

Prairie Lakes Library System



Prairie Lakes Library System Board Meeting 2023-7-26

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

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

<https://meet.goto.com/151066053> | Phone: +1 (872) 240-3311 – Access Code: 151-066-053

1. Call to Order

Called to order at 6:30 PM by Tilleros, Acting Chair.

2. Welcome and Introductions

3. Roll

Quorum was met.

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

Staff Present: Ohs, Platteter, Erickson, Anderson

4. Public Comment Period

None.

5. Declaration of Interests Concerning the Agenda

None.

6. Presentations or Group Activities (If Any)

None.

7. Approval of Consent Agenda

Motion to approve the consent agenda by Wilson. Second by Broga.
Discussion: Miller asked to withdraw item d. Budget Revision 2023-2.

Wilson amended the motion to approve the consent agenda with item d. Budget Revision 2023-2 withdrawn. Second by Broga. No further discussion. Motion passed.

a. Previous Meeting Minutes

Included: PLLS Board Meeting Minutes - May 2023-1.pdf

Included: PLLS Board Meeting Minutes - June 2023.pdf (Minutes from June are Unofficial—a quorum was not present and no business was conducted.)

b. Expenditures Report

Included: July Check Register.pdf

c. Budget to Actual Report

Included: July Board Financial.pdf

d. Budget Revision 2023-2

Included: PLLS Budget Revision 2023-2 - Sheet1.pdf

8. Approval of Any Items Removed from Consent Agenda

d. Budget Revision 2023-2 – Included: PLLS Budget Revision 2023-2 - Sheet1.pdf

Ohs gave a brief description of each line of the proposed budget revision. Discussion ensued—mostly about finances related to the resolution of a county funding compliance issue Lakeshores Library System and Walworth County worked through—the issue stemmed from an error in the county funding formula.

Miller motioned to approve the first 3 lines of Budget Revision 2023-2 (Utilities & Alarm - Evergreen; Local Hop; & CE & Conference Expenses). Second by Broga. Motion passed.

Rodriguez motioned to table the last two lines of Budget Revision 2023-2 (Walworth Co. Funds, and Walworth Co. Funds to Reserves) until more information can be provided. Second by Smith. Motion passed.

☉ Write a summary about the past Walworth County funding formula error and its resolution. Include financial data and possible actions.

Assigned to: Steve Ohs

Due: 08/28/2023

9. Informational Reports

a. System Director's Report

Included: System Director's Report - PLLS Board Meeting - 2023, June-1.pdf

Ohs recapped his written report, correcting the Date of the Mission, Vision & Values session to September 21 (not 12) and adding that PLL is working on a Draft 2024 budget and on a system compensation plan/schedule.

b. Prairie Lakes Advisory Committee Report

Oral report by Tilleros/Ohs.

Tilleros added he was impressed with the attendance and participation and encouraged all trustees to attend a meeting. Tilleros also highlighted a discussion about the future of youth service consulting at PLLS, prompted by the departure of the system's current consultant.

10. Unfinished Business

a. Draft PLLS Procurement Policy - Possible Action

Included: DRAFT 2 - PLLS Procurement Policy-1.pdf

Miller motioned to approve the Draft PLLS Procurement Policy. Second by Dinnes. Discussion: Revisited the monetary thresholds that trigger bidding requirements. Decided there should be a requirement that the board be informed and give some type of post-emergency expenditure approval.

Miller amended the motion to approve the Draft PLLS Procurement Policy with the following addition to item 3.7: "Any emergency expenditure approved by the president and treasurer will be brought to the board for ratification at the next regular board meeting. Second by Dinnes. The motion passed, one nay.

- Revised item 3.7 to match the language in the motion: 3.7: "Any emergency expenditure approved by the president and treasurer will be brought to the board for ratification at the next regular board meeting.

Assigned to: Steve Ohs

b. Draft PLLS Employee Vacation and Leave Policy - Possible Action

Included: DRAFT 2 - PLLS Employee Vacation and Leave Policy-1.pdf

Ohs recapped the updated draft. Discussion ensued, board requests these updates:

- 7.4 becomes 6.4 or section 7.4 become an introduction to the policy
- 4.1 revise second sentence, change "maternity/paternity leave" to parental leave
- 7.3 clarify paid at \$75 per 8 Hour day

Motion by Nugent to table the Draft PLLS Employee Vacation and Leave Policy. Second by Schubring. Motion passed.

- Revised the Draft PLLS Employee Vacation and Leave policy: • 4.1 revise second sentence, change "maternity/paternity leave" to parental leave• Several options to revise section 7.4: – 7.4 becomes 6.4 – 7.4 becomes an introduction or preface to the overall policy – 7.4 becomes section 14• 7.3 clarify paid at \$75 per 8 Hour day

Assigned to: Steve Ohs

11. New Business

a. Local Government Investment Pool (LGIP) Resolution for Board Approval - Possible Action

Included: LGIP Form.pdf

Broga motioned to approve the Local Government Investment Pool (LGIP) Resolution. Second by Brace. Motion passed.

- b. 2024 Intersystem Agreement with Bridges Library System - Possible Action**
Included: Signed 2023 Intersystem Agreement PLLS Bridges.pdf

Wilson motioned to approve 2024 Intersystem Agreement with Bridges Library System. Second by Dinnes. Motion passed.

- c. 2024 Cross-County Funding Memorandum with Bridges Library System - Possible Action**
Included: Signed 2024 County Funding Memorandum - PLLS Bridges.pdf

Rodriguez motioned to approve 2024 Cross-County Funding Memorandum with Bridges Library System. Second by Wilson. Motion passed.

12. Announcements

- a. Next Meeting: Wednesday, August 23rd @ 6:30 PM**

13. Anticipated Business for Next Meeting

Additions:

- a. Continued Work on System Policy Framework**
- b. Draft 2024 System Budget**

- ☺ Add the following to next board agenda:• Walworth County reserve funding reimbursement• Trustee Bio project
Assigned to: Steve Ohs

14. Adjourn

Adjourned by Tilleros at 7:33 PM

Broga motioned to adjourn. Second by Schubring. Motion passed.

Submitted by Tovah Anderson July 26, 2023.



Prairie Lakes Library System Board Meeting 2023-7-26

Agenda

Jul 26th, 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. Call to Order

Annette Smith (Board President)

6:30pm

2. Welcome and Introductions

3. Roll

Brace, Broga, Carillo, Coffman, Dinnes, Laufenberg, Lea, Miller,
Nugent, O'Hagan, Rodriguez, Schubring, Smith, Tilleros, Wilson,
Advisory Committee Liaison Michelle Carter (Aram Public Library).

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

May minutes are included in the packet. Unofficial minutes from June are also included in the packet, though a quorum was not present and no business was conducted.

 [PLLS Board Meeting Minutes - May 2023-1.pdf](#)

 [PLLS Board Meeting Minutes - June 2023.pdf](#)

b. Expenditures Report

Expenditures report included in the packet.

 [July Check Register.pdf](#)

c. **Budget to Actual Report**

Financial report included in the packet.

 [July Board Financial.pdf](#)

d. **Budget Revision 2023-2**

 [PLLS Budget Revision 2023-2 - Sheet1.pdf](#)

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.

 [System Director's Report - PLLS Board Meeting - 2023, June-1.pdf](#)

b. **Prairie Lakes Advisory Committee Report**

Oral report by Tilleros/Ohs.

10. **Unfinished Business**

NOTE: A hard-stop on discussion is recommended at 7:45 pm. The Matheson Memorial Library closes at 8 pm.

a. **Draft PLLS Procurement Policy - Possible Action**

 [DRAFT 2 - PLLS Procurement Policy-1.pdf](#)

b. **Draft PLLS Employee Vacation and Leave Policy - Possible Action**

 [DRAFT 2 - PLLS Employee Vacation and Leave Policy-1.pdf](#)

11. **New Business**

- a. **Local Government Investment Pool (LGIP) Resolution for Board Approval - Possible Action**

 [LGIP Form.pdf](#)

- b. **2024 Intersystem Agreement with Bridges Library System - Possible Action**

Director's Note: this is an annual agreement required by Wis. Stat. 43.24(2)(g) in order to receive system state aid.

 [Signed 2024 Intersystem Agreement PLLS Bridges.pdf](#)

- c. **2024 Cross-County Funding Memorandum with Bridges Library System - Possible Action**

Director's note: approval of this memo is an annual custom of the Bridges Library System.

 [Signed 2024 County Funding Memorandum - PLLS Bridges.pdf](#)

12. **Announcements**

- a. **Next Meeting: Wednesday, August 23rd @ 6:30 PM**

13. **Anticipated Business for Next Meeting**

- a. **Continued Work on System Policy Framework**
- b. **Draft 2024 System Budget**

14. **Adjourn**

A motion to adjourn is required.

END
8:00pm

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

*** Unofficial Prairie Lakes Library System Board Meeting

Wed Jun 21, 2023, 6:30 PM-8:00 PMCDT

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

The Friends Room (on the Second Floor)

Virtual Connection Information:

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

Via Phone: +1-872-240-3311 - Access Code: 151-066-4500

*** Unofficial ***

1. Call to Order

Annette Smith, President, called the unofficial meeting to order at 6:34 PM.

2. Welcome and Introductions

None.

3. Roll

Trustees: Present: Broga, Nugent, Rodriguez, Smith, Tilleros; Present Virtually: Dinnes, Wilson; Absent: Brace, Carillo, Coffman, Laufenberg, Lea, Miller, O'Hagan, Schubring; **System Staff:** Present: Anderson, Erickson, Novy, Ohs, Platteter; Absent: Dowling, Hudson, Schults; **Guests:** None. **A quorum was not met.**

- ☉ When emailing trustees about future meetings, include a request for each trustee to reply with whether or not they plan to attend the meeting.

Assigned to: Steve Ohs

4. Public Comment Period

None.

5. Declaration of Interests Concerning the Agenda

None.

6. Presentations or Group Activities

a. PLLS Staff Profile: Jim Novy

Jim Novy, PLLS' Information Technology Manager, introduced himself and provided an overview of the types of work he performs for PLLS. Novy answered questions from trustees following the introduction.

7. Informational Reports

a. System Director's Report

Included in the packet.

Ohs recapped the included written report and added information about a listening session he attended regarding the possibility of a joint library in Walworth County.

b. Prairie Lakes Advisory Committee Report

Oral report by Nugent/Ohs.

Ohs and Nugent recapped the included written report.

- ☑ Going forward, include PLAC minutes in board packets.
Assigned to: Steve Ohs

8. Announcements

- a. Next Meeting: Wednesday, July 26th @ 6:30 PM

10. Anticipated Business for Next Meeting

- a. Continued Work on System Policy Framework
- b. Strategic Planning: Stakeholder Preferences Survey by WiLS

11. Adjourn

Smith adjourned the unofficial meeting at 7:10 PM.

Submitted by Tovah Anderson June 21, 2023.

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
AT & T						
	Bill	06/02/2023	Inv. 3028378706	WiscNet monthly Inv. 3028378706	6-1415 · WISCNET Converged WAN	<u>871.99</u>
Total AT & T						871.99
BMO Harris Bank N.A. - Payments						
	Bill	06/02/2023	May Credit Card	Office supplies	6-1310 · Office Supplies	33.50
	Bill	06/02/2023	May Credit Card	Quickbooks	6-1301 · Audit & Accounting Services	55.00
	Bill	06/02/2023	May Credit Card	Software	6-8500 · Supplies & Training	63.22
	Bill	06/02/2023	May Credit Card	Postage	6-1311 · Postage	19.99
	Bill	06/02/2023	May Credit Card	Rock Co WiFi Monthly	6-6100 · Rock Co WiFi Kit Project	6.00
	Bill	06/02/2023	May Credit Card	General Tech	6-1418 · General Program Fund-Technology	109.98
	Bill	06/02/2023	May Credit Card	Tech Hardware	2700 · Account Payables (In/Out)	100.46
	Bill	06/02/2023	May Credit Card	Conferences	6-1251 · CE & Conference Expenses	1,942.83
	Bill	06/02/2023	May Credit Card	Software	6-7100 · Technology Grant	143.42
	Bill	06/02/2023	May Credit Card	Phone Lines	6-1313 · Telecommunications & Datalines	35.98
	Bill	06/02/2023	May Credit Card	Computer Hardware	6-1502 · Hardware & Software	<u>167.99</u>
Total BMO Harris Bank N.A. - Payments						2,678.37
Burtness Chevrolet						
	Bill	06/21/2023	Job #92090	Oil Change	6-1419 · Fuel/Delivery Vehicle Mainten.	<u>77.95</u>
Total Burtness Chevrolet						77.95
Charter Communications						
	Bill	06/21/2023	Inv 088984901060123	Internet	6-1313 · Telecommunications & Datalines	<u>29.99</u>
Total Charter Communications						29.99
City of Milton						
	Bill	06/28/2023	Rent	July 2023 Rent	6-1309 · Rent - Milton PL	1,166.67
	Bill	06/28/2023	Rent	August 2023 Rent	6-1309 · Rent - Milton PL	1,166.67
	Bill	06/28/2023	Rent	September 2023 Rent	6-1309 · Rent - Milton PL	<u>1,166.67</u>
Total City of Milton						3,500.01
Dowling, David						
	Bill	06/21/2023	Mileage Reimbursemen	Mileage Reimbursement PLLS	6-1253 · Mileage Reimbursement	262.13
	Bill	06/21/2023	Mileage Reimbursemen	Cell Phone Reimbursment May & June	6-1252 · Cellular Phone Stipends	40.00
	Bill	06/21/2023	Mileage Reimbursemen	Mileage Reimbursement Tech	2700 · Account Payables (In/Out)	9.04
	Bill	06/21/2023	Mileage Reimbursemen	SWLS Mileage	6-2110 · SWLS IT Program Expenses	<u>196.04</u>
Total Dowling, David						507.21
Employers Health Insurance						

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
	Liability Check	06/06/2023	ACH179791	July Health Insurance	6-1201 · Health and Dental Insurance	<u>14,167.88</u>
Total Employers Health Insurance						14,167.88
Erickson, Jeremy						
	Bill	06/02/2023	May Reimbursement	Mileage Reimbursement	6-1253 · Mileage Reimbursement	201.81
	Bill	06/02/2023	May Reimbursement	April Cell phone reimbursement	6-1252 · Cellular Phone Stipends	<u>20.00</u>
Total Erickson, Jeremy						221.81
Excell Express						
	Bill	06/02/2023	Inv. 746	June 2023 delivery Inv. #746	6-1455 · Delivery - Excel Express	9,524.00
	Bill	06/28/2023	Inv. 747	July 2023 delivery Inv. #747	6-1455 · Delivery - Excel Express	<u>9,524.00</u>
Total Excell Express						19,048.00
Fontana Public Library						
	Bill	06/21/2023	ILL	ILL Book Damaged	6-1430 · Lost ILL Materials	<u>45.00</u>
Total Fontana Public Library						45.00
GoTo Communications Inc.						
	Check	06/13/2023	ACH	June 2023 telephone	6-1313 · Telecommunications & Datalines	<u>305.47</u>
Total GoTo Communications Inc.						305.47
Great America Financial Services						
	Bill	06/02/2023	Inv. 34101688	Milton Phone Services	6-1313 · Telecommunications & Datalines	132.26
	Bill	06/28/2023	Inv. 34304512	Milton Phone Services	6-1313 · Telecommunications & Datalines	<u>226.69</u>
Total Great America Financial Services						358.95
Hoopla						
	Bill	06/21/2023	Hedberg Credit	Hedberg Account Hoopla Payment	2700 · Account Payables (In/Out)	<u>70,015.00</u>
Total Hoopla						70,015.00
Hudson, Brad						
	Bill	06/21/2023	Rmileage Reimburseme	Mileage Reimbursement PLLS	6-1253 · Mileage Reimbursement	241.70
	Bill	06/21/2023	Rmileage Reimburseme	Mileage Reimbursement Tech	2700 · Account Payables (In/Out)	195.85
	Bill	06/21/2023	Rmileage Reimburseme	May & June Phone Reimbursement	6-1252 · Cellular Phone Stipends	40.00
	Bill	06/21/2023	Rmileage Reimburseme	SWLS Mileage	6-2110 · SWLS IT Program Expenses	<u>814.17</u>
Total Hudson, Brad						1,291.72
Jeremy Bryan						
	Bill	06/28/2023		Storywagon performances 2023	6-1405 · Gen. Program-Youth Services	<u>2,100.00</u>
Total Jeremy Bryan						2,100.00
Koene Courier Service, LLC						
	Bill	06/02/2023	Inv. PL005	Delivery RPL to Milton - May	6-1453 · Delivery Services - RPL/Milton	<u>3,150.00</u>

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Total Koene Courier Service, LLC						3,150.00
LinkedIn Corporation						
	Bill	06/21/2023	10111981159	LinkedIn Learning	6-5600 · LinkedInLearning	<u>27,500.00</u>
Total LinkedIn Corporation						27,500.00
MAKE CENT\$ LLC						
	Bill	06/28/2023	Rent	July 2023 rent	6-1308 · Rent - Evergreen Drive	1,836.00
	Bill	06/28/2023	Rent	August 2023 rent	6-1308 · Rent - Evergreen Drive	1,836.00
	Bill	06/28/2023	Rent	September 2023 rent	6-1308 · Rent - Evergreen Drive	<u>1,836.00</u>
Total MAKE CENT\$ LLC						5,508.00
Novy, Jim						
	Bill	06/21/2023	Mileage Reimbursment	Mileage Reimbursement PLLS	6-1253 · Mileage Reimbursement	641.64
	Bill	06/21/2023	Mileage Reimbursment	May & June Cell	6-1252 · Cellular Phone Stipends	40.00
	Bill	06/21/2023	Mileage Reimbursment	Mileage Reimbursement Tech	2700 · Account Payables (In/Out)	<u>10.87</u>
Total Novy, Jim						692.51
Percell, Zachary						
	Bill	06/28/2023		Story Wagon 2023 TrnZ Magic	6-1405 · Gen. Program-Youth Services	<u>9,200.00</u>
Total Percell, Zachary						9,200.00
Piszczek, Elizabeth S.						
	Bill	06/02/2023	May Cleaning	May Cleaning 2023	6-1317 · Cleaning Service - Evergreen	<u>180.00</u>
Total Piszczek, Elizabeth S.						180.00
Platteter, Steve						
	Bill	06/02/2023	May Reimbursement	May Mileage Reimbursement	6-1253 · Mileage Reimbursement	<u>146.72</u>
Total Platteter, Steve						146.72
Puccini, Jennifer						
	Bill	06/21/2023	May YS	May 2023 youth services	6-1451 · Contract-Youth Services	<u>540.00</u>
Total Puccini, Jennifer						540.00
Securian Financial Group, Inc.						
	Liability Check	06/21/2023	11824	July Life Insurance	6-1202 · Life Insurance	<u>240.90</u>
Total Securian Financial Group, Inc.						240.90
Stotts, Stuart						
	Bill	06/28/2023		Storywagon 2023	6-1405 · Gen. Program-Youth Services	<u>2,400.00</u>
Total Stotts, Stuart						2,400.00
Torralba, Ann						
	Bill	06/28/2023		Story Wagon 2023 Little Miss Ann	6-1405 · Gen. Program-Youth Services	<u>6,800.00</u>

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Total Torralba, Ann						6,800.00
Toshiba Financial Services						
	Bill	06/02/2023	Inv. 34101689	Copier System Inv. 34101689	6-1312 · Office Printing & Reproduction	315.44
	Bill	06/28/2023	Inv. 34304513	Copier System Inv. 34304513	6-1312 · Office Printing & Reproduction	315.44
Total Toshiba Financial Services						<u>630.88</u>
WE Energies						
	Bill	06/05/2023	May 2023 bill	May 2023 bill	6-1314 · Utilities & Alarm - Evergreen	189.45
Total WE Energies						<u>189.45</u>
WeX						
	Bill	06/02/2023	Inv. 89514112	Inv. 89514112 Gas card May	6-1419 · Fuel/Delivery Vehicle Mainten.	546.01
Total WeX						<u>546.01</u>
WILS						
	Bill	06/02/2023	Inv. #498552	Strategic Plan Development	6-1318 · Misc. & Other Consulting Exp.	3,495.00
Total WILS						<u>3,495.00</u>
Wolf's Grantland Graphics, LLC						
	Bill	06/28/2023	Inv. 44100	Inv. 44100	6-7200 · LSTA SEWI CE Grant Expenses	82.00
Total Wolf's Grantland Graphics, LLC						<u>82.00</u>
TOTAL						<u><u>176,520.82</u></u>

	<u>Jan - Jun 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	5,216.40	10,000.00	52.16%
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.	2,000.00	2,000.00	100.0%
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	49,358.35	60,000.00	82.26%
Total 5-3000 · Other Income	<u>175,775.96</u>	<u>191,250.50</u>	<u>91.91%</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	5,195.42	9,360.00	55.51%
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>37,692.17</u>	<u>41,860.00</u>	<u>90.04%</u>
Total 5-0000 · Income	<u>8,335,662.60</u>	<u>8,534,569.02</u>	<u>97.67%</u>
Total Income	<u>8,335,662.60</u>	<u>8,534,569.02</u>	<u>97.67%</u>
Gross Profit	<u>8,335,662.60</u>	<u>8,534,569.02</u>	<u>97.67%</u>
Expense			
6-0000 · Expenses			
6-0100 · Operating Expenses			
6-1000 · Regular Staff Wages	274,451.28	622,798.00	44.07%
6-1200 · Staff Benefits			
6-1201 · Health and Dental Insurance	103,240.91	208,881.00	49.43%
6-1202 · Life Insurance	1,357.22	2,356.00	57.61%
6-1203 · Retirement	18,940.15	40,262.00	47.04%
6-1204 · Social Security/Medicare	22,497.66	47,644.00	47.22%
6-1205 · Workers Comp	0.00	1,766.00	0.0%
Total 6-1200 · Staff Benefits	<u>146,035.94</u>	<u>300,909.00</u>	<u>48.53%</u>
6-1250 · Other Staff Benefits			
6-1251 · CE & Conference Expenses	6,211.72	9,000.00	69.02%
6-1252 · Cellular Phone Stipends	580.00	1,000.00	58.0%
6-1253 · Mileage Reimbursement	2,554.60	8,000.00	31.93%
6-1254 · Section 125 Administration	262.75	700.00	37.54%
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>24,609.07</u>	<u>33,700.00</u>	<u>73.02%</u>
6-1300 · General Operating & Overhead			
6-1301 · Audit & Accounting Services	13,265.78	12,000.00	110.55%
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	16,524.00	22,032.00	75.0%
6-1309 · Rent - Milton PL	10,500.03	14,000.00	75.0%
6-1310 · Office Supplies	544.49	2,000.00	27.23%
6-1311 · Postage	166.95	2,000.00	8.35%
6-1312 · Office Printing & Reproduction	2,039.15	5,000.00	40.78%
6-1313 · Telecommunications & Datalines	3,177.99	6,925.00	45.89%
6-1314 · Utilities & Alarm - Evergreen	2,626.31	3,665.00	71.66%
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	830.00	3,000.00	27.67%
6-1318 · Misc. & Other Consulting Exp.	3,627.50	20,000.00	18.14%
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>68,375.14</u>	<u>108,957.00</u>	<u>62.75%</u>
6-1400 · System Services			
6-1401 · SEWI CE System Membership	2,890.00	2,890.00	100.0%
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	20,500.00	35,000.00	58.57%
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 · WISCNET Converged WAN	5,231.94	10,030.00	52.16%
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	1,811.83	22,000.00	8.24%
6-1419 · Fuel/Delivery Vehicle Mainten.	2,903.16	20,000.00	14.52%
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	65.00	100.00	65.0%
6-1450 · Contract Services			
6-1451 · Contract-Youth Services	2,700.00	10,000.00	27.0%
6-1452 · Contract - Inclusive Services	315.00	10,000.00	3.15%
6-1453 · Delivery Services - RPL/Milton	15,750.00	37,800.00	41.67%
6-1454 · Delivery - South Central	13,176.50	26,353.00	50.0%
6-1455 · Delivery - Excel Express	66,668.00	114,288.00	58.33%
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>142,109.50</u>	<u>252,441.00</u>	<u>56.29%</u>
Total 6-1400 · System Services	<u>256,581.54</u>	<u>473,645.00</u>	<u>54.17%</u>
6-1500 · Capital Expenses			
6-1501 · New Furnishing & Equipment	494.48	1,000.00	49.45%
6-1502 · Hardware & Software	<u>1,817.48</u>	<u>3,000.00</u>	<u>60.58%</u>
Total 6-1500 · Capital Expenses	<u>2,311.96</u>	<u>4,000.00</u>	<u>57.8%</u>
6-2000 · Expenses from Other Income			
6-2100 · Local IT Service - SWLS			
6-2110 · SWLS IT Program Expenses	18,486.73	42,000.00	44.02%
6-2120 · WISCNET Converged Wan-SWL!	<u>0.00</u>	<u>3,834.00</u>	<u>0.0%</u>
Total 6-2100 · Local IT Service - SWLS	<u>18,486.73</u>	<u>45,834.00</u>	<u>40.33%</u>
Total 6-2000 · Expenses from Other Income	<u>18,486.73</u>	<u>45,834.00</u>	<u>40.33%</u>
Total 6-0100 · Operating Expenses	<u>790,851.66</u>	<u>1,589,843.00</u>	<u>49.74%</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	27,500.00	27,500.00	100.0%
6-5800 · Ancestry.com	<u>23,735.00</u>	<u>23,735.00</u>	<u>100.0%</u>
Total 6-5000 · SHARE Member Expenses	<u>344,112.18</u>	<u>369,940.00</u>	<u>93.02%</u>

6-6000 · Other Passthrough Expenses			
6-6100 · Rock Co WiFi Kit Project	14,692.16	21,528.00	68.25%
6-6300 · KPL BiblioCommons Expenses	0.00	4,900.00	0.0%
Total 6-6000 · Other Passthrough Expenses	<u>14,692.16</u>	<u>26,428.00</u>	<u>55.59%</u>
6-7000 · Grant Expenses			
6-7100 · Technology Grant	2,230.12	6,000.00	37.17%
6-7200 · LSTA SEWI CE Grant Expenses	8,007.93	77,542.00	10.33%
6-7300 · ARPA Info. Coordinator Grant	2,005.00	37,000.00	5.42%
Total 6-7000 · Grant Expenses	<u>12,243.05</u>	<u>120,542.00</u>	<u>10.16%</u>
6-8000 · SHARE Reserves Expenses			
6-8500 · Supplies & Training	520.32	7,500.00	6.94%
Total 6-8000 · SHARE Reserves Expenses	<u>520.32</u>	<u>7,500.00</u>	<u>6.94%</u>
Total 6-0000 · Expenses	<u>5,060,970.87</u>	<u>8,464,023.00</u>	<u>59.79%</u>
Total Expense	<u>5,060,970.87</u>	<u>8,464,023.00</u>	<u>59.79%</u>
Net Ordinary Income	<u>3,274,691.73</u>	<u>70,546.02</u>	
Net Income	<u>3,274,691.73</u>	<u>70,546.02</u>	

As of:	6/30/2023
Community State Bank	277,304.09
BMO Business Checking	1,944.50
Petty Cash	100.00
LGIP General Account	2,998,506.71
LGIP SHARE Account	224,962.00
Equitable Bank (FSA)	2,747.09
Total Checking/Savings	<u>3,505,564.39</u>

System Director's Report to PLLS Board

Date: June 21st, 2023

REVISED: July 19th, 2023

Greetings,

Here is my report for the June 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

- The Prairie Lakes Advisory Committee met on June 6th. At this meeting, the Committee reviewed and approved a cooperative services budget for 2024, thus concluding a major annual project. The Committee also reviewed and approved Bylaws. Additional topics discussed included a county funding update provided by myself, planning for a 2024 library seed program, and the development of criteria for the taking of the minutes during future Committee meetings.
- System staff are working with WiLS to fine-tune a strategic planning survey, to be sent to library system stakeholders, including PLLS trustees, member library directors, and others. We expect the survey to be released during the week of July 11th. **The survey has been released. 21 responses have been received as of July 14th, with surely more having come in since.**
- **There will be a Mission, Vision & Values development session on September 12th at the Milton Public Library from 9 am to Noon. All system staff and trustees are invited to attend this in-person session. An online questionnaire will be distributed in the weeks prior to this session so that all have an opportunity to provide input - regardless of attendance status at the actual session.**
- Summer reading programs at our member libraries are hitting full stride, and many of them will be focusing on these programs heavily throughout the summer.
- We were informed on 6/14 that the Joint Finance Committee of the Wisconsin Legislature has adopted the Wisconsin Library Association's "full ask" of an increase of 6M in state aid to library systems for the next biennium. Initial figures indicate that PLLS would see a 2024 funding increase of approximately \$143,384.
- **Wisconsin Library Trustee Training Week is August 21st-August 25th. Information and registration is available at <https://www.wistrusteetraining.com/>. This is a series of online-only information sessions.**

PLLS Procurement Policy

We have created a second draft of this policy to address the discussion by the Board at the previous meeting. The changes are highlighted in red within the individual document, itemized below:

- Section 3.2 - we have added a threshold for seeking bids/quotes/offers set at 75K. We chose 75K because it seemed to resonate as a compromise option during the Board's previous discussion.
- Section 3.3 - we have added a sole source exception per Board input. We think this is particularly important because it is a relatively frequent thing that happens in the library-related marketplace.
- Section 3.4 - we have added a state contract exception per Board input.
- Section 3.5 - we have changed "necessary" to "recommended" because it seemed a more appropriate wording choice.
- Section 3.6 - we have added that construction expenses do not include consulting, legal, inspection, or architectural services, per the Board's previous discussion.
- Section 3.7 - we have updated the emergency services section for typography.

PLLS Employee Vacation and Leave Policy

We have also created a 2nd draft of this policy based on the Board's previous discussion. Changes are highlighted in red within the meeting document, and itemized below:

- The order of headings has been re-sequenced so that policies that are heavily or entirely dependent on Federal or State laws appear at the bottom.
- Section 1.1 - we have added that bereavement leave may be used non-consecutively.
- Section 4.1 - we have added "Maternity/Paternity leave days may be taken non-consecutively. All such leave days must be requested, in advance, from the Director." in response to the Board's previous discussion.
- Section 7.3 - we have added that retirement/termination payout of banked sick leave will occur at \$75 per day (8hrs), up to a maximum of 1,040 hours. We chose the rate of \$75 per day because it seemed to align with the discussion during the previous Board meeting. We think a set rate would be ideal for budgeting purposes (from the standpoint of liabilities). *NOTE - we have also included a sheet of different scenarios for this policy, in case the Board wishes to consider other options.*

Vacation Policy Reconciliation Note:

In order to execute the implementation of this policy, we must reconcile the banked vacation of former ALS employees. I recommend a one-time payout to qualifying employees in cases where currently banked vacation hours would immediately exceed this new policy if adopted. *The total amount necessary to complete such a reconciliation is \$24,568.67.* If the Board sees fit to approve this policy, PLLS staff will include an appropriate budget revision in the consent agenda for the July meeting.

This ends my report. Respectfully submitted,

Steve Ohs, Director
Prairie Lakes Library System



Procurement Policy

Contents:

- [1. General Information](#)
- [2. Funding Source Considerations](#)
- [3. Procurements from System Operating Funds](#)
 - [3.1. Budgeted Expenses up to \\$75,000](#)
 - [3.2. Budgeted Expenses in Excess of \\$75,000](#)
 - [3.3. Sole Source Provider Exception](#)
 - [3.4. State Contract Exception](#)
 - [3.5. Unbudgeted Expenses](#)
 - [3.6. Construction Expenses](#)
 - [3.7. Emergency Scenarios](#)
- [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 up to \$75,000

The Director is expected to exercise sound judgment in approving individual purchases of \$75,000 or less that are within the budgeted operating expenses of the system.

3.2. Budgeted Expenses in Excess of \$75,000

The Director shall conduct market research and obtain a minimum of two quotations, bids, or offers, for any individual purchases in excess of \$75,000 that are within the budgeted operating expenses of the system.

3.3. Sole Source Provider Exception

The Director is authorized to approve individual purchases in excess of \$75,000, that are within the system budget, and when there is only one known source of a good or service that meets the needs of PLLS.

3.4. State Contract Exception

The Director is authorized to approve individual purchases in excess of \$75,000, that are within the system budget, and when there is state-level contract pricing available for the good or service.

3.5. 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) any expenses reprogrammed from one line to another, and, e) an explanation of why the expense is ~~necessary~~ recommended 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.

3.6. 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. When questions arise regarding the letting of bids and services that qualify as “public construction”, Statute 62.15 shall govern.

Construction expenses do not include consulting, legal, inspection, or architectural services.

3.7. Emergency Scenarios

Emergency scenarios are defined as situations when it is necessary to pay an expense that a) is required to execute or continue a critical system service, and either b) exceeds the amount budgeted or c) is not present in the currently adopted system budget. The system director shall, in emergency scenarios, notify the Board President and Treasurer. The President and Treasurer, acting together, may authorize emergency expenses, or convene a Special Board meeting for the purpose of approving such emergency expenses.

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: 6/21/2023

Approved:

Revised:



Employee Vacation and Leave Policy

Contents:

1. Bereavement Leave	1
2. Holiday Leave	1
3. Jury & Witness Duty Leave	2
4. Parental Leave	2
5. Personal Time Off Leave (PTO)	2
6. Sick Leave	3
7. Sick Leave Accrual	3
8. Unpaid Leaves of Absence	4
9. Vacation	4
10. Vacation Accrual Tiers	5
11. Federal Family & Medical Leave (FMLA)	5
12. Federal Military Leave	6
13. Revision History	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. **Bereavement leave days may be used non-consecutively.**

2. Holiday Leave

- 2.1. 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)
- 2.2. 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.

3. Jury & Witness Duty Leave

- 3.1. PLLS encourages all employees to be civic-minded. PLLS agrees to pay any employee their regular day's wages who is required to serve on a jury or for witness duty provided that they have been continuously employed for at least 30 consecutive days.
- 3.2. If employees receive notification to serve on a jury or are subpoenaed as a witness, the Director must be notified immediately.
- 3.3. It is required that the employee present authorized evidence to the Accounting & HR Lead of jury attendance and the amount paid.
- 3.4. Employees must return to work on any day when the jury or witness duty is dismissed before the employee's shift ends.
- 3.5. Employees shall remit any jury pay they receive to PLLS.

4. Parental Leave

- 4.1. Forty (40) hours of paid time will be given to an employee to be used as ~~maternal/paternal~~ parental leave by full-time employees for the birth or adoption of a child. Maternity/Paternity leave days may be taken **non-consecutively**. All such leave days must be requested, in advance, from the Director.

5. Personal Time Off Leave (PTO)

- 5.1. 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. Part-time employees may be granted prorated PTO hours according to FTE status.
- 5.2. Personal time cannot be rolled over and is never paid out. PTO must be used in increments of four (4) hours.

6. Sick Leave

- 6.1. 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.
- 6.2. 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.
- 6.3. 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.

7. Sick Leave Accrual

- 7.1. 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.
- 7.2. 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.
- 7.3. Employees who retire or terminate employment shall be paid for accumulated sick leave (up to a maximum of 1,040 hours) **at \$75 per day as of their final day of employment**. In the event of the death of an employee, PLLS shall make the same sick leave payment to the employee's estate.
- 7.4. 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

8. Unpaid Leaves of Absence

- 8.1. The Director may grant a full-time employee leave without pay for a period of from one month to one year.
- 8.2. Leave in excess of thirty (30) days requires approval by the PLLS Board.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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.
- 8.6. 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.
- 8.7. 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.
- 8.8. 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.
- 8.9. 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.

9. Vacation

- 9.1. 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.
- 9.2. 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.

- 9.3. 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.

10. Vacation Accrual Tiers

- 10.1. 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.

Consecutive Years of Service	Accumulation Rate
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

11. Federal Family & Medical Leave (FMLA)

- 11.1. 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).

- 11.2. 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.
- 11.3. 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.
- 11.4. 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 only.
- 11.5. 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.
- 11.6. 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.
- 11.7. 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.
- 11.8. Violations of this policy may result in disciplinary action, up to and including termination.
- 11.9. 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.

12. Federal Military Leave

- 12.1. PLLS complies with federal and state laws regarding the rights of employees who enter active duty.
- 12.2. 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.
- 12.3. In the event of a call-up, the employee's job will be held.

13. Revision History

Draft 1 Presented: 5/24/2023

Draft 2 Presented: 6/21/2023

Adopted:

Revised:



Local Government Investment Pool
P.O. Box 7871
Madison, WI 53707-7871
Phone: 608-266-3711

RESOLUTION

WHEREAS, the State of Wisconsin has created a Local Government Investment Pool, and

WHEREAS, it may prove beneficial for the Prairie Lakes Library System (government) to participate in the program,

BE IT RESOLVED, that the Prairie Lakes Library System (government) participate in the State of Wisconsin's Local Government Investment Pool,

pursuant to provisions of Section 25.50 of the Wisconsin Statutes, BE IT FURTHER RESOLVED, that the following officers and officials be designated as the "Local Official" authorized to transfer funds to or from the Local Government Investment Pool. (You may have any number of officials.) Notification of changes in authorized officials may be made to the Department of Administration in writing without modification to this resolution.

Jeremy Erickson - Accounting & HR Lead

(print name and title)

Steve Ohs - System Director

(print name and title)

(print name and title)

(print name and title)

This is to certify that the foregoing resolution was adopted by

Prairie Lakes Library System

at a meeting held on

the 26th day of July, 2023

BY

signed

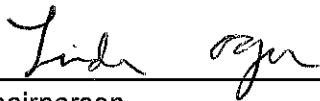
print name and title

2024 INTERSYSTEM AGREEMENT
Bridges Library System and Prairie Lakes Library System

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

1. The Bridges and PLLS member libraries will advocate for the provision of library services to any validly registered borrower of any other participating library in Jefferson, Waukesha, Racine, Rock, and Walworth Counties on the same basis as they are available to residents of the member library's home library system, when practicable.
2. Borrowers may return materials checked out from libraries to any library in either system, except for special equipment or items clearly marked to return to the library from which they were borrowed. Availability of Interlibrary Loan Services and activity room sign-up to these borrowers shall be at the discretion of individual member libraries.
3. If materials borrowed under this agreement are lost or not returned, the borrower's library system may assist the lending library in recovering the materials.
4. The systems will maintain records of usage depending on the capabilities of each library's circulation systems. The records will, at minimum, detail use by each town, village, and city in the other system. Both systems agree to provide the resulting data if requested.
5. The systems agree to assist each other in facilitating cross-county borrowing reimbursement payments of member county funds according to county-approved funding levels. If necessary, the systems will assist each other to ensure that member counties meet their statutory funding obligations under Wisconsin Statutes 43.12(1)(b).
6. This agreement shall become effective January 1, 2024, and remain in force until the end of the calendar year. This agreement shall be subject to modification as may be mutually agreeable.

Bridges Library System Board



Chairperson

6-21-23

Date

Prairie Lakes Library System Board

Chairperson

Date

FINAL
2024 CROSS-COUNTY FUNDING MEMORANDUM
BRIDGES LIBRARY SYSTEM AND Prairie Lakes Library System

For Cross-County Borrowing Between Waukesha and Walworth Counties

Walworth County Payments to Libraries in Waukesha County
Terms defined by: Walworth County Plan of Library Service (Current)
Terms used: 70% of cost per circulation for users without a home library

- *Lump-sum to be transferred by Prairie Lakes Library System to Bridges Library System in two equal payments on or before April 30 and September 30, 2024: **\$76,054.21***

Waukesha County Payments to Libraries in Walworth County
Terms defined by: Reciprocity
Terms used: 70% of cost per circulation for users without a home library

- *Lump-sum to be transferred by Bridges Library System to Prairie Lakes Library System in two equal payments on or before April 30 and September 30, 2024: **\$737.90***

For Cross-County Borrowing Between Waukesha and Racine Counties

Racine County Payments to Libraries in Waukesha County
Terms defined by: Mutual Agreement
Terms used: 70% of State average cost per circulation

- *Lump-sum to be transferred by Prairie Lakes Library System to Bridges Library System in two equal payments on or before April 30 and September 30, 2024: **\$113,625.57***

Waukesha County Payments to Libraries in Racine County
Terms defined by: Mutual Agreement
Terms used: 70% of State average cost per circulation

- *Lump-sum to be transferred by Bridges Library System to Prairie Lakes Library System in two equal payments on or before April 30 and September 30, 2024: **\$6,929.16***

Procedures for Transference of Cross-County Borrowing Funds

- Prairie Lakes Library System and Bridges Library System will transfer cross-county borrowing reimbursement funding as lump sums between the systems on behalf of Walworth, Racine, and Waukesha counties. The systems shall then disburse individual library payments according to approved funding formulae.
- Libraries in Jefferson County shall submit cross-county reimbursement requests for Walworth County funding individually to Prairie Lakes Library System.

-
- Librarians in Walworth County shall submit cross-county reimbursement requests for Jefferson County funding individually to Bridges Library System.

APPROVALS

Bridges Library System Board

Jill Ogden
Chairperson

6-30-23
Date

Prairie Lakes Library System Board

Chairperson

Date