



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

Wednesday, July 31, 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 6:35 p.m.

#### 2. Roll call and introductions

Attendees

Board members: **Buffalo County** – Jane Langenfeld, Dwight Ruff; **Jackson County** – Joan Zenz; **Juneau County** - none; **La Crosse County** – Loren Caulum, Mary Bach, Adam Schneider; **Monroe County** – Clara Johnson, Mary Von Ruden, Adam Balz; **Trempealeau County** – June Pellowski; **Vernon County** – Peggy Pasker; **La Crosse Public Library** – Kathy Ivey; **La Crosse County Library** – Larry Pohja.

Public: None.

WRLS staff: Kristen Anderson (Director), David Kranz (ILS/ILL Consultant).

#### 3. Approval of agenda

Motion to approve agenda as presented,

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

2<sup>nd</sup> by Mary Bach

Motion carried.

#### 4. Approval of minutes from the May 2024, meeting

Motion to approve the minutes from the May 2024, meeting with clarification that Adam Balz made motion 7.1,

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

2<sup>nd</sup> by Larry Pohja

Motion carried.

## 5. Reports

### 5.1 Budget update & approval of bills

Director Anderson said progress has been overall in line with budget. She noted continued high interest being earned in the LGIP account, and observed that rate cuts have begun being mentioned in the news. She reported that WRLS did experience a month or so with an open position. She noted that the planned WRLS van purchase was executed this summer, and that the new van will be part of two vehicle “petting zoos” at libraries next week, Independence and Mauston. Account balances and activity reviewed, check register reviewed.

Motion to approve the budget update and bills,

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

2<sup>nd</sup> by Jane Langenfeld

Motion carried.

### 5.2 Director’s report:

- a) Audit update – Anderson said the auditor is working on the 2023 audit now; we are expecting no delays in completion this year.
- b) Bus tour on Oct. 10 – Anderson said all WRLS board members are welcome to attend. The bus will be leaving WRLS around 9:00 a.m., visiting several member libraries. There will be RSVP information going out after WRLS’ new Outreach Consultant starts.
- c) ILS software migration update – Anderson asked WRLS ILS/ILL Consultant David K. for quick remarks. He said things are on schedule, library front-line staff training takes place in August, feedback so far from library staff seeing the new product has been positive.
- d) New staff member – Barry McKnight has been hired as WRLS’ new Outreach Consultant.
- e) Grants submitted – WRLS’ Grants Consultant Jessica Schoonover worked with member libraries to submit applications for facilities grants, eight member libraries submitted grants. There were 67 applications for library buildings statewide, additional applications for community center facilities and similar. Even if they don’t receive grants, the communications and planning that went into the process will be valuable.
- f) WRLS Director Retreat – All member library directors will be invited to a directors retreat near Sparta on Oct. 24. Primary purpose is to talk about WRLS strategic plan progress. Jessica S. will talk about grants, Barry M. will talk about collaborative programming. Additional purpose is to get directors together face-to-face. Dept. of Public Instruction library team head Ben Miller is scheduled to speak.
- g) Conference reports – Reports were provided in board packet for review.
- h) Monroe County update – Kudos were expressed to Adam Balz and the Monroe County library directors for their work seeking an increase to Monroe County’s library reimbursement, progressing from current 80% up to 100%. Adam B. congratulated the library directors and recognized their work. Monroe, Jackson, and Trempealeau Counties will reimburse their in-county libraries at 100%.

### 5.3 Public comments or topics for discussion at future meetings.

No public present, but Lauren showed off completed WRLS Passport Program “passports” that he and his wife completed, visiting and collecting stamps from all 39 WRLS libraries.

Larry Pohja said that in September Onalaska Public Library will be getting outdoor lockers for patrons to use for self-pickup of materials, able to access 24/7. Starting with 18 lockers. If works well, could consider putting pick-up lockers in locations in the county that would benefit from closer library service – Mindoro and Shelby were mentioned, nothing final. Many patrons benefit from access outside regular hours of operation that these lockers should provide.

Kathy Ivey drew attention to the WRLS newsletter that goes out for member library board members, expressing appreciation for it.

## **6. New Business**

### **6.1 Draft Budget 2025-2026**

Anderson provided a current draft of the 2025 budget, for awareness and to begin conversations related to the next annual budget. Health insurance rates increased 9%; she has mapped out the proposed budget with staff contributions also increasing 9%. Statewide van delivery costs are set to increase due to loss of grant support at the central hub. A library card order is planned for 2025.

Jane L. said employees with spouses that have insurance access should be encouraged to use that insurance. Anderson said the system encourages that by covering less than the maximum amount. Anderson added that without the state aid increase to the system, the employee share for 2025 would go up even more. The Wisconsin Dept. of Employee Trust Funds, which oversees the state insurance programs, gets feedback about cost concerns and has said it is exploring possibilities for cost savings.

Adam Schneider asked about the Tech Capital line, \$0 budgeted now but that account had an amount in past. Anderson said the 2023 Tech Capital expenditure was WRLS creating the Tech Capital reserve. No need has been seen to increase the amount in that reserve. Money that was designated previously does remain in that reserve.

Kathy I. reminded everyone that board will be voting on the 2025 budget in September.

### **6.2 Resource Library Contract**

No content change from prior year, includes \$500 increase to the amount designated for LPL to purchase added high-demand physical items for sharing with members.

Motion to approve 2025 Resource Library Contract,

1<sup>st</sup> by Adam Schneider

2<sup>nd</sup> by Larry Pohja

Motion carried.

### **6.3 Policy: Social media**

Anderson provided a proposed social media policy for review and, if approved, addition to the WRLS policy manual. For context, she shared that an issue in June arose involving inappropriate comments made on a Facebook post on the WRLS page.

Motion to approve the WRLS Social Media Policy,

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

2<sup>nd</sup> by Mary Bach

Motion carried.

#### 6.4 New office space

Anderson said WRLS has been in its current rented space for 8 years. When the system moved here, the Public Library System Redesign (PLSR) process was raising uncertainties about systems futures. Since then, WRLS has developed a popular set of kits that require space and the WRLS staff has grown, neither of which was predictable at the time of the move. Possible new space in the same building could provide kit storage, more flexible meeting room, and better workspace for staff. Landlord would be contracting with firm for renovation work that would be involved, cost would be passed to WRLS.

Kathy I. said that while a final estimate quote for the renovation work is not in hand, board approval of the idea is sought tonight to allow for the contractor to be lined up and the work to be scheduled.

Mary B. asked whether move work would take place during ILS migration. Anderson said no, an ideal time would be closer to turn of the calendar year, but that some of the renovation and prep work could begin sooner if approval is given.

Adam S. asked whether the landlord could be approached to shoulder some of the costs of renovation, since there may be benefit to the landlord for WRLS to make this move. Kathy I. noted cubicles and board table that would be left in the possible new space. Anderson said that rent cost by square foot would be going down in recognition of the change in space and WRLS' tenancy history.

Anderson recommends paying for the renovation work by using funds from the reserve fund.

Motion to approve a cost ceiling amount of \$20,000 for WRLS facilities remodel and move, amended to designate the reserve fund as the source of funds,

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

2<sup>nd</sup> by Mary Bach

Motion carried.

6.5 Next meeting: anticipated date September 25, 2024.

## 7. Adjournment

Meeting adjourned at 7:56 p.m.

Respectfully submitted,

David Kranz