



**WINDING RIVERS**  
LIBRARY SYSTEM  
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## Winding Rivers Library System Board of Trustees

Wednesday, April 3, 2024

6:30 p.m.

Hybrid Meeting: Online or In Person

### MINUTES

#### 1. Call to order / Open meeting notice certification

Meeting called to order at 6:30 p.m.

#### 2. Roll call and introductions

Attendees

Board members: **Buffalo County** - Jane Langenfeld, John Hadley; **Jackson County** - Joan Zenz; **Juneau County** - Donna Thomas, Steve Thomas; **La Crosse County** –Loren Caulum, Sue Adams, Mary Bach; **Monroe County** - Clara Johnson, Mary VonRuden, Adam Balz; **Trempealeau County**; **Vernon County** - Peggy Pasker; **La Crosse Public Library** – Kathy Ivey; **La Crosse County Library** – Larry Pohja.

Public: Marc Roen (Auditor, Collins and Associates)

WRLS staff: Kristen Anderson (Director), Kelli Miller (Collaborative Consultant).

#### 3. Public Comments

A board member expressed concern about the amount of time needed for the ILS to be completely down during migration (beginning of August to mid-September). Director Anderson reported that the migration schedule timeline was presented to the board members and was approved. A contract has been signed with Innovative and the timeline is set. It was pointed out that the last migration that WRLS did had a shorter downtime due to different software and not as many plug-ins. Director Anderson mentioned that there will be an explanation of the timeline from herself and David Kranz (ILS/ILL Coordinator) at a future meeting to give board members some talking points for questions about the migration from patrons.

#### 4. Approval of agenda

Motion to approve agenda as presented,

1<sup>st</sup> by Larry Pohja

2<sup>nd</sup> by John Hadley

Motion carried.

Motion to move agenda item 7.1 Audit earlier in the agenda to accommodate auditor Marc Roen

Motion carried.

## **5. Business**

### 5.1 Audit

The WRLS 2022 audit was shared for review and approval. Board members received a copy of the audit in their board packet.

Auditor Marc Roen presented findings of the audit for 2022. He shared a financial analysis of the system as a whole and WRLS' net position. He also shared that total assets and deferred outflows increased from 2021 to 2022. WRLS had two current liabilities in 2022; a new vehicle and a new server. The net position of WRLS at the end of 2022 increased by \$268,452. There was an increase in revenues in 2022 due to LSTA grant and total revenues in 2022 increased by \$306,467, however expenses did not increase greatly. The audit showed a sick leave liability which is currently able to be covered by a sick leave reserve. The audit required 14 adjusted entries and the auditor recommended monthly, yearly, and quarterly processes to be put in place to provide internal controls to offset the adjusted entries. These adjusted entries were sent to WRLS' bookkeeper at the Winnefox Library System. A board member asked a question about a discrepancy and another board member asked a question about capital assets for vehicles. Both were answered by the auditor.

Auditors are in the process of beginning the 2023 audit to get the audit finished in a timely fashion for next year.

Motion to accept the audit,

1<sup>st</sup> John Hadley

2<sup>nd</sup> Larry Pohja

Motion carried.

## **5. Approval of minutes from the Feb. 7, 2024, meeting**

Motion to approve the minutes from the Feb. 7, 2024, meeting as presented,

1<sup>st</sup> by Larry Pohja

2<sup>nd</sup> by Joan Zenz

A board member recommended identifying members as they are speaking in the WRLS minutes. Board president Ivey recommended adding discussion about minutes to the next meeting agenda and will send out a memo to board members about upcoming minutes discussion.

Motion to approve the minutes from the Feb. 7, 2024, meeting,

Motion carried.

## 6. Reports

### 6.1 Budget update & approval of bills

Director Anderson discussed WRLS operating budget for 2024: Income and Expenses. She pointed out that interest is high and WRLS has almost reached 100% of the budget expended for interest for the year. She also reported that a correction needs to be made to the operating budget, reflecting that 100% of the state aid has been received. There is a category in Expenses that reflects the Sick Leave Reserve. A board member asked a question about professional materials in WRLS credit card charges and accounts. Collaborative Consultant Miller reported kit purchasing for the end of last year. A board member asked about transfers in the check detail to Winnefox Library System. Director Anderson clarified that checks are now issued to Winnefox as opposed to the wire transfers that were done in the past. A contract was signed with Winnefox Library System last year to continue bookkeeping services for Winding Rivers Library System.

Motion to accept the budget update and approve the bills,

1<sup>st</sup> by Loren Caulum

2<sup>nd</sup> by Sue Adams

Motion carried.

### 6.2 Director's report:

#### a) ILS migration update.

ILS/ILL Coordinator David Kranz is delivering data to Innovative and in the process of setting up in-person trainings for member librarians in August, which will be held in several member libraries around the system. Reopened discussion about timeline for vendors and effect on libraries. New migration software will be an improvement for libraries and patrons.

#### b) WRLS Library Passport program

Collaborative Consultant Kelli Miller presented information about passport programs around the state of Wisconsin and introduced an inaugural passport program for Winding Rivers Library System this summer. The goal of the program is to incentivize patrons to visit as many of WRLS' member libraries as possible. WRLS also has incorporated the passport program into marketing efforts for member libraries through billboard, social media, and promotional materials for member libraries during the summer marketing campaign. This program also provides member libraries with the opportunity to promote their library spaces and services. Board members are invited to participate in the passport program.

#### c) Annual reports to DPI

Director Anderson reported that all 2023 Annual Reports for member libraries as well as the WRLS Annual Report were submitted to DPI by the deadline.

#### d) Database demo: Kanopy (postponed to later meeting)

e) Update on Grant Writer/Project Manager position

Director Anderson reported that there were 15 applicants for the Grant Writer/Project Manager position. A hiring committee was formed and is comprised of two member librarians from WRLS and Collaborative Consultant Kelli Miller. The hiring committee narrowed the candidates down to 5 candidates with grant writing and library experience and will proceed with interviews for those candidates on Thursday and Friday.

f) Update on vehicle maintenance and new delivery van purchase

Director Anderson reported that another WRLS vehicle suffered windshield damage from a rock, and she will contact WRLS' insurance on how to proceed with a claim (after replacing two damaged windshields on WRLS vehicles last year). Board member asked about replacement for WRLS vehicle. Anderson expects to order a vehicle in May if nothing is found that meets criteria currently.

7.2 Next meeting: May 29, 2024 @ 6:30pm (in-person or online)

**8. Adjournment**

Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Kelli Miller