

Prairie Lakes Library System



Prairie Lakes Library System Board Meeting 2023-5-24

Wed May 24, 2023 6:30 PM - 8:00 PM CDT

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

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

Matheson Memorial Library - 101 N Wisconsin St, Elkhorn, WI 53121 - Community Room  
(Across from Inner Library Entrance)

**1. Welcome and Introductions**

**2. Call to Order**

President Annette Smith.

Called to order at 6:30 PM by Smith.

**3. Roll**

Brace (Via GoTo Meeting), Broga (Absent), Carillo (Absent), Coffman (Absent), Dinnes (Via GoTo Meeting), Laufenberg (Present), Lea (Present), Miller (Via GoTo Meeting), Nugent (Present), O'Hagan (Via GoTo Meeting), Rodriguez (Present), Schubring (Absent), Smith (Present), Tilleros (Present), Wilson (Via GoTo Meeting).

System Staff: Anderson (Present), Dowling (Absent), Erickson (Present), Hudson (Absent), Novy (Absent), Ohs (Present), Platteter (Present), Schultz (Absent)

Guest: Michael DeVries of Beloit Public Library

Quorum was met.

**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.

None.

**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.

Burlington Public Library has engaged FEH Design. Wilson, as stated at the very first PLLS board meeting, consults for FEH Design and his consulting through FEH Design is pro bono to any member library of PLLS. This eliminates any conflict of interest.

**6. Presentations or Group Activities (If Any)**

None.

**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Items appearing as part of the consent agenda may be approved in a single motion or withdrawn for individual consideration.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.

Brace motioned to approve the consent agenda with a corrections to the minutes (Rodriguez should be listed in the roll only under Absent, and her name is spelled with a g (not a q). Nugent seconded the motion. The motion carried.

**a. Previous Meeting Minutes**

Included in the packet.

**b. Expenditures Report**

Check register report included in the packet.

**c. Budget to Actual Report**

Financial report 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.

Ohs recapped his written report.

**Invite/schedule library directors to visit board meetings (suggested by Rodriguez)**

Assigned to: Steve Ohs

**b. Prairie Lakes Advisory Committee Report**

Oral report by Nugent/Ohs.

Covered in the System Director's Report.

**10. Unfinished Business**

**11. New Business**

**a. Draft PLLS Employee Expenses and Reimbursement Policy (Possible Action)**

Rodriguez motioned to approve the PLLS Employee Expenses and Reimbursement Policy with the recommended changes. Seconded by Tilleros. Motion Carried.

**b. Draft PLLS Credit Card Policy (Possible Action)**

Tilleros motioned to approve the PLLS Credit Card Policy with recommended changes. Seconded by Lea. Motion Carried.

**c. Draft PLLS Procurement Policy (Possible Action)**

Discussion was had.

Nugent motioned to table further action on the Draft PLLS Procurement Policy. Seconded by Tilleros. Motion carried.

- ☑ Wordsmith the suggested revisions to the Draft PLLS Procurement Policy and distribute for next board meeting.

Assigned to: Steve Ohs

**d. Draft PLLS Employee Vacation and Leave Policy (Possible Action)**

Lea motioned to table further action on the Draft PLLS Employee Vacation and Leave Policy. Seconded by Nugent. Motion carried.

- ☑ Wordsmith the suggested revisions to the Draft PLLS Employee Vacation and Leave Policy and distribute for next board meeting.

Assigned to: Steve Ohs

**12. Announcements**

**a. Next Meeting: Wednesday, June 21st @ 6:30 PM**

REMINDER: The June meeting is scheduled for the third week of the month, which is an exception to the usual 4th week meeting day.

Smith and Miller anticipate schedule conflicts with the June meeting. Tilleros agreed to chair the meeting if Smith and Miller are both absent.

**13. Anticipated Business for Next Meeting**

- ☑ Revised Draft of Procurement Policy

Assigned to: Steve Ohs

- ☑ Revised Draft of Employee Vacation and Leave Policy.

Assigned to: Steve Ohs

- ☑ Discuss trustee biography project.

Assigned to: Steve Ohs

a. Draft PLLS Bylaws

b. Strategic Planning Update

**14. Adjourn**

A motion to adjourn is required.

Adjourned at 7:58 PM by Smith.

Tilleros motioned to adjourn the meeting. Seconded my Nugent. Motion carried.

Submitted May 24, 2023 by Tovah Anderson



## Prairie Lakes Library System Board Meeting 2023-5-24

### Agenda

May 24th, 2023 6:30pm - 8:00pm CDT

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

(Across from Inner Library Entrance)

**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**

Check register report included in the packet.

##### **c. Budget to Actual Report**

Financial report 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 Nugent/Ohs.

**10. Unfinished Business**

**11. New Business**

a. **Draft PLLS Employee Expenses and Reimbursement Policy (Possible Action)**

b. **Draft PLLS Credit Card Policy (Possible Action)**

c. **Draft PLLS Procurement Policy (Possible Action)**

d. **Draft PLLS Employee Vacation and Leave Policy (Possible Action)**

**12. Announcements**

a. **Next Meeting: Wednesday, June 21st @ 6:30 PM**

REMINDER: The June meeting is scheduled for the third week of the month, which is an exception to the usual 4th week meeting day.

**13. Anticipated Business for Next Meeting**

a. **Draft PLLS Bylaws**

b. **Strategic Planning Update**

**14. Adjourn**

A motion to adjourn is required.

Prairie Lakes Library System



Prairie Lakes Library System Board Meeting 2023-4-26

Wed Apr 26, 2023 6:30 PM - 8:00 PM CDT

**Virtual Only.**

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**

**2. Call to Order**

President Annette Smith.

Called to order by Smith at 6:30 PM.

**3. Roll**

Members Present Virtually: Broga, Coffman, Dinnes, Lea, Miller, Nugent, O'Hagan, Rodriguez, Schubring, Smith, Tilleros, Wilson; Members Absent: Brace, Carillo, Laufenberg, Rodriquez

Staff Present: Anderson, Erickson, Ohs, Platteter; Staff Absent: Dowling, Hudson, Novy, Schultz

Guests: Nick Dimassis (Beloit Public Library Director)

**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.

No public comment.

**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.

Non declarations.

**6. Presentations or Group Activities (If Any)**

Smith led a short social activity.

**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.



Motion to approve consent agenda by Wilson. Second by Lea. No discussion. Motion Carried.

**a. Previous Meeting Minutes**

Included in the packet.

**b. Expenditures Report**

Check register report included in the packet.

**c. Budget to Actual Report**

Financial report 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.

Ohs recapped his written report.

**b. Prairie Lakes Advisory Committee Report**

Oral report by Nugent/Ohs.

Included in the System Director's Report.

**10. Unfinished Business**

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

An updated draft financial policy document has been prepared incorporating the changes requested by the Board at the previous meeting. Changes highlighted in red text are:


- Section 9.1 - Reserve ceiling set to 25% of operating budget, reserve floor set to 15% of operating budget.
- Section 11 - Added language acknowledging that the board approves the system's financial audit vendor.
- Section 14.7 - Removed employee expense reimbursement guidelines and per diem information & placed into a separate policy (to be presented next meeting).
- Section 14.8 - Removed specific credit card usage guidelines & placed into a separate policy (to be presented next meeting).

Dinnes moved to approve the PLLS Finance Policies and Procedures Draft. Coffman seconded. Discussion was had. Motion carried.

#### 11. New Business

##### a. PLLS Budget Revision 2023-2 (Possible Action)

This budget revision consists of an itemized list of recommended budget changes to account for updated office utilities fees and the purchase of a 1 year contract for LocalHop (an electronic resource) for use by member libraries. Approval is recommended.

 Tilleros motioned to approve Budget Revision 2023-2. Miller seconded. Discussion was had. Motion carried.

##### b. Presentation by S. Ohs: "Funding for Public Library Service in Wisconsin" (Informational)

Presentation slides are included in the packet.

Ohs walked through a presentation on funding for Public Library Service in Wisconsin and added additional commentary.

#### 12. Announcements

##### a. Next Meeting: Wednesday, May 24th @ 6:30 PM

#### 13. Anticipated Business for Next Meeting


- a. Draft PLLS Bylaws
- b. Draft PLLS Employee Expenses and Reimbursement Policy
- c. Draft PLLS Credit Card Policy
- d. Draft PLLS Employee Vacation and Leave Policy

🕒 Add PLLS Procurement Policy to the May 24th board agenda. Add Trustee Bio forms to the May 24th board agenda.  
Assigned to: Steve Ohs  
Due: 05/12/2023

#### 14. Adjourn

A motion to adjourn is required.

Adjourned at 7:52 PM.

 Motion to adjourn by Wilson. Second by Lea. Motion carried.

Submitted by Tovah Anderson, April 26, 2023.



# PLLS Employee Expenses and Reimbursement Policy

## Contents:

<a href="#">1. General</a>	<a href="#">1</a>
<a href="#">2. Mileage</a>	<a href="#">2</a>
<a href="#">3. Conference Registration Fees</a>	<a href="#">2</a>
<a href="#">4. Meals (Per Diem)</a>	<a href="#">2</a>
<a href="#">5. Overnight Lodging</a>	<a href="#">3</a>
<a href="#">6. Other Reimbursement Scenarios</a>	<a href="#">3</a>
<a href="#">7. Revision History:</a>	<a href="#">3</a>

## 1. General

- 1.1. Employee expenses are generally defined as mileage, event registration fees, meals, lodging, and professional materials needed for the performance of duties.
- 1.2. Reimbursement for employee expenses shall be approved by the PLLS Director, subject to the availability of funding.
- 1.3. Receipts are required in order for any expenses (except mileage on personal vehicles) to be reimbursed.
- 1.4. Photo images of receipts are acceptable in lieu of original copies.
- 1.5. Receipts shall be submitted to the system Finance & HR Lead.
- 1.6. System-issued PLLS credit cards should be utilized to pay employee expenses whenever possible.
- 1.7. PLLS may require repayment by an employee if a PLLS-issued credit card was used for unapproved expenses.

## 2. Mileage

- 2.1. PLLS reimburses employees for mileage at the [published IRS rate](#).
- 2.2. System employees are encouraged to carpool.
- 2.3. Because it is often less expensive to rent a vehicle than to request reimbursement, employees are encouraged to rent a vehicle when making a longer trip.
- 2.4. Mileage reimbursement requests must be for actual miles traveled.
- 2.5. Mileage reimbursement for non-overnight trips that occur when leaving/returning to employee places of residence shall be calculated by subtracting employee daily commute mileage from total trip mileage.

## 3. Conference Registration Fees

- 3.1. PLLS will pay for employees to attend certain annual professional conferences, professional development opportunities and training, depending on the availability of funding and staffing needs.
- 3.2. Attendance at such events is subject to approval by the PLLS Director, and should be discussed prior to making travel and/or lodging arrangements.

## 4. Meals (Per Diem)

- 4.1. PLLS will reimburse the cost of meals for work related conferences and trips that include an overnight stay.
- 4.2. Eligibility for meal reimbursement begins when an employee reaches the destination and ends when employees leave the destination.
- 4.3. Overall daily meal costs should not exceed [IRS per diem](#) (standard Wisconsin rate as of 2023 is \$59 per full day). See chart for partial days and specific cities that may have higher rates.
- 4.4. PLLS will pay for a maximum gratuity (tip) of 20%.
- 4.5. PLLS will not reimburse employees for any receipts with alcoholic beverages on them. Employees should request a separate receipt if purchasing alcoholic beverages.

## 5. Overnight Lodging

- 5.1. PLLS will pay for the overnight lodging of employees for the purpose of attending professional conferences, meetings, and certain other approved work-related activities.
- 5.2. All overnight stays must be approved by the PLLS Director.
- 5.3. If a conference/event rate is not available, PLLS employees are strongly encouraged to utilize [Radisson](#) or [Best Western](#) hotels, due to the availability of government rates.
- 5.4. Hotel stays within the State of Wisconsin are tax exempt. PLLS employees should request an [S-211 form](#) from the Finance & HR lead prior to the specific hotel stay, and present this form when checking-in.
- 5.5. It is also recommended that each employee keep a copy of a PLLS [Certificate of Exempt Status](#), although it is often not needed.

## 6. Other Reimbursement Scenarios

- 6.1. Any other reimbursement scenarios must be discussed and pre-approved by the PLLS Director.

## 7. Revision History:

Presented: 4/24/2023

Adopted:

Revised:



# PLLS Credit Card Policy

## Contents:

<a href="#">1. General</a>	1
<a href="#">2. Credit Card Usage Guidelines</a>	1
<a href="#">3. Revision History</a>	2

## 1. General

- 1.1. System credit cards may be issued to system employees at the discretion of the Director.
- 1.2. System credit cards may be used to pay for employee expenses related to attendance at conferences or meetings, travel, lodging, meals, and other approved expenses.
- 1.3. Employees are responsible for the safekeeping and conscientious use of system credit cards in accordance with this policy.
- 1.4. Upon termination of employment by PLLS, employees are required to immediately surrender any PLLS-issued credit cards.

## 2. Credit Card Usage Guidelines

- 2.1. Receipts for all purchases made using a PLLS-issued credit card are required and must be given to the Accounting and HR Lead.
- 2.2. 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.
- 2.3. A library system credit card should not be used to charge gasoline or other personal vehicle costs as they are included in the reimbursement for auto mileage driven.
- 2.4. System credit cards may be used to pay for professional reference books that are needed in the performance of duties. Such purchases must be pre-approved by the Director.

2.5. Credit limits on PLLS-issued credit cards are set for each individual and are based on the employee's level of responsibility and purchase needs.

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

### 3. Revision History

Presented: 4/24/2023

Adopted:

Revised:



# Employee Vacation and Leave Policy

## Contents:

<a href="#">1. Bereavement Leave</a>	1
<a href="#">2. Family &amp; Medical Leave (FMLA)</a>	1
<a href="#">3. Holiday Leave</a>	2
<a href="#">4. Jury &amp; Witness Duty Leave</a>	3
<a href="#">5. Maternity/Paternity Leave</a>	3
<a href="#">6. Military Leave</a>	3
<a href="#">7. Personal Time Off Leave (PTO)</a>	3
<a href="#">8. Sick Leave</a>	4
<a href="#">9. Sick Leave Accrual</a>	4
<a href="#">10. Unpaid Leaves of Absence</a>	5
<a href="#">11. Vacation</a>	5
<a href="#">12. Vacation Accrual</a>	6
<a href="#">13. Revision History</a>	6

## 1. Bereavement Leave

- 1.1. In the event of the death of an immediate family member, aunt, or uncle of an employee, PLLS will provide full-time employees paid leave for up to three (3) days of absence from work required for arranging and/or attending the funeral and/or memorial service. Other unpaid funeral leave days may be granted at the discretion of the Director.

## 2. Family & Medical Leave (FMLA)

- 2.1. As a government agency, employees of PLLS who have worked for the employer for at least 12 months and have worked at least 1,250 hours during the previous 12 months are eligible for Federal FMLA leave. Employees of PLLS are *not* entitled to WFLMA (Wisconsin Family & Medical Leave Act).
- 2.2. FMLA leave may be taken for the following reasons:
  - The birth, adoption, or foster care placement of a child.
  - The employee's own serious health condition.



- The serious health condition of a spouse, child, parent, or other qualified family member.
  - A qualifying exigency related to the military service of a spouse, child, parent, or other qualified family member.
  - The care of a covered servicemember with a serious injury or illness.
- 2.3. FMLA leave may be taken for up to 12 weeks per rolling year. If an employee has exhausted their FMLA leave and continues to have a serious health condition, they may request an additional unpaid leave of absence from the Director. Any leave beyond 12 weeks is not considered FMLA and is available at the discretion of the Director. All available paid leave may be used concurrently with FMLA at the employee's discretion.
- 2.4. Employees must request FMLA leave in writing at least 30 days in advance whenever foreseeable. If the need is not foreseeable, employees should request leave as soon as possible. The request should be submitted via the U.S. Department of Labor [FMLA request form](#) for administrative purposes.
- 2.5. Employees may be required to provide medical certification for serious health conditions and military certification for qualifying exigencies related to military service. The employer will provide the necessary forms for certification. The employee must provide the completed certification within 15 calendar days of the employer's request.
- 2.6. Employees who take FMLA leave are entitled to return to their job or an equivalent position when they return to work. If the employee is unable to return to work due to a serious health condition, the employer may provide reasonable accommodations.
- 2.7. During FMLA leave, the employer will maintain the employee's health benefits. The employee must continue to pay their share of the premiums during the leave period.
- 2.8. Violations of this policy may result in disciplinary action, up to and including termination.
- 2.9. This policy is intended to comply with all federal and state laws related to FMLA leave. If any provision of this policy conflicts with applicable law, the law shall control.

### 3. Holiday Leave

- 3.1. PLLS recognizes the following as paid Holidays:
- New Year's Day (January 1)
  - Martin Luther King Jr. Day (Third Monday in January)
  - Good Friday (Friday before Easter Sunday)
  - Memorial Day (Last Monday in May)
  - Juneteenth/Emancipation Day (June 19th)
  - Independence Day (July 4)

- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving Day (Day After Fourth Thursday in November)
- Christmas Eve Day (December 24)
- Christmas Day (December 25)
- New Years Eve Day (December 31)

3.2. In the event that a Holiday falls on the weekend, the Holiday will be observed on the nearest working weekday. Full-time employees will be paid for 8 hours for each paid Holiday. Part-time employees will be paid 4 hours for each paid holiday.

## 4. Jury & Witness Duty Leave

- 4.1. PLLS encourages all employees to be civic-minded. PLLS agrees to pay any employee their regular days wages, that has been continuously employed for thirty (30) consecutive days and is required to serve jury or witness duty.
- 4.2. If employees receive notification to serve on a jury or are subpoenaed as a witness, the Director must be notified immediately.
- 4.3. It is required that the employee present authorized evidence to the Accounting & HR Lead of jury attendance and the amount paid.
- 4.4. Employees must return to work on any day when the jury or witness duty is dismissed before the employee's shift ends.
- 4.5. Employees shall remit any jury pay they receive to PLLS.

## 5. Maternity/Paternity Leave

- 5.1. Forty (40) hours of paid time will be given to an employee to be used as maternal/paternal leave by full-time employees for the birth or adoption of a child.

## 6. Military Leave

- 6.1. PLLS complies with federal and state laws regarding the rights of employees who enter active duty.
- 6.2. If an employee is called into active duty and meets all legal requirements, PLLS will allow the needed time off to fulfill this commitment as provided by law.
- 6.3. In the event of a call-up, the employee's job will be held.

## 7. Personal Time Off Leave (PTO)

- 7.1. Full-time employees will receive thirty-two (32) hours of PTO per year and part-time employees will receive sixteen (16) hours of PTO per year. These hours are awarded on January 1st.

- 7.2. Personal time cannot be rolled over and is never paid out. PTO must be used in increments of four (4) hours.

## 8. Sick Leave

- 8.1. Employees who are unable to report to work due to illness or injury should notify their supervisor before their scheduled workday whenever possible. If an employee is absent for three (3) or more consecutive work days due to illness or injury, a statement from a healthcare professional may be requested verifying the illness or injury and its beginning and expected ending date.
- 8.2. Before returning to work after a sick leave absence of three (3) or more consecutive workdays, an employee may be required to provide a healthcare provider's verification that they may safely return to work.
- 8.3. Sick days are for the express purpose of the employee or immediate family illness and in situations where dental or medical appointments cannot be scheduled outside of work hours and are not to be used for personal days or vacation days.

## 9. Sick Leave Accrual

- 9.1. Full-time employees will receive ninety-six (96) sick hours per year. Sick time is awarded in full to employees but is considered earned on a 1/12 per month basis for every month where at least half of the month was worked. Employees working less than 40 hours will receive a prorated amount of sick time based on the average number of hours worked the prior year.
- 9.2. Sick time can accumulate up to a maximum of 1,040 hours. Once an employee's sick leave balance reaches the maximum, further sick leave accrual will be suspended until the employee has reduced the balance below the cap.
- 9.3. Employees who retire or terminate employment shall be paid for accumulated sick leave days at the rate of twenty dollars \$20.00 per day. In the event of the death of an employee, PLLS shall make the same sick leave payment to the employee's estate.
- 9.4. For the purposes of this policy, "immediate family" is considered as follows ("step" relatives are considered equal in terms of this policy):
- Parents
  - Spouse
  - Child, grandchild, great-grandchild, or foster child
  - Spouse's foster child
  - Siblings
  - Grandparent or Great-grandparent
  - Father-in-law or Mother-in-Law
  - Sister-in-law or Brother-in-law

- Son-in-law or Daughter-in-law
- Spouses Son-in-law or Daughter-in-Law
- Spouses Grandparent or great Grandparent
- Domestic Partner as provided in Section 770.07 (1)(a) Wisconsin Statutes

## 10. Unpaid Leaves of Absence

- 10.1. The Director may grant a full-time employee leave without pay for a period of from one month to one year.
- 10.2. Leave in excess of thirty (30) days requires approval by the PLLS Board.
- 10.3. Leave without pay shall be granted only when it is in the best interests of PLLS to do so. Leave may never be for an employee taking employment elsewhere or going into business for themselves.
- 10.4. Requests for leave of absence shall be submitted in writing to the Director and must be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave an acceptable physician's certificate shall be required.
- 10.5. Credit toward vacation and sick leave shall not be earned while an employee is on leave without pay, but insurance benefits may be retained if they are paid in full by the employee.
- 10.6. Leave without pay shall not constitute a break in service; however, if the employee is absent more than thirty days during a calendar year, it shall change the employee's anniversary date. When a leave of more than one calendar month is taken, the employee's anniversary date shall be moved ahead by the same number of days that the leave exceeds thirty days.
- 10.7. While on unpaid leave PLLS will offer insurance benefits to the employee via COBRA. PLLS will not contribute towards insurance for any leaves in excess of thirty (30) calendar days.
- 10.8. A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Director.
- 10.9. If an employee is unable to return to work on the date stipulated they may submit a written request to extend the leave of absence subject to the approval of the Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to his/her position, the employee shall be considered to have resigned from PLLS employment.

## 11. Vacation

- 11.1. Prairie Lakes Library System (PLLS) offers a competitive vacation benefit. On January 1st, vacation time is awarded in full to employees but is considered earned on a 1/12 per month basis for every month where at least half of the month was worked. The earned vacation accumulation will be used for the sole purpose of calculating any payouts due to separations that occur within the calendar year.

- 11.2. We believe that work-life balance is important and prefer that vacation time is used within the year it was given. However, with the Directors' approval, up to 40 hours of vacation can be rolled over into the following year. Any rolled-over vacation must be used within the first half of the year, or it will be forfeited.
- 11.3. All vacation requests must be submitted to the Director for approval. Requests are granted at the convenience of the organization. The Director may require requests to be submitted in writing. All reasonable attempts will be made to grant vacation requests in an equitable manner.

## 12. Vacation Accrual

- 12.1. Vacation accruals are based on consecutive years of service and the schedule below. Employees working less than forty (40) hours per week will receive a prorated vacation accrual based on the average number of hours worked the previous year.

<b>Consecutive Years of Service</b>	<b>Accumulation Rate</b>
Less than 1 year	56 hours
1 - 2 years	96 hours
3 - 4 years	136 hours
5 - 7 years	160 hours
8 - 12 years	200 hours
13 - 19 years	220 hours
20+ years	240 hours

## 13. Revision History

Presented: 4/24/2023

Adopted:

Revised:



# Procurement Policy

## Contents:

- [1. General Information](#)
- [2. Funding Source Considerations](#)
- [3. Procurements from System Operating Funds](#)
  - [3.1. Budgeted Expenses](#)
  - [3.2. Unbudgeted Expenses](#)
  - [3.3. Construction Expenses](#)
- [4. Procurements From Member Library Funds](#)
  - [4.1. Fiscal Agency for Member Library Procurements](#)
  - [4.2. Oversight of Member Library Funds](#)
  - [4.3. General Requirements for System Staff](#)
- [5. Procurements From Member County Funds](#)
- [6. Procurements From Grant Funds](#)
- [7. Revision History](#)

## 1. General Information

The purpose of this policy document is to define the PLLS Board of Trustees (Board) approach to handling public funds with respect to the procurement of goods, services, and infrastructure.

## 2. Funding Source Considerations

As a public library system, PLLS is the recipient of significant amounts of state aid funding on an annual basis. The Board is vested with the authority to expend this funding in a manner that is most beneficial to the greatest number of inhabitants of the system area as possible. PLLS also receives other funding designated for specific purposes by library boards, county governments, and other partnering organizations.

## 3. Procurements from System Operating Funds

### 3.1. Budgeted Expenses

The Director is expected to exercise sound judgment in procuring goods, products, and services within the approved system budget. The Board may request a detailed report on any expenditure at any time, including how the expenditure aligns with the approved budget, and how vendors, products, or services were selected.

### 3.2. Unbudgeted Expenses

Unbudgeted expenses shall be addressed by the Board through the budget revision process. When an unexpected expense is encountered, the Director shall prepare a report to the Board which includes a) any new budget lines required, if any, b) any relevant amounts budgeted prior to the revision, c) any new amounts required, d) an explanation of why the expense is necessary for each change, and e) the source of any additional funds required to cover the expense. The revision shall then be adopted or declined by the Board.

### 3.3. Construction Expenses

Section 62.15 of the Wisconsin State Statutes requires that PLLS publish a public notice of construction projects in excess of \$5,000 (but not more than \$25,000) prior to the execution of any contract. The same statute further requires that PLLS conduct competitive bidding for construction contracts in excess of \$25,000 and that such contracts will be awarded to the lowest responsible bidder. In the latter case, the Director shall prepare a bidding process proposal for approval by the Board. The Director shall then execute the approved bidding process with the participation of the Board.

## 4. Procurements From Member Library Funds

### 4.1. Fiscal Agency for Member Library Procurements

Library systems in Wisconsin have a long history of facilitating cooperative purchases of goods, services, equipment, or other items on behalf of member libraries to leverage economies of scale. The Board reserves the option to determine whether the system will serve as a facilitator, fiscal agent, or both for purchases on behalf of the member libraries on a case-by-case basis and/or by adopting member library-funded expenses into its annual budget as pass-through expenses.

## 4.2. Oversight of Member Library Funds

Member library funds, including municipal tax revenue appropriations, county tax revenue appropriations, local and federal grant funds awarded to the library, library friends group funds, etc. are under the exclusive control of library boards according to the Wisconsin state statutes. Thus, when the system is involved in the facilitation of group purchases, the member libraries themselves have the primary legal authority for indicating how they wish their funds to be used, including which vendors are selected and how they are selected - whether through bids, multiple quotes, or through requesting specific vendor products or services.

## 4.3. General Requirements for System Staff

When facilitating group purchases on behalf of member libraries, the system shall include all information relevant to the purchase to the participating member libraries, including unit cost and vendor pricing quotations, and shall retain any/all records indicating member library approvals to participate in the purchase (including formal votes of the Prairie Lakes Advisory Committee, and individual confirmations to proceed sent via email or other written methods).

## 5. Procurements From Member County Funds

County funding shall not be used for any purpose other than making payments to member libraries in accordance with State Statute and county-approved funding formulae, or as specifically approved by relevant county boards of supervisors.

## 6. Procurements From Grant Funds

Anticipated expenditures from Federal, State, or other grant funds shall be included in the system budget. Procurements from grant funds are authorized to be made by the Director according to the approved system budget and any required budget documentation required by the granting authority.

## 7. Revision History

Presented: 5/24/2023

Approved:

Revised:



	<u>Jan - Apr 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
5-0000 · Income			
5-1000 · State Aid	1,434,681.00	1,434,781.00	99.99%
5-3000 · Other Income			
5-3100 · Local IT Service-Members	2,002.50	10,000.00	20.03%
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	3,470.50	100.0%
5-3150 · SHARE Administration-KCLS	34,997.00	34,997.00	100.0%
5-3160 · Rock County Sheriff's Dept.	0.00	2,000.00	0.0%
5-3170 · WiLS Administration	2,000.00	2,000.00	100.0%
5-3200 · Delivery-Racine Correctional	945.00	945.00	100.0%
5-3300 · Miscellaneous Income	50.71	100.00	50.71%
5-3700 · Interest - LGIP #1 General	27,929.65	60,000.00	46.55%
Total 5-3000 · Other Income	<u>149,133.36</u>	<u>191,250.50</u>	<u>77.98%</u>
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	4,670.00	100.02%
Total 5-4000 · County Government Funds	<u>6,302,465.50</u>	<u>6,349,770.00</u>	<u>99.26%</u>
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	134.52	100.0%
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	<u>369,902.04</u>	<u>369,937.52</u>	<u>99.99%</u>
5-6000 · Other Passthrough Income			
5-6100 · Rock County WiFi Kit Project	0.00	21,528.00	0.0%
5-6300 · KPL BiblioCommons	4,900.00	4,900.00	100.0%
Total 5-6000 · Other Passthrough Income	<u>4,900.00</u>	<u>26,428.00</u>	<u>18.54%</u>
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	<u>10,245.93</u>	<u>120,542.00</u>	<u>8.5%</u>
5-8000 · SHARE Reserves - LGIP #2			
5-8100 · SHARE LGIP #2 Interest	3,309.14	9,360.00	35.35%
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	<u>35,805.89</u>	<u>41,860.00</u>	<u>85.54%</u>
Total 5-0000 · Income	<u>8,307,133.72</u>	<u>8,534,569.02</u>	<u>97.34%</u>
Total Income	<u>8,307,133.72</u>	<u>8,534,569.02</u>	<u>97.34%</u>
Gross Profit	<u>8,307,133.72</u>	<u>8,534,569.02</u>	<u>97.34%</u>
Expense			
6-0000 · Expenses			
6-0100 · Operating Expenses			
6-1000 · Regular Staff Wages	185,338.43	622,798.00	29.76%
6-1200 · Staff Benefits			
6-1201 · Health and Dental Insurance	74,905.15	208,881.00	35.86%
6-1202 · Life Insurance	900.43	2,356.00	38.22%
6-1203 · Retirement	13,243.25	40,262.00	32.89%
6-1204 · Social Security/Medicare	16,067.46	47,644.00	33.72%
6-1205 · Workers Comp	0.00	1,766.00	0.0%
Total 6-1200 · Staff Benefits	<u>105,116.29</u>	<u>300,909.00</u>	<u>34.93%</u>
6-1250 · Other Staff Benefits			
6-1251 · CE & Conference Expenses	3,340.93	9,000.00	37.12%
6-1252 · Cellular Phone Stipends	320.00	1,000.00	32.0%
6-1253 · Mileage Reimbursement	734.57	8,000.00	9.18%
6-1254 · Section 125 Administration	112.75	700.00	16.11%
6-1255 · Phased Retirement Fund	<u>15,000.00</u>	<u>15,000.00</u>	<u>100.0%</u>
Total 6-1250 · Other Staff Benefits	<u>19,508.25</u>	<u>33,700.00</u>	<u>57.89%</u>
6-1300 · General Operating & Overhead			
6-1301 · Audit & Accounting Services	12,107.53	12,000.00	100.9%
6-1303 · Insurance - Liability	11,591.00	11,500.00	100.79%
6-1307 · Legal Fees	0.00	2,000.00	0.0%
6-1308 · Rent - Evergreen Drive	11,016.00	22,032.00	50.0%
6-1309 · Rent - Milton PL	7,000.02	14,000.00	50.0%
6-1310 · Office Supplies	468.51	2,000.00	23.43%
6-1311 · Postage	103.97	2,000.00	5.2%
6-1312 · Office Printing & Reproduction	1,092.83	5,000.00	21.86%
6-1313 · Telecommunications & Datalines	1,979.60	6,925.00	28.59%
6-1314 · Utilities & Alarm - Evergreen	2,155.82	3,665.00	58.82%
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	470.00	3,000.00	15.67%
6-1318 · Misc. & Other Consulting Exp.	132.50	20,000.00	0.66%
6-1319 · Board Management Platform	<u>1,619.40</u>	<u>2,000.00</u>	<u>80.97%</u>
Total 6-1300 · General Operating & Overhead	<u>51,599.72</u>	<u>108,957.00</u>	<u>47.36%</u>
6-1400 · System Services			
6-1401 · SEWI CE System Membership	0.00	2,890.00	0.0%
6-1403 · General Programs/PR & Marketing	179.00	12,000.00	1.49%
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	349.99	500.00	70.0%
6-1407 · Movie Licensing USA Subscrip	0.00	9,000.00	0.0%
6-1408 · Transparent Languages Subscrip	3,000.00	3,000.00	100.0%
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	1,257.12	5,000.00	25.14%
6-1414 · WPLC System Membership fee	13,906.00	13,906.00	100.0%

6-1415 · WISNET Converged WAN	3,487.96	10,030.00	34.78%
6-1416 · Wils Membership	4,378.00	4,378.00	100.0%
6-1417 · Overdrive Advantage	8,000.00	8,000.00	100.0%
6-1418 · General Program Fund-Technology	1,172.97	22,000.00	5.33%
6-1419 · Fuel/Delivery Vehicle Mainten.	1,733.19	20,000.00	8.67%
6-1421 · Local Hop	0.00	15,000.00	0.0%
6-1422 · Rock County Inmate Program	0.00	4,000.00	0.0%
6-1430 · Lost ILL Materials	20.00	100.00	20.0%
6-1450 · Contract Services			
6-1451 · Contract-Youth Services	1,620.00	10,000.00	16.2%
6-1452 · Contract - Inclusive Services	315.00	10,000.00	3.15%
6-1453 · Delivery Services - RPL/Milton	9,450.00	37,800.00	25.0%
6-1454 · Delivery - South Central	13,176.50	26,353.00	50.0%
6-1455 · Delivery - Excel Express	38,096.00	114,288.00	33.33%
6-1456 · Resource Library Contracts	43,500.00	47,000.00	92.55%
6-1457 · WiLS-Data Dashboard	0.00	7,000.00	0.0%
Total 6-1450 · Contract Services	<u>106,157.50</u>	<u>252,441.00</u>	<u>42.05%</u>
Total 6-1400 · System Services	<u>193,641.73</u>	<u>473,645.00</u>	<u>40.88%</u>
6-1500 · Capital Expenses			
6-1501 · New Furnishing & Equipment	494.48	1,000.00	49.45%
6-1502 · Hardware & Software	<u>1,649.49</u>	<u>3,000.00</u>	<u>54.98%</u>
Total 6-1500 · Capital Expenses	<u>2,143.97</u>	<u>4,000.00</u>	<u>53.6%</u>
6-2000 · Expenses from Other Income			
6-2100 · Local IT Service - SWLS			
6-2110 · SWLS IT Program Expenses	7,570.87	42,000.00	18.03%
6-2120 · WISNET Converged Wan-SWL	0.00	3,834.00	0.0%
6-2100 · Local IT Service - SWLS - Other	<u>3,313.33</u>		
Total 6-2100 · Local IT Service - SWLS	<u>10,884.20</u>	<u>45,834.00</u>	<u>23.75%</u>
Total 6-2000 · Expenses from Other Income	<u>10,884.20</u>	<u>45,834.00</u>	<u>23.75%</u>
Total 6-0100 · Operating Expenses	<u>568,232.59</u>	<u>1,589,843.00</u>	<u>35.74%</u>
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	923,286.00	1,774,387.00	52.03%
6-4215 · Walworth Co Funds to Reserves	<u>0.00</u>	<u>26,288.00</u>	<u>0.0%</u>
Total 6-4200 · Walworth County	<u>923,286.00</u>	<u>1,800,675.00</u>	<u>51.27%</u>
6-4300 · Kenosha County	47,305.50	94,611.00	50.0%
6-4400 · Rock County	1,405,282.00	1,409,129.00	99.73%
6-4500 · Waukesha County	<u>2,335.50</u>	<u>4,670.00</u>	<u>50.01%</u>
Total 6-4000 · County Government Reimbursement	<u>3,898,551.50</u>	<u>6,349,770.00</u>	<u>61.4%</u>
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	<u>0.00</u>	<u>23,735.00</u>	<u>0.0%</u>

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	14,680.16	21,528.00	68.19%
6-6300 · KPL BiblioCommons Expenses	0.00	4,900.00	0.0%
Total 6-6000 · Other Passthrough Expenses	14,680.16	26,428.00	55.55%
6-7000 · Grant Expenses			
6-7100 · Technology Grant	1,826.72	6,000.00	30.45%
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	11,757.65	120,542.00	9.75%
6-8000 · SHARE Reserves Expenses			
6-8500 · Supplies & Training	396.25	7,500.00	5.28%
Total 6-8000 · SHARE Reserves Expenses	396.25	7,500.00	5.28%
Total 6-0000 · Expenses	4,786,495.33	8,464,023.00	56.55%
Total Expense	4,786,495.33	8,464,023.00	56.55%
Net Ordinary Income	3,520,638.39	70,546.02	
Net Income	3,520,638.39	70,546.02	

<b>As of:</b>	<b>4/30/2023</b>	
<b>Community State Bank</b>		73,681.47
<b>BMO Business Checking</b>		1,944.50
<b>Petty Cash</b>		100
<b>LGIP General Account</b>		2,551,875.51
<b>LGIP SHARE Account</b>		223,075.72
<b>Equitable Bank (FSA)</b>		2,797.09
<b>Total Checking/Savings</b>		2,853,474.29

Prairie Lakes Library System Expenses by Vendor Detail (for Board Review) April 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>Aram Public Library</b>						
	Bill	04/21/2023	1st Quarter ProPay	1st Quarter ProPay	2700 · Account Payables (In/Out)	<u>441.75</u>
Total Aram Public Library						441.75
<b>Baker Tilly US, LLP</b>						
	Bill	04/21/2023	BT2320626	Invoice BT2320626	6-1301 · Audit & Accounting Services	<u>892.19</u>
Total Baker Tilly US, LLP						892.19
<b>Barrett Memorial Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>287.38</u>
Total Barrett Memorial Library						287.38
<b>Beloit Pub. Library</b>						
	Bill	04/21/2023	1st Quarter ProPay	1st Quarter ProPay 2023	2700 · Account Payables (In/Out)	<u>2,974.86</u>
Total Beloit Pub. Library						2,974.86
<b>BMO Harris Bank N.A. - Payments</b>						
	Bill	04/05/2023	March 2023 CC Bill	Office supplies	6-1310 · Office Supplies	120.53
	Bill	04/05/2023	March 2023 CC Bill	Quickbooks	6-1301 · Audit & Accounting Services	1,109.00
	Bill	04/05/2023	March 2023 CC Bill	Software	6-8500 · Supplies & Training	41.22
	Bill	04/05/2023	March 2023 CC Bill	Postage	6-1311 · Postage	17.99
	Bill	04/05/2023	March 2023 CC Bill	Rock Co WiFi Monthly	6-6100 · Rock Co WiFi Kit Project	6.00
	Bill	04/05/2023	March 2023 CC Bill	General Tech	6-1418 · General Program Fund-Technology	540.49
	Bill	04/05/2023	March 2023 CC Bill	Hardware	6-1502 · Hardware & Software	144.03
	Bill	04/05/2023	March 2023 CC Bill	Conferences	6-1251 · CE & Conference Expenses	1,752.37
	Bill	04/05/2023	March 2023 CC Bill	Software	6-7100 · Technology Grant	717.60
	Bill	04/05/2023	March 2023 CC Bill	Software	6-1403 · General Programs/PR & Marketing	<u>179.00</u>
Total BMO Harris Bank N.A. - Payments						4,628.23
<b>Brigham Memorial Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>43.70</u>
Total Brigham Memorial Library						43.70
<b>Bue, Rene</b>						
	Bill	04/21/2023	1st Qtrr Consulting	1st Quarter Consulting 2023	6-1452 · Contract - Inclusive Services	<u>315.00</u>
Total Bue, Rene						315.00
<b>Burlington Public Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>760.18</u>
Total Burlington Public Library						760.18
<b>Charter Communications</b>						
	Bill	04/10/2023	Inv. #088984901	Internet	6-1313 · Telecommunications & Datalines	<u>29.99</u>
Total Charter Communications						29.99
<b>Clinton Pub. Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>46.31</u>
Total Clinton Pub. Library						46.31
<b>Community Library - Kenosha County</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - Salem	2700 · Account Payables (In/Out)	896.36
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - Twin Lakes	2700 · Account Payables (In/Out)	<u>322.19</u>
Total Community Library - Kenosha County						1,218.55
<b>Darien Public Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>91.33</u>
Total Darien Public Library						91.33
<b>DiMAX Office Solutions</b>						
	Bill	04/21/2023	040256	Invoice 040256 Printing overage	6-1312 · Office Printing & Reproduction	<u>24.42</u>
Total DiMAX Office Solutions						24.42
<b>Dowling, David</b>						
	Bill	04/10/2023	March Reimbursement	Mileage Reimbursement PLLS	6-1253 · Mileage Reimbursement	33.00
	Bill	04/10/2023	March Reimbursement	Cell Phone Reimbursment March & April	6-1252 · Cellular Phone Stipends	40.00
	Bill	04/10/2023	March Reimbursement	Mileage Reimbursement Tech	6-1253 · Mileage Reimbursement	<u>14.28</u>
Total Dowling, David						87.28
<b>Eager Free Pub. Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>334.57</u>
Total Eager Free Pub. Library						334.57
<b>East Troy Public Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>102.46</u>
Total East Troy Public Library						102.46
<b>Edgerton Pub. Library</b>						

Prairie Lakes Library System Expenses by Vendor Detail (for Board Review) April 2023

	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>139.57</u>
Total Edgerton Pub. Library						139.57
<b>Employers Health Insurance</b>						
	Liability Check	04/07/2023	ACH 9896859	May Health Insurance Employer Paid	6-1201 · Health and Dental Insurance	<u>12,233.82</u>
Total Employers Health Insurance						12,233.82
<b>Erickson, Jeremy</b>						
	Bill	04/04/2023	04032023	Mileage Reimbursement	6-1253 · Mileage Reimbursement	72.84
	Bill	04/04/2023	04032023	March Cell phone reimbursement	6-1252 · Cellular Phone Stipends	<u>20.00</u>
Total Erickson, Jeremy						92.84
<b>Fontana Public Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>60.33</u>
Total Fontana Public Library						60.33
<b>Genoa City Public Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>114.19</u>
Total Genoa City Public Library						114.19
<b>GoTo Communications Inc.</b>						
	Check	04/12/2023	ACH29303	March 2023 telephone	6-1313 · Telecommunications & Datalines	<u>305.47</u>
Total GoTo Communications Inc.						305.47
<b>Graham Public Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>492.85</u>
Total Graham Public Library						492.85
<b>Hartford, The</b>						
	Bill	04/12/2023	Acct. 1532814	Acct. 1532814	6-1303 · Insurance - Liability	<u>172.00</u>
Total Hartford, The						172.00
<b>Hedberg Pub. Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - Main	2700 · Account Payables (In/Out)	6,172.14
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - BKM	2700 · Account Payables (In/Out)	10.93
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - NS	2700 · Account Payables (In/Out)	<u>69.30</u>
Total Hedberg Pub. Library						6,252.37
<b>Hudson, Brad</b>						
	Bill	04/10/2023	March Reimbursement	Mileage Reimbursement PLLS	6-1253 · Mileage Reimbursement	28.82
	Bill	04/10/2023	March Reimbursement	Mileage Reimbursement Tech	6-1253 · Mileage Reimbursement	94.98
	Bill	04/10/2023	March Reimbursement	March & April Phone Reimbursement	6-1252 · Cellular Phone Stipends	<u>40.00</u>
Total Hudson, Brad						163.80
<b>Kenosha Public Lib</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - BKM	2700 · Account Payables (In/Out)	74.04
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - NS	2700 · Account Payables (In/Out)	570.91
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - SI	2700 · Account Payables (In/Out)	33.63
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - SW	2700 · Account Payables (In/Out)	1,196.69
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - UPT	2700 · Account Payables (In/Out)	<u>13.63</u>
Total Kenosha Public Lib						1,888.90
<b>Lake Geneva Public Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>1,215.17</u>
Total Lake Geneva Public Library						1,215.17
<b>Library Journal</b>						
	Bill	04/21/2023	2023/24 Subscription	1-yr subscription 2023/24 Subscription	6-1406 · Professional Magazines	<u>157.99</u>
Total Library Journal						157.99
<b>Matheson Memorial Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>1,243.40</u>
Total Matheson Memorial Library						1,243.40
<b>Milton Pub. Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>527.08</u>
Total Milton Pub. Library						527.08
<b>Novy, Jim</b>						
	Bill	04/10/2023	March Reimbursement	Mileage Reimbursement PLLS	6-1253 · Mileage Reimbursement	151.17
	Bill	04/10/2023	March Reimbursement	March & April Cell	6-1252 · Cellular Phone Stipends	40.00
	Bill	04/10/2023	March Reimbursement	Mileage Reimbursement Tech	6-1253 · Mileage Reimbursement	<u>10.28</u>
Total Novy, Jim						201.45
<b>Orfordville Pub. Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>88.92</u>
Total Orfordville Pub. Library						88.92
<b>Puccini, Jennifer</b>						

Prairie Lakes Library System Expenses by Vendor Detail (for Board Review) April 2023

	Bill	04/05/2023	March YS	March. 2023 youth services	6-1451 · Contract-Youth Services	<u>540.00</u>
Total Puccini, Jennifer						540.00
<b>Racine Public Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - Main	2700 · Account Payables (In/Out)	2,758.95
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023 - BKM	2700 · Account Payables (In/Out)	<u>36.58</u>
Total Racine Public Library						2,795.53
<b>Rochester Public Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>56.76</u>
Total Rochester Public Library						56.76
<b>Securian Financial Group, Inc.</b>						
	Liability Check	04/10/2023	11745	May Life Insurance	6-1202 · Life Insurance	<u>215.89</u>
Total Securian Financial Group, Inc.						215.89
<b>TDS Telecom</b>						
	Bill	04/04/2023	April Fax	April. 2023 fax account #262-515-4544	6-1313 · Telecommunications & Datalines	<u>36.17</u>
Total TDS Telecom						36.17
<b>Walworth Memorial Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>86.21</u>
Total Walworth Memorial Library						86.21
<b>Waterford Public Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>740.19</u>
Total Waterford Public Library						740.19
<b>Waterford Union High School-Library</b>						
	Bill	04/21/2023	ProPay 1st Qtrr 2023	ProPay 1st Qtrr 2023	2700 · Account Payables (In/Out)	<u>0.48</u>
Total Waterford Union High School-Library						0.48
<b>Wisconsin Library Association</b>						
	Bill	04/03/2023	Inv. #2022-124	Inv. #2022-124	6-1251 · CE & Conference Expenses	<u>541.00</u>
Total Wisconsin Library Association						541.00
<b>TOTAL</b>						<u><u>42,640.58</u></u>