

Prairie Lakes Library System



Prairie Lakes Library System Board Meeting 2023-12-27

Wed Dec 27, 2023 6:30 PM - 8:30 PM CST

**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 6:30 pm.

**2. Welcome and Introductions**

**3. Roll**

**Trustees Present:** Brace, Broga, Coffman, Dinnes, Miller, Nugent, Schubring, Smith, Tilleros, Wilson; **Trustees Absent:** Lea, Laufenberg, [3 Vacant Seats]

**System Staff Present:** Ohs, Platteter, Erickson, Anderson

**Guests Present:** Rebecca VanDan (Eager Free Public Library, Evansville)

**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**

Consent agenda items:

1. Approval of Agenda (See Director's Note in packet)
2. Approval of Previous Minutes
3. Approval of Expenditures Report
4. Approval of Financial Report
5. Annual Resource Library Contracts

**Brace** motioned to approve the consent agenda.

**Wilson** seconded.

No discussion.

**Motion carried.**

## 8. Discussion and Approval of Any Items Withdrawn from Consent Agenda

### 9. Informational Reports

1. System Director's re
2. Prairie Lakes Advisory Committee

- The advisory council met on November 7 and December 5 – talked mainly about electronic resource policies, approved a contract with SirsiDynix for a private analytics server, discontinuation of the mobile app, discussed updated PLLS's billing procedures related to local IT services.

- Fall banquet was a success with 40 in attendance. Will plan further in advance for the 2024 banquet in hopes of increasing attendance.

- This is generally a quieter time of year so PLLS is focusing on 2024 planning

- Strategic Planning Theming Team is at work.

- Working on a venue for director and trustee retreats

- PLLS received a MasterClass Grant for 4,000 yearlong MasterClass licenses.

- Preparing for annual financial audit

- Planning two February assistance sessions to help member libraries fill out their DPI annual reports and to prefill the portions of the report we have the numbers for.

- Have begun the Compensations survey.

- Working toward developing and completing staff evaluations, will report back to the board.

- Continuing to work on a draft of system bylaws

☑ Brace volunteered to assist with bylaws

Assigned to: Steve Ohs

### 10. Unfinished Business

None.

### 11. New Business

- a. Delivery Service Renovation Timeline and Next Steps (Informational)

The System Director presented a timeline for completion of an RFP process that will culminate in the selection of delivery providers for 2025.

- The board recommends polling the library directors about the necessity of 5-day/week delivery. Perhaps if 3-day/week delivery was acceptable funding could be diverted to other services. If so – these 3- and 5-day options should be reflected in the RFP.

Assigned to: Steve Ohs

**b. DRAFT Meeting Schedule for 2024 (Possible Action)**

Ohs presented the draft schedule including locations/formats, timing, potential business

- ☑ Add Fall Banquet TBD to the schedule – sometime in September or October.

**Brace** motioned to approve the DRAFT Meeting Schedule for 2024 with the addition of a placeholder for the Trustee Fall Banquet.

**Wilson** seconded.

No discussion.

**Motion passed.**

**c. Special Committee for 2024 Board Officer Nominations (Possible Action)**

**Director's Recommendation:** appoint a three-member committee to propose a slate of candidates for the officer positions of President, Vice President, Treasurer, and Vice Treasurer - and present the slate with any nominations collected from the floor at the January 2024 meeting. As a special committee, this body would dissolve upon presentation of the slate.

Trustees interested in serving on this committee are invited to reach out to Smith in the few days following the meeting. Smith will also be reaching out directly to trustees to appoint them to the special committee.

**Wilson** motioned for the board president to appoint a three-member committee to propose a slate of candidates for the officer positions of President, Vice President, Treasurer, and Vice Treasurer - and present the slate with any nominations collected from the floor at the January 2024 meeting. As a special committee, this body would dissolve upon presentation of the slate.

**Dinnes** seconded.

No discussion.

**Motion passed.**

**12. Announcements**

- a. Next Meeting: Wednesday, January 31st @ 6:30 PM**

Correction: Wednesday, January 24th at 6:30 PM

b. Resignations: Brian Broga and James O'Hagan.

**13.** Anticipated Business for Next Meeting

**14.** Adjourn

A motion to adjourn is required.

**Broga** motioned to adjourn.

**Coffman** seconded.

No discussion.

**Motion passed.**

Smith adjourned the meeting at 7:33 pm.

*Submitted by Tovah Anderson, Wednesday, December 27, 2023.*



## Prairie Lakes Library System Board Meeting 2023-12-27

### Agenda

Dec 27th 2023 6:30pm - 8:30pm

Virtual-Only Meeting

**NOTICE OF PUBLIC MEETING:** The public and press are welcome to attend in person or virtually, depending on the options available above. If you need assistance in participating in this meeting or event, please call (262) 514-4500.

#### Virtual Connection Information:

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

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

#### 1. Call to Order

Annette Smith (Board President)

6:30pm

#### 2. Welcome and Introductions

#### 3. Roll

Brace, Broga, Coffman, Dinnes, Laufenberg, Lea, Miller, Nugent, O'Hagan, Schubring, Smith, Tilleros, Wilson.

#### 4. Public Comment Period

Anyone wishing to address the System Board at this time will be allowed up to 5 minutes. Your subject can be anything whether on the agenda or not. The System Board should not engage in a discussion regarding comments because it was not part of the publicly noticed agenda. Upon conclusion of the public comment period, members of the audience are not allowed further comment unless they are participating in a public hearing or if specifically allowed by a majority vote or consent of the System Board due to involvement in an agenda item.

#### 5. Declaration of Interests Concerning the Agenda

Any Trustee wishing to indicate a conflict of interest with any item(s) on the agenda is encouraged to do so at this time.

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

**7. Approval of Consent Agenda**

Items on the consent agenda are intended to be approved in a single motion. Any trustee may withdraw any individual item(s) for separate consideration under agenda item #8.

Consent agenda items:

1. Approval of Agenda (See Director's Note in packet)
2. Approval of Previous Minutes
3. Approval of Expenditures Report
4. Approval of Financial Report
5. Annual Resource Library Contracts

**8. Discussion and Approval of Any Items Withdrawn from Consent Agenda**

**9. Informational Reports**

1. System Director
2. Prairie Lakes Advisory Committee

**10. Unfinished Business**

**11. New Business**

**a. Delivery Service Renovation Timeline and Next Steps (Informational)**

The System Director will present a timeline for completion of an RFP process culminating in the selection of delivery providers for 2025.

**b. DRAFT Meeting Schedule for 2024 (Possible Action)**

**c. Special Committee for 2024 Board Officer Nominations (Possible Action)**

***Director's Recommendation:*** appoint a three-member committee to propose a slate of candidates for the officer positions of President, Vice President, Treasurer, and Vice Treasurer - and present the slate with any nominations collected from the floor at the January 2024 meeting. As a special committee, this body would dissolve upon presentation of the slate.

**12. Announcements**

- a. **Next Meeting: Wednesday, January 31st @ 6:30 PM**
- b. **Resignations: Brian Broga and James O'Hagan.**

**13. Anticipated Business for Next Meeting**

**14. Adjourn**

A motion to adjourn is required.

END  
8:30pm

Director's Note

Topic: Motions to Approve Meeting Agendas

Date: October 31, 2023

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Greetings,

There was a brief discussion of whether it is appropriate for the PLLS Board to approve the agenda as part of its regular order of business during the October 18th meeting. I reviewed Robert's Rules of Order and the Wisconsin Open Meetings Law and extracted three passages that, taken together, may help to clarify.

**Passage 1:**

Roberts Rules of Order states the following on its website:

***"For a proposed agenda to become the official agenda for a meeting, it must be adopted by the assembly at the outset of the meeting. At the time that an agenda is presented for adoption, it is in order for any member to move to amend the proposed agenda by adding any item that the member desires to add, or by proposing any other change."***

**Passage 2:**

The Wisconsin Open Meetings Law Compliance Guide states that:

***"Every public notice of a meeting must give the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof."***

**Passage 3:**

The Wisconsin Open Meetings Law Compliance Guide further states that:

***"...if a meeting notice contains a general subject matter designation and a subject that was not specifically noticed comes up at the meeting, a governmental body should refrain from engaging in any information gathering or discussion or from taking any action that would deprive the public of information about the conduct of governmental business."***

**Conclusion:**

It is appropriate that the PLLS Board approve its meeting agendas at the outset of each meeting per Roberts Rules of Order. *However*, the Wisconsin Open Meetings Law clearly prohibits the Board from *adding* any business to an agenda without appropriate notice to the public (at least 24 hours, with a few exceptions).

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FAQs. (n.d.). Official Robert's Rules of Order Website.  
<https://robertsrules.com/frequently-asked-questions/>

(2019). Wisconsin Open Meetings Law Compliance Guide [Review of *Wisconsin Open Meetings Law Compliance Guide*]. In *Wisconsin Department of Justice Website* (pp. 15, 17). Wisconsin Department of Justice. <https://www.doj.state.wi.us/sites/default/files/office-open-government/Resources/OML-GUIDE.pdf>



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 Carlson 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**

☑ Edit agenda template to include "Approval of the Agenda".

Assigned to: Steve Ohs

Due: 11/13/2023

☑ Add "Committee Structure" to a future agenda.

☑ Add a brief closed session for Ohs topic to the next agenda.

☑ 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 Expenses by Vendor Detail (for Board Review) November 2023

	Type	Date	Num	Memo	Account	Amount
<b>Anderson, Tovah</b>						
	Bill	11/15/2023	November Reimburseme	Mileage Reimbursement	6-1253 · Mileage Reimbursement	389.07
	Bill	11/15/2023	November Reimburseme	Tolls	6-1251 · CE & Conference Expenses	22.31
Total Anderson, Tovah						411.38
<b>BMO Harris Bank N.A. - Payments</b>						
	Bill	11/15/2023	October Bill	Office supplies	6-1310 · Office Supplies	109.46
	Bill	11/15/2023	October Bill	Quickbooks	6-1301 · Audit & Accounting Services	55.00
	Bill	11/15/2023	October Bill	Software	6-8500 · Supplies & Training	309.67
	Bill	11/15/2023	October Bill	Postage	6-1311 · Postage	69.99
	Bill	11/15/2023	October Bill	Rock Co WiFi Monthly	6-6100 · Rock Co WiFi Kit Project	6.00
	Bill	11/15/2023	October Bill	General Tech	6-1418 · General Program Fund-Technology	473.82
	Bill	11/15/2023	October Bill	Marketing Materials	6-1403 · General Programs/PR & Marketing	75.78
	Bill	11/15/2023	October Bill	Conference Expenses	6-1251 · CE & Conference Expenses	2,211.85
	Bill	11/15/2023	October Bill	Amazon	6-1318 · Misc. & Other Consulting Exp.	18.47
	Bill	11/15/2023	October Bill	SWLS Expenses	6-2110 · SWLS IT Program Expenses	277.52
	Bill	11/15/2023	October Bill	FSA Fees	6-1254 · Section 125 Administration	100.00
	Bill	11/15/2023	October Bill	TDS	6-1313 · Telecommunications & Datalines	36.50
Total BMO Harris Bank N.A. - Payments						3,744.06
<b>Bue, Rene</b>						
	Bill	11/15/2023	WLA	WLA Conference	6-1404 · Gen. Program-Inclusive Services	114.50
Total Bue, Rene						114.50
<b>Charter Communications</b>						
	Bill	11/15/2023	Inv. 088984901110123	Internet	6-1313 · Telecommunications & Datalines	59.99
Total Charter Communications						59.99
<b>Dell Marketing L.P.</b>						
	Bill	11/15/2023	Inv. 10707737466	Additional Computer purchases	2700 · Account Payables (In/Out)	4,941.00
Total Dell Marketing L.P.						4,941.00
<b>Employers Health Insurance</b>						
	Liability Check	11/03/2023	ACH856972	December Health Insurance	6-1201 · Health and Dental Insurance	14,167.88
Total Employers Health Insurance						14,167.88
<b>Erickson, Jeremy</b>						
	Bill	11/30/2023	November Reimb.	Mileage Reimbursement	6-1253 · Mileage Reimbursement	71.00
	Bill	11/30/2023	November Reimb.	November Cell phone reimbursement	6-1252 · Cellular Phone Stipends	20.00
Total Erickson, Jeremy						91.00
<b>Evergreen Golf Club</b>						
	Bill	11/29/2023	Ticket 62143	2023 PLLS Banquet	6-1316 · Meeting Expenses	1,971.42
Total Evergreen Golf Club						1,971.42
<b>Excell Express</b>						
	Bill	11/29/2023	Inv. 752	December 2023 delivery Inv. #752	6-1455 · Delivery - Excel Express	9,524.00
Total Excell Express						9,524.00
<b>GoTo Communications Inc.</b>						
	Check	11/10/2023	ACH1110231	Monthly Phone Bill	6-1313 · Telecommunications & Datalines	308.47
Total GoTo Communications Inc.						308.47
<b>Great America Financial Services</b>						
	Bill	11/15/2023	Inv. 35151275	Milton Phone Services	6-1313 · Telecommunications & Datalines	132.28
	Bill	11/30/2023	Inv. 35350335	Milton Phone Services	6-1313 · Telecommunications & Datalines	132.69
Total Great America Financial Services						264.97
<b>Kenosha County Library System</b>						
	Bill	11/15/2023	Final 2023 Payment	1/2 of 2023 County Payment - Racine	6-4100 · Racine County	96,412.50
	Bill	11/15/2023	Final 2023 Payment	1/2 of 2023 County Payment - Walworth	6-4210 · Walworth Co Funds Libraries	6,360.50
Total Kenosha County Library System						102,773.00
<b>Koene Courier Service, LLC</b>						
	Bill	11/15/2023	Inv. PL010	Delivery Service	6-1453 · Delivery Services - RPL/Milton	3,150.00
Total Koene Courier Service, LLC						3,150.00
<b>Piszczek, Elizabeth S.</b>						
	Bill	11/30/2023	Nov. Cleaning	November Cleaning 2023	6-1317 · Cleaning Service - Evergreen	160.00
Total Piszczek, Elizabeth S.						160.00
<b>Platteter, Steve</b>						
	Bill	11/15/2023	October Reimbursemen	October Mileage Reimbursement	6-1253 · Mileage Reimbursement	404.79
Total Platteter, Steve						404.79
<b>Puccini, Jennifer</b>						

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Total Puccini, Jennifer	Bill	11/15/2023	October YS	October 2023 youth services	6-1451 · Contract-Youth Services	<u>540.00</u>
<b>Securian Financial Group, Inc.</b>						540.00
	Liability Check	11/15/2023	12034	December Life Insurance	6-1202 · Life Insurance	<u>240.90</u>
Total Securian Financial Group, Inc.						240.90
<b>Sirsi Corporation</b>						
	Bill	11/15/2023	INV15283	Annual Maintenance	6-6300 · KPL BiblioCommons Expenses	2,500.00
	Bill	11/15/2023	INV15283	Annual Maintenance	6-8500 · Supplies & Training	3,895.00
	Bill	11/15/2023	INV15283	Annual Maintenance	6-5210 · ILS Annual Maintenance - PPL	<u>14,103.21</u>
Total Sirsi Corporation						20,498.21
<b>Swank Movie Licensing USA</b>						
	Bill	11/15/2023	Inv. 196394001	Movie Licensing	6-1407 · Movie Licensing USA Subscrip	<u>9,752.00</u>
Total Swank Movie Licensing USA						9,752.00
<b>TASC Benefits</b>						
	Check	11/27/2023	ACH44397	Monthly Fee	6-1254 · Section 125 Administration	<u>50.00</u>
Total TASC Benefits						50.00
<b>Toshiba Financial Services</b>						
	Bill	11/15/2023	Inv. 3515276	Copier System Inv. 3515276	6-1312 · Office Printing & Reproduction	315.44
	Bill	11/30/2023	Inv. 35350336	Copier System Inv. 35350336	6-1312 · Office Printing & Reproduction	<u>315.44</u>
Total Toshiba Financial Services						<u>630.88</u>
<b>TOTAL</b>						<u><u>173,798.45</u></u>

PLLS - 2023 Budget vs. Actual January 1st through November 30, 2023

	<u>Jan - Nov 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	0.00	945.00	0.0%
5-3300 · Miscellaneous Income	52.73	100.00	52.73%
5-3700 · Interest - LGIP #1 General	88,950.44	60,000.00	148.25%
Total 5-3000 · Other Income	<u>214,571.32</u>	<u>191,250.50</u>	<u>112.19%</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	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	<u>6,349,771.00</u>	<u>6,349,770.00</u>	<u>100.0%</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	67,550.42	77,542.00	87.12%
5-7300 · ARPA Info. Coordinator Grant	39,055.00	37,000.00	105.55%
Total 5-7000 · Grant Income	<u>112,605.42</u>	<u>120,542.00</u>	<u>93.42%</u>
5-8000 · SHARE Reserves - LGIP #2			



PLLS - 2023 Budget vs. Actual January 1st through November 30, 2023

	Jan - Nov 23	Budget	% of Budget
5-8100 · SHARE LGIP #2 Interest	10,250.81	9,360.00	109.52%
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	42,747.56	41,860.00	102.12%
Total 5-0000 · Income	8,529,178.34	8,534,569.02	99.94%
Total Income	8,529,178.34	8,534,569.02	99.94%
Gross Profit	8,529,178.34	8,534,569.02	99.94%
Expense			
6-0000 · Expenses			
6-0100 · Operating Expenses			
6-1000 · Regular Staff Wages	534,092.17	622,798.00	85.76%
6-1200 · Staff Benefits			
6-1201 · Health and Dental Insurance	174,080.31	208,881.00	83.34%
6-1202 · Life Insurance	2,561.72	2,356.00	108.73%
6-1203 · Retirement	34,217.24	40,262.00	84.99%
6-1204 · Social Security/Medicare	41,330.66	47,644.00	86.75%
6-1205 · Workers Comp	0.00	1,766.00	0.0%
Total 6-1200 · Staff Benefits	252,189.93	300,909.00	83.81%
6-1250 · Other Staff Benefits			
6-1251 · CE & Conference Expenses	13,427.32	12,000.00	111.89%
6-1252 · Cellular Phone Stipends	980.00	1,000.00	98.0%
6-1253 · Mileage Reimbursement	7,153.63	8,000.00	89.42%
6-1254 · Section 125 Administration	612.75	700.00	87.54%
6-1255 · Phased Retirement Fund	15,000.00	15,000.00	100.0%
Total 6-1250 · Other Staff Benefits	37,173.70	36,700.00	101.29%
6-1300 · General Operating & Overhead			
6-1301 · Audit & Accounting Services	13,545.78	12,000.00	112.88%
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	1,244.22	2,000.00	62.21%
6-1311 · Postage	416.90	2,000.00	20.85%
6-1312 · Office Printing & Reproduction	3,684.34	5,000.00	73.69%
6-1313 · Telecommunications & Datalines	5,875.21	6,925.00	84.84%
6-1314 · Utilities & Alarm - Evergreen	3,858.38	6,000.00	64.31%
6-1315 · Waterford Server Lease	1,835.00	1,835.00	100.0%
6-1316 · Meeting Expenses	1,552.58	1,000.00	155.26%
6-1317 · Cleaning Service - Evergreen	1,790.00	3,000.00	59.67%
6-1318 · Misc. & Other Consulting Exp.	13,670.97	20,000.00	68.36%
6-1319 · Board Management Platform	1,619.40	2,000.00	80.97%
Total 6-1300 · General Operating & Overhead	96,695.82	111,292.00	86.89%
6-1400 · System Services			

PLLS - 2023 Budget vs. Actual January 1st through November 30, 2023

	<u>Jan - Nov 23</u>	<u>Budget</u>	<u>% of Budget</u>
6-1401 · SEWI CE System Membership	2,890.00	2,890.00	100.0%
6-1403 · General Programs/PR & Marketing	1,194.06	12,000.00	9.95%
6-1404 · Gen. Program-Inclusive Services	114.50	2,000.00	5.73%
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	9,752.00	9,000.00	108.36%
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	10,800.92	10,030.00	107.69%
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	7,961.80	22,000.00	36.19%
6-1419 · Fuel/Delivery Vehicle Mainten.	5,749.27	20,000.00	28.75%
6-1421 · Local Hop	17,852.20	18,853.00	94.69%
6-1422 · Rock County Inmate Program	1,594.24	4,000.00	39.86%
6-1430 · Lost ILL Materials	65.00	100.00	65.0%
6-1450 · Contract Services			
6-1451 · Contract-Youth Services	5,400.00	10,000.00	54.0%
6-1452 · Contract - Inclusive Services	1,047.18	10,000.00	10.47%
6-1453 · Delivery Services - RPL/Milton	31,500.00	37,800.00	83.33%
6-1454 · Delivery - South Central	26,353.00	26,353.00	100.0%
6-1455 · Delivery - Excel Express	114,288.00	114,288.00	100.0%
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	<u>225,588.18</u>	<u>252,441.00</u>	<u>89.36%</u>
Total 6-1400 · System Services	<u>394,620.46</u>	<u>477,498.00</u>	<u>82.64%</u>
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	<u>3,758.39</u>	<u>4,000.00</u>	<u>93.96%</u>
6-2000 · Expenses from Other Income			
6-2100 · Local IT Service - SWLS			
6-2110 · SWLS IT Program Expenses	30,998.36	42,000.00	73.81%
6-2120 · WISCNET Converged Wan-SWL	3,834.00	3,834.00	100.0%
Total 6-2100 · Local IT Service - SWLS	<u>34,832.36</u>	<u>45,834.00</u>	<u>76.0%</u>
Total 6-2000 · Expenses from Other Income	<u>34,832.36</u>	<u>45,834.00</u>	<u>76.0%</u>
Total 6-0100 · Operating Expenses	<u>1,353,362.83</u>	<u>1,599,031.00</u>	<u>84.64%</u>
6-4000 · County Government Reimbursement			
6-4100 · Racine County	3,040,685.00	3,040,685.00	100.0%
6-4200 · Walworth County			
6-4210 · Walworth Co Funds Libraries	<u>1,800,676.00</u>	<u>1,800,675.00</u>	<u>100.0%</u>
Total 6-4200 · Walworth County	<u>1,800,676.00</u>	<u>1,800,675.00</u>	<u>100.0%</u>

PLLS - 2023 Budget vs. Actual January 1st through November 30, 2023

	<u>Jan - Nov 23</u>	<u>Budget</u>	<u>% of Budget</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>6,349,772.00</u>	<u>6,349,770.00</u>	<u>100.0%</u>
6-5000 · SHARE Member Expenses			
6-5100 · Bibliographic Utility	36,615.54	36,616.00	100.0%
6-5210 · ILS Annual Maintenance - PPL	126,256.48	125,104.00	100.92%
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	<u>358,215.39</u>	<u>369,940.00</u>	<u>96.83%</u>
6-6000 · Other Passthrough Expenses			
6-6100 · Rock Co WiFi Kit Project	15,592.16	21,528.00	72.43%
6-6300 · KPL BiblioCommons Expenses	2,500.00	4,900.00	51.02%
Total 6-6000 · Other Passthrough Expenses	<u>18,092.16</u>	<u>26,428.00</u>	<u>68.46%</u>
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	36,275.00	37,000.00	98.04%
Total 6-7000 · Grant Expenses	<u>109,825.42</u>	<u>120,542.00</u>	<u>91.11%</u>
6-8000 · SHARE Reserves Expenses			
6-8500 · Supplies & Training	4,985.96	7,500.00	66.48%
Total 6-8000 · SHARE Reserves Expenses	<u>4,985.96</u>	<u>7,500.00</u>	<u>66.48%</u>
Total 6-0000 · Expenses	<u>8,194,253.76</u>	<u>8,473,211.00</u>	<u>96.71%</u>
Total Expense	<u>8,194,253.76</u>	<u>8,473,211.00</u>	<u>96.71%</u>
Net Ordinary Income	<u>334,924.58</u>	<u>61,358.02</u>	
Net Income	<u>334,924.58</u>	<u>61,358.02</u>	

<b>As of:</b>	<b>11/30/2023</b>
<b>Community State Bank</b>	8,805.07
<b>BMO Business Checking</b>	1,944.50
<b>Petty Cash</b>	100
<b>LGIP General Account</b>	2,194,780.67
<b>LGIP SHARE Account</b>	229,845.33
<b>Equitable Bank (FSA)</b>	0.00
<b>Total Checking/Savings</b>	<u>2,435,475.57</u>

# Resource Library Agreement between Prairie Lakes Library System and Racine Public Library for 2024

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Subject to the Prairie Lakes Library System Member Library Agreement and Wisconsin Statutes, the Racine Public Library shall function as the primary “Resource Library” for the Prairie Lakes Library System pursuant to Wis. Stat. 43.16. The Prairie Lakes Library System shall pay the Racine Public Library the following amount for services rendered during 2024:

## 2024 Contract Payments to Racine Public Library

- Resource-Sharing Hub Services      \$7,000
- Chapter 43.24 Services                \$0

Signatures:

\_\_\_\_\_  
President, Racine Public Library Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Prairie Lakes Library System Board of Trustees

\_\_\_\_\_  
Date

## **Secondary Resource Library Agreement between Prairie Lakes Library System and Hedberg Public Library for 2024**

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Subject to the Prairie Lakes Library System Member Library Agreement and Wisconsin Statutes, the Hedberg Public Library shall function as the secondary “Resource Library” for the Prairie Lakes Library System pursuant to Wis. Stat. 43.16. The Prairie Lakes Library System shall pay the Hedberg Public Library the following amount for services rendered during 2024:

2024 Contract Payments to Hedberg Public Library:                    \$40,000

Services provided by Hedberg Public Library:

- Original cataloging on behalf of Member Libraries;
- Chapter 43.24 Services;
- \$5,000 contribution to the library system OverDrive Advantage collection.

Signatures:

\_\_\_\_\_  
President, Hedberg Public Library Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Prairie Lakes Library System Board of Trustees

\_\_\_\_\_  
Date

## System Director's Report to the PLLS Board

Date: December 2023

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Greetings,

Here is my report for the December 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**

- Advisory Committee meetings were held on November 7th and December 5th, 2023 at the Matheson Memorial Library in Elkhorn.
- Topics of discussion included electronic resource policies, approval of a contract with SirsiDynix to purchase additional automation enhancements (note: member funded), problems with the mobile app, and updates to PLLS' billing procedures related to local IT services.
- The Fall Banquet was a success, with 40 in attendance and an inspiring talk by Stef Morrill-Kerkhoff. For next year, we will be starting the planning process earlier so as to give potential attendees more lead time to ensure the ability to attend.
- This is generally a quieter time of year, so we are largely in planning mode for next year, as well as prepping for the annual reports that each library and library system must complete during the first quarter each year.

### **Strategic Planning**

- A theming team has been created to review all data gathered to date, participate in a data webinar, complete a worksheet supplied by WiLS, and participate in one two hour meeting to create a framework for the PLLS strategic plan. The list of participants on the theming team is as follows:

Name (C= Confirmed)	Role
Joe Davies (C)	Member Library Director from Racine County
Sara Strunz (C)	Member Library Director from Rock County
Chad Robinson (C)	Member Library Director from Walworth County
Adam Dinnes (C)	System Trustee from Rock County
Sue Lea (C)	System Trustee from Racine County

Mary Nugent (C)	System Trustee from Walworth County
Steve Ohs (C)	System Director

- Once the theming team has completed its work, WiLS will begin writing a draft strategic plan for PLLS. The timeframe for completion of the plan is late January or early February. The draft plan will be presented to the Board for review upon completion.

### **System Board Retreat Update**

- I am in the process of coordinating with Yerkes Observatory on the possibility of bundling two retreat events (one for the Board, one for member libraries) into a single, economical deal.
- The month of April is when we intend to seek scheduling for the Board retreat.

### **Other Updates**

- We have applied for (and received) a grant to provide 4,000 12-month [MasterClass](#) subscriptions to member library patrons. These subscriptions will be available on a first-come first-served basis via a sign-up link to be placed on member library websites.
- We are preparing to begin our annual financial audit, which is currently performed by Baker Tilly.
- We are planning several information sessions to assist our member libraries in completing their annual DPI library reports.
- We have begun engagement with Carlson Dettman Consulting on the compensation study project.
- I am in the process of completing performance evaluations for system staff.
- I will also be prioritizing continued work on an initial draft of system bylaws for the Board to review during the first quarter of 2024.

This ends my report. Respectfully submitted,

Steve Ohs, Director  
Prairie Lakes Library System

2024 Delivery Service Renovation Timeline

Date or Approximate Time	Activity or Event
4th Wednesday, January, 2024	RFP Completed
2nd Week February	RFP Transmitted to Vendors
30th April, 2024	Deadline for Vendors to Respond to RFP
4th Wednesday, May, 2024	RFP Update Presented to Board
4th Wednesday, June, 2024	Extra Month/Board Meeting for Addressing any Loose Ends or Negotiation with Vendor
4th Wednesday, July, 2024	Delivery Recommendations Presented to Board for Approval
November, 2025	Preparations
November, 2025	Notification of Member Libraries of Upcoming Changes to the Delivery Service. System staff conduct training sessions, if necessary.
January 1st, 2025	Renovated Delivery Service Goes Live
As-needed	Resolving Bugs, Tuning Communication, Optimizing the Service



DRAFT 2024 Prairie Lakes Board of Trustees Meeting Schedule

Month	Date	Start Time	Day of Week	Format	Location	Anticipated Major Business	Scheduling Notes
January	24th	6:30 PM	Wednesday	Hybrid	Milton Office	2024 Officers Election	
February	28th	6:30 PM	Wednesday	Hybrid	Waterford Office	Library System Annual Report Approval	
March	27th	6:30 PM	Wednesday	Hybrid	Milton Office		
April	TBD	TBD	TBD	In-Person	TBD	System Board Retreat	
April	24th	6:30 PM	Wednesday	Hybrid	Waterford Office	Review Results of 2023 Fin. Audit	
May	22nd	6:30 PM	Wednesday	Hybrid	Racine Public Library		
June	26th	6:30 PM	Wednesday	Hybrid	Hedberg Public Library		
July	24th	6:30 PM	Wednesday	Hybrid	Lake Geneva Public Library		
August	28th	6:30 PM	Wednesday	Hybrid	Library Location TBD (West)	Library System Draft Budget Approval	
September	25th	6:30 PM	Wednesday	Hybrid	Library Location TBD (East)	Library System Annual Plan Approval	
October	23rd	6:30 PM	Wednesday	Hybrid	Milton Office	Intersystem Agreements Approval	
November	20th	6:30 PM	Wednesday	Hybrid	Waterford Office	Appoint Nominating Committee for 2025 Officers	One week early (re: Thanksgiving)
December	18th	6:30 PM	Wednesday	Hybrid	Milton Office	End of Year Report	One week early (re: Christmas)