Prairie Lakes Library System

Prairie Lakes Library System Board Meeting 2023-10-18

Wed Oct 18, 2023 6:00 PM - 8:00 PM CDT

Prairie Lakes Library System - Waterford Office (Upstairs) - 29134 Evergreen Drive, Suite 600, Waterford, WI 53527

Online Connection Details:
https://meet.goto.com/151066053
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 6:01 PM.

Smith called for a motion to approve the agenda.
Tilleros motioned to approve the agenda.
Dinnes seconded.
Discussion: Why have we been approving the agenda? If this practice is to continue, it should be added as a line item to future agendas.
Motion carried.

2. Welcome and Introductions

Guest Sara Swanson, Director of Graham Public Library was introduced.

3. Roll

Members Present: Smith, Broga, Lea, Dinnes, Tilleros, Schubring (GoToMeeting), Brace (GoToMeeting), Wilson (GoToMeeting), Miller, Laufenberg;
Members Absent: O'Hagan, Nugent, Carillo, Coffman, (one seat vacant).
PLLS Staff Present: Platteter, Ohs, Erickson, Anderson.
Guests: Sara Swanson (GoToMeeting), Director of Graham Public Library; Rob Nunez, Kenosha Public Library (GoToMeeting, briefly)

4. Public Comment Period

None

5. Declaration of Interests Concerning the Agenda

None

6. Presentations or Group Activities (If Any)

a. Strategic Planning Update and Facilitated Discussion

As other items on the agenda are expected to require in-depth discussion, instead of attending this meeting, WiLS will be sharing the Strategic Planning Update and

feedback questionnaire with the trustees via an email from Steve – expect it in the next few weeks.

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Items appearing as part of the consent agenda may be approved in a single motion or withdrawn for individual consideration.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

Document included in packet.

b. Expenditures Report

Document included in packet.

c. Budget to Actual Report

Document included in packet.

Brace motioned to approve the consent agenda.
Wilson seconded.
Discussion: 1.) A spelling correction is needed in item 10 – "whither" should be "whether". 2.) Rodriguez resigned prior to the meeting and should not be listed as absent.
Brace amended motion to approve the consent agenda with aforementioned revisions.
Wilson seconded.
Motioned carried.

8. Approval of Any Items Removed from Consent Agenda

None.

9. Informational Reports

a. System Director's Report

Ohs offered a verbal report on the following topics:
1.) Reminder of the 11/16/23 Fall Banquet.
2.) Wisconsin Library Association Conference happening next week.
3.) Gave a brief Strategic Planning update and shared the more about the update trustees will receive from WiLS.
4.) A 2024 Board Retreat is under consideration.
5.) Next Meeting: Draft schedules of board meetings and liasons will be available. 2024 officers will need to be discussed.

b. Prairie Lakes Advisory Committee Report

Ohs offered a verbal report on the following topics:

1.) PLAC discussion focused around tech topics, preferences for the 2024 meeting schedule, and topics of interest for a 2024 directors' retreat.

Swanson added: The group has budgetary concerns surrounding hoopla Digital and will be discussing if any system-wide practices can help curb the rising costs.

Tilleros added: library directors gave a lot of feedback on the directors' retreat, and also on virtual options for meetings.

10. Unfinished Business

a. System Staff Compensation (Discussion, Possible Action)

Ohs recapped the pertinent documents included in the board meeting packet, calling out any revisions since the last meeting.

Much discussion ensued about the information provided, what information may be available elsewhere, the merits and downfalls of each proposed compensation plan, the ultimate goal of a revised compensation plan, the possibility of a variety of wage study options, and the state of wage increases at member counties.

Broga motioned for a 3% increase on 2023's base salary for all employees in 2024. 2023 Tech Pay should be included without increase as part of 2024's IT salary. The practice of Tech Pay will be discontinued in 2024.
Miller seconded.
Discussion: Should the motion be amended to include a wage study? No, that can be its own motion.
Motion carried. *8 Yay : 2 Nay*

Wilson motioned to authorize a fully-independent compensation study by Carslon Dettmann in 2024 (not to exceed the $15,000 quote), and to include $31,000 in the 2024 budget to implement increases (if any) as a result of the Carlson Dettmann study, effective 7/1/2024.
Brace seconded.
Discussion: debated the merits of a full compensation study over the cost savings of other quoted Carlson Dettmann consulting services on the same issue. Discussed the possible formation of a Personnel Committee to tackle the issue.
Motion carried. *8 Yay : 2 Nay*

i. 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.

b. 2024 Annual Budget (Discussion, Possible Action)

Miller motioned to approve the budget with the incorporations of tonight's movements.
Wilson seconded.
Discussion: None.
Motion carried.

11. New Business

a. Presentation and Approval of DRAFT 2024 System Annual Plan (Due to DPI October 30th)
Director's note: The draft as presented omits budget data. Budget data will be added to correlate with the outcome of this meeting. The plan will then be submitted to DPI. If needed, the system director will supply an accompanying statement that an amended plan will be filed once staff compensation figures are adopted.

Ohs briefly described what a system plan is and how PLLS' 2024 plan differs from its 2023 plan.

Tilleros motioned to approve the 2024 System Plan.
Dinnes seconded.
Discussion: None.
Motion carried.

12. Announcements

a. PLLS Fall Banquet : Evening, November 16th, 2023 @ 6 PM

b. Next Meeting: Wednesday, November 29th @ 6:30 PM
NOTE: This meeting is staggered one week late due to Thanksgiving.

13. Anticipated Business for Next Meeting

a. 2024 PLLS Board Meeting Schedule

b. 2024 Board Officers

- [x] Edit agenda template to include "Approval of the Agenda".
  Assigned to: Steve Ohs
  Due: 11/13/2023
- [x] Add "Committee Structure" to a future agenda.
- [x] Add a brief closed session for Ohs topic to the next agenda.
- [x] Discuss possibility of all-virtual winter meeting option.

14. Adjourn

A motion to adjourn is required.

Smith adjourned the meeting at 8:01 PM.

Miller motioned to adjourn the meeting.
Laufenberg seconded.
Discussion: None.
Motion carried.

Submitted by Tovah Anderson, October 30, 2023.

Prairie Lakes Library System Board Meeting 2023-10-18 Agenda

Oct 18th 2023 6:00pm - 8:00pm
Prairie Lakes Library System - Waterford Office (Upstairs) - 29134 Evergreen Drive, Suite 600, Waterford, WI 53527

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** — 6:00pm
   Annette Smith (Board President)

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)**

   a. **Strategic Planning Update and Facilitated Discussion**
      Melissa Mclimans from WiLS will provide a brief update regarding the progress of system strategic planning and lead the group in a facilitated discussion. A draft mission, vision, and values document is included in the packet and will feature in this discussion.

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**
      Document included in packet.

   b. **Expenditures Report**
      Document included in packet.

c. **Budget to Actual Report**
Document included in packet.

8. **Approval of Any Items Removed from Consent Agenda**
Any items withdrawn from the consent agenda for individual consideration may be considered at this time.

9. **Informational Reports**

a. **System Director's Report**

b. **Prairie Lakes Advisory Committee Report**

10. **Unfinished Business**

a. **System Staff Compensation (Discussion, Possible Action)**

i. **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.

b. **2024 Annual Budget (Discussion, Possible Action)**

11. **New Business**

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Director's note: The draft as presented omits budget data. Budget data will be added to correlate with the outcome of this meeting. The plan will then be submitted to DPI. If needed, the system director will supply an accompanying statement that an amended plan will be filed once staff compensation figures are adopted.

12. **Announcements**

a. **PLLS Fall Banquet : Evening, November 16th, 2023 @ 6 PM**

b. **Next Meeting: Wednesday, November 29th @ 6:30 PM**
NOTE: This meeting is staggered one week late due to Thanksgiving.

13. **Anticipated Business for Next Meeting**

a. **2024 PLLS Board Meeting Schedule**

b. **2024 Board Officers**

14. **Adjourn**
A motion to adjourn is required.

END
8:00pm

Prairie Lakes Library System

Prairie Lakes Library System Special Board Meeting 2023-10-9

Mon Oct 9, 2023 3:00 PM - 4:30 PM CDT

Virtual-Only Meeting
https://meet.goto.com/151066053
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 3:01 PM.

Smith asked for a motion to approve the agenda.

> Schubring motioned to approve the agenda.
> Dinnes seconded.
> No discussion.
> Motion carried.

2. Welcome and Introductions

3. Roll

Members: Present: Nugent, Smith, Lea, Dinnes, Broga, Schubring, Miller, Coffman, Wilson; Absent: Carillo, Laufenberg, Brace, Rodriguez, Tilleros, O'Hagan
System Staff: Present: Ohs, Platteter, Erickson, Anderson

4. Public Comment Period

None.

5. Declaration of Interests Concerning the Agenda

None.

6. Presentations or Group Activities (If Any)

None.

7. Approval of Consent Agenda

a. Previous Meeting Minutes

b. Expenditures Report

None.

c. Budget to Actual Report

None.

Dinnes motioned to approve the consent agenda.
Nugent Seconded.
No discussion.
Motion carried.

8. Approval of Any Items Removed from Consent Agenda

9. Informational Reports

a. System Director's Report

Fall Banquet is scheduled.
System Plan deadlines can be slightly extended with permission from DPI
PLLS has updated some of the slides of position descriptions.

b. Prairie Lakes Advisory Committee Report

No report.

10. Unfinished Business

a. Draft Position Descriptions (Discussion, Possible Action)

Positions were presented one at a time with time for trustees to comment after each description.

Wilson motioned to approve the Draft Position Descriptions with three changes: 1. Change the title of "Milton Office Manager" to "Satellite Office Manager"; 2. IT Technician and IT Engineer lines pertaining to other duties should read as "Performs other duties as assigned."; 3. Each position should include in its intro wither it is exempt or non-exempt, and whether it is full- or part-time.
Lea seconded.
No further discussion.
Motion carried.

b. Review of Position Compensation Scenarios and any Next Steps (Discussion)

Ohs and Erickson went over the *2024 Salary Costs Scenarios.pdf* and *Comp Plan Compared to CD Study Percentage.pdf* documents and answered questions posed by trustees.

Group decided they'd like more information about what would be needed and the cost of a custom salary survey.

The group also requested additional data for the next meeting–
a. they'd like to see the 3% & 6% increase options back with the change that "Tech Pay" removed in exchange for increasing standard pay for IT;
b. they'd like summary lines or some other way of comparing previous wages to proposed wages without added or non-existent positions included.

Ohs suggested the next board meeting be moved to Waterford or Milton to allow for a longer meeting. The group agreed.

- [x] Secure an alternate location for October board meeting.
  Assigned to: Steve Ohs

- [x] Ohs & Erickson: update salary comparisons with data requested above.

i. 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.

11. New Business

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. WLA Awards Reception: Evening, October 26th, 2023 @ 6:30 PM

c. PLLS Fall Banquet : Evening, November 16th, 2023 @ 6 PM

The location for this event will be the Evergreen Golf Club in Elkhorn. An email-based invitation is forthcoming.

13. Anticipated Business for Next Meeting

- [x] Add to next agenda: 1. Discussion Item specifically about what information is needed for and the cost of a salary survey by Carlson Dettmann Consulting.2. Highlight voting needs for the System Plan and Budget.
  Assigned to: Steve Ohs

a. 2024 Library System Budget

b. Draft 2024 Library System Plan

14. Adjourn

A motion to adjourn is required.

Smith adjourned the meeting at 4:30 PM.

Coffman motioned to adjourn.
Nugent seconded.
No discussion.
Motion carried.

Submitted by Tovah Anderson on Monday, October 9, 2023.

Account	2023 Budget
Regular Staff Wages	$622,798.00
Health & Dental	$208,881.00
Life Insurance	$2,356.00
Retirement	$40,262.00
Social Security/Medicare	$47,644.00
Phased Retirement	$15,000.00
Contract Youth Services	$10,000.00
Contract Inclusive Services	$10,000.00
SWLS IT Program Expenses	$42,000.00
	$998,941.00

Recommended Comp Plan

Position	2023 Salary	2023 Tech Pay	2023 Total Pay	2024 Salary	Tech Pay	Total Salary	Medicare	FICA	WRS	Life Ins.	Acc. Ins.	Health Ins.	Total Cost	Total Increase	Total Increase %	Base Increase %
Public Information Coordinator	$53,747.20		$53,747.20	$63,600.00		$63,600.00							$98,843.92	$9,852.80	18.33%	
IT Engineer	$62,670.40	$12,048.00	$74,718.40	$78,719.00	$0.00	$78,719.00							$117,187.08	$4,000.60	5.35%	6.38%
Business Manager	$69,000.00		$69,000.00	$74,200.00		$74,200.00							$112,056.64	$5,200.00	7.54%	
Driver	$7,995.00		$7,995.00	$9,594.00		$9,594.00							$9,733.11	$1,599.00	20.00%	
IT Technician	$49,025.60	$6,838.00	$55,863.60	$52,395.20	$0.00	$52,395.20							$86,364.39	-$3,468.40	-6.21%	6.87%
IT Director	$92,747.20	$14,498.00	$107,245.20	$113,679.00	$0.00	$113,679.00							$157,885.76	$6,433.80	6.00%	6.94%
Driver	$10,411.87		$10,411.87	$12,006.00		$12,006.00							$12,180.09	$1,594.13	15.31%	
System Director	$88,248.00		$88,248.00	$110,240.00		$110,240.00							$153,993.72	$21,992.00	24.92%	
Deputy Director	$71,967.00		$71,967.00	$81,080.00		$81,080.00							$120,341.12	$9,113.00	12.66%	
Milton Office Manager	$43,206.80		$43,206.80	$45,845.80		$45,845.80							$64,279.89	$2,639.00	6.11%	
Driver	$8,632.32		$8,632.32	$10,116.00		$10,116.00							$10,262.68	$1,483.68	17.19%	
Vacant Position/underspent	*$65,146.61*		*$65,146.61*													
YFS Position			$0.00	$63,600.00		$63,600.00	$922.20	$4,865.40	$4,388.40	$184.32	$128.64	$25,667.00	$99,755.96			
	$622,798.00		$656,182.00	$715,075.00	$0.00	$715,075.00	$10,368.59	$52,276.96	$47,151.77	$4,418.28	$833.76	$212,760.00	$1,042,884.36			

6% Increase

Name	2023 Salary	2023 Tech Pay	2023 Total Pay	2024 Salary	Tech Pay	Total Salary	Medicare	FICA	WRS	Life Ins.	Acc. Ins.	Health Ins.	Total Cost	Total Increase	Total Increase %
Public Information Coordinator	$53,747.20			$56,972.03		$56,972.03							$91,137.84	$3,224.83	6.00%
IT Engineer	$62,670.40	$12,048.00	$74,718.40	$79,201.50	$0.00	$79,201.50							$117,748.58	$16,531.10	6.00%
Business Manager	$69,000.00			$73,140.00		$73,140.00							$110,824.52	$4,140.00	6.00%
Driver	$7,995.00			$8,474.70		$8,474.70							$8,597.58	$479.70	6.00%
IT Technician	$49,025.60	$6,838.00	$55,863.60	$59,215.42	$0.00	$59,215.42							$94,374.12	$10,189.82	6.00%
IT Director	$92,747.20	$14,498.00	$107,245.20	$113,679.91	$0.00	$113,679.91							$157,886.82	$20,932.71	6.00%
Driver	$10,411.87			$11,036.58		$11,036.58							$11,196.61	$624.71	6.00%
System Director	$88,248.00			$93,542.88		$93,542.88							$134,576.10	$5,294.88	6.00%
Deputy Director	$71,967.00			$76,285.02		$76,285.02							$114,690.74	$4,318.02	6.00%
Milton Office Manager	$43,206.80			$45,799.21		$45,799.21							$64,225.84	$2,592.41	6.00%
Driver	$8,632.32			$9,150.26		$9,150.26							$9,282.94	$517.94	6.00%
YFS Position				$63,600.00		$63,600.00	$922.20	$4,865.40	$4,388.40	$184.32	$128.64	$25,667.00	$99,755.96		
				$690,097.51	$0.00	$690,097.51	$10,006.41	$50,599.85	$45,639.08	$4,361.04	$833.76	$212,760.00	$1,014,297.66		

3% Increase

Name	2023 Salary	2023 Tech Pay	2023 Total Pay	2024 Salary	Tech Pay	Total Salary	Medicare	FICA	WRS	Life Ins.	Acc. Ins.	Health Ins.	Total Cost	Total Increase	Total Increase %
Public Information Coordinator	$53,747.20			$55,359.62		$55,359.62							$89,264.91	$1,612.42	3.00%
IT Engineer	$62,670.40	$12,048.00	$74,718.40	$76,959.95	$0.00	$76,959.95							$115,142.98	$14,289.55	3.00%
Business Manager	$69,000.00			$71,070.00		$71,070.00							$108,418.28	$2,070.00	3.00%
Driver	$7,995.00			$8,234.85		$8,234.85							$8,354.26	$239.85	3.00%
IT Technician	$49,025.60	$6,838.00	$55,863.60	$57,539.51	$0.00	$57,539.51							$92,401.99	$8,513.91	3.00%
IT Director	$92,747.20	$14,498.00	$107,245.20	$110,462.56	$0.00	$110,462.56							$154,147.12	$17,715.36	3.00%
Driver	$10,411.87			$10,724.23		$10,724.23							$10,879.73	$312.36	3.00%
System Director	$88,248.00			$90,895.44		$90,895.44							$131,496.43	$2,647.44	3.00%
Deputy Director	$71,967.00			$74,126.01		$74,126.01							$112,151.01	$2,159.01	3.00%
Milton Office Manager	$43,206.80			$44,503.00		$44,503.00							$62,701.72	$1,296.20	3.00%
Driver	$8,632.32			$8,891.29		$8,891.29							$9,020.21	$258.97	3.00%
YFS Position				$63,600.00		$63,600.00	$922.20	$4,865.40	$4,388.40	$184.32	$128.64	$25,667.00	$99,755.96		
				$672,366.45	$0.00	$672,366.45	$9,749.31	$49,305.48	$44,471.61	$4,248.00	$833.76	$212,760.00	$993,734.62		

Total 2023 Payroll Budgeted Items: $998,941.00

	Total Payroll Budget	*Increase over 2023*	*Percent change over 2023*
Comp Plan:	$1,042,884.36	$43,943.36	4.40%
6% Increase:	$1,014,297.66	$15,356.66	1.54%
3% Increase:	$993,734.62	-$5,206.38	-0.52%

Wisconsin Department of Public Instruction
PUBLIC LIBRARY SYSTEM PLAN AND CERTIFICATION OF INTENT TO COMPLY CALENDAR YEAR 2024
PI-2446 (Rev. 09-2023)

INSTRUCTIONS: Complete and submit one copy of this Word document along with one signed, scanned copy in PDF format to the Division for Libraries and Technology (Division) by Friday, October 13, 2023. Submit completed Word and PDF documents to:

LibraryReport@dpi.wi.gov

Required by Wis. Stat. §§ 43.17(5) and 43.24(3)

GENERAL INFORMATION

Library System

Prairie Lakes Library System

Describe significant needs and problems that influenced the development of this and other system plans.

The overarching theme influencing the development of this plan is that 2023 marked the first year of existence of the Prairie Lakes Library System (hereafter "PLLS"). PLLS was created by the merger of the now-former Arrowhead Library System and Lakeshores Library System. PLLS' 2023 library system plan was used as a key document in the merger process to provide details and scope of how the "new" library system would function during its first year. Utilizing the system plan in this way provided municipal and county stakeholders with a reasonable assurance that the merger would succeed. The 2023 plan was submitted to each county government, along with letters of support from all of the member library boards that would be affected by the merger. All three member county boards of supervisors approved the merger by formal resolution, and the 2023 plan was filed to and approved by DPI. Following the appointment of Trustees to a new Prairie Lakes Library System Board, PLLS came into existence on January 1st, 2023. Many of the key activities that unfolded over the course of 2023 were related to implementing aspects of the merger transition.

The planning environment in 2024 is expected to feature a number of specific areas of emphasis:

1. Completing the strategic planning process, approving a strategic plan, and taking initial steps to implement it;
2. Refining internal and external processes to fit the needs of PLLS and member libraries;
3. Efforts to build cohesion among the system board and member libraries;
4. Ongoing information gathering about member library needs;
5. Refining the advisory and facilitation roles performed by PLLS with respect to county library planning, county library funding, and county library levy exemptions;
6. Renovating the library materials delivery service;
7. Evaluating the physical facility needs of the library system.

Did the library system consult member libraries in the development of this plan?

☐ No, the library system did not include member libraries in the development of this plan.

✅ Yes, the library system included member libraries in the development of this plan.

If yes, describe the planning environment and process for this system plan. Include how member libraries are involved in plan development and review:

Member libraries were asked for comment on the plan draft prior to the filing deadline established by DPI. Received comments were shared with the system board for review prior to approval of the draft.

Does the library system have a formally appointed advisory committee under Wis. Stat. § 43.17(2m)?

☐ No, the library system does not have a formally appointed advisory committee.

✅ Yes, the library system has a formally appointed advisory committee.

If the system appoints an advisory committee under Wis. Stat. § 43.17(2m), describe how the system makes appointments, posts meetings, and how the advisory committee reports to the library system board. Include a list of any additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the Division:

The following language appears in the Bylaws of the Prairie Lakes Library System:

"A Prairie Lakes Advisory Committee shall be appointed to, among other things, advise the system board about the status and needs of libraries in the system, serve as a conduit of information between the system board and individual libraries in the system and make recommendations to the

GENERAL INFORMATION (cont'd.)

…system board relating to libraries in the system. Appointees to this committee shall be the library directors, or designated representatives thereof, of each member library of the system. The Prairie Lakes Advisory Committee is granted the authority to adopt committee bylaws or committee rules for the purpose of defining procedures related to the implementation of the committee's charge. Any bylaws or rules adopted by the Prairie Lakes Advisory Committee shall be subordinate to any bylaws, policies, procedures, or actions of the Prairie Lakes Library System Board of Trustees."

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2024**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

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

Membership Agreements

✅ Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.

✅ The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

If the system is providing the sample copy and list of members signing through a publicly available webpage, provide the URL here:

PLLS initiated an auto-renewing member library agreement on January 1st of 2023. The following list of member libraries are signatories to this agreement:

- Aram Public Library (Delavan -C, Walworth County)
- Barrett Memorial Library (Williams Bay -V, Walworth County)
- Beloit Public Library (Beloit -C, Rock County)
- Brigham Memorial Library (Sharon -V, Walworth County)
- Burlington Public Library (Burlington -C, Racine County)
- Clinton Public Library (Clinton -V, Rock County)
- Darien Public Library (Darien -V, Walworth County)
- Eager Free Public Library (Evansville -C, Rock County)
- East Troy Lions Public Library/Tri-Troy Joint Library (East Troy -V, Walworth County)
- Edgerton Public Library (Edgerton -C, Rock County)
- Fontana Public Library (Fontana-on-Geneva Lake -V, Walworth County)
- Genoa City Public Library (Genoa City -V, Walworth County)
- Graham Public Library (Union Grove -V, Racine County)
- Hedberg Public Library (Janesville -C, Rock County)
- Lake Geneva Public Library (Lake Geneva -C, Walworth County)
- Matheson Memorial Library (Elkhorn -C, Walworth County)
- Milton Public Library (Milton -C, Rock County)
- Orfordville Public Library (Orfordville -V, Rock County)
- Racine Public Library (Racine -C, Racine County)
- Rochester Public Library (Rochester -V, Racine County)
- Walworth Memorial Library (Walworth -V, Walworth County)
- Waterford Public Library (Waterford -V, Racine County)

A plain copy of the PLLS member library agreement is available for inspection at:
https://docs.google.com/document/d/1DSL73P9hyb1hrQ67WIFmEbQfFkWYyCceC3SD6ubBzk0/edit?usp=sharing

ASSURANCES (cont'd)

Resource Library Agreement

✅ Wis. Stat. § 43.24(2)(b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.

✅ The system will provide a signed copy of the resource library agreement to the Division by January 15.

PLLS currently maintains two resource library agreements. The first agreement is between PLLS and the Racine Public Library. This agreement satisfies the requirements of Wis. Stat. § 43.24(2)(b), as the Racine Public Library has the largest annual operating budget among member libraries. The second agreement is a supplementary resource library agreement between PLLS and the Hedberg Public Library in Janesville. This agreement provides original cataloging services and additional system-wide funding for digital content.

If the system is providing the resource library agreement through a publicly available webpage, provide the URL here:

https://drive.google.com/drive/folders/1L9fUu9nirnpl6wDG-kSRzpLvi1x8_wnL?usp=sharing

Reference Referral, Interlibrary Loan, and Technology

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

List ongoing activities related to this requirement:

Reference referral, interlibrary loan, and technology services have remained relatively constant since the merger became effective. This is largely because the former ALS and LLS Library systems had begun integrating technology operations years before the merger. As a result, there was relatively no change in the capabilities, support options, and quality of service the libraries had access to.

Indicate new or priority activities relating to this requirement for the plan year (*if none, indicate so*):

As of this writing, it is possible that strategic planning may reveal areas where the library system can improve its related range of services. Any resulting decision points will be evaluated in the context of a completed strategic plan and implemented through a combination of policy changes and budget revisions.

One significant change that the library system is actively considering is an alteration of the local IT segment of service. Specifically, the system may be able to phase out hourly billing for regular local IT work performed by System staff. This policy change is dependent on staff compensation choices that are under consideration by the system board as of this writing.

Inservice Training

ASSURANCES (cont'd)

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

The Division interprets inservice training to incorporate a range of in-person and virtual continuing education opportunities.

List ongoing activities related to this requirement.

The primary ongoing activity planned for 2024 is continuing participation in the Southeastern Wisconsin Continuing Education Initiative (SEWI) group. This collaborative program provides PLLS member libraries with access to in-person and virtual continuing education events, newsletters, and facilitated learning sessions.

Indicate new or priority activities relating to this requirement for the plan year (*if none, indicate so*):

A new priority for 2024 will be the provision of dedicated CE event updates during meetings of the Librarian Advisory Committee, with the ultimate purpose of providing thoughtful reminders of upcoming opportunities that may benefit member library staff - especially those who must maintain public librarian certification through completion of qualifying CE contact hours on an annual basis.

A further new objective is to begin offering in-system CE events to the staff of our member libraries on a variety of topics, ideally on a quarterly basis, at rotating geographic locations throughout the system territory.

Identify the names and email addresses of continuing education staff employed by the system for continuing education services:

Steven Platteter is tasked with coordinating PLLS' program of CE-related activities, including validation of Wisconsin Public Librarian applications or renewals.

Email: splatteter@prairielakes.info
Phone: (608) 868-2872

If the system contracts with another system or entity to plan and conduct continuing education services, list that system or entity and provide a link to, or copy of, the current agreement:

PLLS collaborates closely with the Bridges Library System to plan the activities associated with the SEWI project: https://sewilibraries.org/

Delivery and Communication

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

List ongoing activities related to this requirement. *For physical delivery reference resources, personnel, and vendors.*

PLLS is currently operating a delivery service on a 5-day-per-week basis for all 22 members of the library system. The structure of this delivery service is based upon the pre-merger delivery network, consisting of four separate components. The first component covers delivery in the counties of Racine and Walworth and is a contract with a single-employee vendor. The second component maintains a 5-day-per-week delivery link between the Racine Public Library and the Milton Public Library to facilitate exchange between primary sorting activities at these two locations. The third component provides PLLS with access to the statewide delivery network operated by the South Central Library System. The fourth component is three system-employed part-time drivers, utilizing two delivery vans, to provide 5-day per week delivery to the seven libraries within Rock County, and a number of extended system partners including Beloit College, Blackhawk Technical School, and several nursing homes.

Indicate new or priority activities relating to this requirement for the plan year (*if none, indicate so*):

PLLS has thus far refrained from making any significant changes to the delivery service model in the interest of preserving the stability of service for member libraries - especially through the period of the library system merger - the first year. Moving into 2024, PLLS will be devoting more time to the prospect of renovating the delivery service. If significant changes to the delivery service prove warranted - either due to cost, human factors, or a combination of factors - it is most likely that implementation of any changes would occur at the end of June or the end of the year, largely for budget purposes and to ensure enough lead time for member libraries to prepare for changes.

ASSURANCES (cont'd)

Immediate questions regarding delivery renovation are costs to operate delivery, service quality, service frequency, the availability of in-route sorting, and system staff capacities.

Long-term questions regarding delivery renovation include what the ultimate physical footprint of system facilities will be - and their locations, and any opportunities to collaborate with other Library systems for the purpose of consolidating library delivery services along regional lines.

Because of the importance of geographic location, proximity to major roadways, fluctuating fuel costs, etc, it is very difficult to address the delivery service without also addressing issues surrounding the physical locations of PLLS offices. It is possible that PLLS will seek outside consulting specifically for the areas of delivery and physical location. It is also worth noting that renovation of the delivery service to its ultimate final state may take a period of time to accomplish - and may be segmented into phases.

Service Agreements

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

✅ The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

If the system is providing the service agreements through a publicly available webpage, provide the URL here:

PLLS is still in the process of optimizing its new website. Copies of service agreements will be provided in physical form along with the submission of this library system plan.

If the system is providing the service agreements through a publicly available webpage, provide a brief description of the types and number of agreements here:

Agreements maintained with all adjacent library systems:

- Bridges Library System
- Kenosha County Library System
- Milwaukee County Federated Library System
- South Central Library System

Other Types of Libraries

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

✅ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. The system will provide a copy of the agreement with a list of all signing libraries to the Division by January 15.

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide the URL here:

PLLS is still in the process of optimizing its new website. Copies of agreements with other types of libraries will be provided in physical form along with the submission of this library system plan.

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide a brief description of the types and number of agreements here:

Agreements maintained with other types of libraries:

- Wisconsin School for the Deaf
- Wisconsin School for the Blind and Visually Impaired
- Blackhawk Technical College
- Beloit College
- Waterford Union High School

ASSURANCES (cont'd)

Library Technology and Resource Sharing Plan

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

✅ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2024, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See the Library System Technology and Resource Sharing plan webpage for the most current version of the system library technology and resource sharing plan.

If the system is providing the current technology and resource sharing plan through a publicly available webpage, provide the URL here:

The current technology and resource sharing plan is housed within a framework developed by DPI in Google docs. PLLS is preparing to conduct a technology plan renovation in 2025 per the 5-year cycle indicated in the statutes, in conjunction with an expected update to DPI's preferred mechanism for submission.

Is the plan current and comprehensive for the technology and resource sharing services the system provides?

✅ Yes, the library system technology and resource-sharing plan is current and comprehensive for the technology and resource-sharing services the system provides.

☐ No, the library system technology and resource sharing plan is not current or comprehensive for the technology and resource sharing services the system provides or will provide.

If no, describe what the system has added, changed, or eliminated from the plan in effect (and describe how the changes were reviewed with member libraries and approved by the system board):

Indicate new or priority activities relating to this requirement for the plan year:

It is possible that a new technology plan for 2025 will tie-in with the results of a library system strategic plan that is estimated to be completed early in 2024.

Professional Consultation

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

Identify consultants, specific service areas, and related activities. If the consultant is employed by a member library, indicate the library and the consultant's title:

- Accounting and Finance - Jeremy Erickson (jerickson@prairielakes.info)
- Administration and Statutory Compliance - Steve Ohs (sohs@prairirlakes.info)
- Communications and Marketing - Tovah Anderson (tanderson@prairielakes.info)
- Continuing Education - Steven Platteter (splatteter@prairielakes.info)
- Technology - Jim Novy (jnovy@prairielakes.info)
- Interlibrary Loan - Anita Schultz (aschultz@prairielakes.info)
- Youth Services - Jennifer Puccini (jpuccini@prairielakes.info) - Oconomowoc Public Library
- Inclusive Services - Rene Bue (rbue@prairielakes.info) - Hedberg Public Library

Indicate new or priority activities relating to this requirement for the plan year (if no change from current year, indicate *None*):

PLLS is actively considering whether to transition from a contract basis to a full-time staff consultant basis in the areas of youth services and inclusive services. It is expected that any decision on this matter will be implemented early in 2024 upon the completion of a system strategic plan.

ASSURANCES (cont'd)

Inclusive Services

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

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

Indicate new or priority activities relating to this requirement for the plan year:

Inclusive services consulting was offered to member libraries by a contract-based consultant during 2023. This was done in accordance with the inaugural system plan for PLLS. As in the years prior to the library system merger, additional occasional continuing education opportunities were available to member Library staff through the Southeastern Wisconsin Continuing Education partnership (SEWI) between a number of library systems in the southeastern region of the state.

Through an ongoing strategic planning process, PLLS is engaged in gathering feedback from member libraries regarding this area of consulting, and others. Specific changes to the inclusive services consulting profile of the library system do not yet exist as of the plan file date. However, it is anticipated that the library system may make changes during 2024.

Other Service Programs

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

List each "other" service program individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

The SHARE Consortium is the primary other service program operated by PLLS. The SHARE Consortium consists of a library automation partnership between all member libraries of PLLS, plus the two member libraries of the Kenosha County Library System. This partnership consists of a joint decision-making body integrated with the PLLS Librarian Advisory Committee and a cooperative budget for the purpose of funding the ongoing maintenance of library automation software which is staffed by PLLS staff. This cooperative budget also includes a number of resources purchased by the members of SHARE via the fiscal agency of PLLS. This arrangement allows the library system to purchase resources requested by the member libraries at a discounted rate - bringing an economy of scale to a number of electronic resources that are offered by all participants of the SHARE Consortium.

Administration

✅ The system will not expend more than 20 percent of state aid received in the plan year for administration.

✅ The system will submit the 2022 system audit to the Division no later than September 30, 2024.

Budget

☐ The system completed and included the budget by service program category and fund source for the plan year (see guidelines).

NOTE:

As of current writing, the PLLS board is in the process of setting staff compensation for the 2024 fiscal year. As a result, approved budget information by program category is not yet computable. It is the intent of the PLLS board to file an amended system plan immediately upon approval of all budget information needed to compute expenditures by program category. A copy of the current draft budget shall be supplied with this plan in lieu of a completed budget outlay by program category.

COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2021 resource library contract.*

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

	Activity	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Cost Benefit Total	0$0

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2024**.

Name of System Director	Signature of System Director ☐	Date Signed *Mo./Day/Yr.*
Name of System Board President	Signature of System Board President ☐	Date Signed *Mo./Day/Yr.*

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is: ☐ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	DLT Assistant Superintendent Signature ☐	Date Signed *Mo./Day/Yr.*

Comments

PUBLIC LIBRARY SYSTEM 2024 ANNUAL PROGRAM BUDGET

Program	2024 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference, and Interlibrary Loan*					
1.					
2.					
3.					
4.					
5. Electronic Resources					
Program Total	0$0	0$0	0$0	0$0	0$0
Continuing Education and Consulting Service*					
1.					
2.					
Program Total	0$0	0$0	0$0	0$0	0$0
Delivery Services					0$0
Inclusive Services					0$0
Library Collection Development					0$0
Direct Payment to Members for Nonresident Access					0$0
Direct Nonresident Access Payments Across System Borders					0$0
Youth Services					0$0
Public Information					0$0
Administration					0$0
Subtotal	0$0	0$0	0$0	0$0	$0.00$0
Other System Programs					
1.					0$0
2.					0$0
Program Total	0$0	0$0	0$0	0$0	$0.00$0

PUBLIC LIBRARY SYSTEM 2024
ANNUAL PROGRAM BUDGET

Grand Totals	0$0	0$0	0$0	0$0	$0.00$0

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 5 is reserved for the amounts budgeted for electronic resources (see program budget guidelines).

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:	**$1,800,678**	**$3,000**	**$7,131,403**	**$7,500**	
Balance:	**$3,393**	**$0**	**$0**	**$37,000**	**$40,393**

History:
Draft Created - 7/12/2023
Draft Updated - 9/13/2023
Draft Updated - 9/18/2023

Prairie Lakes Library System

Draft Mission Statements

- Helping libraries bloom by providing equitable and essential support to all libraries while promoting community, cooperation, and coordination.
- Seeding innovation and cultivating relationships so our communities bloom.
- We support our member libraries and their essential work through proactive and responsive services.
- Through impactful services, strong relationships, and effective leadership, we amplify the work and missions of our members.
- To develop and deliver the best possible program of services in an equitable, efficient, and cost-effective manner. We help member libraries bloom.
- To support the essential work of our member libraries by providing a ready source of innovation and facilitating opportunities to collaborate. We inform and connect.
- To provide a responsive and proactive source of professional assistance in a manner that is respectful of local priorities and decision-making.

Draft Vision Statement

Thriving communities supported by vibrant libraries

Draft Values

Members First - Our members are the reason we exist, and their needs and ideas are foundational to the work we do.

Integrity - We do our work and make decisions transparently and honestly, using our mission and values as our guide.

Stewardship - We are committed to responsibly caring for the resources entrusted to us. We make thoughtful decisions to advance our members' well-being.

Leadership - We lead through cooperation and sharing. We value others' perspectives, approach our work with an open mind, and are willing to try new and different ideas.

Equity - We are dedicated to providing our members with an equitable foundation of support and resources. Each of our members sees value in their relationship with and participation in the system.

Respect - We respect our members, staff, and stakeholders and their work. We also acknowledge and respect our vibrant system's many perspectives and varying needs.

Agility - We are responsive to our members' needs and recognize that those needs can change rapidly. We are well-connected to our members, each other, and other systems to recognize and respond to emerging trends.

Collaboration - We meaningfully engage with our members and connect them with each other to create a welcoming environment where every library has the opportunity to thrive.

	Jan - Sep 23	Budget	% of Budget
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	52.73	100.00	52.73%
5-3700 · Interest - LGIP #1 General	76,851.37	60,000.00	128.09%
Total 5-3000 · Other Income	203,417.25	191,250.50	106.36%
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	94,611.00	94,611.00	100.0%
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	6,349,771.00	6,349,770.00	100.0%
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	369,902.04	369,937.52	99.99%
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	4,900.00	26,428.00	18.54%
5-7000 · Grant Income			
5-7100 · Technology Grant	6,000.00	6,000.00	100.0%
5-7200 · LSTA SEWI CE Grants	67,550.42	77,542.00	87.12%
5-7300 · ARPA Info. Coordinator Grant	2,320.00	37,000.00	6.27%
Total 5-7000 · Grant Income	75,870.42	120,542.00	62.94%
5-8000 · SHARE Reserves - LGIP #2			

5-8100 · SHARE LGIP #2 Interest	8,197.15	9,360.00	87.58%
5-8200 · Server Replacement Fund	7,999.20	8,000.00	99.99%
5-8300 · Automation Support Fund	3,999.60	4,000.00	99.99%
5-8400 · Enhancement & Replacement Fund	12,998.70	13,000.00	99.99%
5-8500 · Supplies & Training	7,499.25	7,500.00	99.99%
Total 5-8000 · SHARE Reserves - LGIP #2	40,693.90	41,860.00	97.21%
Total 5-0000 · Income	8,479,235.61	8,534,569.02	99.35%
Total Income	8,479,235.61	8,534,569.02	99.35%
Gross Profit	8,479,235.61	8,534,569.02	99.35%
Expense			
6-0000 · Expenses			
6-0100 · Operating Expenses			
6-1000 · Regular Staff Wages	447,969.38	622,798.00	71.93%
6-1200 · Staff Benefits			
6-1201 · Health and Dental Insurance	145,744.55	208,881.00	69.77%
6-1202 · Life Insurance	2,079.92	2,356.00	88.28%
6-1203 · Retirement	24,497.82	40,262.00	60.85%
6-1204 · Social Security/Medicare	35,129.34	47,644.00	73.73%
6-1205 · Workers Comp	0.00	1,766.00	0.0%
Total 6-1200 · Staff Benefits	207,451.63	300,909.00	68.94%
6-1250 · Other Staff Benefits			
6-1251 · CE & Conference Expenses	8,351.16	12,000.00	69.59%
6-1252 · Cellular Phone Stipends	720.00	1,000.00	72.0%
6-1253 · Mileage Reimbursement	4,102.11	8,000.00	51.28%
6-1254 · Section 125 Administration	462.75	700.00	66.11%
6-1255 · Phased Retirement Fund	15,000.00	15,000.00	100.0%
Total 6-1250 · Other Staff Benefits	28,636.02	36,700.00	78.03%
6-1300 · General Operating & Overhead			
6-1301 · Audit & Accounting Services	13,435.78	12,000.00	111.97%
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	22,032.00	22,032.00	100.0%
6-1309 · Rent - Milton PL	14,000.04	14,000.00	100.0%
6-1310 · Office Supplies	1,124.20	2,000.00	56.21%
6-1311 · Postage	326.92	2,000.00	16.35%
6-1312 · Office Printing & Reproduction	2,738.02	5,000.00	54.76%
6-1313 · Telecommunications & Datalines	4,668.54	6,925.00	67.42%
6-1314 · Utilities & Alarm - Evergreen	3,499.51	6,000.00	58.33%
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	1,290.00	3,000.00	43.0%
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	81,820.45	111,292.00	73.52%
6-1400 · System Services			
6-1401 · SEWI CE System Membership	2,890.00	2,890.00	100.0%
6-1403 · General Programs/PR & Marketing	889.13	12,000.00	7.41%

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%
6-1412 · Member Hoopla Accounts	50,000.00	50,000.00	100.0%
6-1413 · Canva Subscription	1,287.31	5,000.00	25.75%
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	15,097.98	22,000.00	68.63%
6-1419 · Fuel/Delivery Vehicle Mainten.	4,966.45	20,000.00	24.83%
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	4,320.00	10,000.00	43.2%
6-1452 · Contract - Inclusive Services	680.62	10,000.00	6.81%
6-1453 · Delivery Services - RPL/Milton	25,200.00	37,800.00	66.67%
6-1454 · Delivery - South Central	26,353.00	26,353.00	100.0%
6-1455 · Delivery - Excel Express	85,716.00	114,288.00	75.0%
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	189,269.62	252,441.00	74.98%
Total 6-1400 · System Services	349,064.59	477,498.00	73.1%
6-1500 · Capital Expenses			
6-1501 · New Furnishing & Equipment	494.48	1,000.00	49.45%
6-1502 · Hardware & Software	3,263.91	3,000.00	108.8%
Total 6-1500 · Capital Expenses	3,758.39	4,000.00	93.96%
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	25,754.23	45,834.00	56.19%
Total 6-2000 · Expenses from Other Income	25,754.23	45,834.00	56.19%
Total 6-0100 · Operating Expenses	1,144,454.69	1,599,031.00	71.57%
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	1,804,315.50	1,800,675.00	100.2%
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	6,256,999.00	6,349,770.00	98.54%

6-5000 · SHARE Member Expenses			
6-5100 · Bibliographic Utility	36,615.54	36,616.00	100.0%
6-5210 · ILS Annual Maintenance - PPL	112,153.27	125,104.00	89.65%
6-5220 · ILS Annual Maintenance - WUHS	120.59	137.00	88.02%
6-5230 · ILS Annual Maintenance - KCLS	38,469.78	42,908.00	89.66%
6-5300 · Delivery - WUHS	0.00	700.00	0.0%
6-5410 · WPLC OverDrive Buying Pool	85,269.00	85,321.00	99.94%
6-5420 · WPLC OverDrive Magazines	4,916.00	4,919.00	99.94%
6-5500 · BrainFuse	15,333.00	23,000.00	66.67%
6-5600 · LinkedInLearning	27,500.00	27,500.00	100.0%
6-5800 · Ancestry.com	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	15,580.16	21,528.00	72.37%
6-6300 · KPL BiblioCommons Expenses	0.00	4,900.00	0.0%
Total 6-6000 · Other Passthrough Expenses	15,580.16	26,428.00	58.95%
6-7000 · Grant Expenses			
6-7100 · Technology Grant	6,000.00	6,000.00	100.0%
6-7200 · LSTA SEWI CE Grant Expenses	67,550.42	77,542.00	87.12%
6-7300 · ARPA Info. Coordinator Grant	14,870.00	37,000.00	40.19%
Total 6-7000 · Grant Expenses	88,420.42	120,542.00	73.35%
6-8000 · SHARE Reserves Expenses			
6-8500 · Supplies & Training	715.03	7,500.00	9.53%
Total 6-8000 · SHARE Reserves Expenses	715.03	7,500.00	9.53%
Total 6-0000 · Expenses	7,850,281.48	8,473,211.00	92.65%
Total Expense	7,850,281.48	8,473,211.00	92.65%
Net Ordinary Income	628,954.13	61,358.02	
Net Income	628,954.13	61,358.02	

As of: 9/30/2023	
Community State Bank	22,955.28
BMO Business Checking	1,944.50
Petty Cash	100
LGIP General Account	1,409,885.79
LGIP SHARE Account	227,963.73
Equitable Bank (FSA)	0.00
Total Checking/Savings	1,662,849.30

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

	Type	Date	Num	Memo	Account	Amount
Blue Cape Marketing, LLC						
	Bill	09/22/2023	Inv. 0823-12	Graham Public Library Word Press Website set	6-7300 · ARPA Info. Coordinator Grant	1,540.00
	Bill	09/22/2023	Inv. 0823-13	Barrett Memorial Library Word Press Website s	6-7300 · ARPA Info. Coordinator Grant	2,575.00
	Bill	09/22/2023	Inv. #0823-10	Aram Public Library Word Press Website setup	6-7300 · ARPA Info. Coordinator Grant	3,080.00
	Bill	09/25/2023	Inv. 0923-11	Burlington Public Library Word Press Website s	6-7300 · ARPA Info. Coordinator Grant	3,220.00
Total Blue Cape Marketing, LLC						10,415.00
BMO Harris Bank N.A. - Payments						
	Bill	09/07/2023	August Bill	Office supplies	6-1310 · Office Supplies	93.70
	Bill	09/07/2023	August Bill	Quickbooks	6-1301 · Audit & Accounting Services	55.00
	Bill	09/07/2023	August Bill	Software	6-8500 · Supplies & Training	66.05
	Bill	09/07/2023	August Bill	Postage	6-1311 · Postage	69.99
	Bill	09/07/2023	August Bill	Rock Co WiFi Monthly	6-6100 · Rock Co WiFi Kit Project	6.00
	Bill	09/07/2023	August Bill	General Tech	6-1418 · General Program Fund-Technology	718.88
	Bill	09/07/2023	August Bill	Marketing Materials	6-1403 · General Programs/PR & Marketing	105.30
	Bill	09/07/2023	August Bill	Conference Registration	6-1251 · CE & Conference Expenses	477.35
	Bill	09/07/2023	August Bill	Adobe Licenses	6-1502 · Hardware & Software	214.49
	Bill	09/07/2023	August Bill	Sticker Mule	2700 · Account Payables (In/Out)	437.83
	Bill	09/07/2023	August Bill	Canva	6-1413 · Canva Subscription	30.19
	Bill	09/07/2023	August Bill	TDS	6-1313 · Telecommunications & Datalines	35.99
Total BMO Harris Bank N.A. - Payments						2,310.77
Bridges Library System						
	Bill	09/07/2023	442791	LSTA SEWI Grant MRA	6-7200 · LSTA SEWI CE Grant Expenses	20,000.00
Total Bridges Library System						20,000.00
Burtness Chevrolet						
	Bill	09/22/2023	95211	Oil Change, head lights & battery	6-1419 · Fuel/Delivery Vehicle Mainten.	385.66
Total Burtness Chevrolet						385.66
Charter Communications						
	Bill	09/22/2023	88984901090123	Internet	6-1313 · Telecommunications & Datalines	59.99
Total Charter Communications						59.99
City of Milton						
	Bill	09/22/2023	4th Qrtr Rent	October 2023 Rent	6-1309 · Rent - Milton PL	1,166.67
	Bill	09/22/2023	4th Qrtr Rent	November 2023 Rent	6-1309 · Rent - Milton PL	1,166.67
	Bill	09/22/2023	4th Qrtr Rent	December 2023 Rent	6-1309 · Rent - Milton PL	1,166.67
Total City of Milton						3,500.01

Employers Health Insurance						
	Liability Check	09/08/2023	ACH0910026	October Health Insurance	6-1201 · Health and Dental Insurance	14,167.88
Total Employers Health Insurance						14,167.88
Excell Express						
	Bill	09/06/2023	Inv. #749	September 2023 delivery Inv. #749	6-1455 · Delivery - Excel Express	9,524.00
Total Excell Express						9,524.00
GoTo Communications Inc.						
	Check	09/11/2023	ACH0910023	September 2023 telephone	6-1313 · Telecommunications & Datalines	307.50
	Check	09/11/2023	ACH0910024	SMS Compliance Registration	6-1313 · Telecommunications & Datalines	4.00
	Check	09/11/2023	ACH0910025	SMS Compliance	6-1313 · Telecommunications & Datalines	15.00
Total GoTo Communications Inc.						326.50
Great America Financial Services						
	Bill	09/06/2023	Inv. 34723134	Milton Phone Services	6-1313 · Telecommunications & Datalines	132.27
Total Great America Financial Services						132.27
Koene Courier Service, LLC						
	Bill	09/06/2023	Inv. PL008	Inv. PL008 August Delivery	6-1453 · Delivery Services - RPL/Milton	3,150.00
Total Koene Courier Service, LLC						3,150.00
MAKE CENT$ LLC						
	Bill	09/22/2023	4th Quarter Rent	October 2023 rent	6-1308 · Rent - Evergreen Drive	1,836.00
	Bill	09/22/2023	4th Quarter Rent	November 2023 rent	6-1308 · Rent - Evergreen Drive	1,836.00
	Bill	09/22/2023	4th Quarter Rent	December 2023 rent	6-1308 · Rent - Evergreen Drive	1,836.00
Total MAKE CENT$ LLC						5,508.00
Piszczek, Elizabeth S.						
	Bill	09/06/2023	August Cleaning	August Cleaning 2023	6-1317 · Cleaning Service - Evergreen	180.00
Total Piszczek, Elizabeth S.						180.00
Platteter, Steve						
	Bill	09/06/2023	August Reimb.	August Mileage Reimbursement	6-1253 · Mileage Reimbursement	421.82
Total Platteter, Steve						421.82
Puccini, Jennifer						
	Bill	09/22/2023	August YS	August 2023 youth services	6-1451 · Contract-Youth Services	540.00
Total Puccini, Jennifer						540.00
Securian Financial Group, Inc.						
	Liability Check	09/07/2023	11962	October Life Insurance	6-1202 · Life Insurance	240.90
Total Securian Financial Group, Inc.						240.90
Staples Advantage						

	Bill	09/06/2023	Inv. 3545371151	Supplies	6-1310 · Office Supplies	153.91
	Bill	09/07/2023	Inv. 3545726575	Supplies	6-1310 · Office Supplies	12.09
Total Staples Advantage						166.00
Toshiba Financial Services						
	Bill	09/06/2023	Inv. 34723135	Copier System Inv. 34723135	6-1312 · Office Printing & Reproduction	315.44
Total Toshiba Financial Services						315.44
WE Energies						
	Bill	09/07/2023	August 2023 BIll	August 2023 bill	6-1314 · Utilities & Alarm - Evergreen	278.57
Total WE Energies						278.57
WeX						
	Bill	09/06/2023	Inv.91458227	Inv.91458227 Gas Card August	6-1419 · Fuel/Delivery Vehicle Mainten.	597.82
Total WeX						597.82
TOTAL						**72,220.63**

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***
  - This is a comprehensive study for WI libraries completed in 2023.
  - 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 - $135,000

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

Satellite 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

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 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.***

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:
    -

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.

Additional Budget Context

- Providing professional consulting services to all member libraries is a state mandated requirement of library systems. Competitive compensation to employees ensures that the PLLS is able to continue to provide these services at an expert level.
- Some libraries, due to their larger size and more generous budgets, may not need the same level of services from the system that other libraries depend on.
- As presented, the proposed compensation plan would increase system spend on salaries by 2.4% and overall compensation by 4.5% over 2023. This includes increases in WRS & health insurance (half of PLLS employees are seeing a $136% increase in their employee paid portion of health insurance premiums) which PLLS has no control over.
- From 2019 - 2022 LLS spent an average of 82% of state aid on personnel expenses. The proposed PLLS budget lowers that to 66%. The standard for service based entities (such as libraries, library systems, schools, etc.) is approximately 80%.
- PLLS will receive $143,384 in additional funding from the State of Wisconsin in 2024 vs 2023. Current new budget items that benefit all 22 PLLS Libraries are:
    - $99,755 in total compensation and benefits for a YS consultant.
    - $10,000 increase in funding for Hoopla content that goes directly to patrons.
    - $8,000 in additional money for Marketing and PR programs.
    - $2,000 increase in Overdrive funding.
    - $7,350 in strategic planning grants.
    - $54,263 earmarked for additional system-funded electronic resources & platforms.
    - $5,000 in increased funding for Youth Services programs.
    - Continuation of system paid LocalHop started in 2023 (approximately $20,000).
    - Removal of basic fees to member libraries for local IT work.
- With projected staffing levels, PLLS could afford step 10 for employees (including the proposed YS Consultant) while maintaining level 2023 service levels without any additional funding (such as the state aide increase in 2025).
- Positions were compared to other government positions that shared similar scope and responsibilities. Comparisons to organizations like SCLS, MCFLS, Madison Public Library etc. were deliberately avoided. Most libraries within PLLS do not have comparable positions as we provide the service & expertise as part of our State mandated responsibility.

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**
Business Manager	$74,200	$76,426	$78,719	$81,080	$83,107	$85,185	$87,315	$89,061	$90,842	$92,659
IT Director	$113,679	$117,089	$120,602	$124,220	$127,326	$130,509	$133,771	$136,447	$139,176	$141,959
Communications & Marketing Coordinator	$63,600	$65,508	$67,473	$69,497	$71,235	$73,016	$74,841	$76,338	$77,865	$79,422
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
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**
Satellite Office Manager	$23.74	$24.45	$25.19	$25.94	$26.59	$27.25	$27.94	$28.49	$29.06	$29.65
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

Comp Plan Range compared to Carlson Dettmann

		Proposed Comp Plan			Carlson Dettmann			Starting	Ending
Position		***Starting***	***Ending***		***Starting***	***Ending***		**% Difference**	**% difference**
Business Manager		$74,200.00	$92,659.00		$73,549.00	$92,622.00		0.89%	0.04%
Communications & Marketing Coordinator		$63,600.00	$79,422.00		$64,230.00	$90,626.00		-0.98%	-12.36%
Driver		$18.00	$22.48		N/A	N/A		N/A	N/A
IT Director		$114,480.00	$141,959.00		N/A	N/A		N/A	N/A
IT Engineer		$74,200.00	$92,659.00		$72,176.00	$92,851.00		2.80%	-0.21%
IT Technician		$23.74	$29.65		$23.58	$29.48		0.68%	0.58%
Deputy Director		$74,200.00	$92,659.00		$70,678.00	$86,798.00		4.98%	6.75%
Satellite Office Manager		$23.74	$29.65		$22.20	$29.97		6.94%	-1.07%
System Director		$110,240.00	$137,655.00		$103,438.00	$138,798.00		6.58%	-0.82%
Youth & Inclusive Services Consultant		$63,600.00	$79,422.00		$61,922.00	$81,515.00		2.71%	-2.57%

Options

1. Recommended Option - Implement new salary schedule as presented (or amended), and approve the 2024 draft budget as presented (or amended).

2. Alternative Option - Eliminate Tech Pay and add the 3 year Tech Pay average to base salary of IT employees (recommend closed session to discuss Tech Pay), 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 fully-independent compensation study by Carlson Dettmann in 2024 ($15,000). Include $31,000 in the 2024 budget to implement increases (if any) as a result the Carlson Dettmann study, effective 7/1/2024.

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 → $1,042,884.36.
Alternative Option total cost → $1,014,297.66 ($28,586.70 less than Recommended Option).

Recommendation

Implement new salary schedule as presented (or amended), and approve the 2024 draft budget as presented (or amended).