

## **Northern Waters Library Service Board of Trustees Bi-Monthly Meeting**

**March 15, 2025**

**10:01 a.m.**

**Location: Online Only**

### **1. Call to Order/Roll Call**

Jeff Burke called the meeting to order at 10:01 am.

**Present:** President: Jeff Burke (Vilas County), Vice President: Jocelyn Ford (Washburn County), Treasurer: Connie Cogger (Bayfield County), Ron Leino (Douglas County), Howard Hendrickson (Douglas County), Roxanne Lutgen (Iron County), Dian Delong (Sawyer County), Sue Hendrickson, (Douglas County), Richard Logan (Vilas County), Linda Featherly (Washburn County), Jim Crandall (Bayfield County), Buzz Byrne (Burnett County), Ron Buckholtz (Sawyer County), Donna Knuckey (Library Representative from Winter), Erin Fox (Burnett County), Katherine Elchert (Director), Michelle Gostomski (Business Manager)

**Absent:** Clarence Campbell (Ashland County), Kathryn McKenzie (Douglas County), Courtney Dietsche (Douglas County), Samuel Pomush (Douglas County)

### **2. Guest Comments**

None.

### **3. Approval of January 18, 2025, Board of Trustees Meeting Minutes**

Motion by Sue Hendrickson, second by Roxanne Lundgren to approve the January 18, 2025, Board of Trustees Meeting Minutes. Motion carried unanimously.

### **4. Acceptance of January and February 2025 NWLS Expenditures**

Motion by Sue Hendrickson, second by Ron Buckholtz to accept the January and February 2025 NWLS Expenditures. Motion carried unanimously.

### **5. Discuss and Consider the NWLS 2024 Annual Report**

Motion by Ron Buckholtz, second by Connie Cogger to approve the NWLS 2024 Annual Report. Motion carried unanimously.

### **6. Designation of Authorized Signatory for the 2024 Annual Report**

Motion by Ron Buckholtz, second by Connie Cogger to approve the Treasurer, Clarence Campbell, to sign the NWLS 2024 Annual Report in the event the President Jeff Burke is unavailable. Motion carried unanimously.

### **7. Director's Report and IT Updates**

**NWLS Libraries Annual Reports:** The Annual Report serves as the mandatory standardized documentation for all public libraries in Wisconsin. Each year, library directors gather year-end statistics, which are subsequently submitted to and maintained by the Department of Instruction, Division for Libraries and Technology. According to Section 43.58(6)(a) of the Wisconsin Statutes, library boards must submit a report to DPI within 60 days following the conclusion of each fiscal year. In this report, the board is also obligated to confirm whether the library system has delivered effective leadership and addressed the library's needs. This serves as an opportunity for the library board to communicate any dissatisfaction they may have with their library system to the state.

All 27 library annual reports were completed and submitted by the March 1st deadline. Unfortunately, we do have one member library out of compliance. The Winchester Public Library did not spend the required \$2,500 on collection materials in 2024. There were extenuating circumstances however, as their Director passed away

unexpectedly in October 2024. Interim Director Burton worked with their Library Board and have updated the 2025 budget to ensure this does not happen again. At this point, NWLS doesn't need to do any follow-up with them. At the end of January, we offered an Annual Report Workshop for interested library directors. The NWLS team reviewed all 27 reports prior to them being signed and submitted to DPI. This took up a fair amount of time during February.

**Delivery:** As of this month, WALTCO, the main vendor used for statewide deliveries, is no longer transporting library materials. NWLS libraries should not see a major impact to their regular workflows, as our system has only used WALTCO to transfer inter-library loans (ILLs) from Wausau to Ashland. Other systems, like IFLS and WVLS, used WALTCO for local deliveries/materials sorting and are currently using temporary vendors. Seaside Enterprises, our local delivery team, will be taking on two additional routes per week between Wausau and Ashland to pick up our ILLs.

**Discovery Layer:** With our move to a hosted Sierra, the NWLS team is building a new discovery layer called Vega Discover. Why is that exciting? A discovery layer brings together many of the resources in our library collection into one easily accessible Google-like search bar. Northern Waters library patrons will use the Vega Discover discovery layer to search the 27 member library shared collection. As of now, the launch date for Vega is March 27, 2025.

Several of our neighboring library system's public catalogs are also using Vega Discover, so if you'd like a sneak peek check out the Winding Rivers Library Systems catalog or the Monarch Library Systems catalog to find out more.

**Audit:** Michelle has been working with the auditors in preparation for our yearly audit; everything has gone well and we expect a clean audit with no surprises. We anticipate them sharing their report at our May meeting.

## **8. Adjourn**

Motion by Sue Hendrickson, second by Connie Cogger to adjourn at 11:25 AM. Motion carried unanimously.