



# WINDING RIVERS

## LIBRARY SYSTEM

BRINGING A WORLD OF INFORMATION TO YOUR LOCAL LIBRARY

Wednesday, January 29, 2025

6:30 p.m.

Hybrid Meeting: Online or In Person

### MINUTES

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

Meeting called to order at 6:36 p.m.

#### 2. Roll call and introductions

Attendees

Board members: **Buffalo County** – Jane Langenfeld, Dwight Ruff; **Jackson County** – Joan Zenz, Sara Peloquin; **Juneau County** - Donna Thomas, Steve Thomas; **La Crosse County** –Mary Bach, Sue Adams, Loren Caulum, Larry Pohja, Adam Schneider; **Monroe County** - Clara Johnson, Adam Balz, Mary VonRuden; **Trempealeau County** - June Pellowski; **Vernon County** – none.

Public: Marc Roen, CPA

WRLS staff: Kristen Anderson (Director), Jessica Schoonover (Project & Grants Manager).

#### 3. Approval of agenda

Motion to approve agenda as presented,

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

2<sup>nd</sup> by Sara Peloquin

Motion carried.

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

Motion to approve the minutes from the December 4, 2024, meeting as presented,

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

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

Motion carried.

## 5. Reports

### 5.1 Budget update & approval of bills

Anderson went over the unaudited budget for 2024. Two auditor invoices came in the same year so that line item was higher than anticipated. Because of the move, the supply line item was slightly overspent. Dwight Ruff asked about the service charges found in the expenses. Anderson explained that two are bank charges and will be refunded, and the others are service charges for e-commerce that are billed back to the libraries.

Motion to approve the bills,

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

2<sup>nd</sup> by Sarah Peloquin

Motion carried.

### 5.2 Director's report:

#### a) Library Legislative Day and State Budget Cycle

4 WRLS staff members and 6 member library staff are attending. State budget expectations are positive.

#### b) Annual Report Season

Anderson reported libraries are compiling their annual reports which are due by end of February for Anderson's review. The System report is due on March 31<sup>st</sup> and will be presented at the next board meeting.

#### c) New Offices

Anderson shared business has continued as usual despite the move to the new office space. Stop in and see the comfortable space.

#### d) First Solar Cohort (Jessica)

Jessica reported that 4 libraries (Whitehall, Ontario, Hillsboro, and Trempealeau) are currently participating in the first solar cohort. All libraries are pursuing the installation of solar panels except for Trempealeau (heat pump to replace aging boiler).

#### e) 2025 WRLS Service Plan

Facilitator, Cindy Fesmeyer, will be brought in to lead this planning day for system services. System planning day will be held in September at the same venue as Director's Retreat.

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

La Crosse County library board is getting complaints that some patrons are not getting text messages about their holds. Anderson explained that most patrons are getting texts. If someone isn't, recommend contacting David Kranz directly. Kristen continues to discuss ECHO Project with ILL/ILS consultant, David Kranz. The project is live and accessible, but not much is currently being added.

Donna asked Anderson to investigate holds that patron found at home library but was sent via interlibrary loan. David Kranz will explain hold process at next meeting he attends.

Jane asked about ALA's Show Up for Libraries advocacy campaign. Anderson will look into it.

## **6. Old Business-None**

## **7. New Business**

### 7.1 Election of Officers

Motion to table to March's meeting

1. 1<sup>st</sup>-Sarah Peloquin
2. 2<sup>nd</sup>-Mary Bach

Motion carried.

### 7.2 Appointment of Personnel Committee

Motion to table to March's meeting

1. 1<sup>st</sup>- Larry Pohja
2. 2<sup>nd</sup>-Loren Calum

Motion carried.

### 7.3 Audit

Marc Roen gave a report on the WRLS audit. WRLS had an unqualified opinion. There was a repeat finding of internal controls regarding reconciling balance sheets. Overall WRLS is in a solid financial position. Winnefox needs to strengthen their internal controls and thanks to the recommendations from the auditor, Anderson went over the adjustments needed with bookkeeper and Winnefox.

Motion to approve auditor's report

1. 1<sup>st</sup>- Sarah Peloquin
2. 2<sup>nd</sup>-Adam Schneider

Motion carried.

### 7.4 Budget Adjustment 2024

Anderson recommended moving the unexpended income from 2024's interest revenue and salary/benefits to the vehicle replacement capital account. Anderson recommended the remaining income to move to office space/build out costs.

Motion to approve the 2024 budget adjustments

1. 1<sup>st</sup> by Loren Calum
2. 2<sup>nd</sup> by Larry Pohja

Motion carried.

### 7.5 Lease

New lease written and presented with costs and renewal options. Confirmed parking remains the same as it was in the front office.

Motion to approve the Lease

1. 1<sup>st</sup> by Sarah Peloquin
2. 2<sup>nd</sup> by Larry Pohja

Motion carried.

#### 7.6 Solar Grants: Grants reimburse WRLS for upfront costs

Motion to use reserve funds for interest-free loans from WRLS to member libraries involved in the solar cohorts,

1. 1<sup>st</sup> by Mary Bach
2. 2<sup>nd</sup> by Jane Langenfeld

Motion carried.

#### 7.7 2025 Meeting dates

November 19 chosen for final board meeting of 2025

#### 7.8 Next Meeting: March 26, 2025

### **8. Adjournment**

Meeting adjourned at 7:39 p.m.

Respectfully submitted,

Jessica Schoonover