307.00
Development of Foundational Elements	$1,539.00
Stakeholder Engagement and Information Gathering, Part II	$4,721.00
Plan Development	$3,528.00
TOTAL PROJECT COST (not to exceed)	$13,979.00

Cost Allocations and Terms of Agreement

It is anticipated that the services described above will have a total project cost of $13,979.50. Costs include all preparation time; facilitation time; travel for in-person meetings, and supplies/technology for facilitation processes and documentation development. Should additional meetings, activities, or time be required, WiLS will provide Prairie Lakes Library System with an estimate for additional costs.

Payment Schedule

Upon project start: **$3,495.00**

Upon completion of the project: **$10,484.00** (not to exceed)

Duration of Agreement & Timeline

WiLS and Prairie Lakes Library System will work together to identify a timeline of the different activities to complete each phase of service. If either WiLS or Prairie Lakes Library System needs to alter the previously agreed-upon timeline, such alterations should be made prior to the deadline date of the activity that will need to be rescheduled. If deadlines are repeatedly not met by Prairie Lakes Library System without communicating with WiLS, WiLS reserves the right to change the project timeline with Prairie Lakes Library System's approval of the new timeline. If

the change in timeline will result in overlap with other projects to the extent that WiLS will not be able to complete the work with existing staff resources, WiLS reserves the right to delay the project to a mutually agreed upon time or, the parties may cancel the project if they mutually agree to do so.

Other Terms

Other Terms

- As part of the above costs, WiLS calculates approximately an hour per month of communication time with the library to coordinate next steps, answer questions and discuss any potential changes to the project. This is beyond the meetings scheduled in the different phases of the project as documented in each phase of the MOU. Should communication be required by the library beyond this amount of time each month, WiLS will discuss with the library either creating a communication plan to maintain communications within this time range or providing a cost estimate to provide more communication time for the project.
- WiLS is officially open from 8 a.m. to 5 p.m. Monday through Friday. In some planning processes, WiLS will work with the library/organization to facilitate meetings that will end after 5 p.m. In most cases, work will be completed by 7:30 p.m. Emails from WiLS may be sent only during the hours of 7 a.m. and 6 p.m. on officially open days. WiLS will not send emails or make calls on weekends or holidays. When a holiday falls on a Saturday, it is observed on the day prior (Friday). If a holiday falls on a Sunday, it is observed the next day (Monday.)
- A strategic planning process is often an iterative process. There may be points during the planning project where information is discovered that leads to potentially adding or removing a step or two to the planning process. When this occurs, if requested, WiLS will provide a cost estimate to perform the additional work.
- All files, records, documents and similar items relating to Prairie Lakes Library System, whether prepared or received by WiLS for the purpose of performing this MOU are and shall remain the property of Prairie Lakes Library System.
- Should the system wish to have WiLS travel to the library for additional meetings, the library will be charged $554.00 per trip. This includes travel time and mileage. Travel will also be dependent upon consultant availability.

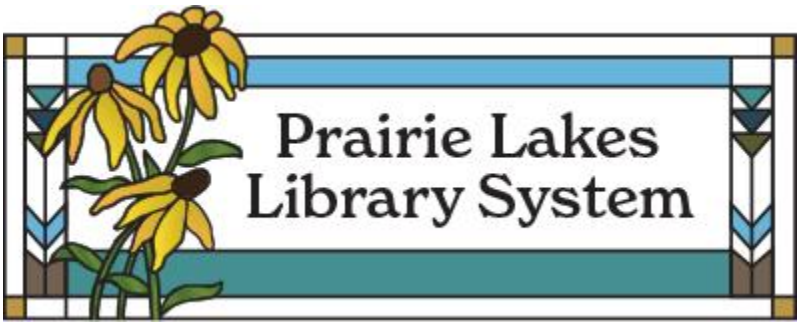
Alteration or Termination

During the course of the agreement, the contracting parties have the right by mutual agreement to suspend work at any time and, in that event, WILS will be paid a mutually agreed amount for work performed and expenses incurred by WILS in the performance of this MOU through the time

of suspension. Similarly, the parties may, by mutual agreement, terminate the MOU before completion, pursuant to such financial and other terms as they mutually agree.

Agreed to and accepted by:

WiLS	**Prairie Lakes Library System**
_____	_____
Signature	*Signature*
_____*Jennifer Chamberlain* _____	_____*Stephen Ohs*_____
Name	*Name*
_____	_____
Date	*Date*



Financial Policies and Procedures

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1. Structure

1.1. The Prairie Lakes Library System (PLLS) is a multi-county federated public library system in Southeastern Wisconsin that encompasses Racine, Rock, and Walworth Counties. PLLS is headed by a Director that reports to the Prairie Lakes Library System Board of Trustees.

2. Function

2.1. PLLS operates independently from counties and local municipalities with respect to financial matters and legal status. PLLS is classified as a local government for the purposes of intergovernmental relations and participation in the Wisconsin Retirement System (WRS). PLLS is responsible for its deposits, payments, payroll, and employee benefits, as well as long-term financial planning. PLLS financials are audited annually by an independent third party.

3. Cash-Flow Accounts

3.1. Community State Bank

PLLS maintains a checking/savings account with Community State Bank. This account is utilized as the primary account for all library system deposits, payroll, and check payments.

3.2. The Equitable Bank

PLLS maintains a checking and savings account with The Equitable Bank. This account is used for the primary purpose of transferring funding to employee flexible spending accounts (FSA) and Dependent Care FSA accounts.

3.3. BMO Harris Bank

PLLS maintains a checking account with BMO Harris Bank. This account is used for the purpose of providing system-issued credit cards to PLLS staff members.

4. Local Government Investment Pool (LGIP) Accounts

The Wisconsin Local Government Investment Pool (LGIP) is managed by the State of Wisconsin Investment Board. LGIP accounts are offered only to governmental units and are interest-bearing accounts. PLLS utilizes two such accounts to hold funds in excess of cash flow needs. Wire transfers are utilized to move funds to/from these accounts as approved by the Director, and are made by the Accounting & HR Lead.

4.1. General LGIP Account

This account is used to hold PLLS funds in excess of cash flow needs.

4.2. SHARE LGIP Account

This account is used to hold funds designated by member libraries (or other governmental units) for designated purposes. Examples include when PLLS acts as a fiscal agent on behalf of its member libraries for the purchase of goods or services, or for long-term fiscal planning in support of member library-funded programs, such as library automation software.

5. Bank Account Reconciliation

5.1. PLLS's accounts are reconciled monthly by the Accounting & HR Lead. Account statements are compared to the checking register and reviewed to ensure all activity is accounted for.

5.2. Copies of all monthly check reconciliations containing all relevant documentation are maintained by the Accounting and HR Lead.

6. Budget

The annual budget process for PLLS typically starts in August before being finalized in October. Actual dates vary from year to year. The budget is prepared by the Accounting & HR Lead and the Director with input from the Board of Trustees, member libraries, and system staff. Per State Statutes, the PLLS fiscal year is January - December.

6.1. State Aid

The majority of PLLS's operating expenses are funded by state aid. State aid levels are set every two years by the Wisconsin Legislature as part of its biennial budget process and disbursed to library systems by the Department of Public Instruction (DPI) in two annual payments.

6.2. Other Sources of Operating Income

PLLS maintains a number of service contracts with other governmental entities - largely neighboring library systems and individual libraries. These service contracts consist primarily of PLLS technology staff providing IT services in return for annual fees. These contracts furnish PLLS with supplementary income to support system operations.

6.3. County Funding Under Wis. Stat. 43.12

Counties in Wisconsin are required to make annual payments to public libraries in return for services provided to rural residents who live in municipalities without libraries. The statutes establish a minimum standard for these payments, however, counties may set their own funding levels at or above the minimum. The statutes give counties the ability to designate the public library system of which they are a member as a clearinghouse for these payments by means of an agreement. Racine, Rock, and Walworth counties have, historically, had this arrangement with the library system. Thus, on an annual basis, the library system passes several million dollars in county funds through its budget. Upon approval by county governments and disbursement to the library system, county funds are committed for a specific purpose, and may not be used in any other manner.

6.4. Library Funds for Designated Purposes

An important role of PLLS is serving as the fiscal agent for cooperative purchasing activities on behalf of the member libraries. Examples include bulk purchases of computers and equipment, library automation software, and digital resources. Service as a fiscal agent by the library system results in significant savings for members via economies of scale. Upon approval by participating library boards of trustees, library funds are generally committed for a specific purpose, and not to be used for system operating expenses.

6.5. Grant Funds

PLLS participates in various Federal and local grant programs on a regular basis. The uses of grant funds are itemized within the PLLS budget, committed for specific purposes, and may only be used for the purposes specifically indicated on approved grant documentation.

7. Preparation of Annual Budgets

Annual budget spreadsheets are prepared by the Accounting & HR Lead and Director. The budget is submitted to the Prairie Lakes Library System Board of Trustees no later than September - unless authorized by the Prairie Lakes Library System Board of Trustees.

8. Budget Revisions

Periodic budget revisions may be prepared and presented for approval by the Prairie Lakes Library System Board of Trustees as determined by the Director.

9. Unspent Funds

The chief purpose of public library systems in Wisconsin is to utilize state aid to provide regional services that benefit libraries and library users throughout the system area. Therefore, it is the policy of the system that unspent funds will be committed for specific purposes upon the close of each budget year.

9.1. Strategic Reserve

The purpose of the strategic reserve is to provide a source of funding for unexpected emergency expenses, including the shutdown of system operations in the case of a dissolution of the library system by a legislative act or another event. The amount of the strategic reserve shall be no more than fifteen percent of the system's operating budget, to allow for PLLS to wind down operations after a loss of state aid.

9.2. Special Projects

The purpose of special project funding is to support one-time future projects as identified by the Director. Examples include possible future expenses related to PLLS facilities, delivery service renovation, and other one-time projects related to PLLS's mission and goals.

10. Equipment and Furniture Inventory

The Accounting & HR Lead maintains an inventory of all equipment and furniture with values exceeding $200. The information retained is the date of purchase (if available), name of item purchased, cost of purchase or earliest known value, and location where the item is kept. The list is periodically reviewed for accuracy and the relocation of or discarding of inventory. The list does not include any tech items, as those are tracked by the IT team.

11. Audit

PLLS's financial statements are audited annually as required by the DPI. Audits are performed by a third-party accounting firm and typically take place in February, but this varies based on the library system's needs and the accounting firm's schedule availability. All audit preparation and contact are handled by the Accounting & HR Lead.

11.1. Auditors

The auditors request a wide range of documentation from PLLS. This documentation typically includes check registers, bank statements, lead schedules, payroll reports, receivables backup, payables backup, prepaid documentation, documentation of checks paid for the audited year in the current year, health insurance documentation, and a random selection of check disbursal backup.

12. Chart of Accounts

12.1. Maintenance and Purpose

The purpose of the chart of accounts is to maintain accurate records and reporting of revenues and expenses using Generally Accepted Accounting Procedures (GAAP) as dictated by DPI. The chart of accounts is maintained by the Accounting & HR Lead. New accounts are created as needed. All accounts are reviewed annually for inactivity. Any accounts that have gone two years with no activity are deleted by the Accounting & HR Lead.

13. Accounts Receivable

13.1. Invoices

Invoices are prepared by the Accounting & HR Lead and tracked via accounting software. Invoices are sent out as needed. Copies of invoices are available through PLLS's accounting software.

13.2. Cash

All cash monies received by PLLS are handled by the Accounting & HR Lead.

13.3. Deposits

Cash deposits are done on an as-needed basis by the Accounting & HR Lead. These deposits contain any coin, paper cash, or checks that are owed to PLLS.

13.4. Deposit Entry

All monies deposited into PLLS accounts must be recorded in PLLS's accounting software.

13.5. Entry

All deposited monies are entered into the PLLS's accounting software by the Accounting & HR Lead using the appropriate account numbers. Each deposit is entered into the system.

14. Accounts Payable

14.1. Overview

Check runs are printed as needed, but typically bi-monthly. The actual date varies depending on Holidays as well as the Director and treasurer's availability. All checks require two signatures, both of which must be hand signed unless otherwise approved to be stamped by one of the signatories. The Director and the PLLS Board Treasurer, and Assistant Board Treasurer are authorized to sign checks. All invoices are paid on the next check run after receiving them - unless expedited by the Director.

14.2. Invoice Receipt

Invoices are first received and reviewed by the Accounting & HR Lead. They are then coded and a voucher is created. The invoices are then filed until it is time to complete a check run. Any additional information or documentation needed is requested from the appropriate parties.

14.3. Invoice Entry

All invoices are entered into the PLLS accounting system by the Accounting & HR Lead. Once all (if any) changes or corrections have been made, the check run can begin.

14.4. Check Runs and Payment Vouchers

Once the invoice batch has been inspected by the Accounting & HR Lead, final reports in the financial system are run and physical checks and vouchers are printed. The physical checks and payment vouchers are given to the Director for signature and returned to the Accounting & HR Lead. The checks and vouchers are then signed by the PLLS Board Treasurer or stamped with the PLLS Board Treasurer's signature. The checks are sorted, sealed, and mailed out with any necessary backup by the Accounting & HR Lead. Copies of checks and vouchers with backup are also filed at this time. The supply of check blanks is monitored by the Accounting & HR Lead and replenished as necessary with approval from the Director.

14.5. Authorized Signers

When new Board Treasurers are appointed, bank signers need to be updated. The Director must visit the appropriate bank with the new Treasurer to add them as an authorized signer on PLLS's account(s). Treasurers may sign checks in person or review a list of checks via email and then authorize that their signatures be stamped on the checks. The Accounting & HR Lead will obtain a signature sample from the new Treasurer and order a new stamp for the checks in the event the Treasurer prefers remote authorization.

14.6. Petty Cash

The Accounting & HR Lead may maintain a petty cash lock box totaling no more than $100. The box shall be kept in a cabinet that is locked when not in use.

14.7. Employee Reimbursement of Expenses

All anticipated expenses shall be pre-approved by the Director and subject to the availability of funding. Receipts are required for any approved non-mileage expenses to be paid.

14.7.1. Mileage

PLLS reimburses employees for Director-approved work-related mileage. The currently-published IRS rate is used for mileage reimbursement. Rental vehicles will be utilized in cases where the calculated cost of

mileage reimbursement is greater than the calculated cost of a rental vehicle. Ridesharing and carpooling are strongly encouraged in the case of multiple attendances at conferences or meetings.

14.7.2. Lodging

PLLS pays for the lodging of employees for the purpose of attending Director-approved conferences, training, and meetings.

14.7.3. Meals

PLLS reimburses staff for meals during Director-approved travel to conferences and long-range trips that require an overnight stay. The existence of this policy is based on a track record of reasonable use. Frugality and good judgment are expected of all PLLS staff.

14.8. Credit Cards

Professional staff may receive a system credit card in his/her name for the purpose of buying job-related items, paying conference expenses, and/or making approved purchases of goods or services in support of the library system's mission. System credit cards are granted at the discretion of the Director. Employees are responsible for the safekeeping of system credit cards.

14.9. Credit Card Usage Guidelines

14.9.1. System credit cards may be used to pay for the employee's expenses related to attendance at conferences or meetings, including registration, travel, lodging, and meals.

14.9.2. Expenses for a spouse or travel companion that will not be reimbursed by the library system may not be charged on a library system credit card.

14.9.3. A library system credit card should not be used to charge gasoline or other personal vehicle costs because reimbursements for these costs are included in the reimbursement for auto mileage driven.

14.9.4. System credit cards may be used to pay for professional reference books that are needed in the performance of duties. Charges may be incurred up to any amount budgeted annually for this purpose.

14.9.5. Available credit is limited for each individual and is dependent upon the employee's level of responsibility and purchase needs.

14.9.6. Receipts for all credit card purchases must be given to the Accounting and HR Lead.

14.9.7. Employees may be required to reimburse the library system for credit card charges without proper receipts.

15. Payroll

Non-exempt employees are required to log all of their time. All employees, regardless of exemption status, are required to log all paid and unpaid time off. PLLS runs one payroll for all employees. All employees are paid bi-weekly on Friday. In the event that a PLLS pay date falls on a non-bank processing holiday, employees will be paid the day prior to the holiday. All employees are required to have direct deposit setup for payroll. PLLS's work week is Sunday through Saturday.

15.1. Payroll Procedure

Payroll is typically processed 4 work days prior to the deposit date. Timesheets are due on Monday by 9 am, the week of payroll. Payroll is entered directly into the PLLS accounting system by the Accounting & HR Lead and remains consistent with only a few exceptions (new hire, termination, unpaid time, or overtime). Once completed, the Accounting & HR Lead reviews and processes the payroll.

16. End-of-Month Accounting Procedures

16.1. Overview

At the end of every month, the Accounting & HR Lead prepares all required financial statements and reports.

16.2. Journal Entries

Once all financial activity for the month has been completed, all regular and any needed corrective journal entries are done by the Accounting & HR Lead. Once completed, journal entries are given to the Director for review and approval.

16.3. General Ledger Reports

After journal entries are completed, month-end reports can be run by the Accounting & HR Lead. After all of the reports are run, they are reconciled for accuracy. If any corrections are needed, another journal entry is prepared to make adjustments. Once the reports are finished, they are converted to PDF format for record retention. Copies of the PDF files are emailed to the Director for inclusion in the next regular board meeting packet. Once the PLLS Board approves the financial reports in the regular board meeting packet, the month can be closed.

17. End-of-Year Accounting Procedures

17.1. Overview

PLLS's fiscal year is from January 1 through December 31. Once all financial activities have been completed for the fiscal year, the year can be closed and the next fiscal year opened.

17.2. Accounts Payable

A year-end review is conducted to determine if there are any unreceived payables. Corrections are made (if any).

17.3. Accounts Receivable

An year-end review is conducted to determine if there are any unpaid receivables. Corrections are made (if any).

17.4. Journal Entries

Most year-end journal entries are entered in January after the year has been closed. The chart of accounts is reviewed for discrepancies and corrections are made (if any).

18. Revision History

Adopted: 2023-XX-XX

Memorandum of Agreement for Library System Services Related to County Funding

Wisconsin statute 43.12(3) provides counties with an option to designate the library system of which they are a member, by means of an agreement, to distribute approved payments of county funding to libraries on their behalf. The following Memorandum of Agreement is intended to satisfy the requirement in the statutes and to articulate the roles of each stakeholder group for the purpose of annual implementation.

Annual activities performed by Prairie Lakes Library System:

1. Invoice the county for the sum of all county-approved library payments for the *current year*.
2. Distribute the payments for the *current year* to the libraries on the county's behalf.
3. Calculate the amount of each library payment for the *following year* according to county-approved funding formulae and Wisconsin State Statutes.
4. Perform a compliance check to ensure that the statutory minimum payment requirement is met by the county for each library.
5. Aggregate all necessary payments for the *following year* into a single library funding request, to be integrated into the *following year's* county tax levy.
6. Submit the funding request with supporting calculations, in excel format, to the designated contacts below.
7. Provide ongoing consultation to the county, upon request, with respect to library funding and planning.

Annual activities performed by the member county:

- Disburse approved library funding for the *current year* to the system no later than February 15th.
- Collaborate with the library system in reviewing the funding request for the *following year* (and supporting calculations) for accuracy.
- Once reviewed and approved, integrate the funding request into the county tax levy for the *following year*.

Annual timeline:

Date	Event	Notes
February 15th	Approved funding due to library system	Requested to allow enough lead-time to ensure payments are received by libraries prior to March 1st.

March 1st	Payments due to libraries	Wis. Stat. 43.12(1)(a)
July 1st	Aggregated funding request and supporting calculations due to county.	Wis. Stat. 43.12(2)

Methods of funds transfer:

- Wire transfer to the library system Local Government Investment Pool Account (preferred).
- County check.

Contacts:

Prairie Lakes Library System	**XX County**
Finance contact Jeremy Erickson - jerickson@prairielakes.info	Finance contact <Name - Email Address>
Administrative contact Steve Ohs - sohs@prairielakes.info	Administrative contact <Name - Email Address>
	County Clerk <Name - Email Address>

Affirmations:

_____ _____

On behalf of the county. Date

_____ _____

On behalf of the Library System. Date