1. CALL TO ORDER
   a. The public is strongly encouraged to access the public meeting remotely due to public health and safety concerns. To view or participate in the virtual meeting from a computer, iPad, or Android device please go to https://zoom.us/j/92546130740. You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 925 4613 0740. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting.
   b. If you are on a computer, click the "Raise Hand" button and wait to be recognized.
   c. If you are on a telephone, dial *9 and wait to be recognized.

2. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

3. MEETING AGENDA

4. PUBLIC COMMENTS

5. MINUTES FROM PREVIOUS MEETING
   a. Administration 8-13-2020

6. SHERMAN AND RUTH WEISS COMMUNITY LIBRARY - HAYWARD
   a. 2021 Budget Discussion - Request is for $200,000. Documents are printed for Committee members

7. WINTER PUBLIC LIBRARY
   a. 2021 Budget Discussion
      Winter Public Library 2021 Budget Request

8. LCO OJIBWA COLLEGE COMMUNITY LIBRARY
19 - 23 a. 2021 Budget Discussion
   LCO Ojibwa College Community Library 2021 Budget Request

9. NORTHERN WATERS LIBRARY SERVICE
   24 - 43 a. 2021 Budget Discussion
      Northern Waters Library Service 2021 Budget Request
      Merlin Consortium Strategic Plan 2020-2023

10. VETERANS SERVICE DEPARTMENT REPORT
    44 - 47 a. 2021 Budget Discussion
      Veteran Service Office report for August 2020

11. INFORMATION TECHNOLOGY DEPARTMENT REPORT
    48 - 49 a. IT Report to Administration Committee
    b. 2021 Budget Discussion

12. COUNTY CLERK’S OFFICE REPORT
    a. 2021 Budget Discussion

13. HUMAN RESOURCES REPORT
    b. 2021 Budget Discussion

14. COUNTY ADMINISTRATOR’S REPORT

15. FUTURE AGENDA ITEMS

16. OTHER MATTERS FOR DISCUSSION ONLY

A quorum of the County Board of Supervisors or of any of its committees may be present at this
meeting to listen and observe. Neither the Board nor any of the committees have established
attendance at this meeting as an official function of the Board or committee(s) or otherwise made a
determination that attendance at the meeting is necessary to carry out the Board or committee’s
function. The only purpose for other supervisors attending the meeting is to listen to the information
presented. Neither the Board nor any committee (other than the committee providing this notice and
agenda) will take any official action with respect to this noticed meeting.
Shuman called the meeting to order at 10:00

Motion by Kinsley, 2nd by Dennis, to approve the minutes from the July 9, 2020 meeting. Motion carried

Veteran’s Service Officer Gary Elliott provided a written report to the Committee. The Veteran’s Service Office did 403 phone calls, 84 office visits in July.

Information Technology Director Mike Coleson reported to the Committee.

Human Resource Coordinator Rose Lillyroot provided a written report. Youth Justice Supervisor retiring effective 10/11/2020

Administrator Hoff reported to the Committee. Sawyer County Fair opens today. Maintenance installing Plexiglas in service windows to allow offices to open up to the public. Waiting for word from Wisconsin Counties Association regarding ordinance update to help the county decide and set their own public safety order. In September there will be a resolution authorizing issuing debt. Winter Depot holding grand opening September 4. Census response is low in Sawyer County so the Census will be going door to door. CJCC meeting August 19 at noon to discuss utilizing and contracting with Justice Point for services previously provided by county employees.

The Committee discussed board policy regarding Public Comments. Motion by Dennis to put on the County Board agenda for discussion and possible action. Motion failed with no second.

Meeting adjourned 11:19 am

Minutes prepared by Carol Williamson
Date: July 20, 2020  
TO: Mike Keefe, Accounting Manager  
FROM: Donna Knuckey, Winter Public Library Director  
RE: Winter Public Library Budget Request for 2021

The Winter Public Library is very grateful for the support it has received from the Sawyer County Board in order to bring the best possible library services to the citizens of southern and eastern Sawyer County.

Attached is the budget request for operating the Winter Library in 2020. The County appropriated $73,267 in 2020 and the library is asking for the same amount of $73,267 for 2021. Attached are the expenditures, revenues, narratives explaining the budget, capital expenditure project list, and strategic plan for the Winter Public Library.

The Winter Library Board understands the budget stress that the County, as well as our Townships, is experiencing. Additional holdings in our Library will be added through the applications of grants and donations, which the Library Director and the Board will actively seek.

If you have any questions, please feel free to contact me. I can be reached at the Winter Public Library (715-266-2144) or at winter.wislib@gmail.com.

Thank you,  

Donna Knuckey  
Winter Public Library Director
Proposed Budget Request for: Winter Public Library

### Wages

<table>
<thead>
<tr>
<th>Position</th>
<th>2018 Actual Expenditures</th>
<th>2018 Received Budget</th>
<th>2019 Expenditures 6/30/2019</th>
<th>2019 Received Budget</th>
<th>2020 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarian: 28 hours per week</td>
<td>$18,202.79</td>
<td>$21,971</td>
<td>$8,222.56</td>
<td>$22,190</td>
<td>$22,408</td>
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<tr>
<td>Library Aide: 22 hours per week</td>
<td>$8,622.04</td>
<td>$10,433</td>
<td>$4,114.75</td>
<td>$10,530</td>
<td>$10,639</td>
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<tr>
<td>Library Aide: 14 hours per week</td>
<td>$5,449.96</td>
<td>$6,254</td>
<td>$2,643.99</td>
<td>$6,319</td>
<td>$6,385</td>
</tr>
<tr>
<td>Library Aide: Sub</td>
<td>$98.96</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soc. Sec. &amp; Withholding/Unemployment</td>
<td>$7,161.32</td>
<td>$2,958</td>
<td>$2,818.19</td>
<td>$2,986</td>
<td>$6,033</td>
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<td><strong>Wage Expenditures</strong></td>
<td><strong>$39,535.07</strong></td>
<td>$41,616</td>
<td><strong>$17,799.49</strong></td>
<td><strong>$42,031</strong></td>
<td><strong>$45,465</strong></td>
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</table>

### Building Expenses, Utilities, and Maintenance

<table>
<thead>
<tr>
<th>Category</th>
<th>2018 Actual</th>
<th>2018 Received Budget</th>
<th>2019 Expenditures 6/30/2019</th>
<th>2019 Received Budget</th>
<th>2020 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Improvement Projects</td>
<td>$6,810.00</td>
<td>$14,678</td>
<td>$3,111.76</td>
<td>$14,678</td>
<td>$9,367</td>
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<tr>
<td>Telephone</td>
<td>1,160.28</td>
<td>1,500</td>
<td>668.25</td>
<td>1,300</td>
<td>1,400</td>
</tr>
<tr>
<td>Insurance</td>
<td>1,175.00</td>
<td>1,400</td>
<td>1,519.00</td>
<td>1,450</td>
<td>1,650</td>
</tr>
<tr>
<td>Propane-Heating</td>
<td>890.16</td>
<td>1,500</td>
<td>473.97</td>
<td>2,000</td>
<td>1,500</td>
</tr>
<tr>
<td>Electricity</td>
<td>1,826.00</td>
<td>2,000</td>
<td>684.84</td>
<td>2,200</td>
<td>2,200</td>
</tr>
<tr>
<td>General Maintenance</td>
<td>377.50</td>
<td>500</td>
<td>370.40</td>
<td>600</td>
<td>750</td>
</tr>
<tr>
<td>Sewer and Water</td>
<td>242.98</td>
<td>500</td>
<td>154.41</td>
<td>500</td>
<td>600</td>
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<tr>
<td><strong>Total Building and Maintenance</strong></td>
<td><strong>$12,481.92</strong></td>
<td><strong>$22,078</strong></td>
<td><strong>$6,982.63</strong></td>
<td><strong>$22,728</strong></td>
<td><strong>$17,467</strong></td>
</tr>
</tbody>
</table>

### Books, Materials, and Operations

<table>
<thead>
<tr>
<th>Category</th>
<th>2018 Actual</th>
<th>2018 Received Budget</th>
<th>2019 Expenditures 6/30/2019</th>
<th>2019 Received Budget</th>
<th>2020 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Print Materials</td>
<td>$10,183.00</td>
<td>$9,775</td>
<td>$3,267.86</td>
<td>$10,440</td>
<td>$10,600</td>
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<tr>
<td>Advertisement</td>
<td>817.60</td>
<td>700</td>
<td>504.00</td>
<td>800</td>
<td>850</td>
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<tr>
<td>Computers/Support</td>
<td>6,121.00</td>
<td>5,500</td>
<td>5,748.85</td>
<td>5,700</td>
<td>6,200</td>
</tr>
<tr>
<td>Website Management</td>
<td>15.00</td>
<td>0</td>
<td>162.00</td>
<td>500</td>
<td>250</td>
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<tr>
<td>Programming/Fundraising Costs</td>
<td>3,981.52</td>
<td>1,600</td>
<td>2,110.49</td>
<td>3,100</td>
<td>3,500</td>
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<tr>
<td>Audio Visual</td>
<td>2,636.00</td>
<td>2,000</td>
<td>793.64</td>
<td>2,800</td>
<td>2,000</td>
</tr>
<tr>
<td>Library Supplies</td>
<td>3,478.87</td>
<td>2,000</td>
<td>2,019.69</td>
<td>2,233</td>
<td>2,700</td>
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<tr>
<td>Postage/Post Office</td>
<td>289.09</td>
<td>325</td>
<td>117.73</td>
<td>400</td>
<td>400</td>
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<tr>
<td>Fiscal Agent</td>
<td>-----</td>
<td>-----</td>
<td>1,300</td>
<td>-----</td>
<td>1,300</td>
</tr>
<tr>
<td><strong>Total Books, Materials and Operations</strong></td>
<td><strong>$27,522.08</strong></td>
<td><strong>$21,900</strong></td>
<td><strong>$16,024.26</strong></td>
<td><strong>$25,973</strong></td>
<td><strong>$27,800</strong></td>
</tr>
</tbody>
</table>

### Total Actual Expenditures

- **2018**: $79,539.07
- **2019**: $40,806.38
- **2020**: $73,267

### Proposed Sawyer County Funding

- **2018**: $71,133
- **2019**: $73,267

### Proposed Other Funding Sources Total

- **2018**: $14,461
- **2019**: 17,465

### Total

- **2018**: $85,594
- **2019**: $90,732

July 15, 2019
Winter Public Library
Expenses Budget Narrative 2019-2020

Wages-The Winter Library Board budgets for a 1% annual raise increase. An added line item of Library Aide Sub was added to this year's budget. An employee was on medical leave at the beginning of 2019 and a sub was needed until the employee was able to return to work.

Building Expenses, Utilities, and Maintenance

- **Capital Improvement Projects**- Several projects were completed during the first half of 2019: LED light fixtures and shelving. More efficient air conditioning and heating units along with improved ventilation is currently being installed and should be completed by August 1, 2019. At the beginning of August, the curb/sidewalk project will start. This fall, interior painting, staining of the log wall, as well as energy efficient windows should be completed. Any funds not spent in this category by the end of 2019 will be carried over for 2020 capital improvement projects.

- **Telephone**- There is a $100 increase in this line item for 2020 as utility charges increase each year.

- **Insurance**- The amount allotted for insurance for the library increased for 2020. Prior to 2019 the Village of Winter was the fiscal agent for the Winter Public Library and held the library funds using their EIN. Therefore, workman's compensation insurance was purchased by the Village of Winter with their EIN and the cost was part of the in-kind services provided by the village. Beginning January 1, 2019, the Village of Winter is no longer the fiscal agent for the library resulting in the cost of workman's compensation insurance being purchased using the library funds.

- **Propane-Heating**- The budget for heating was decreased by $500.

- **Electricity**- The library increased the programming offerings in the evenings and with that there will be additional electric costs.

- **General Maintenance**- The library had plumbing issues in one of the public bathrooms and was told by the plumber that the second bathroom will need upgrades to prevent leaks. We do not anticipate other issues but need to have a budget for when issues arise.

- **Sewer and Water**- There is a $100 increase in this line item for 2020 as utility charges increase each year.

Books, Materials, and Operations

- **Books/Print Materials**- Book and print material costs increase each year.

- **Advertisement**- With additional programming options each year and continued library events being advertised, the 2020 budget was increased to keep up with the promotional costs for the library.

- **Computers/Support**- The library is three years behind the recommended computer replacement cycle that we have in place at the library. This line item also includes contracted services with NWLS.

- **Website Management**- In previous years through grants, NWLS hosted the website and helped with the maintenance of the technology as well as paid for the domain. The director updates the website. The library fully pays for the domain.
- **Programming and Fundraising** - We have several fundraising events throughout the year. Whatever monies are earned reimbursement for the expenses go back to the library and then the rest go into the savings account designated for the expansion project. We have new programming options and public events that are not fundraisers that will be yearlong activities held at the library. There are costs associated with offering programs, many times minimal costs, but they do add up throughout the year which is why the budget reflects an increase this year.

- **Audio Visual** - DVD's and audio books are extremely popular yet one of the most expensive items for circulation that is purchased.

- **Library Supplies** - This line item includes materials needed to cover books, repair books, copy paper, cleaning supplies, etc. All of these items do increase in cost from the vendor.

- **Postage** - We have a PO Box; therefore the annual fee for the box is due at the end of August and is $208 unless there is an increase from previous years. It is difficult to determine year to year what the postage costs will be which depends on the number of bills, donation receipts, and other correspondence sent via mail. Many times, books are mailed through the post office at a library rate to libraries outside of the state that request books from our library through the WISCAT catalog.
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Gov't Grants-County</td>
<td>73,267.00</td>
<td>73,267</td>
<td>73,267</td>
<td>73,267</td>
<td>71,133.00</td>
<td>71,133.00</td>
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<tr>
<td>NWLS Grants</td>
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<td>1,347</td>
<td>1,350</td>
<td>1,350</td>
<td>1,366.77</td>
<td>1,350.00</td>
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<tr>
<td>Local Gov't Grants-Towns</td>
<td>100.00</td>
<td>5,600</td>
<td>5,600</td>
<td>5,700</td>
<td>5,200.00</td>
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<tr>
<td>Additional Grants-Other</td>
<td>0.00</td>
<td>0</td>
<td>2,500</td>
<td>2,150</td>
<td>0.00</td>
<td>2,500.00</td>
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<td>Act 420 Payments</td>
<td>0.00</td>
<td>63</td>
<td>65</td>
<td>65</td>
<td>50.90</td>
<td>31.00</td>
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<tr>
<td>Intergovernmental Revs</td>
<td>73,367.00</td>
<td>79,277</td>
<td>82,782</td>
<td>82,532</td>
<td>77,750.67</td>
<td>80,314.00</td>
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<tr>
<td>Fines/Book Replacement</td>
<td>53.83</td>
<td>108</td>
<td>300</td>
<td>200</td>
<td>265.30</td>
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<tr>
<td>Copies</td>
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<td>689</td>
<td>500</td>
<td>800</td>
<td>556.75</td>
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<td>Faxes</td>
<td>211.00</td>
<td>422</td>
<td>500</td>
<td>500</td>
<td>546.00</td>
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<td>Book Sales</td>
<td>610.02</td>
<td>710</td>
<td>600</td>
<td>700</td>
<td>304.95</td>
<td>300.00</td>
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<tr>
<td>Public Chrg for Svcs Subtotal</td>
<td>1,219.10</td>
<td>1,929</td>
<td>1,900</td>
<td>2,200</td>
<td>1,673.00</td>
<td>1,050.00</td>
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<tr>
<td>Interest</td>
<td>0.00</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>47.91</td>
<td>30.00</td>
</tr>
<tr>
<td>Insurance Claims</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>General Donations</td>
<td>2,035.00</td>
<td>4,070</td>
<td>6,000</td>
<td>6,000</td>
<td>4,612.59</td>
<td>4,000.00</td>
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<tr>
<td>Library Fund Transfers</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Misc. Revenues Subtotal</td>
<td>2,035.00</td>
<td>4,070</td>
<td>6,050</td>
<td>6,000</td>
<td>4,660.50</td>
<td>4,030.00</td>
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<tr>
<td>TOTAL</td>
<td>$76,621.10</td>
<td>$86,276</td>
<td>$90,732</td>
<td>$90,732</td>
<td>84,084.17</td>
<td>85,394.00</td>
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</table>
Local Gov't Grants-County
Sawyer County provides annual funding for library services to our community and visitors who bring revenue streams into our area. For the purposes of history, please note that Sawyer County was ahead of its time in recognizing the benefits public libraries provide to their communities. The communities impacted are very appreciative.

NWLS Grants
Each year, NWLS applies for Library Services and Technology Act (LSTA) grants through the State Dept. of Public Instruction (DPI) and federal government. Grant funds are used to expand and develop new services for NWLS' participating member libraries.

A portion of the 2020 grants are used for local Collection Development.

Local Gov't Grants-Towns
Donations from townships in Sawyer County to support their constituents' use of the library. Towns tend to donate annually in the fall. Township of Winter, Draper, Ojibwa, Couderay, and Meadowbrook donated funds to this library in the past. The Village of Winter donated in-kind services such as issuing payroll and invoice checks, garbage and snow removals, and mowing in 2018; however, in 2019 there are no in-kind services provided to the library.

A new joint library agreement was signed in November of 2018 that event into effect January 1, 2019. Municipalities involved in the joint agreement are Towns of Couderay, Draper, Meadowbrook, Ojibwa, Radisson, Winter and Village of Winter. Although, there are more municipalities participating in the joint agreement, this agreement added costs to the library due to in-kind services no longer being provided.

Additional Grants
The Winter Public Library actively seeks additional grant funding. This funding is dependent on the availability of grants. Most of the grants in this category are competitive grants so it is difficult to rely on funding year to year in this category.

Some of the grants that the library applies for do not offer financial gain but does help improve services through added materials and equipment.

Act 420 Payments-Counties
Annual mandated payments for services our library provides to residents outside of Sawyer County. Amounts are based on 70% of our library's cost to provide services to residents in other counties. Currently we have requested reimbursement payment from the county of Washburn County.

Fines/Book Replacements
Charges for overdue library materials are made to encourage people to return items so others may use them. We also collect money for the cost of replacing lost books. We have seen an increase in this category because we have put limits on patron's accounts that are habitual offenders.

Copies
Revenues from photocopies and computer printouts.

Faxes
Winter Public Library offers a fax service for a fee.

Book Sales
The Winter Public Library holds a Mid-Winter Book Sale in January and another Book Sale during Spring Fling (community arts & crafts fair). We sell books, videos, audio books, puzzles, and magazines.
We also have a book shelf in the lobby of the library that has books for sale throughout the year. Many patrons as well as cabin/camping people enjoy the selections that are available for purchase.

**Interest Checking Acct**
With our new checking account created in January 2019, there is no interest applied to the checking account.

**Insurance Claims**
Fortunately, we have not had an insurance claim to our company.

**General Donations**
Donations to library from individual donors, businesses and organizations. Specified donations cover overages indicated in Expenses Budget. These vary from year to year, dependant upon the economy. Most of the donations from individuals are given in September and during the Holiday Season in December.

**Library Fund Transfers**
The Library has a Building Funds Money Market account which is controlled by the Library Board of Trustees. As seen fit by the Library Board, funds are transferred to the checking account to cover expenses related to maintenance of the building. No monies have been transferred from the checking account for the past few years to the savings account. The increase in the money market account was due to fundraising efforts of our Friends of the Library. Any fundraisers are being designated towards a building expansion project, which is in its early stages of planning.
## Winter Public Library
### 2019 Estimated Wages

<table>
<thead>
<tr>
<th>Position</th>
<th>Hire Date</th>
<th>Hourly Wage</th>
<th>Hrs/Week</th>
<th>Wages/Week</th>
<th>Total/Yr.</th>
<th>FICA</th>
<th>Total w/FICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Director</td>
<td>9/17/2011</td>
<td>15.24</td>
<td>28</td>
<td>426.72</td>
<td>22,189.44</td>
<td>1,697.49</td>
<td>23,886.93</td>
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<tr>
<td>Clerk 2</td>
<td>3/2017</td>
<td>8.68</td>
<td>14</td>
<td>121.52</td>
<td>6,319.04</td>
<td>483.41</td>
<td>6,802.45</td>
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<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>64</strong></td>
<td><strong>750.86</strong></td>
<td><strong>39,044.72</strong></td>
<td><strong>2,986.92</strong></td>
</tr>
</tbody>
</table>

Wages paid as of
6/30/2019

<table>
<thead>
<tr>
<th>Position</th>
<th>Wages</th>
<th>FICA</th>
<th>Total w/FICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Director</td>
<td>8,222.56</td>
<td>1,685.49</td>
<td>9,908.05</td>
</tr>
<tr>
<td>Clerk 1</td>
<td>4,114.75</td>
<td>885.50</td>
<td>5,000.25</td>
</tr>
<tr>
<td>Clerk 2</td>
<td>2,643.99</td>
<td>216.38</td>
<td>2,860.37</td>
</tr>
<tr>
<td>Clerk3-sub</td>
<td>409.79</td>
<td>30.82</td>
<td>440.61</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>15,391.09</strong></td>
<td><strong>2,818.19</strong></td>
<td><strong>18,209.28</strong></td>
</tr>
</tbody>
</table>
### Winter Public Library
#### 2020 Estimated Wages

(*=1% wage increase)

<table>
<thead>
<tr>
<th>Position</th>
<th>Hire Date</th>
<th>Hourly Wage</th>
<th>Hrs/Week</th>
<th>Wages/Week</th>
<th>Total/Yr.</th>
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Total: 64 Hrs/Wk, 758.30 Wages/Wk, 39,431.60 Total/Yr., 6,033.04 FICA, 45,464.64 Total w/FICA
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## All Expenditures through December 31, 2018

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**TOTAL EXPENDITURES:** $35,538.25
### All Expenditures through June 30, 2019

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<th>Maintenance and Insurance</th>
<th>Books, AV and Periodicals</th>
<th>Services</th>
<th>Utilities</th>
<th>Supplies</th>
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|---------------------------| 118.68                    | 21.00     | 18.00     | 96.92     | 28.73     |
| TOTAL                     | 25.52                     | 187.97    | 21.00     | 96.92     | 28.73     |

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| TOTAL EXPENDITURES:          | $23,499.56 |           |           |           |           |

Page 15 of 50
Winter Public Library
Building Funds Controlled by the Library Board of Trustees

Balance on Money Market Account as of 6/30/2018: $33,942.02
Deposit on 7/10/2018 2,861.09
Interest credited on 7/31/2018 12.59
Interest credited on 8/31/2018 12.51
Interest credited on 9/30/2018 11.30
Interest credited on 10/31/2018 13.32
Deposit on 11/29/2018 150.00
Interest credited on 11/30/2018 12.14
Deposit on 12/15/2018 500.06
Interest credited on 12/31/2018 12.57
Deposit on 1/16/2019 236.00
Interest credited on 1/31/2019 12.30
Interest credited on 2/28/2019 14.00
Interest credited on 3/31/2019 12.01
Interest credited on 4/30/2019 13.46
Interest credited on 5/31/2019 16.06
Interest credited on 6/30/2019 14.51

Balance as of 6/30/2019: $37,845.94

These funds can only be spent at the direction of the Library Board of Trustees for the purposes of building maintenance or expansion. They are held by the Town of Couderay in the Library Building Funds Account.

Deposits into the Building Fund account were from fundraising efforts of the Friends of the Library and specified donations from patrons.
Winter Library Strategic Planning
2016 - 2021 Action Plan

Goal #1: Explore Library Expansion Opportunities: Structure and Financing

Objective A: Reach out to architectural firms for assessment including structure

Objective B: Advertise library's services and programs

May, 2016

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<th>Monthly Updates</th>
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<th>When?</th>
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<td>Create a subcommittee to oversee the assessment for expansion.</td>
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<td>2</td>
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<tr>
<td>Contact various contractors i.e. Legends, etc.</td>
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<td></td>
</tr>
<tr>
<td>Identify and explore contractors, construction workers and architects.</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Present programs of expansion/assessment to the board</td>
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<td></td>
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<tr>
<td>Board/President can appoint</td>
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<tr>
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<tr>
<td>Who</td>
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<table>
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<tbody>
<tr>
<td>Develop Newsletter</td>
</tr>
<tr>
<td>Communicate with public and donors</td>
</tr>
<tr>
<td>Standardize the mailings</td>
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<tr>
<td>Set up system to mail property owners</td>
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<tr>
<td>Find out the cost and how many times to mail annually</td>
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Donna, Volunteers, Board

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Expand youth and adult programs for seniors and preschool (Depends on State Programs)</td>
</tr>
<tr>
<td>Have monthly calendars with events</td>
</tr>
<tr>
<td>Expand online outreach (getting the word out and advertising the resources available through the library)</td>
</tr>
</tbody>
</table>

Donna, Partnering Organizations

| Jenny, Donna |
| | | |

Page 17 of 50
SWOT (Strengths, Weaknesses, Opportunities, Threats)

**Strengths:**
- Donna
- Staff and strong team
- Community support
- Library Board - trusting relationship in the team
- Library staff
- The link with Northern Waters
- Community partnerships
- Winter’s school
- Library serves as a community center
- Patrons
- Volunteers
- Hours of operation
- Accessibility
- Location
- Lending service

**Weaknesses:**
- Facility
- Space
- Meeting space (small)
- Size of the community
- Limited resources (financial)
- Support of civic organizations
- Awareness of the library services
- Technology changes
- Seasonal clientele
- Aging population in Winter
- Library impact in the communities

**Opportunities:**
- Build partnerships with local organizations
- Awareness campaign
- Technology workshops for community and staff
- Expand the facility
- Check into how to accept donations from various sources for clientele (for tax deductions)
- Continue building book collection, and resources

**Threats:**
- Losing Funding
- Losing Donna
- Decline in usage of library
- Population change, decline
- Losing the connection/service of NWLS
June 17, 2020

Ms. Carol Williamson,
Sawyer County Clerk
10610 Main Street, Suite 10
Hayward, WI 54843

FROM: Ms. Caryl Pfaff, Library Director
Lac Courte Ojibwa College Community Library
13466 W Trepania Road
Hayward, WI 54843

Request for library services reimbursement as provided by Wisconsin Statute Chapter 43.12

_Wisconsin statutes require counties to reimburse public libraries within the county and adjacent counties at an amount that is equal to at least 70% of the circulation rate for each loan to a resident with no municipal library._

The library operating expenses have been prorated by 20% to exclude expenditures for LCO College students and staff.

Total applicable operating expenses for 2019-$105,840
Total number of circulations for 2019: 7862:
Number of circulations eligible for reimbursement: 2738
Amount of reimbursement requests (70%): $25,801.70

Thank you for your library support.

Sincerely,

_Caryl Pfaff_
Library Director
Report to Sawyer County for libraries requesting payment in 2020 to be paid to Library in 2021 Per Wisconsin Statute 43.12

| Name of Library: | Lac Courte Oreilles |
| Mailing Address: | 13466 W Trepania Rd |
| City: | Hayward |
| Zip Code: | 54843 |
| Director: | Caryl Pfaff |
| Email: | pfaff@lco.edu |
| Phone Number: | 715-634-4790 #108 |

Report 2019 Circulation by jurisdiction

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<th>Name of Non-Libraried (Reimbursable) Jurisdiction</th>
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<td>Town of Hunter</td>
<td>333</td>
</tr>
<tr>
<td>Town of Winter</td>
<td>6</td>
<td>Town of Lenroot</td>
<td>18</td>
</tr>
<tr>
<td>Village of Winter</td>
<td></td>
<td>Village of Radisson</td>
<td>23</td>
</tr>
<tr>
<td>Town of Meadowbrook</td>
<td>30</td>
<td>Town of Round Lake</td>
<td>87</td>
</tr>
<tr>
<td>Town of Ojibwa</td>
<td></td>
<td>Town of Sand Lake</td>
<td>694</td>
</tr>
<tr>
<td>Town of Draper</td>
<td></td>
<td>Town of Spider Lake</td>
<td>36</td>
</tr>
<tr>
<td>Town of Radisson</td>
<td>5</td>
<td>Town of Weirgor</td>
<td>259</td>
</tr>
<tr>
<td>Town of Couderay</td>
<td>1071</td>
<td>Village of Couderay</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Village of Meteor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Town of Edgewater</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Village of Exeland</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand total Sawyer County reimbursable circulations</td>
<td></td>
<td>2738</td>
<td></td>
</tr>
</tbody>
</table>

(Note: must match Section XI, item 2b for home County and Section XI 9 for adjacent County on DPI Annual Report or you must provide documentation of discrepancy)

2019 Total Circulation:
(Note: must match section III, item 1.a. on DPI Annual Report or you must provide documentation of discrepancy)

2019 Operational Expenditures (minus federal funds):
(Note: must match section VI, item 6 minus item 7 or you must provide documentation of discrepancy)

Unit Cost (Cost per Circulation):
Cost of Service to County Residents:
70 % of Cost of Service:

Signature of Person Submitting Form
### III. LIBRARY SERVICES

#### 1. Circulation Transactions
- a. Total Circulation: 7,862
- b. Children's Materials: 1,080

#### 2. Interlibrary Loans
- a. Items Loaned Provided to: 3,181
- b. Items Received Received from: 1,035

#### 3. Number of Registered Users
- a. Resident: 400
- b. Nonresident: 222
- c. TOTAL: 1,222

#### 4. Reference Transactions
- a. Method: Did Not Collect
- b. Annual Count: 1,000

#### 5. Library Visits
- a. Method: Survey Week(s)
- b. Annual Count: 9,000

#### 6. Uses of Public Internet Computers
- a. Method: Survey Week(s)
- b. Annual Count: 9,100

#### 7. Uses of Public Wireless Internet
- a. Method: Not Counted
- b. Annual Count: -1

#### 8. Number of Website Visits
- a. Method: Did Not Collect
- b. Annual Count: -1

#### 9. Uses of Electronic Materials by Users of Your Library
- a. E-Books: 238
- b. E-Audio: 57
- c. E-Video: 0
- d. Total Uses of Electronic Works: 295
- e. Uses of Children's Electronic Materials: 3

#### 10. Programs and Program Attendance
- a. Children (0-11): 5
- b. Young Adult (12-18): 1
- c. Other (all ages): 8
- d. TOTAL: 14

#### 11. Number of Public Use Computers
- a. Total: 25
- b. Internet Access: 25

### IV. LIBRARY GOVERNANCE

Library Board Members, List all members of the library board as of the date of this report. List the president first, indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Street Address</th>
<th>City</th>
<th>ZIP+4</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>President 1</td>
<td>Marie</td>
<td>6292 N Cty Rd CC</td>
<td>Cudahy</td>
<td>54828</td>
<td><a href="mailto:marie.kuykendall@jlc-oas.gov">marie.kuykendall@jlc-oas.gov</a></td>
</tr>
<tr>
<td>Katherine</td>
<td>Marson</td>
<td>PO 1490, 11213 N Songbird Lane</td>
<td>Hayward</td>
<td>54843</td>
<td><a href="mailto:mino.o.de@yahoo.com">mino.o.de@yahoo.com</a></td>
</tr>
<tr>
<td>Pamela</td>
<td>Houdek</td>
<td>15976W Stephanie Lane, Unit 2</td>
<td>Hayward</td>
<td>54843</td>
<td><a href="mailto:pjh1954@sheqtel.net">pjh1954@sheqtel.net</a></td>
</tr>
<tr>
<td>Christine</td>
<td>Stamper</td>
<td>15103 Wintergreen Lane</td>
<td>Hayward</td>
<td>54843</td>
<td><a href="mailto:cmmstamper@yahoo.com">cmmstamper@yahoo.com</a></td>
</tr>
<tr>
<td>James</td>
<td>Schlender</td>
<td>8135 N Blackbear Lane</td>
<td>Hayward</td>
<td>54843</td>
<td><a href="mailto:james.schlender@sawyercountygov.org">james.schlender@sawyercountygov.org</a></td>
</tr>
<tr>
<td>Leslie</td>
<td>Ramczyk</td>
<td>12692 Watertower Lane</td>
<td>Hayward</td>
<td>54843</td>
<td><a href="mailto:lollyram@yahoo.com">lollyram@yahoo.com</a></td>
</tr>
</tbody>
</table>

No. of Library Board Members
Include vacancies in this count: 6
### V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

#### 1. Local Municipal Appropriations for Library Service
- Only joint libraries report more than one municipality here

<table>
<thead>
<tr>
<th>Municipality Type</th>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tribe</td>
<td>Lac Courte Oreilles Ojibwa-Comm. College</td>
<td>$89,640</td>
</tr>
</tbody>
</table>

#### 2. County
- a. Home County Appropriation for Library Service
- b. Other County Payments for Library Services

<table>
<thead>
<tr>
<th>County Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield</td>
<td>$56</td>
</tr>
<tr>
<td>Douglas</td>
<td>$440</td>
</tr>
<tr>
<td>Washburn</td>
<td>$2,054</td>
</tr>
</tbody>
</table>

#### 3. State Funds
- a. Public Library System State Funds
- b. Funds Carried Forward from Previous Year
- c. Other State Funded Program

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection Development Grant</td>
<td>$1,347</td>
</tr>
<tr>
<td>WLA Membership</td>
<td>$50</td>
</tr>
</tbody>
</table>

#### 4. Federal Funds

<table>
<thead>
<tr>
<th>Program or Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NG0318018 IMLS Native Library Services Enhancement</td>
<td>$34,605</td>
</tr>
<tr>
<td>NG0318018 IMLS Native Library Services Basic</td>
<td>$9,388</td>
</tr>
<tr>
<td>NG0119007 IMLS Native Library Services Basic</td>
<td>$2,563</td>
</tr>
</tbody>
</table>

#### 5. Contract Income

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
</table>

#### 6. Funds Carried Forward

- Do not include state aid. Report state funds in 3b above.

<table>
<thead>
<tr>
<th>All Other Operating Income Add 1 through 7</th>
<th>Subtotal 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>$266</td>
<td>$89,640</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Operating Income</th>
<th>Subtotal 2a</th>
</tr>
</thead>
<tbody>
<tr>
<td>$178,856</td>
<td>$38,447</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other State Funded Program</th>
<th>Subtotal 2b</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,550</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other State Funded Program</th>
<th>Subtotal 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,397</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>Subtotal 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$46,556</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Income</th>
<th>Subtotal 5</th>
</tr>
</thead>
</table>

#### 7. All Other Operating Income

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
</table>

#### 8. Total Operating Income

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
</table>

#### 9. What is the current year annual appropriation provided by your governing body/ies for your public library?

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$62,000</td>
</tr>
</tbody>
</table>

#### 10. Was your library’s municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

---

Page 22 of 50
XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents? See instructions for definition of nonresident.

| 4,852 |

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.

<table>
<thead>
<tr>
<th>Category</th>
<th>a. Those with a Library</th>
<th>b. Those without a Library</th>
<th>c. Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Circulation to Nonresidents Living In Your County</td>
<td>1,712</td>
<td>2,738</td>
<td>4,450</td>
</tr>
<tr>
<td>3. Circulation to Nonresidents Living In Another County in Your System</td>
<td>115</td>
<td>255</td>
<td>370</td>
</tr>
<tr>
<td>4. Circulation to Nonresidents Living In an Adjacent County Not In Your System</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>5. Circulation to All Other Wisconsin Residents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Circulation to Persons from Out of the State</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Are the answers to items 1 through 6 based on actual count or survey/sample?</th>
<th>8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?</th>
<th>8b. If yes, do you allow residents in adjacent systems to purchase library cards?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

<table>
<thead>
<tr>
<th>Name of County</th>
<th>Circulation</th>
<th>Name of County</th>
<th>Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Ashland</td>
<td>9</td>
<td>f.</td>
<td></td>
</tr>
<tr>
<td>b. Washburn</td>
<td>208</td>
<td>g.</td>
<td></td>
</tr>
<tr>
<td>c. Bayfield</td>
<td>9</td>
<td>h.</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
<td>i.</td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td></td>
<td>j.</td>
<td></td>
</tr>
</tbody>
</table>

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices?
   - Yes

2. What type of Internet connection do you have? Mark all that apply.
   - a. State TEACH line
   - b. Other broadband connection
   - Local cable, telco, community network, etc.

3. Does your library use any type of Internet filtering software or service?
   - a. Yes, on all Internet workstations
   - b. Yes, on some Internet workstations
   - c. No filtering on any Internet workstation

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH/ADULTS

1. Self-directed Activities Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.

<table>
<thead>
<tr>
<th>Number of Self-directed Activities</th>
<th>a. Children (0-11)</th>
<th>b. Young Adult (12-18)</th>
<th>c. Other (all ages)</th>
<th>d. TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
<td>5</td>
<td>1</td>
<td>6</td>
<td>12</td>
</tr>
</tbody>
</table>

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

   a. First Name    b. Last Name    c. Email Address
   Caryl            Pfaff          pfaff@lco.edu

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

   a. First Name    b. Last Name    c. Email Address
   a. First Name    b. Last Name    c. Email Address
June 11, 2020

Tweed Shuman, Chair
Sawyer County Board of Supervisors
Sawyer County Court House
10610 Main St. Suite 10
Hayward, WI 54843

Dear Tweed Shuman:

The NWLS Board understands the financial impact of the health crisis we are all facing and voted to freeze our request at what we requested for 2020. On May 16, 2020, the Northern Waters Library Service (NWLS) Board of Trustees voted to request $23,631 from Sawyer County for 2021.

Your funding has never been as vital as it is now. These funds go directly to services for residents in your County. Vital residential services paid for through these funds are Mail-a-Book, where rural or homebound residents can get materials sent to their door; delivery of library materials to your libraries; and collection development grants that help stock the shelves of your local libraries and digital collections.

Northern Waters Library Service will continue to seek ways to reduce costs while limiting the impact on those who use our services. In the past ten years we have reduced our staff by 1/3, cut travel, conducted an energy audit, and relied on technology and collaboration to help keep our costs low. Please help ensure that your residents have access to all the vital services libraries offer, especially at this trying time. Your residents will need our services to survive and thrive as we recover.

Sincerely,

Sherry Machones, Director

Copies to: Carol Williamson, County Clerk
Jim Bassett, NWLS Board of Trustees
Dian Delong, NWLS Board of Trustees
Northern Waters DRAFT 2021 Budget

**INCOME**  
<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Aid</td>
<td>$ 564,347</td>
<td>$ 564,347</td>
</tr>
<tr>
<td>Merlin Consortium*</td>
<td>$ 303,506</td>
<td>$ 313,308</td>
</tr>
<tr>
<td>Interest</td>
<td>$ 17,000</td>
<td>$ 18,000</td>
</tr>
<tr>
<td>PY Carryover 1</td>
<td>$ 30,000</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>County Appropriations</td>
<td>$ 209,454</td>
<td>$ 209,454</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,124,307</strong></td>
<td><strong>$1,130,109</strong></td>
</tr>
</tbody>
</table>

**EXPENSES**  
<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Software</td>
<td>$ 600</td>
<td>$ 600</td>
</tr>
<tr>
<td>Auditor</td>
<td>$ 7,900</td>
<td>$ 7,900</td>
</tr>
<tr>
<td>Badgernet Data Lines</td>
<td>$ 36,800</td>
<td>$ 36,800</td>
</tr>
<tr>
<td>Building maintenance</td>
<td>$ 7,000</td>
<td>$ 7,000</td>
</tr>
<tr>
<td>Collection Development Grants</td>
<td>$ 35,272</td>
<td>$ 35,272</td>
</tr>
<tr>
<td>Delivery Service payments to SCLS</td>
<td>$ 13,168</td>
<td>$ 15,000</td>
</tr>
<tr>
<td>Delivery Service payments</td>
<td>$ 115,000</td>
<td>$ 120,000</td>
</tr>
<tr>
<td>Digital Buying Pool 2</td>
<td>$ 55,113</td>
<td>$ 55,113</td>
</tr>
<tr>
<td>Equipment Replacement (5 year cycle)/New</td>
<td>$ 5,200</td>
<td>$ 5,200</td>
</tr>
<tr>
<td>Insurance and bonds</td>
<td>$ 4,000</td>
<td>$ 4,000</td>
</tr>
<tr>
<td>ISP BadgerNet/WISCNet</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Novelist (now Merlin funded) 3</td>
<td>$ 5,208</td>
<td>$ 5,500</td>
</tr>
<tr>
<td>Library contracts(Resource/LEAN) 4</td>
<td>$ 91,466</td>
<td>$ 91,466</td>
</tr>
<tr>
<td>Merlin automation software (Merlin funded)</td>
<td>$ 69,908</td>
<td>$ 75,000</td>
</tr>
<tr>
<td>WPLC Membership</td>
<td>$ 5,605</td>
<td>$ 5,855</td>
</tr>
<tr>
<td>Office Equipment Maintenance 5</td>
<td>$ 2,500</td>
<td>$ 2,500</td>
</tr>
<tr>
<td>Outsourcing of Cataloging</td>
<td>$ 2,400</td>
<td>$ 2,400</td>
</tr>
<tr>
<td>Personnel Salaries</td>
<td>$ 369,776</td>
<td>$ 380,000</td>
</tr>
<tr>
<td>Personnel Benefits</td>
<td>$ 179,606</td>
<td>$ 185,000</td>
</tr>
<tr>
<td>Postage</td>
<td>$ 5,500</td>
<td>$ 5,500</td>
</tr>
<tr>
<td>Professional Collection</td>
<td>$ 750</td>
<td>$ 750</td>
</tr>
<tr>
<td>Professional Memberships 6</td>
<td>$ 3,000</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>Reference &amp; Interlibrary Loan Databases</td>
<td>$ 3,000</td>
<td>$ 4,000</td>
</tr>
<tr>
<td>Reimbursement for lost books</td>
<td>$ 100</td>
<td>$ 100</td>
</tr>
<tr>
<td>Service Enhancements (State) 7</td>
<td>$ 35,243</td>
<td>$ 35,243</td>
</tr>
<tr>
<td>Supplies</td>
<td>$ 3,000</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>System staff training 8</td>
<td>$ 8,000</td>
<td>$ 9,000</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>$ 5,900</td>
<td>$ 5,900</td>
</tr>
<tr>
<td>Travel</td>
<td>$ 30,000</td>
<td>$ 25,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,101,015</strong></td>
<td><strong>$1,126,099</strong></td>
</tr>
</tbody>
</table>

**Net Income**  
<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 23,293</td>
<td>$ 4,011</td>
</tr>
</tbody>
</table>
## December 31, 2019 Profit and Loss Statement

### A. Revenues

<table>
<thead>
<tr>
<th>Revenue Budgeted</th>
<th>Balance</th>
<th>% of Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>40200</strong> General Funds Interest</td>
<td>$9,108.44</td>
<td>$4,425</td>
</tr>
<tr>
<td><strong>40300</strong> Merlin Capital Fund Interest</td>
<td>$1,057.29</td>
<td>$725</td>
</tr>
<tr>
<td><strong>40400</strong> Merlin General Fund Interest</td>
<td>$867.23</td>
<td>$650</td>
</tr>
<tr>
<td><strong>40500</strong> Reserve Fund Interest</td>
<td>$6,601.88</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>40600</strong> Previous Year Carryover</td>
<td>$30,000.00</td>
<td>$30,000</td>
</tr>
<tr>
<td><strong>41100</strong> County Support</td>
<td>$207,380.21</td>
<td>$207,380</td>
</tr>
<tr>
<td><strong>41205</strong> Merlin Consortium Fees</td>
<td>$13,200.00</td>
<td>$15,360</td>
</tr>
<tr>
<td><strong>41207</strong> Annual Software Fees</td>
<td>$16,026.87</td>
<td>$16,959</td>
</tr>
<tr>
<td><strong>41210</strong> BadgerNet</td>
<td>$33,600.00</td>
<td>$35,550</td>
</tr>
<tr>
<td><strong>41215</strong> Digital Buying Pool</td>
<td>$19,263.69</td>
<td>$19,044</td>
</tr>
<tr>
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<td>$173,955</td>
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<tr>
<td><strong>41225</strong> Teleforms</td>
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<td>$690</td>
</tr>
<tr>
<td><strong>41230</strong> WisCat</td>
<td>$2,500.00</td>
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</tr>
<tr>
<td><strong>41230</strong> WiscNet</td>
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<td>$9,677</td>
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<tr>
<td><strong>43000</strong> State Aid</td>
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<tr>
<td><strong>42300</strong> LSTA Delivery Grant</td>
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<td>$15,000</td>
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</table>

**Subtotal** | $269,173.04 | $271,235 | $2,061.96 | 99% |

**Total Budgeted Income** | $1,098,535.09 | $1,098,762.00 | $226.91 | 100% |

<table>
<thead>
<tr>
<th>Additional Income</th>
<th>Revenue Budgeted</th>
<th>Balance</th>
<th>% of Income</th>
</tr>
</thead>
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<td><strong>40100</strong> Transfer from Other Funds</td>
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<td>$0</td>
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<tr>
<td><strong>43000</strong> E-Flnes</td>
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<tr>
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<tr>
<td><strong>47000</strong> Movie Licenses</td>
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<tr>
<td><strong>49000</strong> Misc. Income</td>
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<td>-$3.00</td>
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</table>

**Total Additional Income** | $55,501.19 | $0 | -$55,501.19 | |

**GRAND TOTAL REVENUES** | $1,154,036.28 | $1,098,762.00 | -$55,274.28 | 105% |

### B. Expenses

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Budgeted</th>
<th>Balance</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>51100</strong> Interlibrary Loan and Reference Referral</td>
<td>Building Maintenance Expense</td>
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<td>$1,500</td>
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<tr>
<td><strong>51150</strong> ILL &amp; Reference Referral/WISCAT</td>
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<td>$3,000</td>
<td>$0.00</td>
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<tr>
<td><strong>51200</strong> Library Contracts &amp; Reimbursement</td>
<td>$92,074.50</td>
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<td>-$3,980.50</td>
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<tr>
<td><strong>51250</strong> Office Equipment Maintenance</td>
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<td>-$109.61</td>
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<tr>
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<tr>
<td><strong>51400</strong> Postage</td>
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<td>$8.16</td>
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<tr>
<td><strong>51450</strong> Supplies</td>
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<td>$75</td>
<td>-$14.56</td>
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<tr>
<td><strong>51500</strong> Telecommunications</td>
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<td>-$1,516.60</td>
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</table>

**Subtotal** | $117,694.36 | $115,339 | -$2,355.36 | 102% |

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<tr>
<th>Merlin and Technology</th>
<th>Expenditures</th>
<th>Budgeted</th>
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<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>52050</strong> Automation software (Sierra)</td>
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<td><strong>52050</strong> Access to Internet</td>
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<td>Budgeted</td>
<td>Balance Expended</td>
</tr>
<tr>
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<td>------------------------------</td>
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<tr>
<td>52120</td>
<td>Equipment Replacement</td>
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<td>Insurance</td>
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<td>52160</td>
<td>ISP BadgerNet/WISCNet</td>
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<td>$9,100.00</td>
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<td>Personnel Benefits</td>
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<td>Personnel Salaries</td>
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<td>Telecommunications</td>
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<tr>
<td>Subtotal</td>
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<td>$8,658</td>
<td>-$520.64</td>
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<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Expenditures</th>
<th>Budgeted</th>
<th>Balance Expended</th>
<th>% Expended</th>
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<tbody>
<tr>
<td>53230</td>
<td>Digital Buying Pool</td>
<td>$56,987.38</td>
<td>$59,373</td>
<td>$2,385.62</td>
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<tr>
<td>53270</td>
<td>Novelist (Merlin funded)</td>
<td>$4,724.00</td>
<td>$4,724</td>
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<td>53300</td>
<td>Personnel Benefits</td>
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<td>$1,384</td>
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<td>$459.07</td>
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<td>53380</td>
<td>WPLC membership</td>
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<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Expenditures</th>
<th>Budgeted</th>
<th>Balance Expended</th>
<th>% Expended</th>
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</thead>
<tbody>
<tr>
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<td>54200</td>
<td>Office Equipment Maintenance</td>
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<td>$845</td>
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<tr>
<td>54275</td>
<td>Outsource Catalog Maintenance</td>
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<td>Personnel Benefits</td>
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<tr>
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<td>Supplies</td>
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<td>$50</td>
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<table>
<thead>
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<th>Account</th>
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<th>Budgeted</th>
<th>Balance Expended</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>55100</td>
<td>Building Maintenance</td>
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<td>Delivery Service Courier</td>
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</tr>
<tr>
<td>55225</td>
<td>Delivery South Central LS (Jan-Jun)</td>
<td>$2,736.72</td>
<td>$2,793</td>
<td>$56.28</td>
<td>98%</td>
</tr>
<tr>
<td>55300</td>
<td>Personnel Benefits</td>
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<td>$8,765</td>
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<tr>
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<td>Supplies</td>
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</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Expenditures</th>
<th>Budgeted</th>
<th>Balance Expended</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>56100</td>
<td>Building Maintenance</td>
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<td>$1,000</td>
<td>-$185.36</td>
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<tr>
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<td>Delivery Service Courier</td>
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<tr>
<td>56225</td>
<td>Delivery South Central LS</td>
<td>$2,736.72</td>
<td>$2,793</td>
<td>$56.28</td>
<td>98%</td>
</tr>
<tr>
<td>56300</td>
<td>Office Equipment Maintenance</td>
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<td>$780</td>
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<td>Postage</td>
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<td>$100.00</td>
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<td>Subtotal</td>
<td></td>
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<td>$48,943</td>
<td>-$1,418.86</td>
<td>103%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Expenditures</th>
<th>Budgeted</th>
<th>Balance Expended</th>
<th>% Expended</th>
</tr>
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<tbody>
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<td>57100</td>
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<td>$1,000</td>
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<tr>
<td>57500</td>
<td>Telecommunications</td>
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<tr>
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<td>84%</td>
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<tr>
<td>61250</td>
<td>Public Information (Newsletter and Publicity)</td>
<td></td>
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<td></td>
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<tr>
<td>61300</td>
<td>Office Equipment Maintenance</td>
<td>$759.61</td>
<td>$650</td>
<td>$-109.61</td>
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<tr>
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<td>Collection Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>62350</td>
<td>Collection Development Grants</td>
<td>$36,353.69</td>
<td>$36,000</td>
<td>$-353.69</td>
<td>101%</td>
</tr>
<tr>
<td>62350</td>
<td>Personnel Benefits</td>
<td>$1,829.63</td>
<td>$2,292</td>
<td>$-462.37</td>
<td>80%</td>
</tr>
<tr>
<td>62350</td>
<td>Personnel Salaries</td>
<td>$5,148.58</td>
<td>$5,857</td>
<td>$-708.42</td>
<td>88%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>$43,331.90</strong></td>
<td><strong>$44,149</strong></td>
<td><strong>$817.10</strong></td>
<td><strong>98%</strong></td>
</tr>
<tr>
<td>63010</td>
<td>Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>63040</td>
<td>Accounting software</td>
<td>$1,211.03</td>
<td>$550</td>
<td>$-651.03</td>
<td>204%</td>
</tr>
<tr>
<td>63100</td>
<td>Annual Audit</td>
<td>$7,700.00</td>
<td>$7,700</td>
<td>$0.00</td>
<td>100%</td>
</tr>
<tr>
<td>63110</td>
<td>Building Maintenance</td>
<td>$2,015.16</td>
<td>$1,700</td>
<td>$-315.16</td>
<td>119%</td>
</tr>
<tr>
<td>63110</td>
<td>Director's travel</td>
<td>$3,738.84</td>
<td>$4,200</td>
<td>$-461.16</td>
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</tr>
<tr>
<td>63140</td>
<td>Insurance and bonds</td>
<td>$2,904.60</td>
<td>$3,315</td>
<td>$-410.40</td>
<td>88%</td>
</tr>
<tr>
<td>63150</td>
<td>Office Equipment Maintenance</td>
<td>$759.62</td>
<td>$650</td>
<td>$-109.62</td>
<td>117%</td>
</tr>
<tr>
<td>63300</td>
<td>Personnel Benefits</td>
<td>$8,346.94</td>
<td>$10,524</td>
<td>$-2,177.06</td>
<td>79%</td>
</tr>
<tr>
<td>63350</td>
<td>Personnel Salaries</td>
<td>$23,488.37</td>
<td>$26,888</td>
<td>$-3,400.93</td>
<td>87%</td>
</tr>
<tr>
<td>63400</td>
<td>Postage</td>
<td>$259.19</td>
<td>$300</td>
<td>$-40.81</td>
<td>86%</td>
</tr>
<tr>
<td>63450</td>
<td>Supplies</td>
<td>$58.11</td>
<td>$75</td>
<td>$-16.89</td>
<td>77%</td>
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<tr>
<td>63500</td>
<td>Telecommunications</td>
<td>$172.70</td>
<td>$166</td>
<td>$-6.70</td>
<td>104%</td>
</tr>
<tr>
<td>63510</td>
<td>Trustees travel</td>
<td>$6,044.32</td>
<td>$3,600</td>
<td>$-2,444.32</td>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>$56,608.88</strong></td>
<td><strong>$59,668</strong></td>
<td><strong>$3,059.12</strong></td>
<td><strong>95%</strong></td>
</tr>
<tr>
<td><strong>Total Budgeted Library Expenses</strong></td>
<td></td>
<td><strong>$964,430.11</strong></td>
<td><strong>$1,018,736.00</strong></td>
<td><strong>$54,305.89</strong></td>
<td><strong>95%</strong></td>
</tr>
</tbody>
</table>

**Other Budgeted Expenses**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Expenditures</th>
<th>Budgeted</th>
<th>Difference</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>53130</td>
<td>Ancestry Library Edition (State Enhancements)</td>
<td>$7,550.40</td>
<td>$7,550.40</td>
<td>$0.00</td>
<td>100%</td>
</tr>
</tbody>
</table>
### Additional Expenses

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Budget</th>
<th>Expended</th>
<th>Expended of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>67100</td>
<td>Gale Courses (State Enhancements)</td>
<td>$14,754.71</td>
<td>$14,754.71</td>
<td>100%</td>
</tr>
<tr>
<td>67000</td>
<td>Additional Service Enhancements</td>
<td>$12,937.89</td>
<td>$12,937.89</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td><strong>Total Budgeted Expenses</strong></td>
<td>$35,243.00</td>
<td>$35,243.00</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Subtotal**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Budget</th>
<th>Expended</th>
<th>Expended of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>82000</td>
<td>Reserve Fund</td>
<td>$49,377.22</td>
<td>0.00</td>
<td>-$49,377.22</td>
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<tr>
<td>74000</td>
<td>Efines</td>
<td>$5,417.52</td>
<td>0.00</td>
<td>-$5,417.52</td>
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<tr>
<td>70000</td>
<td>Library Expenses from Equipment</td>
<td>$40,278.59</td>
<td>0.00</td>
<td>-$40,278.59</td>
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<tr>
<td>72000</td>
<td>Consortium Expenses</td>
<td>$21,448.45</td>
<td>0.00</td>
<td>-$21,448.45</td>
</tr>
<tr>
<td>73000</td>
<td>Movie Licenses</td>
<td>$5,688.00</td>
<td>0.00</td>
<td>-$5,688.00</td>
</tr>
<tr>
<td>81000</td>
<td>Misc. Expense</td>
<td>$340.70</td>
<td>0.00</td>
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</tr>
<tr>
<td></td>
<td><strong>Total Additional Expenses</strong></td>
<td>$122,550.48</td>
<td>0.00</td>
<td>-$122,550.48</td>
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</tbody>
</table>

**GRAND TOTAL EXPENSES**

- Total Budgeted Expenses: $999,673.11
- Total Actual Expended: $1,053,979.00
- Balance of Budget: $54,305.89
- Total Expenses: $1,122,223.59
- Percentage of Expenses: 106%

---

### December 31, 2019 Expense Summary

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Budget</th>
<th>Expended</th>
<th>Expended of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounting Software</td>
<td>$1,121.03</td>
<td>$550.00</td>
<td>-$571.03</td>
</tr>
<tr>
<td>2</td>
<td>Annual Audit</td>
<td>$7,700.00</td>
<td>$7,700.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>Access to Internet</td>
<td>$36,600.00</td>
<td>$36,800.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>4</td>
<td>Building Maintenance</td>
<td>$11,853.70</td>
<td>$10,000.00</td>
<td>-$1,853.70</td>
</tr>
<tr>
<td>5</td>
<td>Collection Development Grants</td>
<td>$36,353.69</td>
<td>$36,000.00</td>
<td>-$353.69</td>
</tr>
<tr>
<td>6</td>
<td>Delivery Service Courier</td>
<td>$126,097.50</td>
<td>$110,000.00</td>
<td>-$16,097.50</td>
</tr>
<tr>
<td>7</td>
<td>Delivery South Central LS</td>
<td>$13,032.00</td>
<td>$13,302.00</td>
<td>$270.00</td>
</tr>
<tr>
<td>8</td>
<td>Digital Buying Pool</td>
<td>$56,987.38</td>
<td>$59,373.00</td>
<td>$2,385.62</td>
</tr>
<tr>
<td>9</td>
<td>Equipment Replacement</td>
<td>$13,108.85</td>
<td>$10,000.00</td>
<td>-$3,108.85</td>
</tr>
<tr>
<td>10</td>
<td>Insurance and Bonds</td>
<td>$4,841.00</td>
<td>$5,525.00</td>
<td>$684.00</td>
</tr>
<tr>
<td>11</td>
<td>ISP BadgerNet/WISCNet</td>
<td>$0.00</td>
<td>$9,100.00</td>
<td>$9,100.00</td>
</tr>
<tr>
<td>12</td>
<td>Library Contracts</td>
<td>$92,074.50</td>
<td>$88,094.00</td>
<td>-$3,980.50</td>
</tr>
<tr>
<td>13</td>
<td>Novelist (Merlin expense)</td>
<td>$4,724.00</td>
<td>$4,724.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>14</td>
<td>Merlin Automation Software (Sierra)</td>
<td>$68,457.78</td>
<td>$66,000.00</td>
<td>-$2,457.78</td>
</tr>
<tr>
<td>15</td>
<td>Office Equipment Maintenance</td>
<td>$8,280.72</td>
<td>$6,500.00</td>
<td>-$1,780.72</td>
</tr>
<tr>
<td>16</td>
<td>Outsource Catalog Maintenance</td>
<td>$4,944.52</td>
<td>$4,575.00</td>
<td>-$369.52</td>
</tr>
<tr>
<td>17</td>
<td>Personnel Benefits</td>
<td>$108,261.32</td>
<td>$136,507.00</td>
<td>$28,245.68</td>
</tr>
<tr>
<td>18</td>
<td>Personnel Salaries</td>
<td>$304,648.47</td>
<td>$348,779.00</td>
<td>$44,130.53</td>
</tr>
<tr>
<td>19</td>
<td>Postage</td>
<td>$5,183.67</td>
<td>$6,000.00</td>
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</tr>
<tr>
<td>20</td>
<td>Professional Collection</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>21</td>
<td>Professional Memberships</td>
<td>$2,231.42</td>
<td>$2,500.00</td>
<td>$268.58</td>
</tr>
<tr>
<td>22</td>
<td>Reference &amp; ILL Databases</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>23</td>
<td>Reimbursement for lost books</td>
<td>$0.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>24</td>
<td>Supplies</td>
<td>$2,501.35</td>
<td>$2,500.00</td>
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</tr>
<tr>
<td>25</td>
<td>System staff training</td>
<td>$6,090.96</td>
<td>$8,500.00</td>
<td>$2,409.04</td>
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<tr>
<td>26</td>
<td>Telecommunications</td>
<td>$6,258.31</td>
<td>$6,002.00</td>
<td>-$256.31</td>
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<tr>
<td>27</td>
<td>Travel</td>
<td>$34,352.22</td>
<td>$30,000.00</td>
<td>-$4,352.22</td>
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<tr>
<td>28</td>
<td>WPLC Membership - Overdrive</td>
<td>$5,605.00</td>
<td>$5,605.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>29</td>
<td>Service Enhancements (State)</td>
<td>$35,243.00</td>
<td>$35,243.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Summary of Budgeted Expenses**

**Expenditures**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$999,673.11</td>
<td>$1,053,979.00</td>
</tr>
<tr>
<td>$54,305.89</td>
<td>95%</td>
</tr>
</tbody>
</table>

---

* Necessary cleanup of database, Reclassed to Account 67000 Service Enhancements & Staff Retirement Payout, Flooring Project

# Overage due to payment to IFLS for automation was originally scheduled for previous year

I Now paid by LEAN Partnership
@ Percentages need rebalancing
% Delivery was lower last year so we budgeted down by $19K
* Overage due to capital procurement for LEAN Partnership, see Badgernet for offset

prepared by Michelle Gostomski, Business Manager
June 30, 2020 Profit and Loss Statement

A. Revenues

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budgeted</th>
<th>Balance</th>
<th>% of Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Funds Interest</td>
<td>$2,092.02</td>
<td>$8,200</td>
<td>$6,107.98</td>
</tr>
<tr>
<td>Merlin Capital Fund Interest</td>
<td>$206.69</td>
<td>$1,000</td>
<td>$789.31</td>
</tr>
<tr>
<td>Merlin General Fund Interest</td>
<td>$123.00</td>
<td>$800</td>
<td>$677.00</td>
</tr>
<tr>
<td>Reserve Fund Interest</td>
<td>$1,329.41</td>
<td>$7,000</td>
<td>$5,670.59</td>
</tr>
<tr>
<td>Previous Year Carryover</td>
<td>$23,292.00</td>
<td>$30,000</td>
<td>$6,708.00</td>
</tr>
<tr>
<td>County Support</td>
<td>$209,454.02</td>
<td>$209,454</td>
<td>-0.02</td>
</tr>
<tr>
<td>Merlin Consortium Fees</td>
<td>$13,005.00</td>
<td>$14,760</td>
<td>$1,755.00</td>
</tr>
<tr>
<td>Annual Software Fees</td>
<td>0.00</td>
<td>$16,027</td>
<td>$16,027.00</td>
</tr>
<tr>
<td>BadgerNet</td>
<td>$34,800.00</td>
<td>$33,800</td>
<td>-$1,000.00</td>
</tr>
<tr>
<td>Digital Buying Pool</td>
<td>$18,863.25</td>
<td>$19,044</td>
<td>$180.75</td>
</tr>
<tr>
<td>Merlin Fees</td>
<td>$184,478.87</td>
<td>$209,498</td>
<td>$25,019.13</td>
</tr>
<tr>
<td>Teleforms</td>
<td>0.00</td>
<td>$700</td>
<td>$700.00</td>
</tr>
<tr>
<td>WisCat</td>
<td>$2,700.00</td>
<td>$0</td>
<td>-$2,700.00</td>
</tr>
<tr>
<td>WiscNet</td>
<td>$10,350.00</td>
<td>$9,677</td>
<td>-$673.00</td>
</tr>
</tbody>
</table>

Subtotal | $264,197.12 | $303,506 | $39,308.88 | 87% |

| State Aid | $564,347.00 | $564,347 | 0.00 | 100% |

Total Budgeted Income | $1,065,041.26 | $1,124,307.00 | $59,265.74 | 95% |

B. Expenses

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Budgeted</th>
<th>Balance</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interlibrary Loan and Reference Referral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Maintenance Expense</td>
<td>$636.42</td>
<td>$1,050</td>
<td>$413.58</td>
</tr>
<tr>
<td>ILL &amp; Reference Referral/WISCAT</td>
<td>$3,000.00</td>
<td>$3,000</td>
<td>$0.00</td>
</tr>
<tr>
<td>Library Contracts &amp; Reimbursements</td>
<td>$517.00</td>
<td>$91,466</td>
<td>$90,949.00</td>
</tr>
<tr>
<td>Office Equipment Maintenance</td>
<td>$104.60</td>
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<tr>
<td>Personnel Benefits</td>
<td>$3,453.09</td>
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</tr>
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<td>Personnel Salaries</td>
<td>$7,090.63</td>
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<tr>
<td>Postage</td>
<td>$17.91</td>
<td>$55</td>
<td>$37.09</td>
</tr>
<tr>
<td>Supplies</td>
<td>$31.28</td>
<td>$90</td>
<td>$58.72</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>$17.91</td>
<td>$150</td>
<td>$37.09</td>
</tr>
<tr>
<td>Travel</td>
<td>$385.56</td>
<td>$1,350</td>
<td>$964.44</td>
</tr>
</tbody>
</table>

Subtotal | $15,325.70 | $121,500 | $106,174.30 | 13% |

Merlin and Technology

| Automation software (Sierra) | $69,900.67 | $69,908 | $7.33 | 100% |
| Building Maintenance | $551.56 | $910 | $359.44 | 61% |
| Equipment Replacement | $2,823.37 | $5,200 | $2,376.63 | 54% |
| Insurance | $978.20 | $1,600 | $621.80 | 39% |
| Office Equipment Maintenance | $209.20 | $500 | $299.80 | 53% |
| Personnel Benefits | $36,896.06 | $84,060 | $47,163.94 | 54% |
| Personnel Salaries | $75,762.73 | $173,064 | $97,301.27 | 44% |
| Supplies | $150.10 | $150 | $0.10 | 100% |
| Telecommunications | $1,667.74 | $3,044 | $1,376.26 | 55% |
| Travel | $1,879.37 | $8,358 | $6,478.63 | 22% |

Subtotal | $190,819.00 | $383,594 | $192,775.00 | 50% |
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Budgeted</th>
<th>Balance</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>53230</td>
<td>Digital Buying Pool</td>
<td>$43,090.80</td>
<td>$12,022.20</td>
<td>78%</td>
</tr>
<tr>
<td>53270</td>
<td>Novellist (Merlin funded)</td>
<td>$4,960.00</td>
<td>$248.00</td>
<td>95%</td>
</tr>
<tr>
<td>53300</td>
<td>Personnel Benefits</td>
<td>$796.27</td>
<td>$1,821</td>
<td>44%</td>
</tr>
<tr>
<td>53350</td>
<td>Personnel Salaries</td>
<td>$1,635.05</td>
<td>$749</td>
<td>44%</td>
</tr>
<tr>
<td>53380</td>
<td>WPLC membership</td>
<td>$5,605.00</td>
<td>$5,605</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$56,087.12</strong></td>
<td><strong>$15,409</strong></td>
<td><strong>78%</strong></td>
</tr>
<tr>
<td>53250</td>
<td>Office Equipment Maintenance</td>
<td>$1,216.73</td>
<td>$2,400</td>
<td>42%</td>
</tr>
<tr>
<td>53300</td>
<td>Personnel Benefits</td>
<td>$4,556.84</td>
<td>$5,825.16</td>
<td>44%</td>
</tr>
<tr>
<td>53350</td>
<td>Personnel Salaries</td>
<td>$9,357.03</td>
<td>$12,016.97</td>
<td>44%</td>
</tr>
<tr>
<td>53380</td>
<td>WPLC membership</td>
<td>$557.47</td>
<td>$295.53</td>
<td>55%</td>
</tr>
<tr>
<td></td>
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<td><strong>$17,900.91</strong></td>
<td><strong>$21,343.09</strong></td>
<td><strong>46%</strong></td>
</tr>
<tr>
<td>54100</td>
<td>Building Maintenance</td>
<td>$636.42</td>
<td>$1,050</td>
<td>61%</td>
</tr>
<tr>
<td>54250</td>
<td>Office Equipment Maintenance</td>
<td>$2,161.73</td>
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<tr>
<td>54300</td>
<td>Personnel Benefits</td>
<td>$1,978.83</td>
<td>$4,513</td>
<td>44%</td>
</tr>
<tr>
<td>54350</td>
<td>Personnel Salaries</td>
<td>$4,556.84</td>
<td>$10,382</td>
<td>44%</td>
</tr>
<tr>
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<tr>
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<td></td>
<td><strong>$55,288.12</strong></td>
<td><strong>$61,292.88</strong></td>
<td><strong>47%</strong></td>
</tr>
<tr>
<td>55100</td>
<td>Building Maintenance</td>
<td>$424.28</td>
<td>$700</td>
<td>61%</td>
</tr>
<tr>
<td>55250</td>
<td>Office Equipment Maintenance</td>
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<tr>
<td>55300</td>
<td>Personnel Benefits</td>
<td>$4,225.23</td>
<td>$5,440.77</td>
<td>44%</td>
</tr>
<tr>
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<td>Personnel Salaries</td>
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<tr>
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<tr>
<td></td>
<td></td>
<td><strong>$22,811.57</strong></td>
<td><strong>$27,874.43</strong></td>
<td><strong>42%</strong></td>
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<tr>
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<tr>
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<td>44%</td>
</tr>
<tr>
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<tr>
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<td>$808.02</td>
<td>$666.98</td>
<td>55%</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$55,288.12</strong></td>
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<td><strong>47%</strong></td>
</tr>
<tr>
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<td>Building Maintenance</td>
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<td>$700</td>
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<td></td>
<td></td>
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<tr>
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<td>Building Maintenance</td>
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<td>Office Equipment Maintenance</td>
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<td>$250</td>
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<td>Personnel Benefits</td>
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<td>58350</td>
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</table>

Subtotal: $20,427.67 / $48,599.00 / $28,171.33 / 42%
<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>Subtotal</th>
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<th>Balance</th>
<th>Expended</th>
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</thead>
<tbody>
<tr>
<td>58500</td>
<td>Telecommunications</td>
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<td>$163</td>
<td>$73.79</td>
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<tr>
<td>58550</td>
<td>Travel</td>
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<td>$2,053.22</td>
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<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>$34,264.37</strong></td>
<td><strong>$79,261</strong></td>
<td><strong>$44,996.63</strong></td>
<td><strong>43%</strong></td>
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<tr>
<td>59300</td>
<td>Personnel Benefits</td>
<td>$1,324.48</td>
<td>$3,016</td>
<td>$1,691.52</td>
<td>44%</td>
</tr>
<tr>
<td>59350</td>
<td>Personnel Salaries</td>
<td>$2,719.70</td>
<td>$6,210</td>
<td>$3,490.30</td>
<td>44%</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>$4,044.18</strong></td>
<td><strong>$9,226</strong></td>
<td><strong>$5,181.82</strong></td>
<td><strong>44%</strong></td>
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<td>60300</td>
<td>Personnel Benefits</td>
<td>$1,994.60</td>
<td>$4,539</td>
<td>$2,544.40</td>
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<tr>
<td>60350</td>
<td>Personnel Salaries</td>
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<td>$9,345</td>
<td>$5,249.28</td>
<td>44%</td>
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<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>$6,157.78</strong></td>
<td><strong>$14,184</strong></td>
<td><strong>$8,026.22</strong></td>
<td><strong>43%</strong></td>
</tr>
<tr>
<td>61250</td>
<td>Office Equipment Maintenance</td>
<td>$104.60</td>
<td>$250</td>
<td>$145.40</td>
<td>42%</td>
</tr>
<tr>
<td>61300</td>
<td>Personnel Benefits</td>
<td>$3,390.03</td>
<td>$7,726</td>
<td>$4,335.97</td>
<td>44%</td>
</tr>
<tr>
<td>61350</td>
<td>Personnel Salaries</td>
<td>$6,961.11</td>
<td>$15,907</td>
<td>$5,945.28</td>
<td>44%</td>
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<tr>
<td></td>
<td><strong>Subtotal</strong></td>
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<td><strong>$23,883</strong></td>
<td><strong>$13,427.26</strong></td>
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</tr>
<tr>
<td>62210</td>
<td>Collection Development</td>
<td>$1,306.35</td>
<td>$35,272</td>
<td>$33,965.65</td>
<td>4%</td>
</tr>
<tr>
<td>62350</td>
<td>Personnel Benefits</td>
<td>$1,332.36</td>
<td>$3,016</td>
<td>$1,683.64</td>
<td>44%</td>
</tr>
<tr>
<td>62300</td>
<td>Personnel Salaries</td>
<td>$2,735.88</td>
<td>$6,210</td>
<td>$3,474.12</td>
<td>44%</td>
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<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>$5,374.59</strong></td>
<td><strong>$44,498</strong></td>
<td><strong>$39,123.41</strong></td>
<td><strong>12%</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Budgeted Library Expenses</strong></td>
<td><strong>$470,965.68</strong></td>
<td><strong>$1,065,772.00</strong></td>
<td><strong>$594,806.32</strong></td>
<td><strong>44%</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Other Budgeted Expenses</strong></td>
<td><em>$7,952.42</em></td>
<td><em>$7,853.00</em>*</td>
<td><em>$-99.42</em>*</td>
<td><em>101%</em></td>
</tr>
<tr>
<td></td>
<td><strong>Total Additional Expenses</strong></td>
<td><strong>$19,579.42</strong></td>
<td><strong>$35,243.00</strong></td>
<td><strong>$27,290.58</strong></td>
<td><strong>56%</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Budgeted Expenses</strong></td>
<td><strong>$490,545.10</strong></td>
<td><strong>$1,101,015.00</strong></td>
<td><strong>$622,096.90</strong></td>
<td><strong>45%</strong></td>
</tr>
</tbody>
</table>

Additional Expenses

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>Subtotal</th>
<th>Budgeted</th>
<th>Balance</th>
<th>Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>82000</td>
<td>Reserve Fund</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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</tr>
<tr>
<td>74000</td>
<td>Eflines</td>
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<tr>
<td>70000</td>
<td>Library Expenses from Equipment</td>
<td>$29,085.30</td>
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<td>72100</td>
<td>Consortium Expenses</td>
<td>$9,221.71</td>
<td>$0.00</td>
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</tr>
<tr>
<td>73500</td>
<td>Movie Licenses</td>
<td>$6,259.00</td>
<td>$0.00</td>
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<tr>
<td>81000</td>
<td>Misc. Expense</td>
<td>$7.20</td>
<td>$0.00</td>
<td>$7.20</td>
<td>0%</td>
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</table>

**Grand Total Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Subtotal</th>
<th>Budgeted</th>
<th>Balance</th>
<th>Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional Expenses</strong></td>
<td><strong>$45,683.47</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>-45,683.47</strong></td>
<td><strong>49%</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENSES</strong></td>
<td><strong>$536,228.57</strong></td>
<td><strong>$1,101,015.00</strong></td>
<td><strong>$576,413.43</strong></td>
<td><strong>49%</strong></td>
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</tbody>
</table>
## May 31, 2020 Expense Summary

### Summary of Budgeted Expenses

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Expenditures</th>
<th>Budget</th>
<th>Balance</th>
<th>% Expended</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounting Software</td>
<td>$123.48</td>
<td>$600.00</td>
<td>$476.52</td>
<td>21%</td>
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<tr>
<td>2</td>
<td>Annual Audit</td>
<td>$7,900.00</td>
<td>$7,900.00</td>
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<tr>
<td>3</td>
<td>Access to Internet</td>
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<td>$36,800.00</td>
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<tr>
<td>4</td>
<td>Building Maintenance</td>
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<tr>
<td>5</td>
<td>Collection Development Grants</td>
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<td>$35,272.00</td>
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</tr>
<tr>
<td>6</td>
<td>Delivery Service Courier</td>
<td>$54,775.75</td>
<td>$115,000.00</td>
<td>$60,224.25</td>
<td>48%</td>
</tr>
<tr>
<td>7</td>
<td>Delivery South Central LS</td>
<td>$6,620.50</td>
<td>$13,168.00</td>
<td>$6,547.50</td>
<td>50%</td>
</tr>
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<td>8</td>
<td>Digital Buying Pool</td>
<td>$43,090.80</td>
<td>$55,113.00</td>
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<td>9</td>
<td>Equipment Replacement</td>
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<td>$5,200.00</td>
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<tr>
<td>10</td>
<td>Insurance and Bonds</td>
<td>$2,996.00</td>
<td>$4,000.00</td>
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<td>11</td>
<td>Library Contracts</td>
<td>$517.00</td>
<td>$91,466.00</td>
<td>$89,949.00</td>
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<tr>
<td>12</td>
<td>Novelist (Merlin expense)</td>
<td>$4,960.00</td>
<td>$5,208.00</td>
<td>$248.00</td>
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</tr>
<tr>
<td>13</td>
<td>Merlin Automation Software (Sierra)</td>
<td>$69,900.67</td>
<td>$69,908.00</td>
<td>$7.33</td>
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<tr>
<td>14</td>
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</tr>
<tr>
<td>15</td>
<td>Outsource Catalog Maintenance</td>
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<tr>
<td>16</td>
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<td>17</td>
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<td>18</td>
<td>Postage</td>
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<td>19</td>
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<td>$750.00</td>
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<td>20</td>
<td>Professional Memberships</td>
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<td>49%</td>
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<td>21</td>
<td>Reference &amp; ILL Databases</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
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<td>22</td>
<td>Reimbursement for lost books</td>
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<td>$100.00</td>
<td>$100.00</td>
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<td>23</td>
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<td>24</td>
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<td>47%</td>
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<tr>
<td>25</td>
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<td>$5,901.00</td>
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<tr>
<td>26</td>
<td>Travel</td>
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<td>26%</td>
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<td>27</td>
<td>WPLC Membership - Overdrive</td>
<td>$5,605.00</td>
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**Total:**

- Expenditures: $478,918.10
- Budget: $1,101,015
- Balance: $622,096.90
- % Expended: 43%

*no further income/expense expected for this line item*

Prepared by Michelle Gostomski, Business Manager
# Balance Sheet

**As of June 30, 2020**

## ASSETS

### Current Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>12100 - Northern State Bank - checkl...</td>
<td>71,368.18</td>
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<tr>
<td>12600 - LGIP General Fund</td>
<td>556,281.01</td>
</tr>
<tr>
<td>12600 - LGIP Reserve Fund</td>
<td>306,111.02</td>
</tr>
<tr>
<td>12700 - LGIP Merlin General</td>
<td>24,699.95</td>
</tr>
<tr>
<td>12800 - LGIP Merlin Capital</td>
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<tr>
<td><strong>Total Checking/Savings Accounts</strong></td>
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</tr>
<tr>
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</tr>
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<td>11000 - Accounts Receivable</td>
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<td><strong>Total Accounts Receivable</strong></td>
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<td><strong>Total Current Assets</strong></td>
<td>1,036,621.40</td>
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<tr>
<td><strong>TOTAL ASSETS</strong></td>
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</tbody>
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## LIABILITIES & EQUITY

### Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>Credit Cards</td>
<td></td>
</tr>
<tr>
<td>4246316 - Chase BUSINESS Card</td>
<td>436.86</td>
</tr>
<tr>
<td><strong>Total Credit Cards</strong></td>
<td>436.86</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>22000 - Payroll Liabilities</td>
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</tr>
<tr>
<td>22100 - AFLAC Payable</td>
<td>393.80</td>
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<tr>
<td>22160 - Dental Insurance Payable</td>
<td>14.48</td>
</tr>
<tr>
<td>22360 - HSA Payable</td>
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<tr>
<td>22660 - WI Unemployment Insura...</td>
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### Equity

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Merlin
Consortium
Strategic Plan
2020-2023

Merlin is a consortium of libraries sharing an integrated library system (ILS) to process, circulate and display library resources for the public in an expanded interactive union catalog. Features of the Merlin catalog include requesting and renewing items from member libraries to be picked up at a chosen library. Searches can be limited by location, age level, or item type.

Libraries in an ILS share a telecommunications network, a hardware platform and library application software. Merlin was established for the purpose of facilitating resource sharing and increasing the efficiency and effectiveness of library services in northern Wisconsin. Merlin is a service program of Northern Waters Library Service (NWLS) for libraries in Ashland, Bayfield, Burnett, Douglas, Iron, Sayner, Vilas and Washburn Counties.

Combined, the membership currently boasts 1.39 million circs, over 188,000 items loaned, nearly 197,000 items received, and approximately 83,000 registered borrowers. The current catalog contains approximately 424,000 titles and 812,000 holdings.

There are many advantages of a shared ILS, including:

- provides a means to achieve statewide resource sharing requirements
- provides access to a wider scope of quality materials
- enables quicker access to materials
- helps to reduce overall costs and work load for members
- provides a means to leverage available resources and shared costs across participating libraries
- helps to strengthen communication and cohesiveness among members
- provides high quality centralized services
- establishes a shared database managed centrally for quality control
Purpose

The Merlin Consortium was established in 1999 (named after a hawk indigenous to Wisconsin.) Merlin’s purpose is to provide a shared, integrated library automation system to NWLS member libraries. Other area libraries may participate for the purposes of:

- Facilitating resource sharing among network participants
- Increasing the efficiency and effectiveness of participant library operations and services, including managing database software, maintain the system hardware and software, managing of the online public access catalog, and evaluating merlin services, and
- Providing functions to participating libraries including, but not limited to, circulation control, online public access catalog, MARC cataloging and acquisition.

Mission

To provide access to an integrated library system of library resources and services to its member libraries, strengthening the libraries’ ability to serve their library communities.

Vision

To partner with member libraries, ensuring seamless access to an evolving network of resources and services. The member libraries will work together to accomplish individual and shared goals.

Values

The Merlin Consortium holds these values:

- All people deserve free and equal access to library resources and services
- Our member libraries achieve more by working together
- Trustworthy and reliable library resources and services are essential to the future of communities
- Effective and efficient use of resources is a top priority; getting value for our libraries’ investments
- Supports and defends intellectual freedom
Strategic Directions

Partnership
Build formal and informal partnerships to maximize the wide variety of library services we offer.

Relevance
Seek out ways to stay relevant in patrons' lives by staying abreast of current trends and services

Patron Services
Focus priorities on the end user and be responsive to patron needs as they change.

Positioning for future
Take steps to ensure viability and growth of consortium.
Objectives

Partnership

**Goal:** Our consortium will build formal and informal partnerships to maximize the wide variety of library services we offer.

**Objective 1:** The consortium will investigate merging ILS services with other systems.

- **Activity 1.1:** Identify existing cost-sharing opportunities.
- **Activity 1.2:** Document resources that Merlin has to offer in a partnership and how systems are already working together.
- **Activity 1.3:** Approach the executive committees and tech staff at other consortia informing them of Merlin's documented interest in the idea of a merged ILS.
- **Activity 1.4:** Address potential issues of a merged ILS by identifying fears and pitfalls, describing how problems and conflicts could be addressed in a reasonable way.

**Objective 2:** Investigate other potential shared services and standards.

- **Activity 2.1:** Reach out to other systems for bulk supply purchasing opportunities.
- **Activity 2.2:** Sharing/collaborative development of local cataloging vocabulary (especially around local/inclusive headings)
- **Activity 2.3:** Develop bib standards committee to ensure local cataloging vocabulary are inclusive on a regular basis.
- **Activity 2.4:** Reach out to other system bib standards committees to meet jointly.
Relevance

Goal: Our consortium will seek out ways to stay relevant in patrons' lives by staying abreast of current trends and services.

Objective 1: Positive, consistent marketing of services and support of libraries.

Activity 1.1: Develop consortium-specific marketing materials.

Activity 1.2: Develop talking points on relevancy and support of libraries.

Objective 2: Seek and promote programming, services and resources.

Activity 2.1: Develop strategies to promote resources on a consistent basis.

Objective 3: Develop stakeholder understanding of system (vs. single library) model and benefits.

Activity 3.1: Develop a list of stakeholders.

Activity 3.2: Create educational marketing materials to share with stakeholders.
Patron Services

**Goal:** Merlin will focus priorities on the end user and be responsive to patron needs as they change.

**Objective 1: Develop a plan and timeline for centralized cataloging.**

*Activity 1.2:* Decide what options are available (system cataloger or partner with other consortia)

*Activity 1.3:* Develop a funding plan.

**Objective 2: Investigate ways to improve online catalog.**

*Activity 2.1:* Investigate discovery layer options available and costs.

*Activity 2.2:* Develop a funding plan.

*Activity 2.3:* Install discovery layer.

**Objective 3: Promote backup plans for service outages.**

*Activity 3.1:* Arrange for NWLS head end access to switch to the RDC.

*Activity 3.2:* Investigate local options for alternative internet access.

**Objective 4: Promote WebSierra for outreach use.**

*Activity 4.1:* Provide access to staff for WebSierra.

*Activity 4.2:* Provide continuing education on mobile outreach and examples.

**Objective 5: Evaluate ILS options.**

*Activity 4.1:* Investigate available options.

*Activity 4.2:* Discuss the advantages and disadvantages of options.
Positioning for future

Goal: Take steps to ensure viability and growth of consortium

Objective 1: Align with state level practices (directions).
Activity 1.1: Participate in PLSR related ILS and Discovery Layer activities
Activity 1.2: Consult with SRLAAW to keep abreast of the status of ILS and System mergers.

Objective 2: Funding for additional system staff.
Activity 2.1: Investigate grant opportunities.
Activity 2.2: Seek alternative sponsors.

Objective 3: Development and expansion of digital collections.
Activity 3.1: Investigate possible streaming and other digital resources.

Objective 4: Develop specialized consulting/training resources which can be shared through the state.
Activity 4.1: Highlight inclusive services.
Activity 4.2: Highlight accessibility services.

Objective 5: Add more libraries and patrons to the consortium.
Activity 5.1: Open consortium membership to school libraries in the area.
Activity 5.2: Encourage community libraries to become members.
Activity 5.3: Investigate possibility of more branch libraries.
Activity 5.4: Conduct patron drive activities.
Activity 5.5: Investigate and encourage tribal libraries.
Progress and action for the Merlin strategic plan will primarily be the responsibility of the Merlin staff at NWLS, who will seek additional support from Merlin members as needed. Progress reports will be provided regularly at Merlin meetings.
Administrative Committee Meeting, September 10, 2020

A. Budget Performance Report: Attached.

B. Office Report:

Contacts:

August: 413 phone calls, 163 letters/emails/faxes and 96 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 47 disability/pension claims to date and received retroactive payment of $317,841.71 for claims decided in the Veteran’s favor.

Training: Up to date.

Respectfully submitted,

[Signature]
Gary Elliott
CVSO
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Fiscal Year to Date 09/30/20
## Budget Performance Report

### Fiscal Year to Date 09/01/20

Include Rollup Account and Rollup to Account

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Run by Gary Elliott on 09/01/2020 10:35:33 AM
To: Administration Committee
Tweed Shuman, Dale Schleeter, James Schlender, Ron Kinsley, Helen Dennis, and Tom Hoff

IT Department Report

Agenda items
n/a

Sawyer County received the Election Security grant funds $39,065.00. We have three projects that are nearly 100% funded that we will implement before year end.

Pending Projects
- Digital Audio Recorder for Court
  - Large Courtroom. IT and Maintenance are doing the pre-installation work.
  - Network and audio cables and terminations.
  - Small Courtroom/Hearing Room. Pre-install: move cables and equipment to office behind courtroom.
- Ceiling camera install Assembly room
- Ojibwa Ambulance Garage: install wireless internet for ambulance bays.
  - Equipment in ambulances need internet.
- Radisson Highway Shop: Camera adjustment
- Winter Highway Shop: VPN install for remote printer.
- Hayward Ambulance: Card Reader board replace. Installing grounding to prevent future electrical issues
- Sheriff Dept
  - New UPS install (brief outage)
  - Spillman server reboot for host reconfiguration
  - Put Hayward School camera display in Dispatch
  - Convert current WordPress site to County’s website.
- Laserfiche
  - Zoning Permits move from shared drive. Easier to maintain.
  - SSL certificate install for HTTPS access to documents

Projects in progress
- Admin Conference Room AV installation
- Proximity card reader installation for Zoning and Land Records.
- Elections Security Grant
  - Albert Intrusion Detection install
  - Sheriff email conversion with Heartland Business Systems
  - Network Security Analysis with HBS
- Website SSL Certificate renewal
- Sheriff Dept
  - Incoming / outgoing caller ID display
HelpDesk activities
Average of 5 support calls per day. Remote / On-site comparison: about 30-70.

Projects completed
- Assembly room audio upgrade.
- Admin wing proximity card reader installation.

[Signature]
September 10, 2020
Rose Lillyroot

2020 Turnover

8/2/2020 Jennifer Carlson Sheriff PT
8/3/2020 Jenna Petit Sheriff PT to FT
8/3/2020 Caleb Jorstad Sheriff PT to FT
8/4/2020 Brent Zimmerman Highway FT
8/16/2020 Garrett Mell Sheriff Term
8/17/2020 Maura Harrington Human Services LTE
8/18/2020 Jackie Burt Ambulance FT to PT
8/26/2020 Diane McNamer CJ Retired
8/26/2020 Danielle Church Sheriff PT
8/27/2020 Mary Johanson Human Services LTE
8/28/2020 Carolyn Cecka Human Services LTE
8/29/2020 Michael Dudley Human Services LTE

*********************************************************************************************************

Time Clock project – weekly meetings have resumed
Working with maintenance department on various projects
Recruiting for Shop Foreman – Highway
Recruiting for Juvenile Justice Supervisor - HHS
The tax lister has notified us she will be retiring January 4, 2021. Working on recruiting timeline
Hired Administrative Assistant/Receptionist position - HHS
Hired Administrative Assistant/Information and Referral position - HHS
Hired Contact Tracers for Public Health
Two open full time AEMT positions
One open full time EMTB position