



**WINDING RIVERS**  
— LIBRARY SYSTEM —  
BRINGING A WORLD OF INFORMATION TO YOUR LOCAL LIBRARY

## Minutes

### Winding Rivers Library System Board of Trustees

Wednesday, March 29, 2023

6:30pm

Hybrid Meeting: Online or In-Person

**Present:** **Buffalo County** – John Hadley, Jane Langenfeld; **Jackson County** – Joan Zenz, Peloquin, Sarah; **Juneau County** – Donna Thomas; **La Crosse County** – Mary Bach, Sue Adams, Loren Caulum, Andrea Fritts, Kathy Ivey, Margaret Larson, Larry Pohja; **Monroe County** – Clara Johnson, Mary VonRuden; **Vernon County** –Peggy Pasker

**Guests:** Kristen Anderson (WRLS), Nate Pflager (WRLS), Alan Mask

#### 1. Call to order at 6:31PM

#### 2. Roll call and introductions

#### 3. Approval of agenda

**MOTION** to approve the agenda for the March 29, 2023 meeting.

- 1- Larry Pohja
- 2- Mary VonRuden

**Carried.**

#### 4. Approval of minutes

**MOTION** to approve minutes from the January 2023 meeting.

- 1- John Hadley
- 2- Peggy Pasker

**Carried.**

#### 5. Reports

5.1 Budget Update & Approval of Bills.

**Check Register:**

In line with expectation, interest is higher than expected.

RingCentral is our VOIP (internet telephone system), the line-item is our annual charge.

CreativeBug is a craft database.

TEACH services are for internet for WRLS and our member libraries.

Time Enterprise Rent is our landlord.

Professional materials increased markedly from 2021-2023 because of an increase in kit purchasing.

**Income and Expenses:**

The capital technology fund was established to absorb costs for large technology expensive (a server crash, for example)

Marketing costs include various campaigns: billboard, social media, etc.

Increase in Salaries & Fringes because of added positions, work which was contracted is now part of salaries and cost of living adjustments.

**MOTION** to approve budget and bills.

- 1- Mary VonRuden
- 2- Loren Caulum

**Carried.**

**5.2 Director's Report:****a) Board packet format**

Do PDF packets still work for the board members? Interested in collaborative software? Anderson will continue to investigate and bring any good options back for consideration.

**b) Library Legislative Day**

This was done in February; many member libraries went to Madison to talk to legislators to talk about funding for libraries. The budget is now with the Joint Finance Committee.

**c) Statewide Surveys Compensations & Facilities**

There are several statewide surveys out regarding compensation and facilities. There's been around an 88% participation rate. This is great data to have and is good for comparing our numbers to those throughout the state. Final numbers to come.

**d) Staff updates**

Cole Zrostlik, the previous collaborative consultant, is now at La Crosse Public Library. WRLS has hired a new Collaborative Consultant. Kelli Miller starts on April 10th.

e) WRLSWEB ILS Exploration update

WRLS Members are in the midst of surveying different Integrated Library Systems with the potential to migrate. WRLS Members previously saw three demos from three ILS vendors. Members will now physically visit other library systems in Wisconsin to witness how they conduct business with their ILS.

f) Affordable Connectivity Program grant

Opportunity for libraries to help increase participation for low-income internet connectivity opportunities. WRLS will use grant dollars to hire a temporary employee to help sign up individuals around the system for this program next year.

g) Featured library idea

Previously, the board would occasionally travel to different libraries. Now that many folks are online, it's a good idea to feature a specific library at some meetings to get a taste of WRLS members.

5.3 Public comments or topics for discussion at future meetings

Vicki Fischer from BRF sent a wonderful note to praise Tou Yang, our Desktop Support Consultant, for his superior customer support.

## 6. New Business

### 6.1 Annual Report: Questions comparing WRLS report to other systems:

The annual budget is higher than only one other system. Different systems are tied to a formula from DPI and lower budget library systems often struggle.

Comparing the professional category, six systems spend less. WRLS has had over 2,000 consultations, over 200 physical visits over the past year. WRLS consultants are involved in a variety of consultations with a variety of libraries on a day-to-day basis.

Continuing education: WRLS engages in in-person workshops, various speakers, collaborative webinars, and trustee training

In the delivery category, ten systems spend less. There are various factors at play here. WRLS is rural, 5000 square miles. Costs vary depending on many factors, and WRLS has chosen to invest heavily in delivery. WRLS has looked at contracting, but WRLS staff is much more reliable given the alternatives. Our presently contracted delivery company from Madison arrived six hours late today. Conversely, our employees are usually on schedule. If we gave up the in-house service, it would be very difficult to start again. Our drivers have keys to most of our members' buildings, we would never give them to couriers. Delivery is the public face of WRLS, the vans are mobile billboards.

Comparing administration, costs are lower than other systems.

Seven systems have payments made directly to the libraries. We don't incentivize sharing with dollars. WRLS members elected to give up cash grants in exchange for services.

### 6.2 WRLS Annual report

Address and name corrections noted.

WRLS is required to submit member county budgets, highlighting cross-county reimbursement payments to libraries to the DPI.

For future discussion, how does WRLSWEB function (specifically hold fulfillment and item transit), and how does non-resident reimbursement work?

**MOTION** to approve WRLS Annual Report.

1- Larry Pohja

2- John Hadley

**Carried.**

### 6.3 Budget 2023: Adjustment

WRLS is getting compensated since we took over a delivery route from the state, so there's a proposal to take some of the state money and put it into the van fund in the amount of \$6084.

We did increase our allocation to vehicles by 10,000 the last budget year aside from this. In order to move this to vehicles, we'd have to move out \$6084 out of expenses to balance since the budget was already approved. We will discuss again during the next budget cycle.

Van purchasing occurs on a schedule. Next replacement is scheduled for 2024. Vans are more than \$50,000 used.

6.4 Next meeting: May 31, 2023 @ 6:30pm (in-person or online)

### 7. Adjournment at 7:56 PM

**MOTION** to adjourn.

1- Mary VonRuden

2- John Hadley

**Carried.**

Respectfully Submitted,

Nate Pflager, WRLS ILS/ILL Consultant