

Prairie Lakes Library System



Prairie Lakes Library System Board Meeting 2023-8-23

Wed Aug 23, 2023 6:30 PM - 8:30 PM CDT

Virtual Only Meeting

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

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

Wednesday, August 23, 2023, from 6:30 pm - 8:30 pm CDT

1. Call to Order

Annette Smith (Board President)

Smith called the meeting to order at 6:30 PM.

2. Welcome and Introductions

3. Roll

Quorum was met.

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

Staff Present: Ohs, Platteter, Erickson, Anderson

4. Public Comment Period

None

Smith called for a motion to approve the agenda.

Brace motioned to approve the agenda.

Second by Wilson.

No discussion.

Motion passed.

5. Declaration of Interests Concerning the Agenda

Nugent is a member of the East Troy Library Board and recused herself from agenda item 11 a. Walworth County Funding to System Reserves.

6. Presentations or Group Activities (If Any)

None

7. Approval of Consent Agenda

a. Previous Meeting Minutes

Included in packet: *PLLS Board Minutes – July, 2023.pdf*

b. Expenditures Report

Included in packet: *Copy of August Check Register.pdf*

c. Budget to Actual Report

Included in packet: *Copy of August Board Financial.pdf*

O'Hagan motioned to approve the Consent Agenda.

Second by Schubring.

No discussion.

Motion passed.

8. Approval of Any Items Removed from Consent Agenda

9. Informational Reports

a. System Director's Report

Included in packet: *System Director's Report - PLLS Board Meeting - 2023, August.pdf*

Ohs recapped the written report included in the meeting packet.

b. Prairie Lakes Advisory Committee Report

The July meeting was canceled.

10. Unfinished Business

a. FINAL PLLS Employee Vacation and Leave Policy - Possible Action

Included in packet: *FINAL - PLLS Employee Vacation and Leave Policy.pdf*

Brace motioned to approve the PLLS Employee Vacation and Leave Policy as presented in the draft included in the meeting packet.

Second by Schubring.

No discussion.

Motion passed.

11. New Business

a. Walworth County Funding to System Reserves - Possible Action

Included in packet: *Issues Paper Walworth County Funding to System Reserves.pdf*

Included in packet: *LLS Compliance Plan - Walworth County Funding - 2020 version 2-2.pdf*

Ohs recapped the pertinent written documents included in the packet.

Wilson motioned that PLLS acknowledge Lakeshores Library System's Walworth County Funding Compliance Plan and discontinue the fiscal policy of recuperating LLS reserve funds from future Walworth County library payments.

Second by Dinnes.

Discussed equity, penalization, fairness, fresh starts, compliance plan stakeholders, budget, the merger goal of "do no harm", and the ramifications of each possible action presented in the accompanying "Issues Paper".

Wilson amended his motion that PLLS acknowledge Lakeshores Library System's Walworth County Funding Compliance Plan; discontinue the fiscal policy of recuperating LLS reserve funds from future Walworth County library payments; and that PLLS notify the other parties involved in the compliance plan: Walworth County, Racine County, and the Wisconsin Department of Public Instruction.

Dinnes renewed the second.

Miller requested a roll call vote.

Smith called for a roll call vote:

Nugent: Abstain

Brace: Yea

Schubring: Yea

Miller: Nay

Lea: Nay

Tilleros: Nay

Smith: Yea

Dinnes: Yea

Wilson: Yea

O'Hagan: Yea

Broga: Nay

Rodriguez: Abstain

Motion passed: 6 Yea; 4 Nay; 2 Abstain

- ⊙ Notify stakeholders about the discontinuation of recuperating Waterford County Funding to Reserve payments: Walworth County, Racine County, Department of Public Instruction, (& libraries involved?)

Assigned to: Steve Ohs

b. Distribution of Draft 2024 PLLS Budget - Informational

Included in packet: *DRAFT 2024 PLLS Budget.pdf*

Ohs verbally outlined next steps in the 2024 budget process. Ohs will present a walk-through of a revised budget at the September board meeting.

- ⊙ Present board with job descriptions prior to salary discussion.

Assigned to: Steve Ohs

- ☑ Draft Budget should also include % change for each line.
Assigned to: Steve Ohs
- ☑ Salary presentation should include both options side-by-side and % difference.
Assigned to: Steve Ohs
- ☑ Smith requests invite to future meeting with Walworth County library directors.
Assigned to: Steve Ohs

c. Trustee Bio Project - Discussion

Will be opt-in and only appear in PLLS' digital newsletter. The biography collection form is available at prairielakes.info/meetings/board-of-trustees

12. Announcements

Tilleros announced the Waterford Jam Fest was hugely successful as an event and in raising funds for the Friends of Waterford Public Library.

a. Next Meeting: Wednesday, September 27th @ 6:30 PM

b. PLLS Fall Banquet Planning Underway for Mid-November, 2023.

13. Anticipated Business for Next Meeting

a. Draft 2024 PLLS Budget Walk-Through Presentation

14. Adjourn

Wilson motioned to adjourn.

Second by Tilleros.

No discussion.

The motion passed.

Smith adjourned the meeting at 7:42 PM.

Submitted by Tovah Anderson August 23, 2023.



Prairie Lakes Library System Board Meeting 2023-8-23

Agenda

Aug 23rd 2023 6:30pm - 8:30pm

Virtual Only Meeting

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

a. Welcome and Introductions

2. 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).

3. 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.

4. 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.

5. Presentations or Group Activities (If Any)

6. 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

Previous meeting minutes included in the packet.

 [PLLS Board Minutes - July, 2023.pdf](#)

b. Expenditures Report

Expenditures report included in the packet.

 [Copy of August Check Register.pdf](#)

c. Budget to Actual Report

Financial report included in the packet.

 [Copy of August Board Financial.pdf](#)


7. Approval of Any Items Removed from Consent Agenda

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

8. Informational Reports

a. System Director's Report

Included in the packet.

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

b. Prairie Lakes Advisory Committee Report

The July meeting was canceled.

9. Unfinished Business


- a. **FINAL PLLS Employee Vacation and Leave Policy - Possible Action**

 [FINAL - PLLS Employee Vacation and Leave Policy.pdf](#)

10. New Business

- a. **Walworth County Funding to System Reserves - Possible Action**

 [Issue Paper Walworth County Funding to System Reserves.pdf](#)

 [LLS Compliance Plan - Walworth County Funding - 2020 version 2-2.pdf](#)

- b. **Distribution of Draft 2024 PLLS Budget - Informational**
NOTE: An initial draft of a 2024 system budget is included in the packet. The System Director will present a detailed walk-through of the draft budget at the September meeting.

 [DRAFT 2024 PLLS Budget.pdf](#)

- c. **Trustee Bio Project - Discussion**

11. Announcements

- a. **Next Meeting: Wednesday, September 27th @ 6:30 PM**
- b. **PLLS Fall Banquet Planning Underway for Mid-November, 2023.**

12. Anticipated Business for Next Meeting

- a. **Draft 2024 PLLS Budget Walk-Through Presentation**

13. **Adjourn**

A motion to adjourn is required.

END
8:30pm

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 Expenses by Vendor Detail (for Board Review) July 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Anderson, Tovah						
	Bill	07/12/2023	Reimbursement	Mileage Reimbursement	6-1253 · Mileage Reimbursement	329.47
	Bill	07/12/2023	Reimbursement	Conference Expenses	6-1251 · CE & Conference Expenses	6.59
Total Anderson, Tovah						336.06
Aram Public Library						
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Walworth	6-4210 · Walworth Co Funds Libraries	90,122.50
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Racine	6-4100 · Racine County	73.00
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Rock	6-4400 · Rock County	2,074.00
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	537.15
Total Aram Public Library						92,806.65
AT & T						
	Bill	07/12/2023	Inv. 6167539700	WiscNet monthly Inv. 6167539700	6-1415 · WISCNET Converged WAN	871.99
Total AT & T						871.99
Barrett Memorial Library						
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Walworth	6-4210 · Walworth Co Funds Libraries	59,677.50
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Racine	6-4100 · Racine County	3.50
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Rock	6-4400 · Rock County	60.50
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Kenosha	6-4300 · Kenosha County	26.50
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	527.86
Total Barrett Memorial Library						60,295.86
Beloit Pub. Library						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	3,478.80
Total Beloit Pub. Library						3,478.80
BMO Harris Bank N.A. - Payments						
	Bill	07/12/2023	June CC Bill	Office supplies	6-1310 · Office Supplies	21.61
	Bill	07/12/2023	June CC Bill	Quickbooks	6-1301 · Audit & Accounting Services	55.00
	Bill	07/12/2023	June CC Bill	Software	6-8500 · Supplies & Training	65.37
	Bill	07/12/2023	June CC Bill	Postage	6-1311 · Postage	69.99
	Bill	07/12/2023	June CC Bill	Rock Co WiFi Monthly	6-6100 · Rock Co WiFi Kit Project	6.00
	Bill	07/12/2023	June CC Bill	General Tech	6-1418 · General Program Fund-Technology	40.00
	Bill	07/12/2023	June CC Bill	Printer Cartridges	6-1312 · Office Printing & Reproduction	67.99
	Bill	07/12/2023	June CC Bill	Conferences	6-1251 · CE & Conference Expenses	138.00
	Bill	07/12/2023	June CC Bill	Magazine Subscription	6-1406 · Professional Magazines	136.99
	Bill	07/12/2023	June CC Bill	Phone Lines	6-1313 · Telecommunications & Datalines	72.52
Total BMO Harris Bank N.A. - Payments						673.47
Brigham Memorial Library						
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Walworth	6-4210 · Walworth Co Funds Libraries	6,966.00
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Racine	6-4100 · Racine County	88.00

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>21.16</u>
Total Brigham Memorial Library						7,075.16
Bue, Rene						
	Bill	07/12/2023	Consulting	2nd Quarter Consulting 2023	6-1452 · Contract - Inclusive Services	<u>365.62</u>
Total Bue, Rene						365.62
Burlington Public Library						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>992.20</u>
Total Burlington Public Library						992.20
Charter Communications						
	Bill	07/12/2023	Inv. 08898401070123	Internet	6-1313 · Telecommunications & Datalines	<u>59.99</u>
Total Charter Communications						59.99
Clinton Pub. Library						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>57.60</u>
Total Clinton Pub. Library						57.60
Community Library - Kenosha County						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter Salem ProPay - 2023	2700 · Account Payables (In/Out)	968.57
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter Twin Lakes ProPay - 2023	2700 · Account Payables (In/Out)	<u>687.12</u>
Total Community Library - Kenosha County						1,655.69
Darien Public Library						
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Walworth	6-4210 · Walworth Co Funds Libraries	28,445.00
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Racine	6-4100 · Racine County	47.00
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Rock	6-4400 · Rock County	896.00
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>99.71</u>
Total Darien Public Library						29,487.71
Eager Free Pub. Library						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>278.52</u>
Total Eager Free Pub. Library						278.52
East Troy Public Library						
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Walworth	6-4210 · Walworth Co Funds Libraries	55,568.50
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Racine	6-4100 · Racine County	1,336.00
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Waukesha	6-4500 · Waukesha County	10.50
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>232.25</u>
Total East Troy Public Library						57,147.25
Edgerton Pub. Library						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>89.20</u>
Total Edgerton Pub. Library						89.20
Employers Health Insurance						
	Liability Check	07/05/2023	ACH54757	August Health Insurance	6-1201 · Health and Dental Insurance	<u>14,167.88</u>

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Total Employers Health Insurance						14,167.88
Erickson, Jeremy						
	Bill	07/12/2023	June Reimbursement	Mileage Reimbursement	6-1253 · Mileage Reimbursement	144.36
	Bill	07/12/2023	June Reimbursement	June Cell phone reimbursement	6-1252 · Cellular Phone Stipends	20.00
Total Erickson, Jeremy						164.36
Fontana Public Library						
	Bill	07/12/2023	County Reimbursement	Final County Payment 2023 - Walworth	6-4210 · Walworth Co Funds Libraries	36,743.50
	Bill	07/12/2023	County Reimbursement	Final County Payment 2023 - Racine	6-4100 · Racine County	38.50
	Bill	07/12/2023	County Reimbursement	Final County Payment 2023 - Kenosha	6-4300 · Kenosha County	315.00
	Bill	07/12/2023	County Reimbursement	Final County Payment 2023 - Rock	6-4400 · Rock County	114.00
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	24.01
Total Fontana Public Library						37,235.01
Genoa City Public Library						
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Walworth	6-4210 · Walworth Co Funds Libraries	37,361.00
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Racine	6-4100 · Racine County	961.50
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Kenosha	6-4300 · Kenosha County	1,285.00
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	136.79
Total Genoa City Public Library						39,744.29
GoTo Communications Inc.						
	Check	07/10/2023	ACH89474	July 2023 telephone	6-1313 · Telecommunications & Datalines	305.52
Total GoTo Communications Inc.						305.52
Graham Public Library						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	588.62
Total Graham Public Library						588.62
Hedberg Pub. Library						
	Bill	07/25/2023	2nd Quarter ProPay	ProPay 1st Qtr 2023 - Main	2700 · Account Payables (In/Out)	5,743.94
	Bill	07/25/2023	2nd Quarter ProPay	ProPay 1st Qtr 2023 - BKM	2700 · Account Payables (In/Out)	3.80
	Bill	07/25/2023	2nd Quarter ProPay	ProPay 1st Qtr 2023 - NS	2700 · Account Payables (In/Out)	61.67
Total Hedberg Pub. Library						5,809.41
Irvin L. Young Memorial Library						
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Walworth	6-4200 · Walworth County	61,881.00
Total Irvin L. Young Memorial Library						61,881.00
Kenosha Public Lib						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	1,459.49
Total Kenosha Public Lib						1,459.49
Koene Courier Service, LLC						
	Bill	07/12/2023	Inv. PL006	June Delivery	6-1453 · Delivery Services - RPL/Milton	3,150.00
Total Koene Courier Service, LLC						3,150.00

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Lake Geneva Public Library						
	Bill	07/12/2023	County Payment	2nd Half of County Payment - 2023 - Walworth	6-4210 · Walworth Co Funds Libraries	132,783.50
	Bill	07/12/2023	County Payment	2nd Half of County Payment - 2023 - Racine	6-4100 · Racine County	1,889.00
	Bill	07/12/2023	County Payment	2nd Half of County Payment - 2023 - Kenosha	6-4300 · Kenosha County	4,246.50
	Bill	07/12/2023	County Payment	2nd Half of County Payment - 2023 - Rock	6-4400 · Rock County	3.00
	Bill	07/12/2023	County Payment	2nd Half of County Payment - 2023 - Waukesha	6-4500 · Waukesha County	24.00
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>726.38</u>
Total Lake Geneva Public Library						139,672.38
Matheson Memorial Library						
	Bill	07/12/2023	County Payment	2nd Half of County Payment - 2023 - Walworth	6-4210 · Walworth Co Funds Libraries	216,047.50
	Bill	07/12/2023	County Payment	2nd Half of County Payment - 2023 - Racine	6-4100 · Racine County	592.00
	Bill	07/12/2023	County Payment	2nd Half of County Payment - 2023 - Kenosha	6-4300 · Kenosha County	143.00
	Bill	07/12/2023	County Payment	2nd Half of County Payment - 2023 - Rock	6-4400 · Rock County	277.00
	Bill	07/12/2023	County Payment	2nd Half of County Payment - 2023 - Waukesha	6-4500 · Waukesha County	10.50
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>1,173.58</u>
Total Matheson Memorial Library						218,243.58
Milton Pub. Library						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>676.36</u>
Total Milton Pub. Library						676.36
Orfordville Pub. Library						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>33.43</u>
Total Orfordville Pub. Library						33.43
Piszczek, Elizabeth S.						
	Bill	07/12/2023	June Cleaining	June Cleaning 2023	6-1317 · Cleaning Service - Evergreen	<u>160.00</u>
Total Piszczek, Elizabeth S.						160.00
Platteter, Steve						
	Bill	07/12/2023	Reimbursement	June Mileage Reimbursement	6-1253 · Mileage Reimbursement	<u>141.48</u>
Total Platteter, Steve						141.48
Puccini, Jennifer						
	Bill	07/25/2023	June YS Services	June 2023 youth services	6-1451 · Contract-Youth Services	<u>540.00</u>
Total Puccini, Jennifer						540.00
Racine Public Library						
	Bill	07/25/2023	2nd Quarter ProPay	ProPay 2nd Qtr 2023 - Main	2700 · Account Payables (In/Out)	2,681.91
	Bill	07/25/2023	2nd Quarter ProPay	ProPay 2nd Qtr 2023 - BKM	2700 · Account Payables (In/Out)	<u>46.60</u>
Total Racine Public Library						2,728.51
Racine Zoo						
	Bill	07/12/2023	Story Wagon	Story Wagon 2023	6-1405 · Gen. Program-Youth Services	<u>4,250.00</u>
Total Racine Zoo						4,250.00

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Rochester Public Library						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>170.55</u>
Total Rochester Public Library						170.55
Securian Financial Group, Inc.						
	Liability Check	07/12/2023	11846	August Life Insurance	6-1202 · Life Insurance	<u>240.90</u>
Total Securian Financial Group, Inc.						240.90
Walworth Memorial Library						
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Walworth	6-4210 · Walworth Co Funds Libraries	58,683.50
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Walworth	6-4100 · Racine County	36.50
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Kenosha	6-4300 · Kenosha County	74.00
	Bill	07/12/2023	County Payment	Final County Payment 2023 - Rock	6-4400 · Rock County	422.50
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>74.40</u>
Total Walworth Memorial Library						59,290.90
Waterford Public Library						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>730.90</u>
Total Waterford Public Library						730.90
Waterford Union High School-Library						
	Bill	07/25/2023	2nd Quarter ProPay	2nd Quarter ProPay - 2023	2700 · Account Payables (In/Out)	<u>12.36</u>
Total Waterford Union High School-Library						12.36
Waukesha County Treasurer						
	Bill	07/12/2023	County Payments	Final County Payment 2023 - Racine	6-4100 · Racine County	46,558.00
	Bill	07/12/2023	County Payments	Final County Payment 2023 - Walworth	6-4200 · Walworth County	<u>39,287.00</u>
Total Waukesha County Treasurer						85,845.00
WE Energies						
	Bill	07/12/2023	June 2023 Utility Bi	June 2023 bill	6-1314 · Utilities & Alarm - Evergreen	<u>267.31</u>
Total WE Energies						267.31
WeX						
	Bill	07/12/2023	Inv. 90168277	Inv. 90168277 Gas Card June	6-1419 · Fuel/Delivery Vehicle Mainten.	<u>546.47</u>
Total WeX						546.47
WiscNet						
	Bill	07/12/2023	Inv. 20968	Annual membership fee - 2023 billing Inv. 20968	6-1418 · General Program Fund-Technology	2,000.00
	Bill	07/12/2023	Inv. 20549	Annual Access 2023	6-1418 · General Program Fund-Technology	7,650.00
	Bill	07/12/2023	Inv. 20549	Annual Access 2023	6-2120 · WISCNET Converged Wan-SWLS	<u>3,834.00</u>
Total WiscNet						13,484.00
Wisconsin Library Association						
	Bill	07/12/2023	Inv. 2023-019	Inv. 2023-019	6-1251 · CE & Conference Expenses	<u>1,435.00</u>
Total Wisconsin Library Association						<u>1,435.00</u>
TOTAL						<u><u>948,646.48</u></u>

	<u>Jan - Jul 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	50.73	100.00	50.73%
5-3700 · Interest - LGIP #1 General	60,574.71	60,000.00	100.96%
Total 5-3000 · Other Income	<u>186,992.34</u>	<u>191,250.50</u>	<u>97.77%</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	6,000.00	6,000.00	100.0%
5-7200 · LSTA SEWI CE Grants	16,251.10	77,542.00	20.96%
5-7300 · ARPA Info. Coordinator Grant	2,320.00	37,000.00	6.27%
Total 5-7000 · Grant Income	<u>24,571.10</u>	<u>120,542.00</u>	<u>20.38%</u>
5-8000 · SHARE Reserves - LGIP #2			
5-8100 · SHARE LGIP #2 Interest	6,179.80	9,360.00	66.02%
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%

	<u>Jan - Jul 23</u>	<u>Budget</u>	<u>% of Budget</u>
Total 5-8000 · SHARE Reserves - LGIP #2	38,676.55	41,860.00	92.4%
Total 5-0000 · Income	8,362,188.53	8,534,569.02	97.98%
Total Income	8,362,188.53	8,534,569.02	97.98%
Gross Profit	8,362,188.53	8,534,569.02	97.98%
Expense			
6-0000 · Expenses			
6-0100 · Operating Expenses			
6-1000 · Regular Staff Wages	317,481.92	622,798.00	50.98%
6-1200 · Staff Benefits			
6-1201 · Health and Dental Insurance	117,408.79	208,881.00	56.21%
6-1202 · Life Insurance	1,598.12	2,356.00	67.83%
6-1203 · Retirement	21,715.67	40,262.00	53.94%
6-1204 · Social Security/Medicare	25,595.92	47,644.00	53.72%
6-1205 · Workers Comp	0.00	1,766.00	0.0%
Total 6-1200 · Staff Benefits	166,318.50	300,909.00	55.27%
6-1250 · Other Staff Benefits			
6-1251 · CE & Conference Expenses	7,791.31	12,000.00	64.93%
6-1252 · Cellular Phone Stipends	600.00	1,000.00	60.0%
6-1253 · Mileage Reimbursement	3,169.91	8,000.00	39.62%
6-1254 · Section 125 Administration	262.75	700.00	37.54%
6-1255 · Phased Retirement Fund	15,000.00	15,000.00	100.0%
Total 6-1250 · Other Staff Benefits	26,823.97	36,700.00	73.09%
6-1300 · General Operating & Overhead			
6-1301 · Audit & Accounting Services	13,320.78	12,000.00	111.01%
6-1303 · Insurance - Liability	11,571.00	11,500.00	100.62%
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	566.10	2,000.00	28.31%
6-1311 · Postage	236.94	2,000.00	11.85%
6-1312 · Office Printing & Reproduction	2,107.14	5,000.00	42.14%
6-1313 · Telecommunications & Datalines	3,616.02	6,925.00	52.22%
6-1314 · Utilities & Alarm - Evergreen	2,893.62	6,000.00	48.23%
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	990.00	3,000.00	33.0%
6-1318 · Misc. & Other Consulting Exp.	3,627.50	20,000.00	18.14%
6-1319 · Board Management Platform	1,619.40	2,000.00	80.97%
Total 6-1300 · General Operating & Overhead	69,435.07	111,292.00	62.39%
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	24,750.00	35,000.00	70.71%
6-1406 · Professional Magazines	486.98	500.00	97.4%
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%

	<u>Jan - Jul 23</u>	<u>Budget</u>	<u>% of Budget</u>
6-1414 · WPLC System Membership fee	13,906.00	13,906.00	100.0%
6-1415 · WISCNET Converged WAN	6,103.93	10,030.00	60.86%
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	11,501.83	22,000.00	52.28%
6-1419 · Fuel/Delivery Vehicle Mainten.	3,449.63	20,000.00	17.25%
6-1421 · Local Hop	17,852.20	18,853.00	94.69%
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	3,240.00	10,000.00	32.4%
6-1452 · Contract - Inclusive Services	680.62	10,000.00	6.81%
6-1453 · Delivery Services - RPL/Milton	18,900.00	37,800.00	50.0%
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>146,165.12</u>	<u>252,441.00</u>	<u>57.9%</u>
Total 6-1400 · System Services	<u>293,984.81</u>	<u>477,498.00</u>	<u>61.57%</u>
6-1500 · Capital Expenses			
6-1501 · New Furnishing & Equipment	494.48	1,000.00	49.45%
6-1502 · Hardware & Software	1,817.48	3,000.00	60.58%
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	3,834.00	3,834.00	100.0%
Total 6-2100 · Local IT Service - SWLS	<u>22,320.73</u>	<u>45,834.00</u>	<u>48.7%</u>
Total 6-2000 · Expenses from Other Income	<u>22,320.73</u>	<u>45,834.00</u>	<u>48.7%</u>
Total 6-0100 · Operating Expenses	<u>898,676.96</u>	<u>1,599,031.00</u>	<u>56.2%</u>
6-4000 · County Government Reimbursement			
6-4100 · Racine County	1,571,965.50	3,040,685.00	51.7%
6-4200 · Walworth County			
6-4210 · Walworth Co Funds Libraries	1,746,852.50	1,774,387.00	98.45%
6-4215 · Walworth Co Funds to Reserves	0.00	26,288.00	0.0%
Total 6-4200 · Walworth County	<u>1,746,852.50</u>	<u>1,800,675.00</u>	<u>97.01%</u>
6-4300 · Kenosha County	53,395.50	94,611.00	56.44%
6-4400 · Rock County	1,409,129.00	1,409,129.00	100.0%
6-4500 · Waukesha County	2,380.50	4,670.00	50.97%
Total 6-4000 · County Government Reimbursement	<u>4,783,723.00</u>	<u>6,349,770.00</u>	<u>75.34%</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%

	<u>Jan - Jul 23</u>	<u>Budget</u>	<u>% of Budget</u>
6-5800 · Ancestry.com	23,735.00	23,735.00	100.0%
Total 6-5000 · SHARE Member Expenses	344,112.18	369,940.00	93.02%
6-6000 · Other Passthrough Expenses			
6-6100 · Rock Co WiFi Kit Project	14,698.16	21,528.00	68.28%
6-6300 · KPL BiblioCommons Expenses	0.00	4,900.00	0.0%
Total 6-6000 · Other Passthrough Expenses	14,698.16	26,428.00	55.62%
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	12,243.05	120,542.00	10.16%
6-8000 · SHARE Reserves Expenses			
6-8500 · Supplies & Training	585.69	7,500.00	7.81%
Total 6-8000 · SHARE Reserves Expenses	585.69	7,500.00	7.81%
Total 6-0000 · Expenses	<u>6,054,039.04</u>	<u>8,473,211.00</u>	<u>71.45%</u>
Total Expense	<u>6,054,039.04</u>	<u>8,473,211.00</u>	<u>71.45%</u>
Net Ordinary Income	<u>2,308,149.49</u>	<u>61,358.02</u>	
Net Income	<u><u>2,308,149.49</u></u>	<u><u>61,358.02</u></u>	

As of:	7/31/2023
Community State Bank	12,251.02
BMO Business Checking	1,944.50
Petty Cash	100
LGIP General Account	2,303,048.24
LGIP SHARE Account	225,946.38
Equitable Bank (FSA)	4,362.91
Total Checking/Savings	<u>2,547,653.05</u>

System Director's Report to PLLS Board

Date: August 2023

Greetings,

Here is my report for the August 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 August Advisory Committee meeting was canceled due to a light agenda. The group will meet next on September 12th, 2023.

PLLS Vacation & Leave Policy

- We have made all the changes requested by the Board at the July meeting.
- IMPORTANT NOTE: in order to implement a policy reconciliation in this area, payouts of excess vacation time will need to be made to three former ALS employees following the schedule provided below.

	<i>Vacation Reconciliation</i>	
Tovah Anderson		\$6,130.54
Steve Platteter		\$10,674.10
Anita Schultz		\$6,018.09
		\$22,822.73
	Medicare:	\$330.93
	FICA:	\$1,415.01
	Total Cost:	\$24,568.67

Walworth County Funding to System Reserves

- Per the Board's request in July, we have prepared an issue paper addressing the history of this matter. We have also included a copy of the original compliance plan approved by LLS in 2020 for reference.

Draft 2024 PLLS Budget

- A draft 2024 system budget has been prepared for your initial review. Please note that there will most certainly be changes between now and September.
- My intent is to provide a detailed walkthrough of this draft budget at the September meeting in the form of a presentation. In the meantime, please feel free to forward any questions you make note of, typos you see, etc. to me and I'll factor those into the process of refining the budget.
- We are working in parallel on two different options for the staff salaries component of the draft budget. One option includes modified position titles, recommended salary adjustments that correlate to comparable positions in our region and statewide, and implementing a ten-step compensation plan. The second option is based on a 6% inflation-based increase for all staff positions. Both of these options will be featured in the budget presentation planned for September.

PLLS Fall Banquet

- We are planning a fall appreciation event featuring dinner and a speaker, to occur in November. We are pursuing the Evergreen Golf Club in Elkhorn as a location. Please stay tuned for additional information!

This ends my report. Respectfully submitted,

Steve Ohs, Director

Prairie Lakes Library System



Employee Vacation and Leave Policy

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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 parental leave by full-time employees for the birth or adoption of a child. Parental 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 8-hour 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.

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
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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. Definition of Immediate Family

- 13.1. 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

14. Revision History

Draft 1 Presented: 5/24/2023

Draft 2 Presented: 6/21/2023

Adopted:

Revised:

A brief explanation of the issue:

Prior to the system merger, the Lakeshores Library System (LLS) disbursed reserve funding to compensate three libraries in Walworth County and one library in Racine County that were discovered to have received annual library service payments from Walworth County that were lower than the required statutory minimum for a period of several years. To replenish the system's reserve fund, LLS then instituted an annual practice of sequestering 2% of the library service payments made by Walworth County to the libraries in Walworth County that had not been underfunded. The intention of the LLS Board, at the time, was to continue the practice until the total amount disbursed from reserves was recovered. Sequestration of 2% of payments occurred in 2021 and 2022. This practice was discontinued with the formation of the Prairie Lakes Library System (PLLS).

Details:

- A. Counties are required by state law to make annual payments to any library that provided service to county residents that live in municipalities without libraries. The purpose of this requirement is to ensure that libraries are reimbursed at a basic level for the costs of providing service to people who live outside of municipal library tax bases.
- B. State statutes identify the county as the party that is responsible for ensuring this requirement is met, not library systems. However, library systems often help to calculate these payments and facilitate the resolution of questions or problems.
- C. If a county does not provide annual payments that meet the statutory requirements, DPI is empowered to reduce state aid to the library system of which the county is a member. Therefore, it was in the best interest of LLS (and, by extension, all of the member libraries) to step in and provide a decisive solution.
- D. A [Compliance Plan Document](#) was created and approved by the former LLS Board, filed, and accepted by DPI in November 2020. A copy of this plan is included in the meeting packet for reference.
- E. Following approval of the compliance plan by the LLS Board, a total of \$142,755.00 was paid from the LLS reserve to four libraries (Darien, Fontana, Sharon, and Racine) for the purpose of resolving the historical Walworth County payment deficit. ***These libraries were compensated in full as of the first months of 2021, resolving the essential problem.***

- F. The ultimate source of the reserve funding committed to this effort was LLS state aid. In other words, no county dollars were used to compensate the libraries that had experienced a shortfall. This was an example of a library system stepping in to resolve an issue of regional importance.
- G. Walworth County established a library planning committee in 2021, which developed and recommended a new plan of library service, including an updated formula that eliminated the possibility of future payments that are below the required statutory minimum. The plan was approved by the Walworth County Board of Supervisors and went into effect on January 1st, 2022. It remains in effect.
- H. According to pre-merger annual budget documents, LLS sequestered \$31,616 in 2021, followed by \$27,226 in 2022, for a total of \$58,842. In other words, LLS recovered approximately 41% of the reserve funding disbursed to compensate the four libraries prior to the system merger.

Potential Impacts

A. Fiscal Impact on PLLS

PLLS is in a very strong fiscal position - both as a result of the merger and two upcoming years of increased state aid for operating purposes. PLLS currently holds approximately \$925,000 in reserve funding, which will easily allow PLLS to meet its requirement of maintaining a strategic reserve of 25% of the 2024 operating budget. The balance of reserve funding will be available for major projects such as delivery service renovation and any future changes to our office configuration or capital infrastructure. Budget planning for 2023 did not include any expected income from the sequestration of Walworth County library payments. From a purely budgetary perspective, this is not money we had planned to have or spend. Should sequestration resume, the PLLS reserve would increase by \$83,913 - about 9% - spread out over a period of several years, but it would be realized at the ultimate expense of 7 libraries in Walworth County.

B. Fiscal Impact on Libraries

If the sequestration practice were to resume in 2024, a total of \$27,190.89 would be collected in that year based on current projections. This would result in the following estimated schedule of library-specific funding reductions in 2024:

Library	Payment Reduced?	Original Estimated Payment	Payment Reduced By
Aram Public Library	Yes	\$180,219.55	\$3,604.39
Barrett Memorial Library	Yes	\$112,521.80	\$2,250.44
Brigham Memorial Library	No	\$9,659.73	\$0.00
Darien Public Library	No	\$48,834.24	\$0.00
East Troy Lions Public Library	Yes	\$123,335.95	\$2,466.72

Fontana Public Library	No	\$78,508.42	\$0.00
Genoa City Public Library	Yes	\$81,036.66	\$1,620.73
Lake Geneva Public Library	Yes	\$311,046.62	\$6,220.93
Matheson Memorial Library	Yes	\$429,387.64	\$8,587.75
Walworth Memorial Library	Yes	\$121,996.48	\$2,439.93
		Collected by PLLS:	\$27,190.89

A reduction in operating funds to these libraries would mean that they cannot purchase as many materials for their collections (physical books, electronic books, downloadables), cannot offer as many programs, etc. Municipal governments may be requested by library boards to increase their library budget allocations to compensate - which they may or may not be willing to do. Because any reduction in operating expenses from a given year to the next influences the calculation of future county payments, there may be nominal ripple effects reflected in future county payments.

C. Impacts on Relationships Between Member Libraries and the System

The LLS practice of sequestering 2% of Walworth County payments was extremely unpopular with the member libraries when it was active in 2021-2022. The LLS Administrator received a significant amount of feedback from library directors and library boards to this effect. It is reasonable to assume that a resumption of county payment sequestration will reignite the frustrations of affected libraries in Walworth County. Given the excellent financial position of PLLS after the merger, as well as the stated principle of the merger to “do no harm”, a resumption of the practice will be perceived in an especially unfavorable light.

Possible Options for the PLLS Board:

A. Take no action.

PLLS staff will remove the incorrect entry in QuickBooks that precipitated this discussion.

B. Take action to recognize the existence of the prior LLS practice, but acknowledge that the practice was not continued with the library system merger.

The meeting minutes would reflect this for posterity. PLLS staff will remove the incorrect entry in QuickBooks.

C. Take action to reinstitute the practice of sequestration in 2024.

PLLS staff would resume collecting 2% of Walworth County Payments made to Aram Public Library, Barrett Memorial Library, East Troy Lions Public Library, Genoa City Public Library, Lake Geneva Public Library, Matheson Memorial Library, and Walworth Memorial Library until a further \$83,913 has been collected (\$142,755 - \$58,842 = \$83,913). This change would be reflected in a future budget revision. PLLS staff will inform Walworth County Administration and the affected libraries.

Director's Recommendation:

Given 1) the strength of the current PLLS financial position, 2) anticipated increases in state aid over the next two years, 3) the general "reset" opportunity afforded by the merger, and 4) the significant potential of damaging the relationship between the system and at least seven member libraries, I recommend that the Board declines to reinstitute the practice of sequestration.

Director's Secondary Recommendation:

If the PLLS Board wishes to consider adopting any sequestration of library payments from Walworth County, I strongly recommend that the PLLS Board hold a listening session to which the libraries that would be affected are invited before taking final action.

Respectfully submitted,

Steve Ohs, Director
Prairie Lakes Library System

LLS Compliance Plan Regarding 2011-2020 Walworth County Library Payments

November, 2020

Executive Summary:

Lakeshores Library System (LLS) conducted its annual calculation of county reimbursement payments on behalf of member libraries for the upcoming 2021 funding year in July. During that process, current year and historical issues were discovered relating to payments of county funding that were made to support services to people without a library in their home communities under Wisconsin § 43.12:

1. Of the 2020 payments made to libraries in Walworth County, two of the payments were below the 70% threshold required by statute (\$22,251 in total for 2020);
2. Further examination of historical payments made between 2011 and 2019 revealed that four libraries had been underfunded below the 70% threshold at varying points in time by an additional amount of \$142,765 (please see Attachment 1 containing historical payment details);
3. If left unchanged, the current formula in the County Plan of Library Service will continue to produce scenarios where payment calculations come in below the required 70% (please see Attachment 2 containing the original formula calculations for 2021).

Under advisement from DPI's Division for Libraries and Technology, the Leadership of Walworth and Racine Counties, and the member libraries of LLS, the Board of Trustees of LLS approved the following plan with the condition that it meets with the written approval of both county administrations, and of DPI before implementation begins. Once approval is indicated, LLS will disburse sufficient funds to the libraries that received less than the statutory 70% threshold between 2011 and 2020 up to the required 70% level. LLS will also engage in further coordination efforts to put additional documentation and procedures in place to preclude future difficulties.

Compliance Plan Details:

The following activities were approved by the Lakeshores Library System Board of Trustees at their meeting on November 17th, 2020.

Fiscal Activities:

- Dispatch letters to the Division, Walworth County, and Racine County seeking written approval of the plan activities;
- Notify all libraries in Walworth County of the plan activities;

- Commit and disburse an amount of \$22,251 from the 2020 LLS budget to the libraries of Darien and Fontana, which will bring their 2020 reimbursement for services to nonresidents up to the 70% level;
- Commit and disburse an additional amount of \$142,755 from the LLS reserve fund to the libraries of Darien, Fontana, Sharon, and Racine, which will bring their historical (2011-2019) reimbursement for services to nonresidents by Walworth County up to the 70% level.
- Beginning in 2021, 2% of each annual payment to library recipients of Walworth County funds (not including Darien and Fontana) will be diverted to the LLS reserve fund until the amount disbursed from the fund is recovered (\$142,765 over an estimated 5 year period). Payment deductions will be waived in any situations where the deduction would cause a payment to fall below 70% of the calculation in § 43.12.

Coordination Activities:

- The LLS Administrator will convene the currently assigned Walworth County Library Planning Committee in order to produce a revision to the current plan of library service, including a funding formula modification for 2021 to eliminate any sub-70% payments until the next full plan is developed. This process will be conducted according to § 43.11(3)(a).
- The LLS Administrator will recommend to Walworth County Leadership that a new Walworth County Library Planning Committee be appointed, including representation from the following stakeholder groups:
 - LLS Board;
 - County Board of Supervisors;
 - County Administration;
 - Participation of Library Directors and Library Trustees.
- The LLS Administrator will coordinate, to any extent desired, a process for developing a new Walworth County Plan of Library Service over the course of January-June 2021, including:
 - Seeking an updated funding or distribution formula;
 - Developing a specific set of procedures for calculating the annual county request and associated payments to libraries;
 - Addressing basic service standards for libraries;
 - Addressing COVID-related issues that may present difficulties in 2022.
- The LLS Board will seek development of a “master agreement” or county ordinance-based document to articulate the relationship between LLS as a library system, and Walworth County as a member county of LLS.

- The LLS Board and LLS Administrator will undertake additional coordination activities as required to ensure that future procedures related to requesting, handling, and disbursing of county funds are well-defined, transparent, and agreed upon by the stakeholder groups.



DRAFT 2024 System Budget as of August, 2023

Overview By Category	Operating Income/Expenses	Grant Income/Expenses	County Funds (Passthrough)	SHARE Fund (Passthrough)	Difference
Total Income:	\$1,804,071	\$3,000	\$7,131,759	\$44,500	
Total Expenses:	\$1,791,421	\$3,000	\$7,131,759	\$7,500	
Balance:	\$12,650	\$0	\$0	\$37,000	\$49,650

History:

Draft Created - 7/12/2023

Draft Updated - 8/4/2023

	2023	2024	Notes
Operating Income			
5-1000 State Aid	1,434,781	1,578,165	
5-3000 · Other Income			
5-3120 · Local IT Service-SWLS	74,250	74,250	
5-3125 · WiscNet Reimbursement-SWLS	3,488	3,488	
5-3130 · Fee Income-Affiliate Members	3,471	3,471	
5-3150 · SHARE Administration-KCLS	34,997	34,997	
5-3170 · WiLS Administration	2,000	2,000	
5-3180 - KPL BiblioCommons	4,900	4,900	
5-3190 - Delivery WHS	700	700	
5-3200 · Delivery-Racine Correctional	0	0	
5-3210 - Rock County Inmate Program	2,000	2,000	
5-3300 · Miscellaneous Income	100	100	
5-3700 · Interest - LGIP #1 General	55,000	100,000	Interest From all System Funds Held
Total 5-3000 · Other Income	183,306	225,906	
Grand Total Operating Income	1,618,087	1,804,071	

	2023	2024	Notes
Operating Expenses			
6-0100 - Operating Expenses			
6-1000 - Regular Staff Wages	664,798	718,445	
6-1200 - Staff Benefits			
6-1201 - Health and Dental Insurance	208,881	206,804	
6-1202 - Life Insurance	2,356	4,397	
6-1203 - Retirement	40,262	47,253	
6-1204 - Social Security/Medicare	47,644	62,807	
6-1206 Accident Plan		822	New
Total 6-1200 - Staff Benefits		322,083	
6-1250 - Other Staff Benefits			
6-1251 - CE & Conference Expenses	9,000	12,000	
6-1252 - Cellular Phone Stipends	1,000	2,160	
6-1253 - Mileage Reimbursement	8,000	10,000	
6-1254 - Section 125 Administration	700	700	
6-1256 - Professional Memberships		3,000	New
Total 6-1250 - Other Staff Benefits		27,860	
6-1300 - General Operating & Overhead			
6-1301 - Audit & Accounting Services	12,000	15,000	
6-1303 - Insurance	10,200	12,000	
6-1307 - Legal Fees	2,000	2,000	
6-1308 - Rent - Evergreen Drive	22,032	22,032	
6-1309 - Rent - Milton PL	14,000	14,000	
6-1310 - Office Supplies	2,000	2,500	
6-1312 - Office Printing & Reproduction	5,000	5,000	
6-1313 - Telecommunications & Datalines	6,925	6,925	
6-1314 - Utilities & Alarm - Evergreen	3,665	6,000	
6-1315 - Waterford Server Lease	1,835	1,835	
6-1316 - Meeting Expenses	1,000	6,000	
6-1317 - Cleaning Service - Evergreen	3,000	2,160	
6-1318 - Misc. & Other Consulting Exp.	20,000	5,000	
6-1319 - Board Management Platform	2,000	1,620	
6-1320- Delivery Service Renovation Expenses		0	New
Total 6-1300 - General Operating & Overhead		102,072	
6-1400 - System Services			
6-1401 - SEWI CE System Membership	2,890	3,200	
6-1403 - General Programs/PR & Marketing	12,000	20,000	
6-1404 - Gen. Program-Inclusive Services	2,000	1,000	
6-1405 - Gen. Program-Youth Services	35,000	40,000	
6-1406 - Professional Magazines	500	1,000	
6-1407 - Movie Licensing USA Subscrip	9,000	8,000	
6-1408 - Transparent Languages Subscrip	3,000	3,000	
6-1411 - WISCAT Member Library Licenses	4,400	4,400	
6-1412 - Member Hoopla Accounts	50,000	60,000	
6-1413 - Canva Subscription	5,000	2,300	
6-1414 - WPLC System Membership fee	13,906	7,848	
6-1415 - WISCNET Converged WAN	10,030	13,864	
6-1416 - Wils Membership	4,378	4,378	
6-1417 - Overdrive Advantage	8,000	10,000	
6-1418 - General Program Fund-Technology	22,000	24,000	
6-1419 - Fuel/Delivery Vehicle Mainten.	20,000	50,000	Includes 30K for replacement van.
6-1421 - LocalHop	15,000	20,000	
6-1422 - Rock Co Jail - Inmate Materials		3,000	
6-1423 - Rock County Nursing Home		1,000	
6-1424 - New Furnishing & Equipment	1,000	1,000	
6-1425 - Hardware & Software	3,000	10,000	
6-1428 - Software Subscriptions TBD		67,721	New
6-1429 - Strategic Planning Grants		7,350	New
6-1430 - Lost ILL Materials	100	100	
6-1450 - Contract Services			
6-1453 - Delivery Services - RPL/Milton	37,800	37,800	
6-1454 - Delivery - South Central	26,353	30,000	
6-1455 - Delivery - Excel Express	114,288	138,000	
6-1456 - Resource Library Contracts	47,000	47,000	
6-1457 - WILS Contract - Data Dashboard	7,000	5,000	
Total 6-1400 - System Services	453,645	620,961	
6-1500 - Capital Expenses			
6-1503 ADD Major Capital Projects		0	New
Total 6-1500 - Capital Expenses		0	
6-2000 - Expenses from Other Income			
6-2200 Rock County WiFi		0	
Total 6-2000 - Expenses from Other Income		0	
Grand Total Operating Expenses	1,118,443	1,791,421	

	2023	2024	Notes
Passthrough Income			
5-4000 · County Government Funds			
5-4100 · Racine County	3,040,685	3,314,379	
5-4200 · Walworth County	1,800,675	1,861,419	
5-4300 · Kenosha County	94,611	115,831	
5-4400 · Rock County	1,409,129	1,486,890	
5-4500 · Waukesha County	4,670	7,669	
Total 5-4000 · County Government Funds	6,349,770	6,786,188	
5-5000 · SHARE Member Funds			
5-5110 · Bibliographic Utility	36,616	29,292	
5-5210 · ILS Annual Maintenance-PLLS	125,104	168,148	
5-5410 · WPLC OverDrive Buying Pool	85,321	89,143	
5-5420 · WPLC OverDrive Magazines	4,919	5,171	
5-5700 · LinkedInLearning	27,500	28,895	
5-5800 · Ancestry.com	23,735	24,922	
Total 5-5000 · SHARE Member Funds	369,938	345,571	
5-6000 · Other Passthrough Income			
5-6100 · Rock County WiFi Kit Project	21,528	0	
Total 5-6000 · Other Passthrough Income	28,428	0	
Grand Total Passthrough Income	6,748,136	7,131,759	

	2023	2024	Notes
Passthrough Expenses			
6-4000 · County Government Reimbursement			
6-4100 · Racine County	3,040,685	3,314,379	
6-4210 · Walworth County	1,800,675	1,861,419	
6-4300 · Kenosha County	94,611	115,831	
6-4400 · Rock County	1,409,129	1,486,890	
6-4500 · Waukesha County	4,670	7,669	
Total 6-4000 · County Government Reimbursement	6,349,770	6,786,188	
6-5000 · SHARE Member Expenses			
6-5100 · Bibliographic Utility	36,616	29,292	
6-5210 · ILS Annual Maintenance - PLLS	125,104	168,148	
6-5410 · WPLC OverDrive Buying Pool	85,321	89,143	
6-5420 · WPLC OverDrive Magazines	4,919	5,171	
6-5600 · LinkedInLearning	27,500	28,895	
6-5700 · Ancestry.com	23,735	24,922	
Total 6-5000 · SHARE Member Expenses	369,940	345,571	
6-6000 · Other Passthrough Expenses			
6-6210 · Rock County Nursing Home		0	
Total 6-6000 · Other Passthrough Expenses	28,428	0	
Grand Total Passthrough Expenses	6,748,138	7,131,759	

	2023	2024	Notes
5-7000 · Grant Income			
5-7100 · Technology Grant	6,000	3,000	
5-7200 · LSTA SEWI CE Grants	77,542	0	
Total 5-7000 · Grant Income	120,542	3,000	
6-7000 · Grant Expenses			
6-7100 · Technology Grant	6,000	3,000	
6-7200 · LSTA SEWI CE Grant Expenses	77,542	0	
Total 6-7000 · Grant Expenses	120,542	3,000	

	2023	2024	Notes
SHARE Revenues			
5-8000 · SHARE Reserves - LGIP #2			
5-8100 · SHARE LGIP #2 Interest	100	12,000	
5-8200 · Server Replacement Fund	8,000	8,000	
5-8300 · Automation Support Fund	4,000	4,000	
5-8400 · Enhancement & Replacement Fund	13,000	13,000	
5-8500 · Supplies & Training	7,500	7,500	
Total 5-8000 · SHARE Reserves - LGIP #2	32,600	44,500	
SHARE Expenses			
6-8000 · SHARE Reserves Expenses			
6-8500 · Supplies & Training	7,500	7,500	
Total 6-8000 · SHARE Reserves Expenses	7,500	7,500	