

Prairie Lakes Library System



Prairie Lakes Library System Board Meeting 2023-9-27

Wed Sep 27, 2023 6:30 PM - 8:00 PM CDT

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

*** ROOM CHANGE: Mary Bray room upstairs. Follow the signs in the building.

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)

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

Smith asked for a motion to approve the agenda.

Nugent motioned to accept the agenda.

Brace seconded.

Discussion: Smith suggested amending the meeting end time to 7:45pm to accommodate the venue's 8:00 pm closing time.

Nugent amended the motion to accept the agenda with a revised ending time of 7:45 pm.

Brace seconded.

No further discussion.

The motion carried.

2. Welcome and Introductions

Skip Mosshamer, President of Barrett Memorial Library Board

Bobbi Sorrentino, Director of Walworth Memorial Library

3. Roll

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

Advisory Committee Liaison: **Absent:** Michelle Carter (Aram Public Library).

Prairie Lakes Library System Staff Present: Ohs, Platteter, Erickson, Anderson

Guests Present: Skip Mosshamer, President of Barrett Memorial Library Board; Bobbi Sorrentino, Director of Walworth Memorial Library

4. Public Comment Period

Smith received a letter drafted by Joe Davies, Director of Burlington Public Library, in concurrence with Emily Kornak, Director of Lake Geneva Public Library and Michelle Carter, Director of Aram Public Library, pertaining to Agenda item 11 a. ii. – *Proposed Salary Schedule and Updated Position Descriptions*. Copies of the letter were distributed to trustees at the meeting to review.

***Note: due to lack of time, Agenda item 11 a. ii. – *Proposed Salary Schedule and Updated Position Descriptions* was not discussed at the 10/3/2023 meeting. A special meeting—with the option of a closed session—was requested by trustees to discuss the proposed salary schedule and position descriptions. Date, time, and location were left to be determined.

Smith mentioned receiving a second article of public correspondence moments before the board meeting. Smith will communicate with the writer before taking any additional action.

5. Declaration of Interests Concerning the Agenda

None.

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.

a. Previous Meeting Minutes

Previous meeting minutes included in the packet.

b. Expenditures Report

Expenditures report included in the packet.

c. Budget to Actual Report

Financial report included in the packet.

Brace motioned to approve the consent agenda.

Tilleros seconded.

No discussion.

The motion carried.

8. Approval of Any Items Removed from Consent Agenda

None.

9. Informational Reports

a. System Director's Report

Included in the packet.

Ohs recapped the included written report.

b. Prairie Lakes Advisory Committee Report

Ohs recapped the included written report.

10. Unfinished Business (None)

None.

11. New Business

a. 2024 PLLS Budget (Discussion, Possible Action)

Ohs recapped the included written report.

i. 2024 Budget Overview

Ohs talked through the Draft Budget section by section calling out new, deleted, and revised lines. Trustees posed questions at the conclusion of each budget section; Ohs, Erickson, and Platteter provided responses.

- Prepare extra salary & position data for special meeting:• Consider completing staff reviews. • How close are the proposed salaries to the findings of the WI wage survey?• Include a benefits cost alongside the salary proposals. • Break down IT Staff wages.

ii. Proposed Salary Schedule and Updated Position Descriptions

***This item was not discussed due to lack of time. A special meeting with the option to go into closed session was requested by the trustees. The date, time, and location were not determined – a preference for a virtual meeting at a date prior to the October 18 meeting was expressed.

iii. Possible Closed Session Under Wis. Stat. § 19.85(1)(c) to Consider Employee Compensation

Wis. Stat. § 19.85(1) requires that the governmental body pass a motion, by recorded majority vote, in order to convene in closed session.

***No closed session was held.

12. Announcements

- Milton Public Library will be awarded the WLA Special Library Programming Award for 2023.
- Steve Platteter will be awarded the WLA DEMCO Librarian of the Year Award for 2023.

a. Next Meeting: Wednesday, October 18th @ 6:30 PM

NOTE: This meeting is staggered one week early due to the timing of the 2023 Wisconsin Library Association Annual Conference.

b. PLLS Fall Banquet : Evening, November 16th, 2023.

13. Anticipated Business for Next Meeting

14. Adjourn

A motion to adjourn is required.

Smith adjourned the meeting at 7:45 pm.

Miller motioned to adjourn.

Dinnes seconded.

No discussion.

Motion carried.

Submitted by Tovah Anderson on Thursday, September 28, 2023.



Prairie Lakes Library System Board Meeting 2023-9-27

Agenda

Sep 27th 2023 6:30pm - 8:00pm

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

Previous meeting minutes included in the packet.

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

b. Expenditures Report

Expenditures report included in the packet.

 [September Check Register.pdf](#)

c. Budget to Actual Report

Financial report included in the packet.

 [September Board Financial.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, September.pdf](#)

b. Prairie Lakes Advisory Committee Report

10. Unfinished Business (None)

11. New Business

a. 2024 PLLS Budget (Discussion, Possible Action)

i. 2024 Budget Overview

 [DRAFT 2024 PLLS Budget-1.pdf](#)

ii. Proposed Salary Schedule and Updated Position Descriptions

 [PLLS Position Descriptions.pdf](#)

 [2024 Salary Schedule Proposal.pdf](#)

 [Compensation Model Costs.pdf](#)

iii. Possible Closed Session Under Wis. Stat. § 19.85(1)(c) to Consider Employee Compensation

Wis. Stat. § 19.85(1) requires that the governmental body pass a motion, by recorded majority vote, in order to convene in closed session.

12. Announcements

a. Next Meeting: Wednesday, October 18th @ 6:30 PM

NOTE: This meeting is staggered one week early due to the timing of the 2023 Wisconsin Library Association Annual Conference.

b. **PLLS Fall Banquet : Evening, November 16th, 2023.**

13. **Anticipated Business for Next Meeting**

14. **Adjourn**

A motion to adjourn is required.

END
8:00pm

Prairie Lakes Library System



Prairie Lakes Library System Board Meeting 2023-8-23

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 Expenses by Vendor Detail (for Board Review) August 2023

| | <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Memo</u> | <u>Account</u> | <u>Amount</u> |
|--------------------------------------------|-------------|-------------|--------------------|-------------------------------------------------|------------------------------------------|-----------------|
| Alice Baker Memorial Public Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>1,620.08</u> |
| Total Alice Baker Memorial Public Library | | | | | | 1,620.08 |
| Aram Public Library | | | | | | |
| | Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>770.00</u> |
| Total Aram Public Library | | | | | | 770.00 |
| AT & T | | | | | | |
| | Bill | 08/10/2023 | Inv. 4057500807 | WiscNet monthly Inv. 4057500807 | 6-1415 · WISCNET Converged WAN | <u>871.99</u> |
| Total AT & T | | | | | | 871.99 |
| Barrett Memorial Library | | | | | | |
| | Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>220.00</u> |
| Total Barrett Memorial Library | | | | | | 220.00 |
| Blue Cape Marketing, LLC | | | | | | |
| | Bill | 08/10/2023 | Inv. 823-09 | Hedberg Public Library Website setup & training | 6-7300 · ARPA Info. Coordinator Grant | 385.00 |
| | Bill | 08/10/2023 | Inv. 1022-23 | Edgerton Public Library Word Press Website se | 6-7300 · ARPA Info. Coordinator Grant | <u>2,065.00</u> |
| Total Blue Cape Marketing, LLC | | | | | | 2,450.00 |
| BMO Harris Bank N.A. - Payments | | | | | | |
| | Bill | 08/03/2023 | July 2023 CC Bill | Office supplies | 6-1310 · Office Supplies | 120.65 |
| | Bill | 08/03/2023 | July 2023 CC Bill | Quickbooks | 6-1301 · Audit & Accounting Services | 60.00 |
| | Bill | 08/03/2023 | July 2023 CC Bill | Software | 6-8500 · Supplies & Training | 63.29 |
| | Bill | 08/03/2023 | July 2023 CC Bill | Postage | 6-1311 · Postage | 19.99 |
| | Bill | 08/03/2023 | July 2023 CC Bill | Rock Co WiFi Monthly | 6-6100 · Rock Co WiFi Kit Project | 876.00 |
| | Bill | 08/03/2023 | July 2023 CC Bill | General Tech | 6-1418 · General Program Fund-Technology | 2,877.27 |
| | Bill | 08/03/2023 | July 2023 CC Bill | Marketing Materials | 6-1403 · General Programs/PR & Marketing | 33.98 |
| | Bill | 08/03/2023 | July 2023 CC Bill | ALA Membership | 6-1251 · CE & Conference Expenses | 78.00 |
| | Bill | 08/03/2023 | July 2023 CC Bill | Adobe Licenses | 6-1502 · Hardware & Software | 1,231.94 |
| | Bill | 08/03/2023 | July 2023 CC Bill | Sticker Mule | 2700 · Account Payables (In/Out) | 10,928.20 |
| | Bill | 08/03/2023 | July 2023 CC Bill | LSTA Tech Grant | 6-7100 · Technology Grant | <u>3,769.88</u> |
| Total BMO Harris Bank N.A. - Payments | | | | | | 20,059.20 |
| Bridges Library System | | | | | | |
| | Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-1401 · SEWI CE System Membership | 891.00 |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>600.00</u> |
| Total Bridges Library System | | | | | | 1,491.00 |
| Brownsville Pub. Library | | | | | | |
| | Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>740.65</u> |
| Total Brownsville Pub. Library | | | | | | 740.65 |
| Burlington Public Library | | | | | | |
| | Bill | 08/22/2023 | County Payment | Final County Payment 2023 - Racine | 6-4100 · Racine County | 94,172.50 |

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

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|------------------------------------|-----------------|------------|----------------------|--------------------------------------|-----------------------------------------|------------|
| | Bill | 08/22/2023 | County Payment | Final County Payment 2023 - Walworth | 6-4210 · Walworth Co Funds Libraries | 45,976.00 |
| | Bill | 08/22/2023 | County Payment | Final County Payment 2023 - Kenosha | 6-4300 · Kenosha County | 15,653.00 |
| | Bill | 08/22/2023 | County Payment | Final County Payment 2023 - Waukesha | 6-4500 · Waukesha County | 16.00 |
| Total Burlington Public Library | | | | | | 155,817.50 |
| Cedarburg Public Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | 2,000.00 |
| Total Cedarburg Public Library | | | | | | 2,000.00 |
| Charter Communications | | | | | | |
| | Bill | 08/10/2023 | Inv. 088984901080123 | Internet | 6-1313 · Telecommunications & Datalines | 59.99 |
| Total Charter Communications | | | | | | 59.99 |
| Clinton Pub. Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | 582.99 |
| Total Clinton Pub. Library | | | | | | 582.99 |
| Dowling, David | | | | | | |
| | Bill | 08/10/2023 | June & July Reimburs | Mileage Reimbursement PLLS | 6-1253 · Mileage Reimbursement | 120.85 |
| | Bill | 08/10/2023 | June & July Reimburs | Cell Phone Reimbursment May & June | 6-1252 · Cellular Phone Stipends | 40.00 |
| | Bill | 08/10/2023 | June & July Reimburs | Mileage Reimbursement Tech | 2700 · Account Payables (In/Out) | 48.07 |
| | Bill | 08/10/2023 | June & July Reimburs | I Pass Toll | 6-1251 · CE & Conference Expenses | 4.50 |
| Total Dowling, David | | | | | | 213.42 |
| Edgerton Pub. Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | 1,988.52 |
| Total Edgerton Pub. Library | | | | | | 1,988.52 |
| Elkhart Lake Public Library | | | | | | |
| | Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | 480.31 |
| Total Elkhart Lake Public Library | | | | | | 480.31 |
| Elm Grove Public Library | | | | | | |
| | Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | 373.00 |
| Total Elm Grove Public Library | | | | | | 373.00 |
| Emily Roberts | | | | | | |
| | Bill | 08/03/2023 | Storywagon 2023 | Storywagon 2023 | 6-1405 · Gen. Program-Youth Services | 5,250.00 |
| Total Emily Roberts | | | | | | 5,250.00 |
| Employers Health Insurance | | | | | | |
| | Liability Check | 08/04/2023 | ACH515904 | September Health Insurance | 6-1201 · Health and Dental Insurance | 14,167.88 |
| Total Employers Health Insurance | | | | | | 14,167.88 |
| Erickson, Jeremy | | | | | | |
| | Bill | 08/10/2023 | July Reimbursement | Mileage Reimbursement | 6-1253 · Mileage Reimbursement | 76.90 |
| | Bill | 08/10/2023 | July Reimbursement | July Cell phone reimbursement | 6-1252 · Cellular Phone Stipends | 20.00 |
| Total Erickson, Jeremy | | | | | | 96.90 |
| Excell Express | | | | | | |

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

| | | | | | | |
|-----------------------------------------|-------|------------|----------------------|--------------------------------------|-----------------------------------------|------------------|
| | Bill | 08/03/2023 | August Delivery | August 2023 delivery Inv. #748 | 6-1455 · Delivery - Excel Express | <u>9,524.00</u> |
| Total Excell Express | | | | | | 9,524.00 |
| Franklin Public Library | | | | | | |
| | Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>1,100.00</u> |
| Total Franklin Public Library | | | | | | 1,100.00 |
| Germantown Community Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>1,858.81</u> |
| Total Germantown Community Library | | | | | | 1,858.81 |
| GoTo Communications Inc. | | | | | | |
| | Check | 08/14/2023 | ACH080223 | August 2023 telephone | 6-1313 · Telecommunications & Datalines | <u>305.52</u> |
| Total GoTo Communications Inc. | | | | | | 305.52 |
| Graham Public Library | | | | | | |
| | Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | 736.13 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Racine | 6-4100 · Racine County | 75,953.50 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Walworth | 6-4210 · Walworth Co Funds Libraries | 92.00 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Kenosha | 6-4300 · Kenosha County | <u>10,695.50</u> |
| Total Graham Public Library | | | | | | 87,477.13 |
| Great America Financial Services | | | | | | |
| | Bill | 08/03/2023 | Inv. 34516125 | Milton Phone Services | 6-1313 · Telecommunications & Datalines | <u>132.26</u> |
| Total Great America Financial Services | | | | | | 132.26 |
| Greendale Public Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>370.00</u> |
| Total Greendale Public Library | | | | | | 370.00 |
| Hartford Public Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>843.48</u> |
| Total Hartford Public Library | | | | | | 843.48 |
| Hartland Pub. Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>1,100.00</u> |
| Total Hartland Pub. Library | | | | | | 1,100.00 |
| Hedberg Pub. Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>2,000.00</u> |
| Total Hedberg Pub. Library | | | | | | 2,000.00 |
| Hudson, Brad | | | | | | |
| | Bill | 08/10/2023 | July Reimbursement | Mileage Reimbursement PLLS | 6-1253 · Mileage Reimbursement | 28.82 |
| | Bill | 08/10/2023 | July Reimbursement | July Phone Reimbursement | 6-1252 · Cellular Phone Stipends | <u>20.00</u> |
| Total Hudson, Brad | | | | | | 48.82 |
| Hustisford Comm. Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>2,000.00</u> |
| Total Hustisford Comm. Library | | | | | | 2,000.00 |

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

Jax Custom Printing

| | | | | | |
|---------------------------|------------|------------|-------------|--------------------------|---------------|
| Bill | 08/03/2023 | Inv. 11090 | Paper Stock | 6-1310 · Office Supplies | <u>177.75</u> |
| Total Jax Custom Printing | | | | | 177.75 |

Jefferson Public Library

| | | | | | |
|--------------------------------|------------|-----------------|-----------------|--------------------------------------|-----------------|
| Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>1,100.00</u> |
| Total Jefferson Public Library | | | | | 1,100.00 |

Johnson Creek Public Library

| | | | | | |
|------------------------------------|------------|-----------------|-----------------|--------------------------------------|---------------|
| Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>249.00</u> |
| Total Johnson Creek Public Library | | | | | 249.00 |

Juneau Pub. Library

| | | | | | |
|---------------------------|------------|--------------------|--------------------|--------------------------------------|-----------------|
| Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>1,969.19</u> |
| Total Juneau Pub. Library | | | | | 1,969.19 |

Kewaskum Public Library

| | | | | | |
|-------------------------------|------------|-----------------|-----------------|--------------------------------------|---------------|
| Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>515.98</u> |
| Total Kewaskum Public Library | | | | | 515.98 |

Koene Courier Service, LLC

| | | | | | |
|----------------------------------|------------|------------|--------------------------|-----------------------------------------|-----------------|
| Bill | 08/03/2023 | Inv. PL007 | July Delivery Inv. PL007 | 6-1453 · Delivery Services - RPL/Milton | <u>3,150.00</u> |
| Total Koene Courier Service, LLC | | | | | 3,150.00 |

Lomira Pub. Library

| | | | | | |
|---------------------------|------------|--------------------|--------------------|--------------------------------------|---------------|
| Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>725.00</u> |
| Total Lomira Pub. Library | | | | | 725.00 |

Mayville Public Library

| | | | | | |
|-------------------------------|------------|--------------------|--------------------|--------------------------------------|-----------------|
| Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>2,900.00</u> |
| Total Mayville Public Library | | | | | 2,900.00 |

Menomonee Falls Lib

| | | | | | |
|---------------------------|------------|--------------------|--------------------|--------------------------------------|-----------------|
| Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>2,000.00</u> |
| Total Menomonee Falls Lib | | | | | 2,000.00 |

Milton Pub. Library

| | | | | | |
|---------------------------|------------|-----------------|-----------------|--------------------------------------|---------------|
| Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>415.00</u> |
| Total Milton Pub. Library | | | | | 415.00 |

Milwaukee Public Library

| | | | | | |
|--------------------------------|------------|--------------------|--------------------|--------------------------------------|-----------------|
| Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>2,000.00</u> |
| Total Milwaukee Public Library | | | | | 2,000.00 |

Mukwonago Comm. Library

| | | | | | |
|-------------------------------|------------|-----------------|-----------------|--------------------------------------|--------------|
| Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | <u>32.22</u> |
| Total Mukwonago Comm. Library | | | | | 32.22 |

Novy, Jim

| | | | | | |
|------|------------|---------------|----------------------------|----------------------------------|--------------|
| Bill | 08/10/2023 | Reimbursement | Mileage Reimbursement PLLS | 6-1253 · Mileage Reimbursement | 137.09 |
| Bill | 08/10/2023 | Reimbursement | May & June Cell | 6-1252 · Cellular Phone Stipends | <u>40.00</u> |

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

| | | | | | | |
|---------------------------------------|-----------------|------------|----------------------|------------------------------------------|-----------------------------------------|--------------|
| Total Novy, Jim | | | | | | 177.09 |
| Piszczek, Elizabeth S. | | | | | | |
| | Bill | 08/03/2023 | July Cleaning | July Cleaning 2023 | 6-1317 · Cleaning Service - Evergreen | 120.00 |
| Total Piszczek, Elizabeth S. | | | | | | 120.00 |
| Platteter, Steve | | | | | | |
| | Bill | 08/22/2023 | July Reimbursement | July Mileage Reimbursement | 6-1253 · Mileage Reimbursement | 146.72 |
| Total Platteter, Steve | | | | | | 146.72 |
| Puccini, Jennifer | | | | | | |
| | Bill | 08/03/2023 | July YS | July 2023 youth services | 6-1451 · Contract-Youth Services | 540.00 |
| Total Puccini, Jennifer | | | | | | 540.00 |
| Racine Public Library | | | | | | |
| | Bill | 08/03/2023 | LSTA SEWI Grant | LSTA SEWI Grant | 6-7200 · LSTA SEWI CE Grant Expenses | 1,592.88 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Racine | 6-4100 · Racine County | 997,507.50 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Walworth | 6-4210 · Walworth Co Funds Libraries | 31.50 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Kenosha | 6-4300 · Kenosha County | 5,910.50 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Resource | 6-1456 · Resource Library Contracts | 3,500.00 |
| Total Racine Public Library | | | | | | 1,008,542.38 |
| Rochester Public Library | | | | | | |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Racine | 6-4100 · Racine County | 20,226.00 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Walworth | 6-4210 · Walworth Co Funds Libraries | 3,646.00 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Kenosha | 6-4300 · Kenosha County | 6.50 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Waukesha | 6-4500 · Waukesha County | 2.50 |
| Total Rochester Public Library | | | | | | 23,881.00 |
| Securian Financial Group, Inc. | | | | | | |
| | Liability Check | 08/10/2023 | 11925 | September Life Insurance | 6-1202 · Life Insurance | 240.90 |
| Total Securian Financial Group, Inc. | | | | | | 240.90 |
| Slinger Community Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | 1,761.56 |
| Total Slinger Community Library | | | | | | 1,761.56 |
| South Central Library System | | | | | | |
| | Bill | 08/10/2023 | Inv. 23.498 | Invoice 23-498 Former Arrowhead Delivery | 6-1454 · Delivery - South Central | 6,391.00 |
| | Bill | 08/10/2023 | 23-503 | Invoice 23-503 Former LLS Delivery | 6-1454 · Delivery - South Central | 6,785.50 |
| Total South Central Library System | | | | | | 13,176.50 |
| The Equitable Bank | | | | | | |
| | Liability Check | 08/16/2023 | 11935 | August Fees | 6-1254 · Section 125 Administration | 50.00 |
| Total The Equitable Bank | | | | | | 50.00 |
| Toshiba Financial Services | | | | | | |
| | Bill | 08/03/2023 | Inv. 34516126 | Copier System Inv. 34516126 | 6-1312 · Office Printing & Reproduction | 315.44 |
| Total Toshiba Financial Services | | | | | | 315.44 |

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

| | | | | | | |
|--------------------------------------------|------|------------|----------------------|--------------------------------------|-----------------------------------------|----------------------------|
| USS Liberty Memorial Public Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | 900.00 |
| Total USS Liberty Memorial Public Library | | | | | | <u>900.00</u> |
| Waterford Public Library | | | | | | |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Racine | 6-4100 · Racine County | 184,447.50 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Walworth | 6-4210 · Walworth Co Funds Libraries | 7,717.50 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Kenosha | 6-4300 · Kenosha County | 8,950.00 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 - Waukesha | 6-4500 · Waukesha County | 2,272.00 |
| | Bill | 08/22/2023 | Final County Payment | Final County Payment 2023 | 6-1318 · Misc. & Other Consulting Exp. | 25.00 |
| Total Waterford Public Library | | | | | | <u>203,412.00</u> |
| WE Energies | | | | | | |
| | Bill | 08/10/2023 | July Utility | July 2023 bill | 6-1314 · Utilities & Alarm - Evergreen | 327.32 |
| Total WE Energies | | | | | | <u>327.32</u> |
| West Allis Public Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | 1,604.74 |
| Total West Allis Public Library | | | | | | <u>1,604.74</u> |
| WeX | | | | | | |
| | Bill | 08/03/2023 | Inv. 90811233 | Inv. 90811233 Gas Card July | 6-1419 · Fuel/Delivery Vehicle Mainten. | 533.34 |
| Total WeX | | | | | | <u>533.34</u> |
| Whitefish Bay Public Library | | | | | | |
| | Bill | 08/22/2023 | LSTA SEWI CE Grant | LSTA SEWI CE Grant | 6-7200 · LSTA SEWI CE Grant Expenses | 1,501.95 |
| Total Whitefish Bay Public Library | | | | | | <u>1,501.95</u> |
| TOTAL | | | | | | <u><u>1,588,478.53</u></u> |

| | <u>Jan - Aug 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 | 5,362.65 | 10,000.00 | 53.63% |
| 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 | 70,469.73 | 60,000.00 | 117.45% |
| Total 5-3000 · Other Income | <u>197,033.61</u> | <u>191,250.50</u> | <u>103.02%</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 | 47,550.42 | 77,542.00 | 61.32% |
| 5-7300 · ARPA Info. Coordinator Grant | 2,320.00 | 37,000.00 | 6.27% |
| Total 5-7000 · Grant Income | <u>55,870.42</u> | <u>120,542.00</u> | <u>46.35%</u> |
| 5-8000 · SHARE Reserves - LGIP #2 | | | |
| 5-8100 · SHARE LGIP #2 Interest | 7,199.28 | 9,360.00 | 76.92% |
| 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% |

| | Jan - Aug 23 | Budget | % of Budget |
|---------------------------------------------|--------------|--------------|-------------|
| 5-8500 · Supplies & Training | 7,499.25 | 7,500.00 | 99.99% |
| Total 5-8000 · SHARE Reserves - LGIP #2 | 39,696.03 | 41,860.00 | 94.83% |
| Total 5-0000 · Income | 8,404,548.60 | 8,534,569.02 | 98.48% |
| Total Income | 8,404,548.60 | 8,534,569.02 | 98.48% |
| Gross Profit | 8,404,548.60 | 8,534,569.02 | 98.48% |
| Expense | | | |
| 6-0000 · Expenses | | | |
| 6-0100 · Operating Expenses | | | |
| 6-1000 · Regular Staff Wages | 360,572.39 | 622,798.00 | 57.9% |
| 6-1200 · Staff Benefits | | | |
| 6-1201 · Health and Dental Insurance | 131,576.67 | 208,881.00 | 62.99% |
| 6-1202 · Life Insurance | 1,839.02 | 2,356.00 | 78.06% |
| 6-1203 · Retirement | 24,497.82 | 40,262.00 | 60.85% |
| 6-1204 · Social Security/Medicare | 28,698.79 | 47,644.00 | 60.24% |
| 6-1205 · Workers Comp | 0.00 | 1,766.00 | 0.0% |
| Total 6-1200 · Staff Benefits | 186,612.30 | 300,909.00 | 62.02% |
| 6-1250 · Other Staff Benefits | | | |
| 6-1251 · CE & Conference Expenses | 7,873.81 | 12,000.00 | 65.62% |
| 6-1252 · Cellular Phone Stipends | 720.00 | 1,000.00 | 72.0% |
| 6-1253 · Mileage Reimbursement | 3,680.29 | 8,000.00 | 46.0% |
| 6-1254 · Section 125 Administration | 312.75 | 700.00 | 44.68% |
| 6-1255 · Phased Retirement Fund | 15,000.00 | 15,000.00 | 100.0% |
| Total 6-1250 · Other Staff Benefits | 27,586.85 | 36,700.00 | 75.17% |
| 6-1300 · General Operating & Overhead | | | |
| 6-1301 · Audit & Accounting Services | 13,380.78 | 12,000.00 | 111.51% |
| 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 | 864.50 | 2,000.00 | 43.23% |
| 6-1311 · Postage | 256.93 | 2,000.00 | 12.85% |
| 6-1312 · Office Printing & Reproduction | 2,422.58 | 5,000.00 | 48.45% |
| 6-1313 · Telecommunications & Datalines | 4,113.79 | 6,925.00 | 59.41% |
| 6-1314 · Utilities & Alarm - Evergreen | 3,220.94 | 6,000.00 | 53.68% |
| 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 | 1,110.00 | 3,000.00 | 37.0% |
| 6-1318 · Misc. & Other Consulting Exp. | 3,652.50 | 20,000.00 | 18.26% |
| 6-1319 · Board Management Platform | 1,619.40 | 2,000.00 | 80.97% |
| Total 6-1300 · General Operating & Overhead | 71,098.99 | 111,292.00 | 63.89% |
| 6-1400 · System Services | | | |
| 6-1401 · SEWI CE System Membership | 2,890.00 | 2,890.00 | 100.0% |
| 6-1403 · General Programs/PR & Marketing | 783.83 | 12,000.00 | 6.53% |
| 6-1404 · Gen. Program-Inclusive Services | 0.00 | 2,000.00 | 0.0% |
| 6-1405 · Gen. Program-Youth Services | 30,000.00 | 35,000.00 | 85.71% |
| 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% |

| | Jan - Aug 23 | Budget | % of Budget |
|------------------------------------------------|---------------------|---------------------|---------------|
| 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 | 6,975.92 | 10,030.00 | 69.55% |
| 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 | 14,379.10 | 22,000.00 | 65.36% |
| 6-1419 · Fuel/Delivery Vehicle Mainten. | 3,982.97 | 20,000.00 | 19.92% |
| 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 | 3,780.00 | 10,000.00 | 37.8% |
| 6-1452 · Contract - Inclusive Services | 680.62 | 10,000.00 | 6.81% |
| 6-1453 · Delivery Services - RPL/Milton | 22,050.00 | 37,800.00 | 58.33% |
| 6-1454 · Delivery - South Central | 26,353.00 | 26,353.00 | 100.0% |
| 6-1455 · Delivery - Excel Express | 76,192.00 | 114,288.00 | 66.67% |
| 6-1456 · Resource Library Contracts | 47,000.00 | 47,000.00 | 100.0% |
| 6-1457 · WiLS-Data Dashboard | 0.00 | 7,000.00 | 0.0% |
| Total 6-1450 · Contract Services | <u>176,055.62</u> | <u>252,441.00</u> | <u>69.74%</u> |
| Total 6-1400 · System Services | <u>334,012.74</u> | <u>477,498.00</u> | <u>69.95%</u> |
| 6-1500 · Capital Expenses | | | |
| 6-1501 · New Furnishing & Equipment | 494.48 | 1,000.00 | 49.45% |
| 6-1502 · Hardware & Software | 3,049.42 | 3,000.00 | 101.65% |
| Total 6-1500 · Capital Expenses | <u>3,543.90</u> | <u>4,000.00</u> | <u>88.6%</u> |
| 6-2000 · Expenses from Other Income | | | |
| 6-2100 · Local IT Service - SWLS | | | |
| 6-2110 · SWLS IT Program Expenses | 21,920.23 | 42,000.00 | 52.19% |
| 6-2120 · WISCNET Converged Wan-SWLS | 3,834.00 | 3,834.00 | 100.0% |
| Total 6-2100 · Local IT Service - SWLS | <u>25,754.23</u> | <u>45,834.00</u> | <u>56.19%</u> |
| Total 6-2000 · Expenses from Other Income | <u>25,754.23</u> | <u>45,834.00</u> | <u>56.19%</u> |
| Total 6-0100 · Operating Expenses | <u>1,009,181.40</u> | <u>1,599,031.00</u> | <u>63.11%</u> |
| 6-4000 · County Government Reimbursement | | | |
| 6-4100 · Racine County | 2,944,272.50 | 3,040,685.00 | 96.83% |
| 6-4200 · Walworth County | | | |
| 6-4210 · Walworth Co Funds Libraries | 1,804,315.50 | 1,800,675.00 | 100.2% |
| Total 6-4200 · Walworth County | <u>1,804,315.50</u> | <u>1,800,675.00</u> | <u>100.2%</u> |
| 6-4300 · Kenosha County | 94,611.00 | 94,611.00 | 100.0% |
| 6-4400 · Rock County | 1,409,129.00 | 1,409,129.00 | 100.0% |
| 6-4500 · Waukesha County | 4,671.00 | 4,670.00 | 100.02% |
| Total 6-4000 · County Government Reimbursement | <u>6,256,999.00</u> | <u>6,349,770.00</u> | <u>98.54%</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% |

| | Jan - Aug 23 | Budget | % of Budget |
|-------------------------------------------|--------------|--------------|-------------|
| 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 | 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 | 15,574.16 | 21,528.00 | 72.34% |
| 6-6300 · KPL BiblioCommons Expenses | 0.00 | 4,900.00 | 0.0% |
| Total 6-6000 · Other Passthrough Expenses | 15,574.16 | 26,428.00 | 58.93% |
| 6-7000 · Grant Expenses | | | |
| 6-7100 · Technology Grant | 6,000.00 | 6,000.00 | 100.0% |
| 6-7200 · LSTA SEWI CE Grant Expenses | 47,550.42 | 77,542.00 | 61.32% |
| 6-7300 · ARPA Info. Coordinator Grant | 4,455.00 | 37,000.00 | 12.04% |
| Total 6-7000 · Grant Expenses | 58,005.42 | 120,542.00 | 48.12% |
| 6-8000 · SHARE Reserves Expenses | | | |
| 6-8500 · Supplies & Training | 648.98 | 7,500.00 | 8.65% |
| Total 6-8000 · SHARE Reserves Expenses | 648.98 | 7,500.00 | 8.65% |
| Total 6-0000 · Expenses | 7,684,521.14 | 8,473,211.00 | 90.69% |
| Total Expense | 7,684,521.14 | 8,473,211.00 | 90.69% |
| Net Ordinary Income | 720,027.46 | 61,358.02 | |
| Net Income | 720,027.46 | 61,358.02 | |

| As of: | 8/31/2023 |
|-------------------------------|--------------|
| Community State Bank | 16,925.54 |
| BMO Business Checking | 1,944.50 |
| Petty Cash | 100 |
| LGIP General Account | 1,448,504.15 |
| LGIP SHARE Account | 226,965.86 |
| Equitable Bank (FSA) | 2,697.09 |
| Total Checking/Savings | 1,697,137.14 |

System Director's Report to the PLLS Board

Date: September 2023

Greetings,

Here is my report for the September 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 September Advisory Committee meeting was held on September 12th, 2023 at the Matheson Memorial Library in Elkhorn.
- Topics of discussion included a number of technology-related updates & issues, ongoing discussion of preferences with respect to the system's approach to providing Youth Services coordination, and a number of informational updates.
- PLLS will host a fall banquet at the Evergreen Golf Club in Elkhorn on November 16th. This dinner event will feature a pre-meal cocktail hour, dinner, and a speaker. This year's speaker will be Stef Morrill. Stef is the Executive Director of River Valley Commons, and formerly spent over 20 years in various leadership positions in the Wisconsin library community.

2024 System Budget Introduction

- We have prepared a draft 2024 budget for your review.
- This budget expects \$1,799,071 in operating expenses.
- The budget also includes a little over 7M in county funding that is passed through the library system and other special funding such as grants and member library monies committed for specific purposes.
- Some lines have been consolidated with others, split, moved, or renamed since last year's budget, either for clarity or to better represent the nature of the income/expense.
- A description for each numbered budget line is provided in a series of pages located at the back of the budget document.
- New items for 2024 include some supplemental accident insurance available through WRS, and placeholder lines for one-time expenses related to renovating our delivery service or building projects. Both of these placeholders are "just in case" additions.

- Expected delivery-related expenditures will probably be fluid over the next couple of months, as we have begun discussions with the delivery vendors available in our area, and may recommend changes prior to the start of (or during) the 2024 fiscal year. In this case, we will present a revision request to the board.
- The current budget assumes a full-time consultant in the area of youth services and inclusive services. This was done to ensure there is funding available for a full-time position, should the system choose to hire one. It is recommended that we wait to make any final decision on contract position vs. FTE until early 2024.

Updated Position Descriptions for System Staff

- We have prepared new position descriptions for the current staff positions, as well as a new position description for a Youth Services and Inclusive Services Coordinator.
- The position descriptions focus on defining the “big ticket” roles & responsibilities of each position. A common set of general qualifications has been developed for all positions.
- The duties of the Youth Services and Inclusive Services Coordinator are based on recent feedback solicited from library staff serving youth among the member libraries of the system.

Recommended Staff Compensation Option: Salary Schedule Proposal

- We have prepared a salary schedule proposal for your consideration. ***The figures in this proposal are currently integrated into the staff salary figures in the Draft 2024 System Budget document.***
- The salary schedule proposal is intended to solve a few longstanding issues at once:
 - Updating position descriptions and job titles;
 - Formally identifying whether positions are exempt or non-exempt;
 - Establishing salary ranges for each position that are consistent with positions elsewhere in Wisconsin;
 - Enabling a change in the local IT service model that will lower costs to member libraries;
 - Ensuring PLLS is competitive in attracting and retaining a skilled workforce.
- The salary ranges in this proposal are based on the following research:
 - An investigation of comparable positions at other library systems as of December

31, 2022.

- An investigation of comparable municipal and county positions as of summer 2023.
- The final report of a [Wisconsin Public Library Staff Compensation Study](#), commissioned by the System and Resource Library Administrators Association of Wisconsin (SRLAAW) and the Wisconsin DPI. The study was performed by the [Carlson Dettmann](#) agency, in July of this year.
- Recommended starting steps associated with each position are noted on each position-specific slide and indicated by a thick blue border on the proposal table slide. Starting positions within salary ranges have been adjusted forward with respect to four positions: the Lead Consultant / Assistant Director, IT Engineer, Milton Office Manager, and IT Technician.

An Alternative to the Salary Schedule Option

- We have also prepared an alternative staff compensation table which includes a 6% wage increase for all employees. This model could be substituted into the budget in lieu of the proposed salary schedule.
- If the board prefers a set percentage-based model this year, I recommend that the following be included in any motion:
 - Approval of the new position descriptions;
 - Inclusion of the YS and Inclusive Services staff position at the salary rate in the proposed schedule to maintain a budgeted option to hire;
 - Authorization of a fully-independent compensation study by the Carlson Dettmann agency in 2024 at a cost of \$15,000.

This ends my report. Respectfully submitted,

Steve Ohs, Director
Prairie Lakes Library System



DRAFT 2024 Library System Budget

| Overview By Category | Operating Income/Expenses | Grant Income/Expenses | County Funds (Passthrough) | SHARE Fund (Passthrough) | Difference |
|------------------------|---------------------------|-----------------------|----------------------------|--------------------------|-----------------|
| Total Income: | \$1,804,071 | \$3,000 | \$7,131,403 | \$44,500 | |
| Total Expenses: | \$1,799,071 | \$3,000 | \$7,131,403 | \$7,500 | |
| Balance: | \$5,000 | \$0 | \$0 | \$37,000 | \$42,000 |

History:

Draft Created - 7/12/2023

Draft Updated - 9/13/2023

Draft Updated - 9/18/2023

| | 2023 | 2024 | % Change |
|----------------------------------------------|-----------|------------------|----------|
| Operating Income | | | |
| 5-1000 State Aid | 1,434,781 | 1,578,165 | 9.99% |
| 5-3000 · Other Income | | | |
| 5-3100 - Local IT Service-Members | 10,000 | 0 | -100.00% |
| 5-3120 · Local IT Service-SWLS | 74,250 | 74,250 | 0.00% |
| 5-3125 · WiscNet Reimbursement-SWLS | 3,488 | 3,488 | 0.00% |
| 5-3130 · Fee Income-Affiliate Members | 3,471 | 3,471 | 0.00% |
| 5-3150 · SHARE Administration-KCLS | 34,997 | 34,997 | 0.00% |
| 5-3170 · WiLS Administration | 2,000 | 2,000 | 0.00% |
| 5-3180 - KPL BiblioCommons | 0 | 4,900 | |
| 5-3190 - Delivery WHS | 0 | 700 | |
| 5-3200 · Delivery-Racine Correctional | 945 | 0 | -100.00% |
| 5-3210 - Rock County Inmate Program | 2,000 | 2,000 | 0.00% |
| 5-3300 · Miscellaneous Income | 100 | 100 | 0.00% |
| 5-3700 · Interest - LGIP #1 General | 60,000 | 100,000 | 66.67% |
| Total 5-3000 · Other Income | 191,251 | 225,906 | 18.12% |
| Grand Total Operating Income | 1,626,032 | 1,804,071 | 10.95% |

| | 2023 | 2024 | % Change |
|--------------------------------------------------------|----------------|----------------|----------------|
| Operating Expenses | | | |
| 6-0100 · Operating Expenses | | | |
| 6-1000 · Regular Staff Wages | 622,798 | 716,969 | 15.12% |
| 6-1200 · Staff Benefits | | | |
| 6-1201 · Health and Dental Insurance | 208,881 | 213,649 | 2.28% |
| 6-1202 · Life Insurance | 2,356 | 4,419 | 87.56% |
| 6-1203 · Retirement | 40,262 | 47,152 | 17.11% |
| 6-1204 · Social Security/Medicare | 47,644 | 62,673 | 31.54% |
| 6-1205 - Workers Comp | 1,766 | 0 | -100.00% |
| 6-1206 Accident Plan | | 834 | |
| Total 6-1200 · Staff Benefits | 300,909 | 328,727 | 9.24% |
| 6-1250 · Other Staff Benefits | | | |
| 6-1251 · CE & Conference Expenses | 12,000 | 15,000 | 25.00% |
| 6-1252 · Cellular Phone Stipends | 1,000 | 2,160 | 116.00% |
| 6-1253 · Mileage Reimbursement | 8,000 | 11,000 | 37.50% |
| 6-1254 · Section 125 Administration | 700 | 700 | 0.00% |
| 6-1255 - Phased Retirement Fund | 15,000 | 0 | -100.00% |
| 6-1256 - Professional Memberships | | 3,000 | |
| Total 6-1250 · Other Staff Benefits | 36,700 | 31,860 | -13.19% |
| 6-1300 · General Operating & Overhead | | | |
| 6-1301 · Audit & Accounting Services | 12,000 | 15,000 | 25.00% |
| 6-1303 · Insurance | 11,500 | 12,000 | 4.35% |
| 6-1307 · Legal Fees | 2,000 | 0 | -100.00% |
| 6-1308 · Rent - Evergreen Drive | 22,032 | 22,032 | 0.00% |
| 6-1309 · Rent - Milton PL | 14,000 | 14,000 | 0.00% |
| 6-1310 · Office Supplies | 2,000 | 2,500 | 25.00% |
| 6-1311 - Postage | 2,000 | 0 | -100.00% |
| 6-1312 · Office Printing & Reproduction | 5,000 | 5,000 | 0.00% |
| 6-1313 · Telecommunications & Datalines | 6,925 | 6,925 | 0.00% |
| 6-1314 · Utilities & Alarm - Evergreen | 6,000 | 6,000 | 0.00% |
| 6-1315 · Waterford Server Lease | 1,835 | 1,835 | 0.00% |
| 6-1316 · Meeting Expenses | 1,000 | 10,000 | 900.00% |
| 6-1317 · Cleaning Service - Evergreen | 3,000 | 2,160 | -28.00% |
| 6-1318 · Misc. & Other Consulting Exp. | 20,000 | 10,000 | -50.00% |
| 6-1319 · Board Management Platform | 2,000 | 1,620 | -19.00% |
| 6-1320- Delivery Service Renovation Expenses | | 0 | |
| Total 6-1300 · General Operating & Overhead | 111,292 | 109,072 | -1.99% |
| 6-1400 · System Services | | | |
| 6-1401 · SEWI CE System Membership | 2,890 | 3,200 | 10.73% |
| 6-1403 · General Programs/PR & Marketing | 12,000 | 20,000 | 66.67% |
| 6-1404 · Gen. Program-Inclusive Services | 2,000 | 1,000 | -50.00% |

| | | | |
|--------------------------------------------------|------------------|------------------|-----------------|
| 6-1405 · Gen. Program-Youth Services | 35,000 | 40,000 | 14.29% |
| 6-1406 · Professional Magazines | 500 | 500 | 0.00% |
| 6-1407 · Movie Licensing USA Subscrip | 9,000 | 8,000 | -11.11% |
| 6-1408 · Transparent Languages Subscrip | 3,000 | 3,000 | 0.00% |
| 6-1411 · WISCAT Member Library Licenses | 4,400 | 4,400 | 0.00% |
| 6-1412 · Member Hoopla Accounts | 50,000 | 60,000 | 20.00% |
| 6-1413 · Canva Subscription | 5,000 | 2,300 | -54.00% |
| 6-1414 · WPLC System Membership fee | 13,906 | 7,848 | -43.56% |
| 6-1415 · WISCNET Converged WAN | 10,030 | 13,864 | 38.23% |
| 6-1416 · Wils Memberships | 4,378 | 4,378 | 0.00% |
| 6-1417 · Overdrive Advantage | 8,000 | 10,000 | 25.00% |
| 6-1418 · General Program Fund-Technology | 22,000 | 24,000 | 9.09% |
| 6-1419 · Fuel/Delivery Vehicle Mainten. | 20,000 | 20,000 | 0.00% |
| 6-1421 - LocalHop | 18,853 | 20,000 | 6.08% |
| 6-1422 · Rock Co Jail - Inmate Materials | 4,000 | 3,000 | -25.00% |
| 6-1423 - Rock County Nursing Home | 0 | 1,000 | |
| 6-1424 · New Furnishing & Equipment | 0 | 10,000 | |
| 6-1425 · Hardware & Software | 0 | 10,000 | |
| 6-1428 - Software Subscriptions TBD | 0 | 54,263 | |
| 6-1429 - Strategic Planning Grants | | 7,350 | |
| 6-1430 · Lost ILL Materials | 100 | 100 | 0.00% |
| 6-1450 · Contract Services | | | |
| 6-1451 - Contract-Youth Services | 10,000 | 0 | -100.00% |
| 6-1452 - Contract- Inclusive Services | 10,000 | 0 | -100.00% |
| 6-1453 · Delivery Services - RPL/Milton | 37,800 | 37,800 | 0.00% |
| 6-1454 · Delivery - South Central | 26,353 | 26,440 | 0.33% |
| 6-1455 · Delivery - Excel Express | 114,288 | 138,000 | 20.75% |
| 6-1456 · Resource Library Contracts | 47,000 | 47,000 | 0.00% |
| 6-1457 · WiLS Contract - Data Dashboard | 7,000 | 5,000 | -28.57% |
| Total 6-1400 · System Services | 477,498 | 582,443 | 21.98% |
| 6-1500 · Capital Expenses | | | |
| 6-1501 - New Furnishing & Equipment | 1,000 | 0 | -100.00% |
| 6-1502 - Hardware & Software | 3,000 | 0 | -100.00% |
| 6-1503 - Major Capital Projects | | 0 | |
| 6-1504 - Vehicle Purchase | | 30,000 | |
| Total 6-1500 · Capital Expenses | 4,000 | 30,000 | 650.00% |
| 6-2000 · Expenses from Other Income | | | |
| 6-2110 - SWLS IT Program Expenses | 42,000 | 0 | -100.00% |
| 6-2120 - WISCNET Converged Wan-SWLS | 3,834 | 0 | -100.00% |
| 6-2200 Rock County WiFi | | 0 | |
| Total 6-2000 · Expenses from Other Income | 45,834 | 0 | -100.00% |
| Grand Total Operating Expenses | 1,599,031 | 1,799,071 | 12.51% |

| | 2023 | 2024 | % Change |
|------------------------------------------------|-----------|------------------|----------|
| Passthrough Income | | | |
| 5-4000 · County Government Funds | | | |
| 5-4100 · Racine County | 3,040,685 | 3,314,379 | 9.00% |
| 5-4200 · Walworth County | 1,800,675 | 1,861,419 | 3.37% |
| 5-4300 · Kenosha County | 94,611 | 115,831 | 22.43% |
| 5-4400 · Rock County | 1,409,129 | 1,486,890 | 5.52% |
| 5-4500 · Waukesha County | 4,670 | 7,669 | 64.22% |
| Total 5-4000 · County Government Funds | 6,349,770 | 6,786,188 | 6.87% |
| 5-5000 · SHARE Member Funds | | | |
| 5-5110 · Bibliographic Utility | 36,616 | 29,292 | -20.00% |
| 5-5210 · ILS Annual Maintenance-PLLS | 125,104 | 168,148 | 34.41% |
| 5-5220 - ILS Annual Maintenance-WUHS | 135 | 0 | -100.00% |
| 5-5230 - ILS Annual Maintenance-KCLS | 42,908 | 0 | -100.00% |
| 5-5300 Delivery - WUHS | 700 | 0 | -100.00% |
| 5-5410 · WPLC OverDrive Buying Pool | 85,321 | 89,143 | 4.48% |
| 5-5420 · WPLC OverDrive Magazines | 4,919 | 5,171 | 5.12% |
| 5-5510 - BrainFuse | 23,000 | 0 | -100.00% |
| 5-5700 · LinkedInLearning | 27,500 | 28,895 | 5.07% |
| 5-5800 · Ancestry.com | 23,735 | 24,566 | 3.50% |
| Total 5-5000 · SHARE Member Funds | 369,938 | 345,215 | -6.68% |
| 5-6000 · Other Passthrough Income | | | |
| 5-6100 · Rock County WiFi Kit Project | 21,528 | 0 | -100.00% |
| 5-6200 - Rock Co. Jail - Inmate Material | 2,000 | 0 | -100.00% |
| 5-6300 - KPL BiblioCommons | 4,900 | 0 | -100.00% |
| Total 5-6000 · Other Passthrough Income | 28,428 | 0 | -100.00% |
| Grand Total Passthrough Income | 6,748,136 | 7,131,403 | 5.68% |

| | 2023 | 2024 | % Change |
|-------------------------------------------------------|------------------|------------------|----------|
| Passthrough Expenses | | | |
| 6-4000 · County Government Reimbursement | | | |
| 6-4100 · Racine County | 3,040,685 | 3,314,379 | 9.00% |
| 6-4210 · Walworth County | 1,800,675 | 1,861,419 | 3.37% |
| 6-4300 · Kenosha County | 94,611 | 115,831 | 22.43% |
| 6-4400 · Rock County | 1,409,129 | 1,486,890 | 5.52% |
| 6-4500 · Waukesha County | 4,670 | 7,669 | 64.22% |
| Total 6-4000 · County Government Reimbursement | 6,349,770 | 6,786,188 | 6.87% |
| 6-5000 · SHARE Member Expenses | | | |
| 6-5100 · Bibliographic Utility | 36,616 | 29,292 | -20.00% |
| 6-5210 · ILS Annual Maintenance - PLLS | 125,104 | 168,148 | 34.41% |
| 6-5220 · ILS Annual Maintenance - WUHS | 137 | 0 | -100.00% |
| 6-5230 · ILS Annual Maintenance - KCLS | 42,908 | 0 | -100.00% |
| 6-5300 · Delivery WUHS | 700 | 0 | -100.00% |
| 6-5410 · WPLC OverDrive Buying Pool | 85,321 | 89,143 | 4.48% |
| 6-5420 · WPLC OverDrive Magazines | 4,919 | 5,171 | 5.12% |
| 6-5500 · Brainfuse | 23,000 | 0 | -100.00% |
| 6-5600 · LinkedInLearning | 27,500 | 28,895 | 5.07% |
| 6-5700 · Ancestry.com | 23,735 | 24,566 | 3.50% |
| Total 6-5000 · SHARE Member Expenses | 369,940 | 345,215 | -6.68% |
| 6-6000 · Other Passthrough Expenses | | | |
| 6-6100 · Rock County WiFi Kit Project | 21,528 | 0 | -100.00% |
| 6-6300 · KPL BiblioCommons Expenses | 4,900 | 0 | -100.00% |
| Total 6-6000 · Other Passthrough Expenses | 26,428 | 0 | -100.00% |
| Grand Total Passthrough Expenses | 6,746,138 | 7,131,403 | 5.71% |

| | 2023 | 2024 | % Change |
|----------------------------------------------|-------------|--------------|-----------------|
| 5-7000 · Grant Income | | | |
| 5-7100 · Technology Grant | 6,000 | 3,000 | -3,000 |
| 5-7200 · LSTA SEWI CE Grants | 77,542 | 0 | -77,542 |
| 5-7300 - ARPA Info. Coordinator Grant | 37,000 | 0 | -37,000 |
| Total 5-7000 · Grant Income | 120,542 | 3,000 | -117,542 |
| | | | |
| 6-7000 · Grant Expenses | | | |
| 6-7100 · Technology Grant | 6,000 | 3,000 | -3,000 |
| 6-7200 · LSTA SEWI CE Grant Expenses | 77,542 | 0 | -77,542 |
| 6-7300 - ARPA Info. Coordinator Grant | 37,000 | 0 | -37,000 |
| Total 6-7000 · Grant Expenses | 120,542 | 3,000 | -117,542 |

| | 2023 | 2024 | % Change |
|------------------------------------------------|--------|---------------|----------|
| SHARE Revenues | | | |
| 5-8000 · SHARE Reserves - LGIP #2 | | | |
| 5-8100 · SHARE LGIP #2 Interest | 9,360 | 12,000 | 28.21% |
| 5-8200 · Server Replacement Fund | 8,000 | 8,000 | 0.00% |
| 5-8300 · Automation Support Fund | 4,000 | 4,000 | 0.00% |
| 5-8400 · Enhancement & Replacement Fund | 13,000 | 13,000 | 0.00% |
| 5-8500 · Supplies & Training | 7,500 | 7,500 | 0.00% |
| Total 5-8000 · SHARE Reserves - LGIP #2 | 41,860 | 44,500 | 6.31% |
| SHARE Expenses | | | |
| 6-8000 · SHARE Reserves Expenses | | | |
| 6-8500 · Supplies & Training | 7,500 | 7,500 | 0.00% |
| Total 6-8000 · SHARE Reserves Expenses | 7,500 | 7,500 | 0.00% |

| Appears on Sheet | Budget Line Number - Name | Description |
|--------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operating Income | 5-1000 State Aid | Appropriated by Legislature. Primary source of operating revenue for WI public library systems. |
| Operating Income | 5-3100 - Local IT Service-Members | Retained as a placeholder. |
| Operating Income | 5-3120 · Local IT Service-SWLS | Annual contract income for IT services rendered to SWLS system and SWLS member libraries. |
| Operating Income | 5-3125 · WiscNet Reimbursement-SWLS | Reimbursement for SWLS portion of WISCNET Converged WAN. |
| Operating Income | 5-3130 · Fee Income-Affiliate Members | Miscellaneous fees assessed to non-member library participants in PLLS service programs. |
| Operating Income | 5-3150 · SHARE Administration-KCLS | Annual contract income for automation software administration - performed by PLLS staff - for Kenosha County Library System. |
| Operating Income | 5-3170 · WILS Administration | Annual contract income paid to PLLS by WILS for web server maintenance and administration services performed by PLLS staff. |
| Operating Income | 5-3180 - KPL BiblioCommons | Moved from 5-6300. Annual contract income paid to PLLS by Kenosha Public Library to administer a third party software service. |
| Operating Income | 5-3190 - Delivery WHS | Moved from 5-5300. Annual fee paid to PLLS by Waterford Union High School for library material delivery service. |
| Operating Income | 5-3200 · Delivery-Racine Correctional | Removed from budget for 2024. Racine Correctional Facility not indicating participation in PLLS delivery network as of 9/2023. |
| Operating Income | 5-3210 - Rock County Inmate Program | Funds paid to PLLS by Rock County Jail for purchase of library materials for inmates. |
| Operating Income | 5-3300 · Miscellaneous Income | Cash box. |
| Operating Income | 5-3700 · Interest - LGIP #1 General | Interest From all System Funds Held |
| Operating Expenses | 6-1000 · Regular Staff Wages | Total 2023 payroll budget \$699,798 (2.4%) Insurance prices increased on average 14% per WRS. Recommend considering Traditional WRS health plan for 2025. |
| Operating Expenses | 6-1201 · Health and Dental Insurance | State-required. |
| Operating Expenses | 6-1202 · Life Insurance | State-required. |
| Operating Expenses | 6-1203 · Retirement | Federally-required benefit |
| Operating Expenses | 6-1204 · Social Security/Medicare | Condensed into 6-1303. |
| Operating Expenses | 6-1205 - Workers Comp | New. Provides additional accident-related protections for PLLS employees at minimal cost. |
| Operating Expenses | 6-1206 Accident Plan | WLA conference, WAPL conference + other conferences & continuing education events as approved. |
| Operating Expenses | 6-1251 · CE & Conference Expenses | \$20/mo cellphone stipend for all full-time employees. |
| Operating Expenses | 6-1252 · Cellular Phone Stipends | Regular mileage expenses for approved travel. |
| Operating Expenses | 6-1253 · Mileage Reimbursement | Administration fee for participation in FLEX plan. |
| Operating Expenses | 6-1254 · Section 125 Administration | Condensed into 6-1000 |
| Operating Expenses | 6-1255 - Phased Retirement Fund | Wisconsin Library Assoc. Professional Dues. |
| Operating Expenses | 6-1256 - Professional Memberships | Estimated Baker Tilly increase. Recommend conducting a review of auditor options and costs in 2024 for the 2025 audit. |
| Operating Expenses | 6-1301 · Audit & Accounting Services | League of Wisconsin Municipalities provider policy. Includes workers' comp, directors & officers, general liability, property, auto, etc. |
| Operating Expenses | 6-1303 · Insurance | No legal fees expected in 2024. |
| Operating Expenses | 6-1307 · Legal Fees | Per lease with Make Cent\$, LLC. |
| Operating Expenses | 6-1308 · Rent - Evergreen Drive | Per agreement with Milton Public Library/City of Milton. |
| Operating Expenses | 6-1309 · Rent - Milton PL | Office supplies and postage for system offices. |
| Operating Expenses | 6-1310 · Office Supplies | Condensed into 6-1310 |
| Operating Expenses | 6-1311 - Postage | Printers, paper and ink for system offices. |
| Operating Expenses | 6-1312 · Office Printing & Reproduction | Internet & telephone services for system offices. |
| Operating Expenses | 6-1313 · Telecommunications & Datalines | Water, sewer, electricity, alarm system, etc. for Waterford office. |
| Operating Expenses | 6-1314 · Utilities & Alarm - Evergreen | Per lease agreement with Village of Waterford for housing system network & storage servers in Waterford Public Library. |
| Operating Expenses | 6-1315 · Waterford Server Lease | Lunch at LAC meetings (one per quarter), library director retreat (one per year), and fall banquet (1 per year), coffee & light meeting refreshments. |
| Operating Expenses | 6-1316 · Meeting Expenses | Weekly cleaning of the Waterford office. |
| Operating Expenses | 6-1317 · Cleaning Service - Evergreen | Placeholder for Carlson Dettmann salary schedule review, plus unspecified consulting as necessary. |
| Operating Expenses | 6-1318 · Misc. & Other Consulting Exp. | Boardable, basic enterprise version. |
| Operating Expenses | 6-1319 · Board Management Platform | New - placeholder budget line. |
| Operating Expenses | 6-1320- Delivery Service Renovation Expenses | Continuing education program cooperative administered by Bridges Library System. |
| Operating Expenses | 6-1401 · SEWI CE System Membership | Program fund for marketing & public relations programs as recommended by Communications & Marketing Coordinator. |
| Operating Expenses | 6-1403 · General Programs/PR & Marketing | Program fund for inclusive services programs as recommended by inclusive services consultant or coordinator. |
| Operating Expenses | 6-1404 · Gen. Program-Inclusive Services | Program fund for youth services programs as recommended by youth services consultant or coordinator. Includes annual "storywagon" program. |
| Operating Expenses | 6-1405 · Gen. Program-Youth Services | |

| | | |
|--------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Operating Expenses | 6-1406 · Professional Magazines | Copies of LibraryJournal and School Library Journal shared among the member libraries. |
| Operating Expenses | 6-1407 · Movie Licensing USA Subscrip | Motion picture public performance copyright clearing service for all member libraries. |
| Operating Expenses | 6-1408 · Transparent Languages Subscrip | Foreign language instruction service licensed for all member libraries. |
| Operating Expenses | 6-1411 · WISCAT Member Library Licenses | Annual access fee for statewide interlibrary loan management platform. |
| Operating Expenses | 6-1412 · Member Hoopla Accounts | Provides each member library with some basic funding for Hoopla digital content (downloadable books, audiobooks, etc.). |
| Operating Expenses | 6-1413 · Canva Subscription | Online graphic design tool licensed for library staff of each member library. |
| Operating Expenses | 6-1414 · WPLC System Membership fee | Annual participation fee for the Wisconsin Public Library Consortium - the statewide OverDrive-based Ebook collection. |
| Operating Expenses | 6-1415 · WISCNET Converged WAN | Annual combined access charges for participating in the WISCNET system. \$3,488 of this is paid by SWLS - reflected on Operating Income sheet. |
| Operating Expenses | 6-1416 · Wils Memberships | Annual WiLS memberships for each member library. |
| Operating Expenses | 6-1417 · Overdrive Advantage | Purchases additional copies of OverDrive titles available to system library patrons only - to address long hold queues. |
| Operating Expenses | 6-1418 · General Program Fund-Technology | Program fund for technology programs as recommended by IT Director. |
| Operating Expenses | 6-1419 · Fuel/Delivery Vehicle Mainten. | Fuel for Rock County delivery and van maintenance. |
| Operating Expenses | 6-1421 - LocalHop | Annual subscription fee for library calendar, event management, and patron room reservation, software for all member libraries. |
| Operating Expenses | 6-1422 · Rock Co Jail - Inmate Materials | General interest paperbacks & learning resources for inmates of the Rock County Jail. |
| Operating Expenses | 6-1423 - Rock County Nursing Home | Split from 6-1422. General interest materials for residents of Rock County Nursing Home. |
| Operating Expenses | 6-1424 · New Furnishing & Equipment | Moved from 6-1501. Upgrades to system offices. |
| Operating Expenses | 6-1425 · Hardware & Software | Moved from 6-1502. Computer equipment, learning technology, software for staff operations. |
| Operating Expenses | 6-1428 - Software Subscriptions TBD | Licensing fees for software or online applications for member libraries - to be determined. |
| Operating Expenses | 6-1429 - Strategic Planning Grants | 50% match grants for up to 5 member libraries to participate in WiLS small library strategic planning cohort (with community survey option). |
| Operating Expenses | 6-1430 · Lost ILL Materials | A small fund to assist libraries in replacing items damaged by delivery-related mishaps. |
| Operating Expenses | 6-1451 - Contract-Youth Services | Condensed into 6-1000. |
| Operating Expenses | 6-1452 - Contract- Inclusive Services | Condensed into 6-1000 |
| Operating Expenses | 6-1453 · Delivery Services - RPL/Milton | Courier between Racine and Milton sorting hubs. |
| Operating Expenses | 6-1454 · Delivery - South Central | Annual fee for participating in statewide delivery network (for items traveling between SHARE libraries and libraries in greater Wisconsin). |
| Operating Expenses | 6-1455 · Delivery - Excel Express | Annual contract fee for materials delivery in Racine and Walworth counties. |
| Operating Expenses | 6-1456 · Resource Library Contracts | Annual contracts for Resource Library services to Racine Public Library and Hedberg Public Library (Janesville). |
| Operating Expenses | 6-1457 · WiLS Contract - Data Dashboard | Possible subscription to WiLS data dashboard service for all member libraries. |
| Operating Expenses | 6-1501 - New Furnishing & Equipment | Moved to 6-1424 |
| Operating Expenses | 6-1502 - Hardware & Software | Moved to 6-1425 |
| Operating Expenses | 6-1503 - Major Capital Projects | Placeholder line for any construction or build-out. |
| Operating Expenses | 6-1504 - Vehicle Purchase | \$30,000 for a new delivery van @ state procurement rate. |
| Operating Expenses | 6-2110 - SWLS IT Program Expenses | Condensed into 6-1000 |
| Operating Expenses | 6-2120 - WISCNET Converged Wan-SWLS | Reflected in operating expenses. |
| Operating Expenses | 6-2200 Rock County WiFi | Removed from Budget |
| Passthrough Income | 5-4100 · Racine County | County funds received for distribution directly to libraries. |
| Passthrough Income | 5-4200 · Walworth County | County funds received for distribution directly to libraries. |
| Passthrough Income | 5-4300 · Kenosha County | County funds received for distribution directly to libraries. |
| Passthrough Income | 5-4400 · Rock County | County funds received for distribution directly to libraries. |
| Passthrough Income | 5-4500 · Waukesha County | County funds received for distribution directly to libraries. |
| Passthrough Income | 5-5110 · Bibliographic Utility | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-5210 · ILS Annual Maintenance-PLLS | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-5220 - ILS Annual Maintenance-WUHS | Condensed into 5-5210. |
| Passthrough Income | 5-5230 - ILS Annual Maintenance-KCLS | Condensed into 5-5210. |
| Passthrough Income | 5-5300 Delivery - WUHS | Moved to 5-3190 |
| Passthrough Income | 5-5410 · WPLC OverDrive Buying Pool | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-5420 · WPLC OverDrive Magazines | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-5510 - BrainFuse | Removed from budget. Cancelled from cooperative purchase by member libraries. |
| Passthrough Income | 5-5700 · LinkedInLearning | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-5800 · Ancestry.com | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-6100 · Rock County WiFi Kit Project | Removed from budget. No further incomes from this project expected. |
| Passthrough Income | 5-6200 - Rock Co. Jail - Inmate Material | Moved to 5-3210 |

| | | |
|----------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Passthrough Income | 5-6300 - KPL BiblioCommons | Moved to 5-3180 |
| Passthrough Expenses | 6-4100 · Racine County | County funds distributed directly to libraries. |
| Passthrough Expenses | 6-4210 · Walworth County | County funds distributed directly to libraries. |
| Passthrough Expenses | 6-4300 · Kenosha County | County funds distributed directly to libraries. |
| Passthrough Expenses | 6-4400 · Rock County | County funds distributed directly to libraries. |
| Passthrough Expenses | 6-4500 · Waukesha County | County funds distributed directly to libraries. |
| Passthrough Expenses | 6-5100 · Bibliographic Utility | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-5210 · ILS Annual Maintenance - PLLS | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-5220 · ILS Annual Maintenance - WUHS | Condensed into 6-5210 |
| Passthrough Expenses | 6-5230 · ILS Annual Maintenance - KCLS | Condensed into 6-5210 |
| Passthrough Expenses | 6-5300 · Delivery WUHS | Removed from budget |
| Passthrough Expenses | 6-5410 · WPLC OverDrive Buying Pool | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-5420 · WPLC OverDrive Magazines | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-5500 · Brainfuse | Removed from budget. Cancelled from cooperative purchase by member libraries. |
| Passthrough Expenses | 6-5600 · LinkedInLearning | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-5700 · Ancestry.com | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-6100 · Rock County WiFi Kit Project | Removed from budget. |
| Passthrough Expenses | 6-6300 · KPL BiblioCommons Expenses | Removed from budget. |
| Grant Income | 5-7100 · Technology Grant | Federal LSTA Grant |
| Grant Income | 5-7200 · LSTA SEWI CE Grants | Removed from budget |
| Grant Income | 5-7300 · ARPA Info. Coordinator Grant | Removed from budget |
| Grant Expenses | 6-7100 · Technology Grant | Federal LSTA Grant |
| Grant Expenses | 6-7200 · LSTA SEWI CE Grant Expenses | Removed from budget |
| Grant Expenses | 6-7300 · ARPA Info. Coordinator Grant | Removed from budget |
| SHARE Fund Income | 5-8100 · SHARE LGIP #2 Interest | Accrued interest from SHARE member funds held by the system. |
| SHARE Fund Income | 5-8200 · Server Replacement Fund | Funds received by PLLS for purposes approved by SHARE member libraries in support of automation software consortium. |
| SHARE Fund Income | 5-8300 · Automation Support Fund | Funds received by PLLS for purposes approved by SHARE member libraries in support of automation software consortium. |
| SHARE Fund Income | 5-8400 · Enhancement & Replacement Fund | Funds received by PLLS for purposes approved by SHARE member libraries in support of automation software consortium. |
| SHARE Fund Income | 5-8500 · Supplies & Training | Funds received by PLLS for purposes approved by SHARE member libraries in support of automation software consortium. |
| SHARE Fund Expense | 6-8500 · Supplies & Training | SirsiDynix training and conference attendance by PLLS staff. |

System Director



Purpose and Scope:

The purpose of the System Director position is to exercise overall administration of the library system according to section 43.17(4) of the Wisconsin statutes. The System Director serves as the chief executive officer of the library system. This position is appointed by and directly responsible to the Prairie Lakes Library System Board of Trustees. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Develops and executes an array of system service programs, designed to address the needs of member libraries and library users throughout the service area of the library system, within the budget and policy guidelines established by the library system board.
- Develops, presents, and manages an annual library system budget.
- Prepares system board meeting agendas and meeting materials in cooperation with the system board presiding officer.
- Prepares annual compliance documents for the library system, including the library system annual plan and library system annual report.
- Prepares other documents and reports as required by the system board.
- Serves as a technical advisor to the system board.
- Recruits, selects, hires, trains, supervises, and terminates other library system personnel in conformance with library system policies, and state and federal laws.
- Supervises record keeping and the overall statutory compliance of the library system.
- Cooperates with the board of trustees, county officials, municipal officials, member library officials, and others to plan and deliver system services.
- Communicates with county officials regarding annual matters of importance such as county funding and library exemption procedures, and other matters requiring coordination.
- Supervises the condition and maintenance of library system facilities and equipment.
- Provides comprehensive recommendations to the Board of Trustees regarding policy, budget, procedural, and other matters.
- Communicates regularly with member library representatives of the library system.

- Provides administrative consulting services to member libraries of the system.
- Performs other duties as assigned by the Board of Trustees.

General Abilities Required of all Positions

Travel

Travel Ability: All positions require at least occasional travel within the 3-county system service area. Thus, a valid Wisconsin driver's license and means of transportation is required.

Mental

- Communication Ability: Effectively communicate ideas and information both in written and oral forms and in Standard English; ingest information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
- Analytical Ability: Resolve novel and diverse work problems; adapt to rapidly changing technical environments and troubleshoot problems as they arise; identify problems and potential areas for improvement; utilize available information sources in decision-making; develop feasible, realistic solutions to problems.
- Reading Ability: Effectively read and understand information contained in professional resources, documentation, memoranda, reports, and bulletins.
- Mathematical Ability: Perform basic arithmetic [addition, subtraction, multiplication, division] using whole numbers, common fractions, and decimals; compute rate, ratio, and percentage, and draw and interpret graphs.
- Time Management Ability: Prioritize workload and meet project and assignment deadlines.

Physical

- Office Work Ability: Sitting, standing, using hands to write, grasp, use handheld tools, type, talk, hear, walk, reach with hands and arms, and lift and/or move up to fifty (50) pounds.
- Vision Ability: close vision, distance vision, depth perception, and ability to adjust or focus.
- Motor Vehicle Operation: physical ability to drive.

Work Environment

- Collegial Ability: Participate in a friendly, courteous, and collegial workplace culture.
- Regular Attendance Ability: Maintain regular and punctual attendance during designated work hours at designated work locations.
- Remote Work Ability: Perform approved remote work activities in a diligent manner; perform remote work in a designated environment free from distractions; maintain regular contact with coworkers during remote work periods.

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Lead Consultant / Deputy Director



Purpose and Scope:

The purpose of this position is to provide coordination of the various consulting services offered by the library system, and to support the System Director in implementing the overall operation of the library system. To this end, the Deputy Director serves as a general consultant to member libraries, oversees a professional development certification program, and performs other roles and duties as delegated by the System Director. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Serves as primary contact and facilitator for the Continuing Education (CE) program of the library system.
 - Responds to continuing education and librarian certification inquiries.
 - Accepts, reviews, validates, files, and (if necessary) troubleshoots public librarian certifications and certification-related issues.
 - Distributes information about upcoming CE opportunities to directors and staff in an ongoing and proactive manner.
 - Develops and maintains a running calendar of CE opportunities for the PLLS website.
 - Provides written CE opportunity reports for Advisory Committee meetings on a monthly basis.
- Serves as primary contact and facilitator for the delivery service program at the library system.
 - Maintains situational awareness of delivery service status, and communicates necessary information about the delivery service to member libraries as needed.
 - Provides general oversight and management of library system delivery operations.
 - Cultivates and maintains effective working relationships with system delivery drivers, contractors, and library staff at sorting hubs.
- Assists the Director in administering the operations of the library system.
 - Provides effective leadership and management of the library system in the absence of the Director.

- Supervises other employees of the system as delegated by the System Director.
- Plans and conducts library site visits for the purposes of communicating with library directors, assessing local consulting needs, and promoting the services offered by the library system.
- Assists the Director in responding to member library inquiries regarding state laws, system standards, county funding, and municipal relations.
- Serves as member library coordinator for the Wisconsin public library annual report process.
- Serves as primary contact and facilitator for affiliate system members such as jails, nursing homes, schools, and institutions of higher learning.
- Performs other duties as assigned by the Director.

General Abilities Required of all Positions

Travel

Travel Ability: All positions require at least occasional travel within the 3-county system service area. Thus, a valid Wisconsin driver's license and means of transportation is required.

Mental

- Communication Ability: Effectively communicate ideas and information both in written and oral forms and in Standard English; ingest information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
- Analytical Ability: Resolve novel and diverse work problems; adapt to rapidly changing technical environments and troubleshoot problems as they arise; identify problems and potential areas for improvement; utilize available information sources in decision making; develop feasible, realistic solutions to problems.
- Reading Ability: Effectively read and understand information contained in professional resources, documentation, memoranda, reports, and bulletins.
- Mathematical Ability: Perform basic arithmetic [addition, subtraction, multiplication, division] using whole numbers, common fractions, and decimals; compute rate, ratio, percentage, and draw and interpret graphs.
- Time Management Ability: Prioritize workload and meet project and assignment deadlines.

Physical

- Office Work Ability: Sitting, standing, using hands to write, grasp, use handheld tools, type, talk, hear, walk, reach with hands and arms, and lift and/or move up to fifty (50) pounds.
- Vision Ability: close vision, distance vision, depth perception, and ability to adjust or focus.
- Motor Vehicle Operation: physical ability to drive.

Work Environment

- Collegial Ability: Participate in a friendly, courteous, and collegial workplace culture.
- Regular Attendance Ability: Maintain regular and punctual attendance during designated work hours at designated work locations.
- Remote Work Ability: Perform approved remote work activities in a diligent manner; perform remote work in a designated environment free from distractions; maintain regular contact with coworkers during remote work periods.

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IT Director



Purpose and Scope:

The purpose of the IT Director position is to plan, implement, and manage all aspects of the library system's technology programs as a master practitioner. This position reports to the System Director and directs the work activities of the IT team of employees. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Primary responsibility for a suite of internal and external library system IT services.
 - Performs “super admin” level administration of a 35-site implementation of SirsiDynix Symphony library automation software application and related peripheral applications.
 - Administers overall architecture, functionality, and security control of a 55-site Wide Area Network.
 - Administers a local IT support program for ~50 public libraries in Southern Wisconsin.
 - Performs ongoing assessments of future technologies and program ideas to ensure that member libraries' technology needs are met.
- Performs remote work and on-site work at various sites throughout the library system service area.
 - Full range of wide area network troubleshooting activities, including “head-end” hardware and operations, communications with third parties and telcos, and network monitoring.
 - Full range of local area network troubleshooting activities, including local hardware (routers, switches, wireless access points, etc.).
 - Library PC management and troubleshooting activities, including Windows domains, third-party PC management applications, coordination of bulk PC purchases, and coordination of equipment replacement.
- Participates in the leadership of the library system.
 - Assists the System Director in developing, implementing, and budgeting for IT-related programs that benefit the member libraries and service population of the library system.
 - Utilizes vision and planning to identify, prioritize, and assign the work activities of the IT team, including field assignments, helpdesk coverage, and project work.

- Communicates performance-related matters to the System Director and collaborates in implementing agreed-upon solutions.
- Provides a source of independent thinking and IT practice- informed recommendations to the System Director and other system staff.
- Represents the system at state-level technology meetings.
- Performs other duties as assigned by the Director.

General Abilities Required of all Positions

Travel

Travel Ability: All positions require at least occasional travel within the 3-county system service area. Thus, a valid Wisconsin driver's license and means of transportation is required.

Mental

- Communication Ability: Effectively communicate ideas and information both in written and oral forms and in Standard English; ingest information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
- Analytical Ability: Resolve novel and diverse work problems; adapt to rapidly changing technical environments and troubleshoot problems as they arise; identify problems and potential areas for improvement; utilize available information sources in decision-making; develop feasible, realistic solutions to problems.
- Reading Ability: Effectively read and understand information contained in professional resources, documentation, memoranda, reports, and bulletins.
- Mathematical Ability: Perform basic arithmetic [addition, subtraction, multiplication, division] using whole numbers, common fractions, and decimals; compute rate, ratio, and percentage, and draw and interpret graphs.
- Time Management Ability: Prioritize workload and meet project and assignment deadlines.

Physical

- Office Work Ability: Sitting, standing, using hands to write, grasp, use handheld tools, type, talk, hear, walk, reach with hands and arms, and lift and/or move up to fifty (50) pounds.
- Vision Ability: close vision, distance vision, depth perception, and ability to adjust or focus.
- Motor Vehicle Operation: physical ability to drive.

Work Environment

- Collegial Ability: Participate in a friendly, courteous, and collegial workplace culture.
- Regular Attendance Ability: Maintain regular and punctual attendance during designated work hours at designated work locations.
- Remote Work Ability: Perform approved remote work activities in a diligent manner; perform remote work in a designated environment free from distractions; maintain regular contact with coworkers during remote work periods.

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IT Engineer



Purpose and Scope:

The purpose of the IT Engineer position is to perform a wide range of IT-related work, including wide area network support, local area network support, PC support, and in-depth library automation software administration. This position reports closely to the IT Director, under the general charge of the System Director. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Assists the IT Director in administering a suite of internal and external library system IT services.
 - Supports a 35-site implementation of SirsiDynix Symphony library automation software application and related peripheral applications by performing the full range of library automation system administration and data analysis activities, including troubleshooting, programming, writing custom scripts, and implementing new processes in a consortium environment.
 - Supports a 55-site Wide Area Network.
 - Performs local IT support work for 50+ public libraries in Southern Wisconsin.
- Performs remote work and on-site work at various sites throughout the library system service area.
 - Intermediate range of wide area network troubleshooting activities, including “head-end” hardware and operations, occasional communications with third parties and telcos, and network monitoring.
 - Full range of local area network troubleshooting activities, including local hardware (routers, switches, wireless access points, etc.).
 - Library PC management and troubleshooting activities, including Windows domains, third-party PC management applications, and individual PC work.
 - Daily usage of system helpdesk to monitor, troubleshoot, resolve, and follow-up on library IT problems.
- Performs other duties as assigned by the IT Director and System Director.

General Abilities Required of all Positions

Travel

Travel Ability: All positions require at least occasional travel within the 3-county system service area. Thus, a valid driver's license and means of transportation is required.

Mental

- Communication Ability: Effectively communicate ideas and information both in written and oral forms and in Standard English; ingest information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
- Analytical Ability: Resolve novel and diverse work problems; adapt to rapidly changing technical environments and troubleshoot problems as they arise; identify problems and potential areas for improvement; utilize available information sources in decision-making; develop feasible, realistic solutions to problems.
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- Mathematical Ability: Perform basic arithmetic [addition, subtraction, multiplication, division] using whole numbers, common fractions, and decimals; compute rate, ratio, and percentage, and draw and interpret graphs.
- Time Management Ability: Prioritize workload and meet project and assignment deadlines.

Physical

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- Vision Ability: close vision, distance vision, depth perception, and ability to adjust or focus.
- Motor Vehicle Operation: physical ability to drive.

Work Environment

- Collegial Ability: Participate in a friendly, courteous, and collegial workplace culture.
- Regular Attendance Ability: Maintain regular and punctual attendance during designated work hours at designated work locations.
- Remote Work Ability: Perform approved remote work activities in a diligent manner; perform remote work in a designated environment free from distractions; maintain regular contact with coworkers during remote work periods.

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IT Technician



Purpose and Scope:

The purpose of the IT Technician is to perform IT-related work, including basic local area network support, and PC support. This position reports directly to the IT Director under the general charge of the System Director. This position is considered non-exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Performs remote work and on-site work at the system office and various sites throughout the library system service area as scheduled by the IT Director.
 - Network monitoring.
 - Basic local area network troubleshooting activities, including local hardware (routers, switches, wireless access points, etc.).
 - Library PC management and troubleshooting activities, including Windows domain server.
 - Bulk PC configuration.
 - Individual PC configuration.
 - Daily usage of system helpdesk to monitor, troubleshoot, resolve, and follow-up on library IT problems.
- Performs other duties as assigned by the Director.

General Abilities Required of all Positions

Travel

Travel Ability: All positions require at least occasional travel within the 3-county system service area. Thus, a valid driver's license and means of transportation is required.

Mental

- Communication Ability: Effectively communicate ideas and information both in written and oral forms and in Standard English; ingest information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
- Analytical Ability: Resolve novel and diverse work problems; adapt to rapidly changing technical environments and troubleshoot problems as they arise; identify problems and potential areas for improvement; utilize available information sources in decision-making; develop feasible, realistic solutions to problems.
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- Mathematical Ability: Perform basic arithmetic [addition, subtraction, multiplication, division] using whole numbers, common fractions, and decimals; compute rate, ratio, and percentage, and draw and interpret graphs.
- Time Management Ability: Prioritize workload and meet project and assignment deadlines.

Physical

- Office Work Ability: Sitting, standing, using hands to write, grasp, use handheld tools, type, talk, hear, walk, reach with hands and arms, and lift and/or move up to fifty (50) pounds.
- Vision Ability: close vision, distance vision, depth perception, and ability to adjust or focus.
- Motor Vehicle Operation: physical ability to drive.

Work Environment

- Collegial Ability: Participate in a friendly, courteous, and collegial workplace culture.
- Regular Attendance Ability: Maintain regular and punctual attendance during designated work hours at designated work locations.
- Remote Work Ability: Perform approved remote work activities in a diligent manner; perform remote work in a designated environment free from distractions; maintain regular contact with coworkers during remote work periods.

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Communications and Marketing Coordinator



Purpose and Scope:

The purpose of the Communications and Marketing Coordinator position is to inform member libraries and the public about the activities of the library system, promote the activities of member libraries, and assist the member libraries in marketing the services they offer to their respective service populations. This position reports to the System Director. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Serves as chief information officer of the library system.
 - Maintains situational awareness of system programs, member library attitudes, and public attitudes.
 - Recommends, drafts, and/or edits communications from the system to the public for clarity, tone, consistency, etc.
 - Writes official communications for public consumption.
 - Develops and maintains the overall library system website.
 - Maintains an accurate listing of publicly accessible documents on the system website, including annual plans, annual reports, member library agreements, meeting agendas, meeting minutes, and other public documents required by law and/or system policy.
 - Writes and publishes a monthly library system newsletter, maintains contact lists, and distributes promotional toolkits and materials.
 - Takes and publishes meeting minutes.
 - Compiles monthly reports for a Librarian Advisory Committee.
 - Facilitates occasional workgroup meetings.
- Promotes the activities of member libraries throughout the system area.
 - Coordinates communication activities in support of collaborative services offered by member libraries, including e-resources (LinkedIn Learning, Hoopla, OverDrive, Ancestry.com) and other library programs of a system-wide scope.
 - Participates in statewide efforts to promote library services.

- Assists member libraries' local efforts to market their services.
 - Creates graphic materials such as posters, brochures, and website graphics.
 - Assists member libraries in writing local press releases, creating web content, and implementing new websites.
 - Developing toolkits and strategies to support the local marketing activities of member libraries.
 - Meets with groups of librarians and/or library directors to assess their needs and develop shared strategies to help them meet those needs.

General Abilities Required of all Positions

Travel

Travel Ability: All positions require at least occasional travel within the 3-county system service area. Thus, a valid driver's license and means of transportation is required.

Mental

- Communication Ability: Effectively communicate ideas and information both in written and oral forms and in Standard English; ingest information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
- Analytical Ability: Resolve novel and diverse work problems; adapt to rapidly changing technical environments and troubleshoot problems as they arise; identify problems and potential areas for improvement; utilize available information sources in decision-making; develop feasible, realistic solutions to problems.
- Reading Ability: Effectively read and understand information contained in professional resources, documentation, memoranda, reports, and bulletins.
- Mathematical Ability: Perform basic arithmetic [addition, subtraction, multiplication, division] using whole numbers, common fractions, and decimals; compute rate, ratio, and percentage, and draw and interpret graphs.
- Time Management Ability: Prioritize workload and meet project and assignment deadlines.

Physical

- Office Work Ability: Sitting, standing, using hands to write, grasp, use handheld tools, type, talk, hear, walk, reach with hands and arms, and lift and/or move up to fifty (50) pounds.
- Vision Ability: close vision, distance vision, depth perception, and ability to adjust or focus.

- Motor Vehicle Operation: physical ability to drive.

Work Environment

- Collegial Ability: Participate in a friendly, courteous, and collegial workplace culture.
- Regular Attendance Ability: Maintain regular and punctual attendance during designated work hours at designated work locations.
- Remote Work Ability: Perform approved remote work activities in a diligent manner; perform remote work in a designated environment free from distractions; maintain regular contact with coworkers during remote work periods.

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Business Manager



Purpose and Scope:

The purpose of the Business Manager position is to manage and execute a range of accounting and human resource processes for the library system. This position reports to the System Director. This position is considered exempt/full-time, with occasional travel and occasional irregular work hours required.

Duties:

- Primary responsibility for mission-critical financial processes of the library system.
 - Performs all accounts payable activities, including receipt/payment of invoices and accurate recording of expenditures.
 - Performs all accounts receivable activities, including generation of invoices and accurate recording of income.
 - Performs all bookkeeping activities according to generally accepted accounting principles in the context of a governmental/nonprofit organization.
 - Manages library system bank accounts and local government investment pool accounts, reconciles statements, and monitors the general financial health of the library system.
 - Assists the Director in preparing annual budgets.
 - Prepares monthly financial reports and other reports as requested.
 - Works with an outside firm to prepare annual financial audits as required by State law.
- Primary responsibility for HR processes of the library system.
 - Performs all payroll functions.
 - Administers employee benefits, including vacation, sick time, and system participation in State of Wisconsin benefit programs such as health insurance, retirement system, and health savings account/dependent care.
 - Provides recommendations to the System Director and Board of Trustees regarding sound HR practices and procedures.
- Provides occasional consulting services to member libraries of the system.
- Performs other duties as assigned by the Director.

General Abilities Required of all Positions

Travel

Travel Ability: All positions require at least occasional travel within the 3-county system service area. Thus, a valid Wisconsin driver's license and means of transportation is required.

Mental

- Communication Ability: Effectively communicate ideas and information both in written and oral forms and in Standard English; ingest information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
- Analytical Ability: Resolve novel and diverse work problems; adapt to rapidly changing technical environments and troubleshoot problems as they arise; identify problems and potential areas for improvement; utilize available information sources in decision-making; develop feasible, realistic solutions to problems.
- Reading Ability: Effectively read and understand information contained in professional resources, documentation, memoranda, reports, and bulletins.
- Mathematical Ability: Perform basic arithmetic [addition, subtraction, multiplication, division] using whole numbers, common fractions, and decimals; compute rate, ratio, and percentage, and draw and interpret graphs.
- Time Management Ability: Prioritize workload and meet project and assignment deadlines.

Physical

- Office Work Ability: Sitting, standing, using hands to write, grasp, use handheld tools, type, talk, hear, walk, reach with hands and arms, and lift and/or move up to fifty (50) pounds.
- Vision Ability: close vision, distance vision, depth perception, and ability to adjust or focus.
- Motor Vehicle Operation: physical ability to drive.

Work Environment

- Collegial Ability: Participate in a friendly, courteous, and collegial workplace culture.
- Regular Attendance Ability: Maintain regular and punctual attendance during designated work hours at designated work locations.
- Remote Work Ability: Perform approved remote work activities in a diligent manner; perform remote work in a designated environment free from distractions; maintain regular contact with coworkers during remote work periods.

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Milton Office Manager



Purpose and Scope:

The purpose of this position is to ensure a regular and knowledgeable system staff presence at the Milton office of the Prairie Lakes Library System, and to perform other duties in support of the organizational mission.

Duties:

- Front Desk: Receives visitors to the Milton office, answers general questions about the library system, and refers specific questions to appropriate other team members.
- Quartermaster: Develops and maintains a system to ensure that both office locations are adequately supplied.
- Distribution of Materials to Member Libraries and Other Entities: Utilizes system delivery, US Mail, UPS, FedEx, etc. to distribute physical materials from the library system as needed.
- Interlibrary Loan Point-Person: Uses the WISCAT platform to answer periodic member library queries about ILL requests. Refers specific or complicated ILL-related questions to system IT staff or state ILL coordinator.
- Library Material Sorting: Sorts library materials between incoming and outgoing delivery bins on a daily basis.
- Performs other duties as assigned by the Director.

General Abilities Required of all Positions

Travel

Travel Ability: All positions require at least occasional travel within the 3-county system service area. Thus, a valid Wisconsin driver's license and means of transportation is required.

Mental

- Communication Ability: Effectively communicate ideas and information both in written and oral forms and in Standard English; ingest information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
- Analytical Ability: Resolve novel and diverse work problems; adapt to rapidly changing technical environments and troubleshoot problems as they arise; identify problems and potential areas for improvement; utilize available information sources in decision making; develop feasible, realistic solutions to problems.
- Reading Ability: Effectively read and understand information contained in professional resources, documentation, memoranda, reports, and bulletins.
- Mathematical Ability: Perform basic arithmetic [addition, subtraction, multiplication, division] using whole numbers, common fractions, and decimals; compute rate, ratio, percentage, and draw and interpret graphs.
- Time Management Ability: Prioritize workload and meet project and assignment deadlines.

Physical

- Office Work Ability: Sitting, standing, using hands to write, grasp, use handheld tools, type, talk, hear, walk, reach with hands and arms, and lift and/or move up to fifty (50) pounds.
- Vision Ability: close vision, distance vision, depth perception, and ability to adjust or focus.
- Motor Vehicle Operation: physical ability to drive.

Work Environment

- Collegial Ability: Participate in a friendly, courteous, and collegial workplace culture.
- Regular Attendance Ability: Maintain regular and punctual attendance during designated work hours at designated work locations.
- Remote Work Ability: Perform approved remote work activities in a diligent manner; perform remote work in a designated environment free from distractions; maintain regular contact with coworkers during remote work periods.

NOTE: This document is meant to describe the general content and requirements of the position. This document is not to be construed as an exhaustive statement of duties, responsibilities, or requirements, nor is it to be considered an offer of employment.

Youth Services and Inclusive Services Coordinator



Purpose and Scope:

The purpose of the Youth Services and Inclusive Services Coordinator position is to develop, implement, and assess library system programs that a) support regional library services to youth, b) support library services that are welcoming to all information seekers, and c) support the activities of member library staff serving youth. This position reports to the System Director. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Designs, coordinates, implements, and assesses programs and activities designed to support library services to youth throughout the system's service area.
 - Plans, implements and supervises annual summer "storywagon" program series, consisting of YS and family-oriented events at 22 member libraries.
 - Develops and implements a program of support for member libraries regarding availability of, eligibility for, and application support for local and federal grants with the purpose of supporting library services to youth.
 - Develops and implements a coordinated "1,000 Books Before Kindergarten" program for voluntary participation by the member libraries.
 - Uses perception, professional experience, and judgement to develop, implement and supervise other programs having maximum regional impacts as appropriate.
 - Makes program, budget, and system policy recommendations to system leadership in areas of expertise.
- Facilitates ongoing and predictable connection, communication, and collaboration opportunities across the library system's service area for member library staffers serving youth.
 - Plans & hosts regular YS meetings, information sessions, and trainings at geographically-balanced locations throughout the library system area on at least a quarterly basis.
 - Plans & hosts special YS meetings or information sessions for relevant events, including summer reading program kickoff.

- Plans & conducts an annual series of visits to individual member libraries, with occasional impromptu visits as necessary.
- Participates in regional and statewide communication and collaborative activities, and applies insights gleaned to improve library services to youth within the library system.
- Coordinates programs, initiatives, and outreach activities related to supporting library services that are inclusive of all information-seekers.
- Performs other duties as assigned by the Director.

General Abilities Required of all Positions

Travel

Travel Ability: All positions require at least occasional travel within the 3-county system service area. Thus, a valid Wisconsin driver's license and means of transportation is required.

Mental

- Communication Ability: Effectively communicate ideas and information both in written and oral forms and in Standard English; ingest information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
- Analytical Ability: Resolve novel and diverse work problems; adapt to rapidly changing technical environments and troubleshoot problems as they arise; identify problems and potential areas for improvement; utilize available information sources in decision making; develop feasible, realistic solutions to problems.
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- Time Management Ability: Prioritize workload and meet project and assignment deadlines.

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Proposed 2024 Salary Schedule

Prairie Lakes Library System



Overview

The 2024 system budget process presents a chance to address a number of annual challenges, faced by each of the pre-merger library systems, with respect to staff compensation. A strong 2023 net position, confirmed increases in state aid in 2024-2025, and consolidation of operating expenses as a result of the merger provides an opportunity to make these fixes *while reducing the overall percentage of system operating expenses on staff compensation.*





What does this accomplish?

- Updated position descriptions and more realistic job titles.
- Definition of exempt and non-exempt positions.
- Predictable, competitive salary steps and ranges for budgets, job advertisements, and employee evaluations.
- Elimination of an aging IT billing & compensation structure originating in 2015.
- Preserves an annual option for market or inflation-based corrections to staff compensation.



Guiding Principles

- Member libraries want (and expect) high quality services.
- Provision of high quality services requires high quality staff → “Our product = our people.”
- Minimally, we have to compete on a statewide basis to attract and retain high-level employees.
- Relevant insights from strategic planning:
 -

Position Descriptions

Comparisons



- ***Local Government Entities***
 - Compared to most recent posted/available schedule.
 - Comparison based primarily off of titles, and job descriptions where available.
 - Many organizations are in the middle of their own studies and comparisons are using outdated data.
- ***Department of Public Instruction***
 - Compared to data collected from the 2022 Annual Plan.
 - Comparison based off of titles.
- ***Carlson Dettmann 2023 Library Compensation Survey Report***
 - Comparison against titles & position duties.
 - Current data, but consists entirely of Wisconsin Libraries.
 - Includes additional data on PTO.



Business Manager

(formerly Accounting & Human Resources Lead)

Job Description

- Performs all accounts payable activities, including receipt/payment of invoices and accurate recording of expenditures.
- Manages library system bank accounts and local government investment pool accounts, reconciles statements, and monitors the general financial health of the library system.
- Administers employee benefits, including vacation, sick time, and system participation in State of Wisconsin benefit programs such as health insurance, retirement system, and health savings account/dependent care.

Comparable Position Salary Ranges

- Kenosha Public Library Business Manager: \$81,036 - \$104,184
- Rock County Business Manager: \$77,500 - \$93,142
- Kenosha County Budget/Financial Analyst: \$72,968 - \$101,425
- Racine County Accounting Manager, Finance & Budget Manager, Fiscal Manager: \$70,424 - \$101,341

Current Actual Salaries

- 2022 DPI equivalent positions: \$45,408 - \$119,590
- 2023 Carlson Dettmann survey range: \$73,549 - \$92,622
 - Position Compared: Accountant

2024 Proposed Salary Range & Start Point

- Range: \$74,200 - \$92,659
- Recommended start point → Step 1 - \$74,200



Communications & Marketing Coordinator

(Formerly Public Information Coordinator)

Job Description

- Serves as chief information officer of the library system.
- Participates in statewide efforts to promote library services.
- Meets with groups of librarians and/or library directors to assess their needs and develop shared strategies to help them meet those needs.
- Maintains an accurate listing of publicly accessible documents on the system website, including annual plans, annual reports, member library agreements, meeting agendas, meeting minutes, and other public documents required by law and/or system policy.

Comparable Position Salary Ranges

- Kenosha Public Library Communications Manager: \$57,797 - \$80,338
- Racine County Marketing Coordinator: \$58,381 - \$81,793
- Rock County Communications Specialist: \$60,216 - \$73,091

Current Actual Salaries

- 2022 DPI equivalent positions: \$50,619 - \$98,452
- 2023 Carlson Dettmann survey range: \$64,230 - \$90,626
 - Position compared: Public Relations Officer

2024 Proposed Salary Range & Start Point

- Range: \$63,600 - \$79,422
- Recommended start point → Step 1 - \$63,600



Driver

(No Change)

Job Description

- Provides delivery & sorting services between libraries located within Rock County.

Comparable Position Salary Ranges

- Racine Public Library Van Driver: \$16.69 - \$21.45

Current Actual Salaries

- 2019 SCLS Driver: \$18.03
- 2022 DPI equivalent positions: No equivalent positions
- 2023 Carlson Dettmann survey range: No equivalent positions

2024 Proposed Hourly Range & Start Point

- Range: \$18.00 - \$22.48
- Recommended start point → Step 1 - \$18.00



IT Director

(formerly IT Manager)

Job Description

- Performs “super admin” level administration of a 35-site implementation of SirsiDynix Symphony library automation software application and related peripheral applications.
- Administers overall architecture, functionality, and security control of a 55-site Wide Area Network.
- Full range of wide area network troubleshooting activities, including “head-end” hardware and operations, communications with third parties and telcos, and network monitoring.

Comparable Position Salary Ranges

- Rock County Director of IT: \$109,928 - \$133,660
- Racine County IT Director: \$120,000 - \$135,00

Current Actual Salaries

- 2022 DPI equivalent positions: No equivalent positions
- 2023 Carlson Dettmann survey range: No equivalent positions

2024 Proposed Salary Range & Start Point

- Range: \$114,480 - \$141,959
- Recommended start point → Step 1 - \$114,480



IT Engineer

(Formerly System Services Technician)

Job Description

- Supports a 35-site implementation of SirsiDynix Symphony library automation software application and related peripheral applications by performing the full range of library automation system administration and data analysis activities, including troubleshooting, programming, writing custom scripts, and implementing new processes in a consortium environment.
- Intermediate range of wide area network troubleshooting activities, including “head-end” hardware and operations, occasional communications with third parties and telcos, and network monitoring.
- Assists the IT Director in administering a suite of internal and external library system IT services.

Comparable Position Salary Ranges

- Rock County Computer Programmer/Analyst II, Network Support Administrator, Data Solutions Architect: \$77,500 - \$93,142
- Kenosha County Network Architect, Software Architect: \$72,968 - \$101,425
- Racine Unified School District Application Support Specialist, Network Engineer: \$76,463 - \$114,565
- Racine Unified School District Technical Service Support: \$75,710 - \$104,804

Current Actual Salaries

- 2022 DPI equivalent positions: No equivalent positions.
- 2023 Carlson Dettmann survey range: \$72,176 - \$92,851
 - Position Compared: IT Manager

2024 Proposed Salary Range & Start Point

- Range: \$74,200 - \$92,659
- Recommended start point → Step 3 - \$78,719



IT Technician

(Formerly Library IT Support Technician)

Job Description

- Basic local area network troubleshooting activities, including local hardware (routers, switches, wireless access points, etc.).
- Daily usage of system helpdesk to monitor, troubleshoot, resolve, and follow-up on library IT problems.
- Library PC management and troubleshooting activities, including Windows domain server.
- Bulk & individual PC configuration.

Comparable Position Salary Ranges

- Kenosha County Service Desk Technician II: \$23.33 - \$29.63
- Racine County Service Desk Lead: \$23.30 - \$33.21
- WVLS Technician: \$23.83 - \$29.87

Current Actual Salaries

- 2022 DPI equivalent positions: \$20.27 - \$27.66
- 2023 Carlson Dettmann survey range: \$23.58 - \$29.48
 - Position Compared: Computer Technician

2024 Proposed Hourly Range & Start Point

- Range: \$23.74 - \$29.65
- Recommended start point → Step 3 - \$25.19



Lead Consultant / Deputy Director

(Formerly System Deputy Director)

Job Description

- Serves as primary contact and facilitator for the Continuing Education (CE), and delivery service program of the library system.
- Accepts, reviews, validates, files, and (if necessary) troubleshoots public librarian certifications and certification-related issues.
- Provides general oversight and management of library system delivery operations.
- Assists the Director in administering the operations of the library system and provides leadership in the absence of the Director.

Comparable Position Salary Ranges

- WVLS Deputy Director: \$69,264 - \$86,798

Current Actual Salaries

- 2022 DPI equivalent positions: \$67,454 - \$89,435
- 2023 Carlson Dettmann survey range: \$70,678 - \$93,558
 - Position Compared: Deputy Library Director

2024 Proposed Salary Range & Start Point

- Range: \$74,200 - \$92,659
- Recommended start point → Step 4 or higher - \$81,080



Milton Office Manager

(Formerly Office Manager & ILL)

Job Description

- Interlibrary Loan Point-Person: Uses the WISCAT platform to answer periodic member library queries about ILL requests. Refers specific or complicated ILL-related questions to system IT staff or state ILL coordinator.
- Develops and maintains a system to ensure that both office locations are adequately supplied.
- Sorts library materials between incoming and outgoing delivery bins on a daily basis.

Comparable Position Salary Ranges

- Rock County Office Coordinator: \$23.56 - \$28.64
- Kenosha County Administrative Secretary: \$23.33 - \$29.63
- Kenosha County Executive Secretary: \$22.01 - \$27.95
- Kenosha Public Library Administrative Specialist: \$21.77 - \$28.00
- Racine Public Library Administrative Assistant: \$24.48 - \$31.46

Current Actual Salaries

- 2022 DPI equivalent positions: \$21.21 - \$30.84
- 2023 Carlson Dettmann survey range: \$22.20 - \$29.97
 - Position Compared: Executive Assistant

2024 Proposed Hourly Range and Start Point

- Range: \$23.74 - \$29.65
- Recommended start point → Step 3 - \$25.19



System Director

(No change)

Job Description

- Develops and executes an array of system service programs, designed to address the needs of member libraries and library users throughout the service area of the library system, within the budget and policy guidelines established by the library system board.
- Prepares annual compliance documents for the library system, including the library system annual plan and library system annual report.
- Communicates with county officials regarding annual matters of importance such as county funding and library exemption procedures, and other matters requiring coordination.
- Provides comprehensive recommendations to the Board of Trustees regarding policy, budget, procedural, and other matters.

Comparable Position Starting Salary Ranges

- Traverse des Sioux Library System: \$104,000 - \$120,640
- Wisconsin Valley Library System: \$102,835 - \$106,995
- Oshkosh Library: \$106,000 - \$120,000

Current Actual Salaries

- Bridges Library System Director: \$117,700
- IFLS Director: \$110,998
- Northern Waters Library System Director: \$109,500
- Winding Rivers Library System Director: \$102,066
- Wisconsin Valley Library System Director: \$102,835
- 2022 DPI equivalent positions: up to \$153,357
- 2023 Carlson Dettmann survey range: \$103,438 - \$138,798
 - Position Compared: Library Director

2024 Proposed Salary Range and Start Point

- Range: \$110,240 - \$137,655
- Recommended start point → Step 1 - \$110,240



Youth and Inclusive Services Consultant

(New Position)

Job Description

- Designs, coordinates, implements, and assesses programs and activities designed to support library services to youth throughout the system's service area.
- Plans, implements and supervises annual summer "storywagon" program series, as well as "1,000 Books Before Kindergarten" at 22 member libraries.
- Develops and implements a program of support for member libraries regarding availability of, eligibility for, and application support for local and federal grants with the purpose of supporting library services to youth.
- Plans & hosts regular YS meetings, information sessions, and trainings at geographically-balanced locations throughout the library system area on at least a quarterly basis.

Comparable Position Salary Ranges

- Kenosha Public Library Librarian: \$57,216 - \$73,584
- Racine Public Library Librarian II: \$60,632 - \$77,917

Current Actual Salaries

- 2022 DPI equivalent positions: \$41,122 - \$74,651
- 2023 Carlson Dettmann survey range: \$61,922 - \$81,515
 - Position Compared: Librarian

2024 Proposed Salary Range and Start Point

- Range: \$63,600 - \$79,422
- Recommended start point → Step 1 - \$63,600

Proposed Salary Schedule



| | 3% Per Step | | | 2.5% Per Step | | | 2% Per Step | | | |
|-------------------------------------------------------------------------|-------------|-----------|-----------|---------------|-----------|-----------|-------------|-----------|-----------|-----------|
| Salary Exempt | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Accounting & Human Resources Lead (Business Manager) | \$74,200 | \$76,426 | \$78,719 | \$81,080 | \$83,107 | \$85,185 | \$87,315 | \$89,061 | \$90,842 | \$92,659 |
| IT Manager (IT Director) | \$113,679 | \$117,089 | \$120,602 | \$124,220 | \$127,326 | \$130,509 | \$133,771 | \$136,447 | \$139,176 | \$141,959 |
| Public Information Coordinator (Communications & Marketing Coordinator) | \$63,600 | \$65,508 | \$67,473 | \$69,497 | \$71,235 | \$73,016 | \$74,841 | \$76,338 | \$77,865 | \$79,422 |
| System Deputy Director (Lead Consultant/Deputy Director) | \$74,200 | \$76,426 | \$78,719 | \$81,080 | \$83,107 | \$85,185 | \$87,315 | \$89,061 | \$90,842 | \$92,659 |
| System Director | \$110,240 | \$113,547 | \$116,954 | \$120,462 | \$123,474 | \$126,561 | \$129,725 | \$132,319 | \$134,966 | \$137,665 |
| System Services Technician (IT Engineer) | \$74,200 | \$76,426 | \$78,719 | \$81,080 | \$83,107 | \$85,185 | \$87,315 | \$89,061 | \$90,842 | \$92,659 |
| Youth & Inclusive Services Consultant | \$63,600 | \$65,508 | \$67,473 | \$69,497 | \$71,235 | \$73,016 | \$74,841 | \$76,338 | \$77,865 | \$79,422 |

| Hourly Non-Exempt | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|-----------------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| Office Manager & ILL (Milton Office Manager) | \$23.74 | \$24.45 | \$25.19 | \$25.94 | \$26.59 | \$27.25 | \$27.94 | \$28.49 | \$29.06 | \$29.65 |
| Library IT Support Technician (IT Technician) | \$23.74 | \$24.45 | \$25.19 | \$25.94 | \$26.59 | \$27.25 | \$27.94 | \$28.49 | \$29.06 | \$29.65 |
| Driver | \$18.00 | \$18.54 | \$19.10 | \$19.67 | \$20.16 | \$20.66 | \$21.18 | \$21.61 | \$22.04 | \$22.48 |



IT Billing & Compensation

- Member libraries are billed hourly for local IT work.
- A portion of member library local IT income is paid to IT team members (apportioned by seniority) and a portion goes to PLLS as other income.
- Currently PLLS receives \$74,250 for providing IT service for the SWLS
- A portion (\$42,000) of this is budgeted to supplement IT salaries directly for the work they do with SWLS.
- This practice was initiated in 2006 in an attempt to keep IT worker compensation competitive within the market.
- If adopted, this salary schedule would increase base salaries of IT workers so that the hourly billing service to member libraries can be phased-out in favor of a model that would provide each member library with a number of free local IT support hours to use throughout the year.



Options

1. Recommended Option - Board action to approve updated position descriptions, implement new salary schedule as presented (or amended), and approve the 2024 draft budget as presented (or amended).
2. Alternative Option - Board action to approve position descriptions, implement a 6% increase to all staff salaries and hourly rates, include YS and Inclusive Services staff position at salary rate in the proposed schedule, and authorize a review of the proposed salary schedule or fully-independent compensation study by Carlson Dettmann in 2024 (\$5,000 - \$15,000).

Notes:

Carlson Dettmann Consulting Rates

- Fully-independent compensation study - In depth market & position analysis, complete design of compensation plan: \$15,000.
- Review of PLLS prepared compensation plan and provide recommendations & comments: \$5,000.

Recommended Option total cost → \$1,045,693.00.

Alternative 1 total cost → \$1,017,015.00 (\$28,678 less than Recommended Option).



Recommendation

Board action to approve updated position descriptions, implement new salary schedule as presented (or amended), and approve the 2024 draft budget as presented (or amended).

| Salary Schedule-Based Figures | | | |
|---------------------------------------------------|------------------------------------|---------------------|---------------------------|
| Position | Salary Schedule Base Salary | 2024 Salary | 2024 Total S&B |
| Communications & Marketing Coordinator | \$60,000.00 | \$63,600.00 | \$98,843.92 |
| IT Engineer | \$75,000.00 | \$78,719.00 | \$117,187.08 |
| Business Manager | \$70,000.00 | \$74,200.00 | \$112,056.64 |
| Driver 1 | \$9,594.00 | \$10,169.64 | \$10,317.10 |
| IT Technician | \$49,025.60 | \$52,386.00 | \$87,242.72 |
| IT Director | \$108,000.00 | \$113,679.00 | \$157,885.76 |
| Driver 2 | \$12,006.00 | \$12,726.36 | \$12,910.89 |
| System Director | \$104,000.00 | \$110,240.00 | \$153,993.72 |
| Lead Consultant / Deputy Director | \$72,000.00 | \$81,080.00 | \$120,341.12 |
| Milton Office Manager | \$43,206.80 | \$45,845.80 | \$64,279.89 |
| Driver 3 | \$10,116.00 | \$10,722.96 | \$10,878.44 |
| Youth Services and Inclusive Services Coordinator | | \$63,600.00 | \$99,755.96 |
| | | \$716,968.76 | \$1,045,693.24 |

| Percentage-Based Figures (6%) | | | |
|---------------------------------------------------|----------------------------|---------------------|---------------------------|
| Position | Current Base Salary | 2024 Salary | 2024 Total S&B |
| Communications & Marketing Coordinator | \$53,747.20 | \$56,972.03 | \$91,137.84 |
| IT Engineer | \$62,670.40 | \$78,478.62 | \$116,908.24 |
| Business Manager | \$69,000.00 | \$73,140.00 | \$110,824.52 |
| Driver 1 | \$7,995.00 | \$8,474.70 | \$9,830.65 |
| IT Technician | \$49,025.60 | \$58,805.14 | \$94,773.16 |
| IT Director | \$92,747.20 | \$112,810.03 | \$156,875.24 |
| Driver 2 | \$10,411.87 | \$11,036.58 | \$12,802.44 |
| System Director | \$88,248.00 | \$93,542.88 | \$134,576.10 |
| Lead Consultant / Deputy Director | \$71,967.00 | \$76,285.02 | \$114,690.74 |
| Milton Office Manager | \$43,206.80 | \$45,799.21 | \$64,225.84 |
| Driver 3 | \$8,632.32 | \$9,150.26 | \$10,614.30 |
| Youth Services and Inclusive Services Coordinator | | \$63,600.00 | \$99,755.96 |
| | | \$688,094.47 | \$1,017,015.03 |



DRAFT 2024 Library System Budget

| Overview By Category | Operating Income/Expenses | Grant Income/Expenses | County Funds (Passthrough) | SHARE Fund (Passthrough) | Difference |
|------------------------|---------------------------|-----------------------|----------------------------|--------------------------|-----------------|
| Total Income: | \$1,804,071 | \$3,000 | \$7,131,403 | \$44,500 | |
| Total Expenses: | \$1,799,071 | \$3,000 | \$7,131,403 | \$7,500 | |
| Balance: | \$5,000 | \$0 | \$0 | \$37,000 | \$42,000 |

History:

Draft Created - 7/12/2023

Draft Updated - 9/13/2023

Draft Updated - 9/18/2023

| | 2023 | 2024 | % Change |
|----------------------------------------------|-----------|-----------|----------|
| Operating Income | | | |
| 5-1000 State Aid | 1,434,781 | 1,578,165 | 9.99% |
| 5-3000 · Other Income | | | |
| 5-3100 - Local IT Service-Members | 10,000 | 0 | -100.00% |
| 5-3120 · Local IT Service-SWLS | 74,250 | 74,250 | 0.00% |
| 5-3125 · WiscNet Reimbursement-SWLS | 3,488 | 3,488 | 0.00% |
| 5-3130 · Fee Income-Affiliate Members | 3,471 | 3,471 | 0.00% |
| 5-3150 · SHARE Administration-KCLS | 34,997 | 34,997 | 0.00% |
| 5-3170 · WiLS Administration | 2,000 | 2,000 | 0.00% |
| 5-3180 - KPL BiblioCommons | 0 | 4,900 | |
| 5-3190 - Delivery WHS | 0 | 700 | |
| 5-3200 · Delivery-Racine Correctional | 945 | 0 | -100.00% |
| 5-3210 - Rock County Inmate Program | 2,000 | 2,000 | 0.00% |
| 5-3300 · Miscellaneous Income | 100 | 100 | 0.00% |
| 5-3700 · Interest - LGIP #1 General | 60,000 | 100,000 | 66.67% |
| Total 5-3000 · Other Income | 191,251 | 225,906 | 18.12% |
| Grand Total Operating Income | 1,626,032 | 1,804,071 | 10.95% |

| | 2023 | 2024 | % Change |
|--------------------------------------------------------|----------------|----------------|----------------|
| Operating Expenses | | | |
| 6-0100 · Operating Expenses | | | |
| 6-1000 · Regular Staff Wages | 622,798 | 716,969 | 15.12% |
| 6-1200 · Staff Benefits | | | |
| 6-1201 · Health and Dental Insurance | 208,881 | 213,649 | 2.28% |
| 6-1202 · Life Insurance | 2,356 | 4,419 | 87.56% |
| 6-1203 · Retirement | 40,262 | 47,152 | 17.11% |
| 6-1204 · Social Security/Medicare | 47,644 | 62,673 | 31.54% |
| 6-1205 - Workers Comp | 1,766 | 0 | -100.00% |
| 6-1206 Accident Plan | | 834 | |
| Total 6-1200 · Staff Benefits | 300,909 | 328,727 | 9.24% |
| 6-1250 · Other Staff Benefits | | | |
| 6-1251 · CE & Conference Expenses | 12,000 | 15,000 | 25.00% |
| 6-1252 · Cellular Phone Stipends | 1,000 | 2,160 | 116.00% |
| 6-1253 · Mileage Reimbursement | 8,000 | 11,000 | 37.50% |
| 6-1254 · Section 125 Administration | 700 | 700 | 0.00% |
| 6-1255 - Phased Retirement Fund | 15,000 | 0 | -100.00% |
| 6-1256 - Professional Memberships | | 3,000 | |
| Total 6-1250 · Other Staff Benefits | 36,700 | 31,860 | -13.19% |
| 6-1300 · General Operating & Overhead | | | |
| 6-1301 · Audit & Accounting Services | 12,000 | 15,000 | 25.00% |
| 6-1303 · Insurance | 11,500 | 12,000 | 4.35% |
| 6-1307 · Legal Fees | 2,000 | 0 | -100.00% |
| 6-1308 · Rent - Evergreen Drive | 22,032 | 22,032 | 0.00% |
| 6-1309 · Rent - Milton PL | 14,000 | 14,000 | 0.00% |
| 6-1310 · Office Supplies | 2,000 | 2,500 | 25.00% |
| 6-1311 - Postage | 2,000 | 0 | -100.00% |
| 6-1312 · Office Printing & Reproduction | 5,000 | 5,000 | 0.00% |
| 6-1313 · Telecommunications & Datalines | 6,925 | 6,925 | 0.00% |
| 6-1314 · Utilities & Alarm - Evergreen | 6,000 | 6,000 | 0.00% |
| 6-1315 · Waterford Server Lease | 1,835 | 1,835 | 0.00% |
| 6-1316 · Meeting Expenses | 1,000 | 10,000 | 900.00% |
| 6-1317 · Cleaning Service - Evergreen | 3,000 | 2,160 | -28.00% |
| 6-1318 · Misc. & Other Consulting Exp. | 20,000 | 10,000 | -50.00% |
| 6-1319 · Board Management Platform | 2,000 | 1,620 | -19.00% |
| 6-1320- Delivery Service Renovation Expenses | | 0 | |
| Total 6-1300 · General Operating & Overhead | 111,292 | 109,072 | -1.99% |
| 6-1400 · System Services | | | |
| 6-1401 · SEWI CE System Membership | 2,890 | 3,200 | 10.73% |
| 6-1403 · General Programs/PR & Marketing | 12,000 | 20,000 | 66.67% |
| 6-1404 · Gen. Program-Inclusive Services | 2,000 | 1,000 | -50.00% |

| | | | |
|--------------------------------------------------|------------------|------------------|-----------------|
| 6-1405 · Gen. Program-Youth Services | 35,000 | 40,000 | 14.29% |
| 6-1406 · Professional Magazines | 500 | 500 | 0.00% |
| 6-1407 · Movie Licensing USA Subscrip | 9,000 | 8,000 | -11.11% |
| 6-1408 · Transparent Languages Subscrip | 3,000 | 3,000 | 0.00% |
| 6-1411 · WISCAT Member Library Licenses | 4,400 | 4,400 | 0.00% |
| 6-1412 · Member Hoopla Accounts | 50,000 | 60,000 | 20.00% |
| 6-1413 · Canva Subscription | 5,000 | 2,300 | -54.00% |
| 6-1414 · WPLC System Membership fee | 13,906 | 7,848 | -43.56% |
| 6-1415 · WISCNET Converged WAN | 10,030 | 13,864 | 38.23% |
| 6-1416 · Wils Memberships | 4,378 | 4,378 | 0.00% |
| 6-1417 · Overdrive Advantage | 8,000 | 10,000 | 25.00% |
| 6-1418 · General Program Fund-Technology | 22,000 | 24,000 | 9.09% |
| 6-1419 · Fuel/Delivery Vehicle Mainten. | 20,000 | 20,000 | 0.00% |
| 6-1421 - LocalHop | 18,853 | 20,000 | 6.08% |
| 6-1422 · Rock Co Jail - Inmate Materials | 4,000 | 3,000 | -25.00% |
| 6-1423 - Rock County Nursing Home | 0 | 1,000 | |
| 6-1424 · New Furnishing & Equipment | 0 | 10,000 | |
| 6-1425 · Hardware & Software | 0 | 10,000 | |
| 6-1428 - Software Subscriptions TBD | 0 | 54,263 | |
| 6-1429 - Strategic Planning Grants | | 7,350 | |
| 6-1430 · Lost ILL Materials | 100 | 100 | 0.00% |
| 6-1450 · Contract Services | | | |
| 6-1451 - Contract-Youth Services | 10,000 | 0 | -100.00% |
| 6-1452 - Contract- Inclusive Services | 10,000 | 0 | -100.00% |
| 6-1453 · Delivery Services - RPL/Milton | 37,800 | 37,800 | 0.00% |
| 6-1454 · Delivery - South Central | 26,353 | 26,440 | 0.33% |
| 6-1455 · Delivery - Excel Express | 114,288 | 138,000 | 20.75% |
| 6-1456 · Resource Library Contracts | 47,000 | 47,000 | 0.00% |
| 6-1457 · WiLS Contract - Data Dashboard | 7,000 | 5,000 | -28.57% |
| Total 6-1400 · System Services | 477,498 | 582,443 | 21.98% |
| 6-1500 · Capital Expenses | | | |
| 6-1501 - New Furnishing & Equipment | 1,000 | 0 | -100.00% |
| 6-1502 - Hardware & Software | 3,000 | 0 | -100.00% |
| 6-1503 - Major Capital Projects | | 0 | |
| 6-1504 - Vehicle Purchase | | 30,000 | |
| Total 6-1500 · Capital Expenses | 4,000 | 30,000 | 650.00% |
| 6-2000 · Expenses from Other Income | | | |
| 6-2110 - SWLS IT Program Expenses | 42,000 | 0 | -100.00% |
| 6-2120 - WISCNET Converged Wan-SWLS | 3,834 | 0 | -100.00% |
| 6-2200 Rock County WiFi | | 0 | |
| Total 6-2000 · Expenses from Other Income | 45,834 | 0 | -100.00% |
| Grand Total Operating Expenses | 1,599,031 | 1,799,071 | 12.51% |

| | 2023 | 2024 | % Change |
|------------------------------------------------|------------------|------------------|----------|
| Passthrough Income | | | |
| 5-4000 · County Government Funds | | | |
| 5-4100 · Racine County | 3,040,685 | 3,314,379 | 9.00% |
| 5-4200 · Walworth County | 1,800,675 | 1,861,419 | 3.37% |
| 5-4300 · Kenosha County | 94,611 | 115,831 | 22.43% |
| 5-4400 · Rock County | 1,409,129 | 1,486,890 | 5.52% |
| 5-4500 · Waukesha County | 4,670 | 7,669 | 64.22% |
| Total 5-4000 · County Government Funds | 6,349,770 | 6,786,188 | 6.87% |
| 5-5000 · SHARE Member Funds | | | |
| 5-5110 · Bibliographic Utility | 36,616 | 29,292 | -20.00% |
| 5-5210 · ILS Annual Maintenance-PLLS | 125,104 | 168,148 | 34.41% |
| 5-5220 - ILS Annual Maintenance-WUHS | 135 | 0 | -100.00% |
| 5-5230 - ILS Annual Maintenance-KCLS | 42,908 | 0 | -100.00% |
| 5-5300 Delivery - WUHS | 700 | 0 | -100.00% |
| 5-5410 · WPLC OverDrive Buying Pool | 85,321 | 89,143 | 4.48% |
| 5-5420 · WPLC OverDrive Magazines | 4,919 | 5,171 | 5.12% |
| 5-5510 - BrainFuse | 23,000 | 0 | -100.00% |
| 5-5700 · LinkedInLearning | 27,500 | 28,895 | 5.07% |
| 5-5800 · Ancestry.com | 23,735 | 24,566 | 3.50% |
| Total 5-5000 · SHARE Member Funds | 369,938 | 345,215 | -6.68% |
| 5-6000 · Other Passthrough Income | | | |
| 5-6100 · Rock County WiFi Kit Project | 21,528 | 0 | -100.00% |
| 5-6200 - Rock Co. Jail - Inmate Material | 2,000 | 0 | -100.00% |
| 5-6300 - KPL BiblioCommons | 4,900 | 0 | -100.00% |
| Total 5-6000 · Other Passthrough Income | 28,428 | 0 | -100.00% |
| Grand Total Passthrough Income | 6,748,136 | 7,131,403 | 5.68% |

| | 2023 | 2024 | % Change |
|-------------------------------------------------------|------------------|------------------|----------|
| Passthrough Expenses | | | |
| 6-4000 · County Government Reimbursement | | | |
| 6-4100 · Racine County | 3,040,685 | 3,314,379 | 9.00% |
| 6-4210 · Walworth County | 1,800,675 | 1,861,419 | 3.37% |
| 6-4300 · Kenosha County | 94,611 | 115,831 | 22.43% |
| 6-4400 · Rock County | 1,409,129 | 1,486,890 | 5.52% |
| 6-4500 · Waukesha County | 4,670 | 7,669 | 64.22% |
| Total 6-4000 · County Government Reimbursement | 6,349,770 | 6,786,188 | 6.87% |
| 6-5000 · SHARE Member Expenses | | | |
| 6-5100 · Bibliographic Utility | 36,616 | 29,292 | -20.00% |
| 6-5210 · ILS Annual Maintenance - PLLS | 125,104 | 168,148 | 34.41% |
| 6-5220 · ILS Annual Maintenance - WUHS | 137 | 0 | -100.00% |
| 6-5230 · ILS Annual Maintenance - KCLS | 42,908 | 0 | -100.00% |
| 6-5300 · Delivery WUHS | 700 | 0 | -100.00% |
| 6-5410 · WPLC OverDrive Buying Pool | 85,321 | 89,143 | 4.48% |
| 6-5420 · WPLC OverDrive Magazines | 4,919 | 5,171 | 5.12% |
| 6-5500 · Brainfuse | 23,000 | 0 | -100.00% |
| 6-5600 · LinkedInLearning | 27,500 | 28,895 | 5.07% |
| 6-5700 · Ancestry.com | 23,735 | 24,566 | 3.50% |
| Total 6-5000 · SHARE Member Expenses | 369,940 | 345,215 | -6.68% |
| 6-6000 · Other Passthrough Expenses | | | |
| 6-6100 · Rock County WiFi Kit Project | 21,528 | 0 | -100.00% |
| 6-6300 · KPL BiblioCommons Expenses | 4,900 | 0 | -100.00% |
| Total 6-6000 · Other Passthrough Expenses | 26,428 | 0 | -100.00% |
| Grand Total Passthrough Expenses | 6,746,138 | 7,131,403 | 5.71% |

| | 2023 | 2024 | % Change |
|----------------------------------------------|-------------|--------------|-----------------|
| 5-7000 · Grant Income | | | |
| 5-7100 · Technology Grant | 6,000 | 3,000 | -3,000 |
| 5-7200 · LSTA SEWI CE Grants | 77,542 | 0 | -77,542 |
| 5-7300 - ARPA Info. Coordinator Grant | 37,000 | 0 | -37,000 |
| Total 5-7000 · Grant Income | 120,542 | 3,000 | -117,542 |
| | | | |
| 6-7000 · Grant Expenses | | | |
| 6-7100 · Technology Grant | 6,000 | 3,000 | -3,000 |
| 6-7200 · LSTA SEWI CE Grant Expenses | 77,542 | 0 | -77,542 |
| 6-7300 - ARPA Info. Coordinator Grant | 37,000 | 0 | -37,000 |
| Total 6-7000 · Grant Expenses | 120,542 | 3,000 | -117,542 |

| | 2023 | 2024 | % Change |
|------------------------------------------------|--------|---------------|----------|
| SHARE Revenues | | | |
| 5-8000 · SHARE Reserves - LGIP #2 | | | |
| 5-8100 · SHARE LGIP #2 Interest | 9,360 | 12,000 | 28.21% |
| 5-8200 · Server Replacement Fund | 8,000 | 8,000 | 0.00% |
| 5-8300 · Automation Support Fund | 4,000 | 4,000 | 0.00% |
| 5-8400 · Enhancement & Replacement Fund | 13,000 | 13,000 | 0.00% |
| 5-8500 · Supplies & Training | 7,500 | 7,500 | 0.00% |
| Total 5-8000 · SHARE Reserves - LGIP #2 | 41,860 | 44,500 | 6.31% |
| SHARE Expenses | | | |
| 6-8000 · SHARE Reserves Expenses | | | |
| 6-8500 · Supplies & Training | 7,500 | 7,500 | 0.00% |
| Total 6-8000 · SHARE Reserves Expenses | 7,500 | 7,500 | 0.00% |

| Appears on Sheet | Budget Line Number - Name | Description |
|--------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operating Income | 5-1000 State Aid | Appropriated by Legislature. Primary source of operating revenue for WI public library systems. |
| Operating Income | 5-3100 - Local IT Service-Members | Retained as a placeholder. |
| Operating Income | 5-3120 · Local IT Service-SWLS | Annual contract income for IT services rendered to SWLS system and SWLS member libraries. |
| Operating Income | 5-3125 · WiscNet Reimbursement-SWLS | Reimbursement for SWLS portion of WISCNET Converged WAN. |
| Operating Income | 5-3130 · Fee Income-Affiliate Members | Miscellaneous fees assessed to non-member library participants in PLLS service programs. |
| Operating Income | 5-3150 · SHARE Administration-KCLS | Annual contract income for automation software administration - performed by PLLS staff - for Kenosha County Library System. |
| Operating Income | 5-3170 · WILS Administration | Annual contract income paid to PLLS by WILS for web server maintenance and administration services performed by PLLS staff. |
| Operating Income | 5-3180 - KPL BiblioCommons | Moved from 5-6300. Annual contract income paid to PLLS by Kenosha Public Library to administer a third party software service. |
| Operating Income | 5-3190 - Delivery WHS | Moved from 5-5300. Annual fee paid to PLLS by Waterford Union High School for library material delivery service. |
| Operating Income | 5-3200 · Delivery-Racine Correctional | Removed from budget for 2024. Racine Correctional Facility not indicating participation in PLLS delivery network as of 9/2023. |
| Operating Income | 5-3210 - Rock County Inmate Program | Funds paid to PLLS by Rock County Jail for purchase of library materials for inmates. |
| Operating Income | 5-3300 · Miscellaneous Income | Cash box. |
| Operating Income | 5-3700 · Interest - LGIP #1 General | Interest From all System Funds Held |
| Operating Expenses | 6-1000 · Regular Staff Wages | Total 2023 payroll budget \$699,798 (2.4%) |
| Operating Expenses | 6-1201 · Health and Dental Insurance | Insurance prices increased on average 14% per WRS. Recommend considering Traditional WRS health plan for 2025. |
| Operating Expenses | 6-1202 · Life Insurance | State-required. |
| Operating Expenses | 6-1203 · Retirement | State-required. |
| Operating Expenses | 6-1204 · Social Security/Medicare | Federally-required benefit |
| Operating Expenses | 6-1205 - Workers Comp | Condensed into 6-1303. |
| Operating Expenses | 6-1206 Accident Plan | New. Provides additional accident-related protections for PLLS employees at minimal cost. |
| Operating Expenses | 6-1251 · CE & Conference Expenses | WLA conference, WAPL conference + other conferences & continuing education events as approved. |
| Operating Expenses | 6-1252 · Cellular Phone Stipends | \$20/mo cellphone stipend for all full-time employees. |
| Operating Expenses | 6-1253 · Mileage Reimbursement | Regular mileage expenses for approved travel. |
| Operating Expenses | 6-1254 · Section 125 Administration | Administration fee for participation in FLEX plan. |
| Operating Expenses | 6-1255 - Phased Retirement Fund | Condensed into 6-1000 |
| Operating Expenses | 6-1256 - Professional Memberships | Wisconsin Library Assoc. Professional Dues. |
| Operating Expenses | 6-1301 · Audit & Accounting Services | Estimated Baker Tilly increase. Recommend conducting a review of auditor options and costs in 2024 for the 2025 audit. |
| Operating Expenses | 6-1303 · Insurance | League of Wisconsin Municipalities provider policy. Includes workers' comp, directors & officers, general liability, property, auto, etc. |
| Operating Expenses | 6-1307 · Legal Fees | No legal fees expected in 2024. |
| Operating Expenses | 6-1308 · Rent - Evergreen Drive | Per lease with Make Cent\$, LLC. |
| Operating Expenses | 6-1309 · Rent - Milton PL | Per agreement with Milton Public Library/City of Milton. |
| Operating Expenses | 6-1310 · Office Supplies | Office supplies and postage for system offices. |
| Operating Expenses | 6-1311 - Postage | Condensed into 6-1310 |
| Operating Expenses | 6-1312 · Office Printing & Reproduction | Printers, paper and ink for system offices. |
| Operating Expenses | 6-1313 · Telecommunications & Datalines | Internet & telephone services for system offices. |
| Operating Expenses | 6-1314 · Utilities & Alarm - Evergreen | Water, sewer, electricity, alarm system, etc. for Waterford office. |
| Operating Expenses | 6-1315 · Waterford Server Lease | Per lease agreement with Village of Waterford for housing system network & storage servers in Waterford Public Library. |
| Operating Expenses | 6-1316 · Meeting Expenses | Lunch at LAC meetings (one per quarter), library director retreat (one per year), and fall banquet (1 per year), coffee & light meeting refreshments. |
| Operating Expenses | 6-1317 · Cleaning Service - Evergreen | Weekly cleaning of the Waterford office. |
| Operating Expenses | 6-1318 · Misc. & Other Consulting Exp. | Placeholder for Carlson Dettmann salary schedule review, plus unspecified consulting as necessary. |
| Operating Expenses | 6-1319 · Board Management Platform | Boardable, basic enterprise version. |
| Operating Expenses | 6-1320- Delivery Service Renovation Expenses | New - placeholder budget line. |
| Operating Expenses | 6-1401 · SEWI CE System Membership | Continuing education program cooperative administered by Bridges Library System. |
| Operating Expenses | 6-1403 · General Programs/PR & Marketing | Program fund for marketing & public relations programs as recommended by Communications & Marketing Coordinator. |
| Operating Expenses | 6-1404 · Gen. Program-Inclusive Services | Program fund for inclusive services programs as recommended by inclusive services consultant or coordinator. |
| Operating Expenses | 6-1405 · Gen. Program-Youth Services | Program fund for youth services programs as recommended by youth services consultant or coordinator. Includes annual "storywagon" program. |

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|--------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Operating Expenses | 6-1406 · Professional Magazines | Copies of LibraryJournal and School Library Journal shared among the member libraries. |
| Operating Expenses | 6-1407 · Movie Licensing USA Subscrip | Motion picture public performance copyright clearing service for all member libraries. |
| Operating Expenses | 6-1408 · Transparent Languages Subscrip | Foreign language instruction service licensed for all member libraries. |
| Operating Expenses | 6-1411 · WISCAT Member Library Licenses | Annual access fee for statewide interlibrary loan management platform. |
| Operating Expenses | 6-1412 · Member Hoopla Accounts | Provides each member library with some basic funding for Hoopla digital content (downloadable books, audiobooks, etc.). |
| Operating Expenses | 6-1413 · Canva Subscription | Online graphic design tool licensed for library staff of each member library. |
| Operating Expenses | 6-1414 · WPLC System Membership fee | Annual participation fee for the Wisconsin Public Library Consortium - the statewide OverDrive-based Ebook collection. |
| Operating Expenses | 6-1415 · WISCNET Converged WAN | Annual combined access charges for participating in the WISCNET system. \$3,488 of this is paid by SWLS - reflected on Operating Income sheet. |
| Operating Expenses | 6-1416 · Wils Memberships | Annual WiLS memberships for each member library. |
| Operating Expenses | 6-1417 · Overdrive Advantage | Purchases additional copies of OverDrive titles available to system library patrons only - to address long hold queues. |
| Operating Expenses | 6-1418 · General Program Fund-Technology | Program fund for technology programs as recommended by IT Director. |
| Operating Expenses | 6-1419 · Fuel/Delivery Vehicle Mainten. | Fuel for Rock County delivery and van maintenance. |
| Operating Expenses | 6-1421 - LocalHop | Annual subscription fee for library calendar, event management, and patron room reservation, software for all member libraries. |
| Operating Expenses | 6-1422 · Rock Co Jail - Inmate Materials | General interest paperbacks & learning resources for inmates of the Rock County Jail. |
| Operating Expenses | 6-1423 - Rock County Nursing Home | Split from 6-1422. General interest materials for residents of Rock County Nursing Home. |
| Operating Expenses | 6-1424 · New Furnishing & Equipment | Moved from 6-1501. Upgrades to system offices. |
| Operating Expenses | 6-1425 · Hardware & Software | Moved from 6-1502. Computer equipment, learning technology, software for staff operations. |
| Operating Expenses | 6-1428 - Software Subscriptions TBD | Licensing fees for software or online applications for member libraries - to be determined. |
| Operating Expenses | 6-1429 - Strategic Planning Grants | 50% match grants for up to 5 member libraries to participate in WiLS small library strategic planning cohort (with community survey option). |
| Operating Expenses | 6-1430 · Lost ILL Materials | A small fund to assist libraries in replacing items damaged by delivery-related mishaps. |
| Operating Expenses | 6-1451 - Contract-Youth Services | Condensed into 6-1000. |
| Operating Expenses | 6-1452 - Contract- Inclusive Services | Condensed into 6-1000 |
| Operating Expenses | 6-1453 · Delivery Services - RPL/Milton | Courier between Racine and Milton sorting hubs. |
| Operating Expenses | 6-1454 · Delivery - South Central | Annual fee for participating in statewide delivery network (for items traveling between SHARE libraries and libraries in greater Wisconsin). |
| Operating Expenses | 6-1455 · Delivery - Excel Express | Annual contract fee for materials delivery in Racine and Walworth counties. |
| Operating Expenses | 6-1456 · Resource Library Contracts | Annual contracts for Resource Library services to Racine Public Library and Hedberg Public Library (Janesville). |
| Operating Expenses | 6-1457 · WiLS Contract - Data Dashboard | Possible subscription to WiLS data dashboard service for all member libraries. |
| Operating Expenses | 6-1501 - New Furnishing & Equipment | Moved to 6-1424 |
| Operating Expenses | 6-1502 - Hardware & Software | Moved to 6-1425 |
| Operating Expenses | 6-1503 - Major Capital Projects | Placeholder line for any construction or build-out. |
| Operating Expenses | 6-1504 - Vehicle Purchase | \$30,000 for a new delivery van @ state procurement rate. |
| Operating Expenses | 6-2110 - SWLS IT Program Expenses | Condensed into 6-1000 |
| Operating Expenses | 6-2120 - WISCNET Converged Wan-SWLS | Reflected in operating expenses. |
| Operating Expenses | 6-2200 Rock County WiFi | Removed from Budget |
| Passthrough Income | 5-4100 · Racine County | County funds received for distribution directly to libraries. |
| Passthrough Income | 5-4200 · Walworth County | County funds received for distribution directly to libraries. |
| Passthrough Income | 5-4300 · Kenosha County | County funds received for distribution directly to libraries. |
| Passthrough Income | 5-4400 · Rock County | County funds received for distribution directly to libraries. |
| Passthrough Income | 5-4500 · Waukesha County | County funds received for distribution directly to libraries. |
| Passthrough Income | 5-5110 · Bibliographic Utility | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-5210 · ILS Annual Maintenance-PLLS | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-5220 - ILS Annual Maintenance-WUHS | Condensed into 5-5210. |
| Passthrough Income | 5-5230 - ILS Annual Maintenance-KCLS | Condensed into 5-5210. |
| Passthrough Income | 5-5300 Delivery - WUHS | Moved to 5-3190 |
| Passthrough Income | 5-5410 · WPLC OverDrive Buying Pool | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-5420 · WPLC OverDrive Magazines | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-5510 - BrainFuse | Removed from budget. Cancelled from cooperative purchase by member libraries. |
| Passthrough Income | 5-5700 · LinkedInLearning | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-5800 · Ancestry.com | Library funds received for a designated cooperative purchase. |
| Passthrough Income | 5-6100 · Rock County WiFi Kit Project | Removed from budget. No further incomes from this project expected. |
| Passthrough Income | 5-6200 - Rock Co. Jail - Inmate Material | Moved to 5-3210 |

| | | |
|----------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Passthrough Income | 5-6300 - KPL BiblioCommons | Moved to 5-3180 |
| Passthrough Expenses | 6-4100 · Racine County | County funds distributed directly to libraries. |
| Passthrough Expenses | 6-4210 · Walworth County | County funds distributed directly to libraries. |
| Passthrough Expenses | 6-4300 · Kenosha County | County funds distributed directly to libraries. |
| Passthrough Expenses | 6-4400 · Rock County | County funds distributed directly to libraries. |
| Passthrough Expenses | 6-4500 · Waukesha County | County funds distributed directly to libraries. |
| Passthrough Expenses | 6-5100 · Bibliographic Utility | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-5210 · ILS Annual Maintenance - PLLS | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-5220 · ILS Annual Maintenance - WUHS | Condensed into 6-5210 |
| Passthrough Expenses | 6-5230 · ILS Annual Maintenance - KCLS | Condensed into 6-5210 |
| Passthrough Expenses | 6-5300 · Delivery WUHS | Removed from budget |
| Passthrough Expenses | 6-5410 · WPLC OverDrive Buying Pool | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-5420 · WPLC OverDrive Magazines | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-5500 · Brainfuse | Removed from budget. Cancelled from cooperative purchase by member libraries. |
| Passthrough Expenses | 6-5600 · LinkedInLearning | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-5700 · Ancestry.com | Library funds expended for a designated cooperative purchase. |
| Passthrough Expenses | 6-6100 · Rock County WiFi Kit Project | Removed from budget. |
| Passthrough Expenses | 6-6300 · KPL BiblioCommons Expenses | Removed from budget. |
| Grant Income | 5-7100 · Technology Grant | Federal LSTA Grant |
| Grant Income | 5-7200 · LSTA SEWI CE Grants | Removed from budget |
| Grant Income | 5-7300 · ARPA Info. Coordinator Grant | Removed from budget |
| Grant Expenses | 6-7100 · Technology Grant | Federal LSTA Grant |
| Grant Expenses | 6-7200 · LSTA SEWI CE Grant Expenses | Removed from budget |
| Grant Expenses | 6-7300 · ARPA Info. Coordinator Grant | Removed from budget |
| SHARE Fund Income | 5-8100 · SHARE LGIP #2 Interest | Accrued interest from SHARE member funds held by the system. |
| SHARE Fund Income | 5-8200 · Server Replacement Fund | Funds received by PLLS for purposes approved by SHARE member libraries in support of automation software consortium. |
| SHARE Fund Income | 5-8300 · Automation Support Fund | Funds received by PLLS for purposes approved by SHARE member libraries in support of automation software consortium. |
| SHARE Fund Income | 5-8400 · Enhancement & Replacement Fund | Funds received by PLLS for purposes approved by SHARE member libraries in support of automation software consortium. |
| SHARE Fund Income | 5-8500 · Supplies & Training | Funds received by PLLS for purposes approved by SHARE member libraries in support of automation software consortium. |
| SHARE Fund Expense | 6-8500 · Supplies & Training | SirsiDynix training and conference attendance by PLLS staff. |