

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

IFLS Library System **Virtual Meeting via Zoom**

Join Link: <https://us02web.zoom.us/j/84827961814>

Meeting ID: 848 2796 1814

One tap mobile: +16465588656,,84827961814# US (New York)
+13017158592,,84827961814# US (Washington DC)

DATE/TIME:

Wednesday
March 24, 2021
12:30 pm

**IF YOU ARE UNABLE TO ATTEND THE MEETING, CONTACT THE IFLS OFFICE
(1-800-321-5427) BY 4 P.M. THE DAY BEFORE THE SCHEDULED MEETING.**

A G E N D A

- I. Call to Order
- II. Establish a Quorum
- III. Certification of Compliance with the Open Meeting Law
- IV. * Approve Agenda
- V. Public Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten minute limit per topic and a twenty minute limit at any meeting for Public Comments. Contact IFLS office for additional information related to Public Comments.*)
- VI. Announcements/Correspondence/Introductions
- VII. * Minutes - Approve: Board of Trustees: January 27, 2021 **#10-21**
- VIII. * Financials - Approve: Check Registers: January/February 2021 **#11-21**
Approve: Financial Reports: December 2020 **#12-21**, January/February 2021 **#13-21**
- IX. * IFLS Investment Report and Review of Investment Policy **#14-21**
- X. Trustee Orientation **#15-21**
(*IFLS System Trustee (manilla file folder) with documents mailed in January 2021. System Director John Thompson will provide a review of documents and a power point presentation at meeting.*)
 - Roles of the Officers and Committees
 - Responsibilities of Trustees
 - Advocacy
 - Fiscal Management
 - Legal
- XI. Director's Report of Agenda Items and Monthly Activities **#16-21**
- XII. * IFLS Annual Report and Statement of Compliance **#17-21**
- XIII. System Effectiveness Statements from Member Libraries **#18-21**
- XIV. * Approval of Executive Committee Officers and Personnel Committee members for 2021
- XV. * Certificates for Outgoing Trustees **#19-21**
- XVI. COVID-19 Update
- XVII. Reports
 - IFLS Staff Reports **#20-21**
 - Board Member Reports
- XVIII. * Adjournment

Handout: 2021 IFLS Trustee List with Committee Appointments and Meeting Schedule

** Denotes Action Items*

The IFLS Library System will attempt to provide reasonable accommodations to the public who wish to attend meetings, provided reasonable notice of need is given. To request such accommodation, contact the System Office at (715) 839-5082.

**IFLS LIBRARY SYSTEM
Board of Trustees
January 27, 2021**

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday, January 27, 2021 via Zoom. Tripp called the meeting to order at 12:31 pm.

**QUORUM AND CERTIFICATION OF COMPLIANCE
WITH OPEN MEETINGS LAW:**

Joanne Gardner established that a quorum was present and certified that the meeting had been properly noticed in compliance with the open meeting law.

BOARD MEMBERS PRESENT:

Judith Achterhof (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Bun Hanson** (Barron County); **Marilyn Holte** (Chippewa County); **Lyle Lieffring** (Rusk County); **Susan Marshall** (Price County); **Jackie Pavelski** (Eau Claire County); **Mike Prichard** (Polk County); **Ricky Riggins** (Pepin County); **Kris Sampson** (Pierce County); **Michael Schendel** (St. Croix County); **Linda Stelter** (Resource Library); **Josh Sterling** (Eau Claire County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Pat Eggert (Dunn County); **Don Hauser** (Chippewa County); **Mary Alice Larson** (Barron County); **Jeanne Tobias** (Pierce County).

OTHERS PRESENT:

John Thompson (Director); **Juli Button** (Business Manager); **Joanne Gardner** (Administrative Associate/Recorder); **Leah Langby** (Library Development and Youth Services Coordinator).

APPROVE AGENDA:

MOTION #01⁽²¹⁾: To approve the Agenda as presented. Daus/Brue
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Gardner noted the new trustees to the IFLS Board. Kris Sampson is replacing Robert Mercord for Pierce County; Michael Schendel is replacing Dave Hardin for St. Croix County; and Don Hauser is replacing Chuck Hull from Chippewa County.

ELECTION OF 2021 OFFICERS:

The Nomination Committee provided a slate of candidates to serve on the Executive Committee in 2021 (Doc. #001-21). Thompson asked if there were any nominations from the floor. None were forthcoming. Two votes will be taken. The five candidates gaining the most votes will be declared the Executive Committee. The second vote will determine which Executive Committee member will be Board President.

Leah Langby explained the process for voting. Langby will first launch a poll to determine the Executive Committee. Then a poll can be launched to determine the Board President. Langby will collect the poll results.

Langby noted that the five top vote getters were: Jim Tripp, Sue Duerkop, Bun Hanson, Lyle Lieftring, and Jackie Pavelski.

MOTION #02⁽²¹⁾: To nominate Jim Tripp to serve as Board President for 2021.

Prichard/Lieftring

RESULT: Carried.

Tripp thanked the board members for their confidence in his ability to lead the IFLS Board meetings. Board members provide oversight and ensure the direction is compatible with state requirements and local needs.

Pavelski inquired about the Executive Committee. Annually, the IFLS Board elects officers at the January meeting. Elected officers serve as the Executive Committee and they can meet in emergency and financial need situations. At one time, the Executive Committee met on a regular basis. Currently, they are called on as needed. The full Board could be called to convene as well.

Gardner sent a IFLS Trustee Orientation Packet via the postal mail to all Board members. Thompson will review this information at the March meeting. Trustees should let Thompson know if there were questions, they would like covered.

MINUTES:

MOTION #03⁽²¹⁾: To approve the Board of Trustees minutes dated November 18, 2020

(Doc. #45-20). Holte/Lieftring

RESULT: Carried.

FINANCIALS:

Button had nothing specific to mention on the November and December check registers. There were the payouts on the 2020 MORE E Commerce in December.

MOTION #04⁽²¹⁾: To approve the November and December Check Registers

(Doc. #02-21) and (Doc. #03-21). Duerkop/Pavelski

RESULT: Carried.

Questions were asked about the Library Journal Equity in Action Scholarships, Waltco Delivery service vans, and others they deliver for, and a barcode scanner for Fairchild.

Button provided the November and December financial statements. The final financials are included for November. The books are not closed yet, so the December financials are a preliminary draft. Button does not anticipate they will change a lot.

MOTION #05⁽²¹⁾: To approve the November 2020 Financial Reports (#04-21).

Daus/Pavelski

RESULT: Carried.

Button provided an overview of what statements are included for the Board. Page 14 of the meeting packet is the Balance Sheet and breaks down IFLS money. There are columns for IFLS, MORE, 2020 Total, and the 2019 Total. Pages 15-16 are the Revenue and Expense Statement. Pages 17-18 is the Profit & Loss Budget versus Actual Budget. Pages 19-20 is the financials for the MORE Shared Service. Page 21 is the LEAN WISCONSIN budget report.

Questions were asked about the difference in accounts receivables from 2019 to 2020, MORE/Database quality control budget, and the change in cataloging services for the MORE Shared system.

The December Financial Reports are for review only. Button noted that several line items were under budget, and many are COVID-related. Some of those are related to: no travel, no conferences, down a staff person, delivery service, field visits down, gas surcharge much less, building overhead costs have decreased, and the system vehicle use is very light.

Button noted that Net Ordinary Income on page 23 of the meeting packet reflects that we budgeted to spend \$83,000 in carryover funds, and instead underspent by over \$43,000. There is \$127,000 of unspent money which will be re-budgeted into the 2021 budget.

FUNDS CARRIED OVER FOR ACCESSIBILITY AUDITS:

MOTION #06⁽²¹⁾: To approve that the funds allocated in the 2020 budget for Accessibility Audits be rolled into the 2021 budget. Hanson/Stelter

RESULT: Carried.

Button noted that the annual audit presentation to the Board is scheduled for May.

DIRECTOR'S REPORT:

All three director openings (Glenwood City, New Richmond, and Hudson) have all been posted or reposted. The Glenwood City director was hired at Spring Valley. Tori Schoess is the new director in Roberts. She worked for a library in Illinois. She has already attended a couple meetings.

After 9-10 years of discussions, the Ellsworth City Council decided to purchase the former BMO Bank building. They are planning to raise \$350,000 for construction.

L.E. Phillips Memorial Public Library in Eau Claire received a one million plus donation from the Phillips family. This pushed the fundraising goal to 93%. This is the largest private donation the library has received. The library will relocate to temporary quarters while the building is renovated.

Thompson and Button have begun work on annual reports. There are 53-member library reports to review. The annual workshop will be virtual this year as well as several sets of virtual “office hours” to assist libraries in completing their reports. The report includes a lot of COVID-related questions to answer. Hopefully by March, we will have a snapshot of what happened at libraries in 2020.

Prichard inquired about the number of libraries with open doors versus curbside service. Thompson noted that there are weekly snapshots of which libraries are open. As of January 21st, 19 libraries were open with restrictions, 5 were open, 26 libraries suspended in-person service, 49 offered curbside pickup, 2 libraries temporarily suspended service likely due to exposure at the library. Most libraries are doing curbside or pickup services.

Pavelski inquired about county planning. Thompson noted that each county is required to have a County Library Plan. Right now, Eau Claire is working on their plan. The County Board appoints a committee and often includes: some supervisors, library representatives, and citizen representatives. The intent of the plan is to determine how a county serves individuals within the county that do not have a library. Libraries receive funding through Act 150 to pay for those services. It also provides goals and objectives on a county-wide basis. The plans are generally updated every five years and approved by the County Board of Supervisors when done.

Achterhof inquired if Glenwood City needed assistance with the library design for an effective library. Achterhof was hopeful they would not cut corners to cut costs. Thompson noted that since no director is at the library, it is a bit difficult on designing aspect. Thompson and the former director had a conversation with the design architects and provided a building program statement to identify needs of the library moving forward. Thompson offered his assistance to the library board president and city staff but is still waiting to hear from them.

Stelter inquired about the Public Library System Redesign (PLSR) process update of considering the combining of systems and how that would be approached. Thompson noted that at this point, they are looking at best practices for collaboration. Marathon County Library has been discussing leaving Wisconsin Valley Library System and joining South Central Library System. If this happens, it will have a tremendous impact on Wisconsin Valley Library System, which could result in re-configurations and service shifts.

COMMITTEE APPOINTMENTS:

Tripp will touch base with Board members following today’s elections to appoint members to the IFLS Personnel Committee and positions on the Executive Committee. This information will be reported back to the Board.

COVID-19 UPDATE:

Thompson reported that right now with the Wisconsin Legislature deciding whether to overturn the Governor's mask mandate, public library boards have the ability to have their own mandate for masks. Some libraries have already made those mandates.

There have been some discussions of the vaccinations of whether library staff are considered frontline workers and where they fit in the criteria such as school staff or municipal employees. There has been nothing official declared yet. Thompson is keeping an eye on that.

There have been a few hot spots where library staff have exposure and needed to temporarily suspend all services. This is happening across the state. The system directors of the state meet weekly and make sure they have the resources and knowledge to make informed decisions.

Some IFLS staff are still working from home, some are in the office, and some are a mix. IFLS is looking at moving forward for the remainder of 2021 and beyond.

Prichard asked about quarantining of materials. Thompson noted that libraries are still trying to hang onto materials for 24-72 hours. Some studies have been done which show the virus is still viable after a week to ten days. But no one knows the viral load to get sick from an item. We are doing the best we can based on the knowledge we have. There have been no known cases of exposure from library materials that has been reported. It is up to the local library whether to keep materials for longer or shorter times. Thompson noted that surface transmission does not appear to be a common way to contract the virus.

LIBRARY LEGISLATIVE DAY:

Library Legislative Day is being held virtual this year. Appointments with legislators will be stretched out over a couple days.

REPORTS:

Tripp referred board members to the top of page 30 in the meeting packet to access the Broadband Speed survey. The data collected will help inform and improve broadband access. You can take the test multiple times and run it on different equipment. It is also one way to also determine if you are getting the level of service you are paying for.

Achterhof noted that she was able to reserve more books than she was able to previously.

Prichard inquired how long Ancestry would be available for home-use. Thompson replied currently it will be running through the end of March 2021.

Holte noted concern about libraries not being able to get funding the way they used to with the amount of interlibrary loan changing greatly. Holte wondered how libraries could make up the lack of service they depend on. Thompson noted that will become clearer in March once all the annual report data is collected. It may not be a big problem based on how the formula

works to fund libraries. For 2020, they will figure out the total circulation and total expenses. The total expenses will be divided by the total circulation. This will become the circulation cost per unit. Tripp added that this is one area where the County Library Planning committee can serve as a favorable advocate at budget time.

Prichard noted that Polk County increases their Act 150 to 95%.

Daus stated that she participated in two book clubs via Zoom through the Altoona Public Library. There were 6-8 people every month who participated.

IFLS will pay for two IFLS Board members who wish to become a member of the Wisconsin Library Association (WLA) membership. The form is provided in the meeting packet. Contact Gardner to register and IFLS will pay the fee.

BOARD MEETING DATES AND TIMES:

The 2021 meeting dates and times for the IFLS board were included in the meeting packet.

ADJOURNMENT:

Tripp adjourned the meeting at 2:15 pm.

Joanne Gardner, Recorder/Administrative Associate

These minutes of the Board of Trustees are approved:

☐ as printed.

☐ with corrections noted.

Presiding Officer

Dated

IFLS Library System
Check Register
January 2021

11-21

Date	Num	Name	Memo	Amount
Jan 21				
01/01/2021	Auto Pay	Delta Dental	Jan '21 Dental & Vision	-854.90
01/04/2021	Auto Pay	Eau Claire, City of	4th Qtr Water & Sewer	-466.39
01/15/2021	Auto Pay	Xcel Energy	11/21 - 12/22 Gas & Electric	-453.73
01/24/2021	Auto Pay	Associated Credit Card	Dec Credit Card *see attached	-3,899.38
01/25/2021	Auto Pay	Employee Trust Funds, Dept of	Feb '21 Health Ins.	-17,714.42
01/25/2021	Auto Pay	CenturyLink	IFLS/MORE Dec Phone Svc	-1.47
01/06/2021	WIRE	Internal Revenue Service	P/R #26	-6,836.68
01/13/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #1	-1,187.00
01/15/2021	WIRE	Wisconsin Department of Revenue	P/R #25 & 26	-2,842.71
01/20/2021	WIRE	Internal Revenue Service	P/R #1	-7,044.96
01/27/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #2	-1,187.00
01/31/2021	WIRE	Wisconsin Department of Revenue	P/R #1	-1,386.58
01/31/2021	WIRE	Wisconsin Retirement System	Dec WRF	-12,717.76
01/13/2021	DD1321-1336	IFLS Staff	Direct Deposit	-20,170.40
01/27/2021	DD1337-1352	IFLS Staff	Direct Deposit	-20,315.04
01/19/2021	42121	Securian Financial Group, Inc.	Feb Life Ins.	-462.84
01/19/2021	42122	Action Mechanical LLC	Bldg/Thermostate troubleshooting	-135.00
01/19/2021	42123	Library Ideas	MORE/Dec Freeding Usage	-885.00
01/19/2021	42124	Marcive, Inc.	MORE/Dec Database Maint	-590.70
01/19/2021	42125	OverDrive, Inc.	MORE/OverDrive Titles	-19,402.31
01/28/2021	42126	AT&T	Jan Phone/Fax Line Stmt	-20.55
01/28/2021	42127	Bayscan Technologies	Billable/Roberts 2 Scanners	-380.00
01/28/2021	42128	L.E. Phillips Memorial Public Library	4th Qtr Contract & Replacement \$	-5,785.98
01/28/2021	42129	OCLC, Inc	IFLS/MORE Jan on Acct \$	-3,789.16
01/28/2021	42130	Season 2 Season	Jul-Oct Lawncare Svc/Nov Snow	-800.00
01/28/2021	42131	Swank Movie Licensing USA	Billable/Movie Licensing for Libs	-8,077.00
01/28/2021	42132	Waltco Inc.	Jan Delivery Svc	-23,435.86
01/28/2021	42133	WiLS	Transparent Languages 2021	-2,905.49
01/28/2021	42134	Wis Dept of Public Instruction	WISCAT 2021	-200.00
01/28/2021	42135	ZooBean Inc.	Billable/Beanstalk Badge Books	-2,267.65
01/28/2021	42136	Innovative Interfaces	MORE/'21 Maint/Subscriptions	-186,816.48
01/28/2021	42137	L.E. Phillips Memorial Public Library	MORE/4th Qtr High Dem Holds	-381.11
01/28/2021	42138	OverDrive, Inc.	MORE OverDrive Titles	-2,500.85
01/28/2021	42139	WiLS	MORE/E-Content & E-Periodicals	-136,831.69
Jan 21 TOTAL				-492,746.09

9:52 AM

02/25/21

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (1/24/2021)

	Date	Name	Memo	Num	Amount
Dec 20					
	12/01/2020	Boxx Sanitation	Dec Garbage	237216	29.00
	12/01/2020	CDW-G	Billable/Menomone Printer	Comp Equip	218.58
	12/01/2020	Dell Marketing L.P.	Billable/Cadott Comp	Comp Equip	755.16
	12/01/2020	Dell Marketing L.P.	Billable/Ogema Laptop	Comp Equip	783.49
	12/02/2020	Quill Corporation	Cleaning Spls & Calendars	12677136	113.97
	12/03/2020	Menards	Holiday Gifts for Mail,UPS,Delivery	Gifts	80.69
	12/07/2020	GoDaddy.com	Prepaid/Library Domain Renewals	'21 Renewal	925.37
	12/10/2020	Rev.com	Accessible Libs 101/Captioning	Captioning	86.25
	12/11/2020	CDW-G	Billable/Rice Lake Printer	Comp Equip	360.94
	12/15/2020	CDW-G	Webcam & 2 spare Routers	IFLS Tech	438.96
	12/25/2020	Intuit	Dec Direct Deposit Fees	Dec Fees	33.76
	12/26/2020	FlowRoute.com	Dec Phone	Dec	64.95
	12/31/2020	USPS	Dec Postage	Dec	8.26
Dec 20					<u>3,899.38</u>

IFLS Library System

Check Register

February 2021

Date	Num	Name	Memo	Amount
Feb 21				
02/01/2021	Auto Pay	Delta Dental	Feb '21 Dental & Vision	-938.78
02/17/2021	Auto Pay	Xcel Energy	12/22-1/25 Gas & Electric Svc	-516.06
02/23/2021	Auto Pay	CenturyLink	Jan Phone	-1.47
02/24/2021	Auto Pay	Employee Trust Funds, Dept of	Feb '21 Health Ins.	-17,714.42
02/24/2021	Auto Pay	Associated Credit Card	Jan Credit Card *see attached	-5,786.13
02/03/2021	WIRE	Internal Revenue Service	P/R #2	-7,105.04
02/10/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #3	-1,187.00
02/15/2021	WIRE	Wisconsin Department of Revenue	P/R #2	-1,400.76
02/17/2021	WIRE	Internal Revenue Service	P/R #3	-7,105.42
02/24/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #4	-1,187.00
02/26/2021	WIRE	Wisconsin Retirement System	Jan WRF	-7,915.88
02/28/2021	WIRE	Wisconsin Department of Revenue	P/R #3	-1,400.76
02/10/2021	DD1353-1368	IFLS Staff	Direct Deposit	-20,315.05
02/24/2021	DD1369-1384	IFLS Staff	Direct Deposit	-20,315.04
02/15/2021	42140	Frederic Public Lib	Delivery Damage/1 item	-25.00
02/15/2021	42141	OCLC, Inc	MORE WebDewey & Feb OCLC on Acct	-4,565.11
02/15/2021	42142	Season 2 Season	Jan Snow Removal	-210.00
02/15/2021	42143	Securian Financial Group, Inc.	Mar Life Ins.	-451.90
02/15/2021	42144	Showcases	Billable/Supplies for Libraries	-55.08
02/15/2021	42145	Somerset Public Lib	Delivery Damage/1 item	-30.00
02/15/2021	42146	Wisconsin Valley Library Service	Wild WI Winter Web Sponsorship	-239.37
02/15/2021	42147	Library Ideas	MORE/Jan Freeding Usage	-1,006.50
02/15/2021	42148	Marcive, Inc.	MORE/Jan Database Maint.	-1,961.13
02/15/2021	42149	OverDrive, Inc.	MORE OverDrive Titles	-3,289.20
02/15/2021	42150	Ramirez, William	MORE/Reg Cards English to Spanish	-150.00
Feb 21 TOTAL				-104,872.10

2:55 PM

03/16/21

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (2/24/2021)

Date	Name	Memo	Num	Amount
Jan 21				
01/04/2021	Survey Monkey.com	2021 Survey Subscription	Subscriptio	300.00
01/05/2021	American Library Association	ALA Membership/J Thompson	Membership	225.00
01/06/2021	WLA	WLA Membership/J Thompson	Membership	240.00
01/06/2021	Dell Marketing L.P.	Billable/Altoona 3 Comps	Comp Equip	2,957.13
01/07/2021	Amazon.com Credit	Will Reimb/DF Personal	Error	45.31
01/07/2021	Quill Corporation	Copy Paper, Misc Supplies	Supplies	141.40
01/08/2021	WLA	WLA Membership/R Kilde	Membership	52.50
01/12/2021	CDW-G	Billable/Park Falls Hard Drive	Comp Equip	60.73
01/14/2021	GoDaddy.com	Billable/ME Friends Domaing Name	Renewal	10.17
01/15/2021	FlowRoute.com	Jan Phone on Account	On Acct	100.00
01/15/2021	Boxx Sanitation	Jan Garbage Svc	Jan Stmt	29.00
01/19/2021	Minuteman Press	Libs Step Up Postcards	Printing	250.50
01/19/2021	CDW-G	Billable/Roberts 2 Printers	Comp Equip	461.10
01/20/2021	Dell Marketing L.P.	Billable/St Croix Falls Comp	Comp Equip	755.16
01/22/2021	WLA	Lib Legislative Day/J Thompson	Reg Fee	25.00
01/25/2021	Intuit	Jan Direct Deposit Fees	Jan Fees	33.76
01/25/2021	Office Depot	Tax Forms	Tax Forms	31.78
01/31/2021	USPS	Jan Postage	Postage	67.59
Jan 21				5,786.13

3/17/2021
4:20 PM

IFLS Library System
Balance Sheet
As of December 31, 2020

#12-21

	IFLS	MORE	2020 TOTAL	2019 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	11,833.73		11,833.73	14,372.87
1040 · Bank Mutual - Checking	32,448.25		32,448.25	18,504.16
1050/1106 · Investments/Bank Mutual & States PIF	1,494,071.35	362,373.41	1,856,444.76	1,767,493.82
Total Checking/Savings & Investments	1,538,353.33	362,373.41	1,900,726.74	1,800,370.85
Accounts Receivable				
1200 · Accounts Receivable	863.01		863.01	3,201.35
Total Accounts Receivable	863.01	0.00	863.01	3,201.35
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,505.89		1,505.89	1,546.37
1505/1506 · 2020-2021 Prepaid Expenses	28,417.76	35,041.71	63,459.47	65,208.02
Total Other Current Assets	29,998.65	35,041.71	65,040.36	66,829.39
TOTAL ASSETS	1,569,214.99	397,415.12	1,966,630.11	1,870,401.59
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	24,193.73	22,666.58	46,860.31	57,505.23
2010 · Credit Card - Associated	0.00	0.00	0.00	1,650.60
Total Accounts Payable	24,193.73	22,666.58	46,860.31	59,155.83
Other Current Liabilities				
2100 · Payroll Liabilities	9,679.39		9,679.39	9,815.66
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	14,101.30		14,101.30	6,987.92
2900 · Unavailable Revenue	903,279.00		903,279.00	900,042.00
Total Other Current Liabilities	927,059.69	0.00	927,059.69	916,845.58
Total Current Liabilities	951,253.42	22,666.58	973,920.00	976,001.41
Total Liabilities	951,253.42	22,666.58	973,920.00	976,001.41
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	497,246.00	256,046.00	753,292.00	677,145.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	60,343.60	80,764.58	141,108.18	223,273.25
Current Year Income Less Expense	60,371.97	37,937.96	98,309.93	-6,018.07
Total Equity (End of Year)	617,961.57 *	374,748.54 **	992,710.11	894,400.18
TOTAL LIABILITIES & EQUITY	1,569,214.99	397,415.12	1,966,630.11	1,870,401.59

IFLS Library System
Balance Sheet
As of December 31, 2020

NOTES:

* Total Equity (End of Year) IFLS Funds 617,961.57

IFLS Funds in Reserve:

Building/Land Reserves	65,000.00
MORE Startup Assistance/Subsidy	15,000.00
Shared Svcs Prog/Building Expansion	50,000.00
Vehicle Replacement	25,000.00
Personnel	50,000.00
WAN/Web Equipment Replacement	40,000.00
System Equipment/Furnishings	40,000.00
Computer Lab Replacement	15,000.00
Tech Projects/Billable Reserves	40,000.00
Committed to 2021 Operating/Capital Budget	185,551.00

Total IFLS Funds in Reserve/Committed 525,551.00

Additional IFLS Carryover Funds @ 12/31/20 92,410.57

Balance of IFLS Building Loan @ 12/31/20

0.00

** Total Equity (End of Year) MORE Funds 374,748.54

MORE Funds in Reserve:

Software Replacement/Upgrades	175,000.00
Hardware Replacement/Upgrades	24,000.00
System Contingency	25,000.00
Committed to the 2020 MORE Budget	65,000.00

Total MORE Funds in Reserve 289,000.00

Additional MORE Carryover Funds @ 12/31/20 85,748.54

IFLS Library System
Revenue and Expense Statement
January through December 2020

	Jan - Dec 20	Jan - Dec 19
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,200,056.00
5200 · Interest Income/General Funds	8,936.94	37,502.62
5263 · MORE Management Income	11,600.00	10,000.00
5280 · Technology Income	8,466.77	9,863.60
5300 · Miscellaneous Income	213.29	4,086.87
Total Income	1,229,273.00	1,261,509.09
Expense		
6500 · Salaries/Wages	507,163.19	527,626.64
6560 · Payroll Expenses	133,372.31	155,061.01
8070 · New Furnishings/Equipment <\$500	0.00	51.10
8530 · Bank & Direct Deposit Fees	542.67	133.00
8540 · Annual Audit	6,350.00	6,430.00
8620 · Collection/Electronic Resources	25,428.76	44,399.00
8630 · Wis Pub Lib Consortium Membshp	5,605.00	5,605.00
8670 · Professional Memberships	1,587.70	1,793.73
8690 · Librarian Workshops - General	4,209.85	5,870.49
8700 · CE/Collaboration Projects	350.00	200.00
8702 · Crisis Prevention Training	0.00	40.80
8710 · CE Grants - General	3,396.25	2,400.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	1,651.49	6,206.89
8735 · Library Consulting Expenses	300.00	593.13
8740 · Field Visits	3,470.79	6,831.18
8741 · Field Visits - Tech Support	288.15	0.00
8755 · Programming Kits	124.84	1,088.10
8812 · ILL Fees & Verification Sources	8,545.35	8,420.41
8850 · Delivery Service	268,006.08	260,410.51
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00
8864 · Wide-Area Network (WAN)	8,870.00	8,870.00
8890 · IFLS Contrib - MORE Operating	88,158.00	85,177.00
8898 · LEAN WI/Shared Tech WVLS	51,451.30	52,745.00
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00
8971 · Web Development	744.91	1,006.80
9010 · IFLS Committee Meetings	391.75	3,498.69
9020 · Professional Materials	1,151.21	966.42
9030 · Postage	140.31	773.87
9050 · Telephone	2,286.60	4,176.21
9060 · Supplies	581.62	878.40
9080 · Printing	195.98	1,350.40
9123 · Building Overhead Expenses	14,088.52	19,261.32
9140 · Photocopier Costs	2,042.78	2,248.98

IFLS Library System
Revenue and Expense Statement
January through December 2020

	Jan - Dec 20	Jan - Dec 19
9160 · Computers	7,453.09	4,881.25
9190 · System Vehicle Expenses	1,551.48	2,408.63
9220 · Insurance	4,751.48	5,016.01
9235 · Coronavirus Expenses	3,861.74	0.00
9240 · Contingency	158.19	920.74
9241 · Credit Card Reward Program	-2,150.00	-710.39
9245 · Capital Expenditures	5,160.00	0.00
Total Expense	1,185,407.39	1,250,756.32
Net Ordinary Income	43,865.61	10,752.77
Pass-thru Income/Expense		
Pass-thru Income		
5470 · LSTA #17 - PLSR Sys Redesign 3	0.00	8,013.79
5471 · LSTA #17 - WPLC Biblioboard Inc	0.00	24,000.00
5472 · LSTA 2020 Income	17,398.80	0.00
5506 · TEACH Grant Income	0.00	2,910.00
5620 · Shared Cataloging Svc Income	173,903.79	138,361.65
5702 · Billable Project Income	189,060.62	202,057.68
Total Pass-thru Income	380,363.21	375,343.12
Pass-thru Expense		
8830 · Shared Cataloging Service	173,903.79	130,733.96
8940 · Projects Billable to Libraries	172,554.26	185,507.72
9920 · TEACH Grant Expenses	0.00	2,910.00
9976 · LSTA #17 - PLSR Syst Redesign 3	0.00	8,013.79
9977 · LSTA #17 - WPLC Biblioboard	0.00	24,000.00
9978 · LSTA 2020 Expenses	17,398.80	0.00
Total Pass-thru Expense	363,856.85	351,165.47
Net Pass-thru Income	16,506.36	24,177.65
Year-to-date Income less Expense (IFLS Funds)	60,371.97	34,930.42
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	825,898.00	732,081.00
9500 · MORE Shared Automation Expenses	787,960.04	773,029.49
Year-to-date Income less Expense (MORE Funds)	37,937.96	-40,948.49
Year-to-date Income less Expense (ALL Funds)	98,309.93	-6,018.07

IFLS Library System

Profit & Loss Budget vs. Actual

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,200,056.00	1,200,056.00	0.00	100.0%
5200 · Interest Income/General Funds	8,936.94	9,000.00	-63.06	99.3%
5263 · MORE Management Income	11,600.00	11,600.00	0.00	100.0%
5280 · Technology Income	8,466.77	6,000.00	2,466.77	141.11%
5300 · Miscellaneous Income	213.29	200.00	13.29	106.65%
Total Income	1,229,273.00	1,226,856.00	2,417.00	100.2%
Expense				
6500 · Salaries/Wages	507,163.19	701,000.00	-193,836.81	72.35%
6560 · Payroll Expenses	133,372.31	0.00	133,372.31	100.0%
8070 · New Furnishings/Equipment <\$500	0.00	100.00	-100.00	0.0%
8530 · Bank & Direct Deposit Fees	542.67	800.00	-257.33	67.83%
8540 · Annual Audit	6,350.00	6,350.00	0.00	100.0%
8620 · Collection/Electronic Resources	25,428.76	25,470.00	-41.24	99.84%
8630 · Wis Pub Lib Consortium Membshp	5,605.00	5,605.00	0.00	100.0%
8670 · Professional Memberships	1,587.70	3,200.00	-1,612.30	49.62%
8690 · Librarian Workshops - General	4,209.85	4,025.00	184.85	104.59%
8700 · CE/Collaboration Projects	350.00	350.00	0.00	100.0%
8702 · Crisis Prevention Training	0.00	0.00	0.00	0.0%
8710 · CE Grants - General	3,396.25	3,650.00	-253.75	93.05%
8714 · Accessibility Audits	0.00	5,764.00	-5,764.00	0.0%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	1,651.49	4,000.00	-2,348.51	41.29%
8735 · Library Consulting Expenses	300.00	450.00	-150.00	66.67%
8740 · Field Visits	3,470.79	6,500.00	-3,029.21	53.4%
8741 · Field Visits - Tech Support	288.15	1,000.00	-711.85	28.82%
8755 · Programming Kits	124.84	125.00	-0.16	99.87%
8812 · ILL Fees & Verification Sources	8,545.35	9,000.00	-454.65	94.95%
8850 · Delivery Service	268,006.08	282,300.00	-14,293.92	94.94%
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	0.00	100.0%
8864 · Wide-Area Network (WAN)	8,870.00	10,370.00	-1,500.00	85.54%
8890 · IFLS Contrib - MORE Operating	88,158.00	88,158.00	0.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	51,451.30	62,000.00	-10,548.70	82.99%
8950 · Campaign for Wisconsin Libs	1,126.00	1,200.00	-74.00	93.83%
8971 · Web Development	744.91	1,100.00	-355.09	67.72%
9010 · IFLS Committee Meetings	391.75	560.00	-168.25	69.96%
9020 · Professional Materials	1,151.21	1,410.00	-258.79	81.65%
9030 · Postage	140.31	151.00	-10.69	92.92%
9050 · Telephone	2,286.60	8,959.00	-6,672.40	25.52%
9060 · Supplies	581.62	870.00	-288.38	66.85%
9080 · Printing	195.98	900.00	-704.02	21.78%
9123 · Building Overhead Expenses	14,088.52	23,199.00	-9,110.48	60.73%

IFLS Library System

Profit & Loss Budget vs. Actual

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
9140 · Photocopier Costs	2,042.78	2,095.00	-52.22	97.51%
9160 · Computers	7,453.09	8,400.00	-946.91	88.73%
9190 · System Vehicle Expenses	1,551.48	3,200.00	-1,648.52	48.48%
9220 · Insurance	4,751.48	5,246.00	-494.52	90.57%
9235 · Coronavirus Expenses	3,861.74	4,000.00	-138.26	96.54%
9240 · Contingency	158.19	1,000.00	-841.81	15.82%
9241 · Credit Card Reward Program	-2,150.00	-1,500.00	-650.00	143.33%
9245 · Capital Expenditures	5,160.00	6,000.00	-840.00	86.0%
Total Expense	1,185,407.39	1,310,007.00	-124,599.61	90.49%
Net Ordinary Income	43,865.61	-83,151.00	127,016.61	-52.75%
Pass-thru Income/Expense				
Pass-thru Income				
5472 · LSTA 2020 Income	17,398.80	15,000.00	2,398.80	115.99%
5620 · Shared Cataloging Svc Income	173,903.79	173,000.00	903.79	100.52%
5702 · Billable Project Income	189,060.62	180,000.00	9,060.62	105.03%
Total Pass-thru Income	380,363.21	368,000.00	12,363.21	103.36%
Pass-thru Expense				
8830 · Shared Cataloging Service	173,903.79	173,000.00	903.79	100.52%
8940 · Projects Billable to Libraries	172,554.26	180,000.00	-7,445.74	95.86%
9978 · LSTA 2020 Expenses	17,398.80	15,000.00	2,398.80	115.99%
Total Pass-thru Expense	363,856.85	368,000.00	-4,143.15	98.87%
Net Pass-thru Income	16,506.36	0.00	16,506.36	100.0%
Year-to-date Income less Expense (IFLS Funds)	60,371.97	-83,151.00	143,522.97	-72.61%
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	825,898.00	819,900.00	5,998.00	100.73%
9500 · MORE Shared Automation Expenses	787,960.04	851,946.00	-63,985.96	92.49%
Year-to-date Income less Expense (MORE Funds)	37,937.96	-32,046.00	69,983.96	-118.39%
Year-to-date Income less Expense (ALL Funds)	98,309.93	-115,197.00	213,506.93	-85.34%

My Online Resource (MORE)
Balance Sheet
As of December 31 2020

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 362,373.41
1200-1 · Accts Receivable-MORE	-
1506-1 · 2021 Prepaid Expense-MORE	<u>35,041.71</u>
TOTAL ASSETS	<u><u>\$ 397,415.12</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	<u>22,666.58</u>
Total Liabilities	22,666.58
Equity	
MORE Reserved Fund Balance on 1/1/2020	224,000.00
MORE Committed Fund Balance on 1/1/2020	32,046.00
MORE Uncommitted Fund Balance on 1/1/2020	80,764.58
Current Year Income less Expense	<u>37,937.96</u>
Total Equity/MORE Fund Balance	<u><u>374,748.54</u></u> *
TOTAL LIABILITIES & EQUITY	<u><u>\$ 397,415.12</u></u>

NOTES:

* Total Equity MORE Funds	374,748.54
Funds in Reserve/Committed:	
Reserve/Software Replacement/Upgrades	175,000.00
Reserve/Hardware Replacement/Upgrades	24,000.00
Reserve/System Contingency	25,000.00
Committed to the 2021 Budget	<u>65,000.00</u>
Total Funds in MORE Reserve/Committed	<u>289,000.00</u>
Total Uncommitted MORE Carryover	<u><u>\$ 85,748.54</u></u>

Indianhead Federated Library System
Revenue less Expense - MORE
January through December 2020

	<u>Jan -Dec '20</u>	<u>Jan - Dec '19</u>
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670 · MORE Other Income	6,000.00	5,000.00
5670-2 · MORE Operating Income	819,898.00	727,081.00
Total MORE Income	<u>825,898.00</u>	<u>732,081.00</u>
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	290,000.00	288,400.00
9500-12 · MORE/III Annual Maintenance	133,164.91	120,151.63
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	1,381.11	2,942.41
9500-22 · MORE/High-demand Hold Project	19,198.76	14,734.75
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,472.30	12,126.00
9500-24 · MORE/Conferences	110.00	7,517.12
9500-31 · MORE/Add'l III Products/Encore/Decision	30,329.71	67,835.44
9500-32 · MORE/Mgmt Team Training	0.00	199.00
9500-38 · MORE/Systemwide OCLC	38,722.42	37,616.59
9500-4 · MORE/New Participant Expenses	1,033.48	0.00
9500-40 · MORE/Overdrive Content	32,803.40	30,000.25
9500-45 · MORE/Freading eBook Svc	13,574.00	9,222.50
9500-46 · MORE/Electronic Periodicals	17,968.15	15,000.00
9500-48 · MORE/i-Tiva Telephony Subscription	10,091.18	9,610.65
9500-49 · MORE/Data Scoping Project	0.00	2,500.00
9500-50 · MORE Discovery/Online Catalog	42,088.71	45,455.74
9500-53 · MORE/Database Quality Control	30,000.00	0.00
9500-5 · MORE/Publicity	760.15	0.00
9500-6 · MORE/Database Cleanup/Maint	3,766.76	4,477.36
9500-8 · MORE/Host Site Costs	3,500.00	3,500.00
9500-41 · MORE/E-Content	106,995.00	101,740.05
Total 9500 · MORE Shared Automation Expenses	<u>787,960.04</u>	<u>773,029.49</u>
Total MORE Expense	<u>787,960.04</u>	<u>773,029.49</u>
Year-to-date MORE Income less Expense	<u>37,937.96</u>	<u>-40,948.49</u>
 Plus 12/31/19 MORE Uncommitted Fund Balance	 80,764.58	
Plus 12/31/19 MORE Reserve/Committed Balance	<u>256,046.00</u>	
 MORE Fund Balance	 <u>374,748.54</u>	

Exhibit 6

[illegible]

#13-21

3/17/2021
12:48 PMIFLS Library System
Balance Sheet
As of February 28, 2021

	IFLS	MORE	2021 TOTAL	2020 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	16,344.26		16,344.26	19,305.51
1040 · Bank Mutual - Checking	90,480.08		90,480.08	16,259.58
1050/1106 · Investments/Bank Mutual & States PIF	1,296,355.44	760,208.90	2,056,564.34	2,157,663.14
Total Checking/Savings & Investments	1,403,179.78	760,208.90	2,163,388.68	2,193,228.23
Accounts Receivable				
1200 · Accounts Receivable	34,073.40		34,073.40	37,859.81
Total Accounts Receivable	34,073.40	0.00	34,073.40	37,859.81
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	701.73		701.73	746.87
1505/1506 · 2020-2021 Prepaid Expenses	0.00	0.00	0.00	0.00
Total Other Current Assets	776.73	0.00	776.73	821.87
TOTAL ASSETS	1,438,029.91	760,208.90	2,198,238.81	2,231,909.91
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	65,192.65	17,016.86	82,209.51	61,052.17
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	65,192.65	17,016.86	82,209.51	61,052.17
Other Current Liabilities				
2100 · Payroll Liabilities	8,506.58		8,506.58	7,927.18
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	0.00		0.00	0.00
2900 · Unavailable Revenue	0.00		0.00	0.00
Total Other Current Liabilities	8,506.58	0.00	8,506.58	7,927.18
Total Current Liabilities	73,699.23	17,016.86	90,716.09	68,979.35
Total Liabilities	73,699.23	17,016.86	90,716.09	68,979.35
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	525,551.00	289,000.00	814,551.00	753,292.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	92,410.57	85,748.54	178,159.11	141,108.18
Current Year Income Less Expense	746,369.11	368,443.50	1,114,812.61	1,268,530.38
Total Equity (End of Year)	1,364,330.68	743,192.04	2,107,522.72	2,162,930.56
TOTAL LIABILITIES & EQUITY	1,438,029.91	760,208.90	2,198,238.81	2,231,909.91

IFLS Library System
Revenue and Expense Statement
January through February 2021

	Jan - Feb 21	Jan - Feb 20
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	900,042.00	900,042.00
5200 · Interest Income/General Funds	119.58	5,169.32
5263 · MORE Management Income	11,600.00	11,600.00
Total Income	911,761.58	916,811.32
Expense		
6500 · Salaries/Wages	62,683.20	66,839.22
6560 · Payroll Expenses	43,648.35	40,505.69
8530 · Bank & Direct Deposit Fees	33.76	1.34
8540 · Annual Audit	0.00	580.00
8620 · Collection/Electronic Resources	25,529.25	7,860.00
8630 · Wis Pub Lib Consortium Membshp	5,855.00	0.00
8670 · Professional Memberships	517.50	1,301.20
8690 · Librarian Workshops - General	239.37	298.84
8700 · CE/Collaboration Projects	0.00	250.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	25.00	850.49
8735 · Library Consulting Expenses	300.00	300.00
8740 · Field Visits	0.00	1,196.31
8741 · Field Visits - Tech Support	0.00	288.15
8755 · Programming Kits	0.00	107.49
8812 · ILL Fees & Verification Sources	1,589.80	899.65
8850 · Delivery Service	13,141.70	14,978.71
8864 · Wide-Area Network (WAN)	3,685.00	3,685.00
8892 · IFLS Contrib - MORE Cataloging	20,000.00	0.00
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00
8971 · Web Development	915.20	910.20
9010 · IFLS Committee Meetings	0.00	364.74
9020 · Professional Materials	0.00	906.42
9030 · Postage	358.16	56.12
9050 · Telephone	244.01	312.83
9060 · Supplies	200.25	171.93
9080 · Printing	250.50	0.00
9123 · Building Overhead Expenses	2,403.78	2,927.60
9140 · Photocopier Costs	783.82	1,035.47
9160 · Computers	0.00	506.07
9190 · System Vehicle Expenses	0.00	388.65
9220 · Insurance	804.16	799.50
9235 · Coronavirus Expenses	11.56	0.00

IFLS Library System
Revenue and Expense Statement
January through February 2021

	<u>Jan - Feb 21</u>	<u>Jan - Feb 20</u>
9240 · Contingency	0.00	75.00
9241 · Credit Card Reward Program	0.00	-2,150.00
Total Expense	184,345.37	147,372.62
Net Ordinary Income	727,416.21	769,438.70
Pass-thru Income/Expense		
Pass-thru Income		
5620 · Shared Cataloging Svc Income	41,547.00	76,903.50
5702 · Billable Project Income	18,259.93	43,942.78
Total Pass-thru Income	59,806.93	120,846.28
Pass-thru Expense		
8830 · Shared Cataloging Service	26,551.82	26,681.02
8940 · Projects Billable to Libraries	14,302.21	28,266.44
Total Pass-thru Expense	40,854.03	54,947.46
Net Pass-thru Income	18,952.90	65,898.82
Year-to-date Income less Expense (IFLS Funds)	746,369.11	835,337.52
 MORE Shared System Income less Expense		
5670 · MORE Shared System Income	797,632.00	731,740.00
9500 · MORE Shared Automation Expenses	429,188.50	298,547.14
Year-to-date Income less Expense (MORE Funds)	368,443.50	433,192.86
 Year-to-date Income less Expense (ALL Funds)	1,114,812.61	1,268,530.38

IFLS Library System
Profit & Loss Budget vs. Actual
January through February 2021

	TOTAL			
	Jan - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	900,042.00	1,200,056.00	-300,014.00	75.0%
5200 · Interest Income/General Funds	119.58	4,000.00	-3,880.42	2.99%
5263 · MORE Management Income	11,600.00	11,600.00	0.00	100.0%
5280 · Technology Income	0.00	6,000.00	-6,000.00	0.0%
5300 · Miscellaneous Income	0.00	200.00	-200.00	0.0%
Total Income	911,761.58	1,221,856.00	-310,094.42	74.62%
Expense				
6500 · Salaries/Wages	62,683.20	572,000.00	-509,316.80	10.96%
6560 · Payroll Expenses	43,648.35	205,000.00	-161,351.65	21.29%
8070 · New Furnishings/Equipment <\$500	0.00	400.00	-400.00	0.0%
8530 · Bank & Direct Deposit Fees	33.76	1,000.00	-966.24	3.38%
8540 · Annual Audit	0.00	6,500.00	-6,500.00	0.0%
8620 · Collection/Electronic Resources	25,529.25	25,800.00	-270.75	98.95%
8630 · Wis Pub Lib Consortium Membshp	5,855.00	5,855.00	0.00	100.0%
8670 · Professional Memberships	517.50	3,200.00	-2,682.50	16.17%
8690 · Librarian Workshops - General	239.37	4,500.00	-4,260.63	5.32%
8700 · CE/Collaboration Projects	0.00	500.00	-500.00	0.0%
8702 · Crisis Prevention Training	0.00	250.00	-250.00	0.0%
8710 · CE Grants - General	0.00	3,000.00	-3,000.00	0.0%
8714 · Accessibility Audits	0.00	5,540.00	-5,540.00	0.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	25.00	9,000.00	-8,975.00	0.28%
8735 · Library Consulting Expenses	300.00	600.00	-300.00	50.0%
8740 · Field Visits	0.00	8,000.00	-8,000.00	0.0%
8741 · Field Visits - Tech Support	0.00	1,000.00	-1,000.00	0.0%
8755 · Programming Kits	0.00	750.00	-750.00	0.0%
8812 · ILL Fees & Verification Sources	1,589.80	9,300.00	-7,710.20	17.1%
8850 · Delivery Service	13,141.70	281,954.00	-268,812.30	4.66%
8855 · Collection Dev Grant-LEPhillips	0.00	23,000.00	-23,000.00	0.0%
8864 · Wide-Area Network (WAN)	3,685.00	10,370.00	-6,685.00	35.54%
8890 · IFLS Contrib - MORE Operating	0.00	90,000.00	-90,000.00	0.0%
8892 · IFLS Contrib - MORE Cataloging	20,000.00	20,000.00	0.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	59,000.00	-59,000.00	0.0%
8950 · Campaign for Wisconsin Libs	1,126.00	1,200.00	-74.00	93.83%
8960 · Long Range Planning Meeting	0.00	500.00	-500.00	0.0%
8971 · Web Development	915.20	1,100.00	-184.80	83.2%
9010 · IFLS Committee Meetings	0.00	3,000.00	-3,000.00	0.0%
9020 · Professional Materials	0.00	1,500.00	-1,500.00	0.0%
9030 · Postage	358.16	700.00	-341.84	51.17%
9050 · Telephone	244.01	8,960.00	-8,715.99	2.72%
9060 · Supplies	200.25	1,120.00	-919.75	17.88%

IFLS Library System
Profit & Loss Budget vs. Actual
January through February 2021

	TOTAL			
	Jan - Feb 21	Budget	\$ Over Budget	% of Budget
9080 · Printing	250.50	900.00	-649.50	27.83%
9123 · Building Overhead Expenses	2,403.78	24,430.00	-22,026.22	9.84%
9140 · Photocopier Costs	783.82	2,453.00	-1,669.18	31.95%
9160 · Computers	0.00	6,400.00	-6,400.00	0.0%
9190 · System Vehicle Expenses	0.00	3,700.00	-3,700.00	0.0%
9220 · Insurance	804.16	5,425.00	-4,620.84	14.82%
9235 · Coronavirus Expenses	11.56	0.00	11.56	100.0%
9240 · Contingency	0.00	1,000.00	-1,000.00	0.0%
9241 · Credit Card Reward Program	0.00	-1,500.00	1,500.00	0.0%
9245 · Capital Expenditures	0.00	10,000.00	-10,000.00	0.0%
Total Expense	184,345.37	1,417,407.00	-1,233,061.63	13.01%
Net Ordinary Income	727,416.21	-195,551.00	922,967.21	
Pass-thru Income/Expense				
Pass-thru Income				
5620 · Shared Cataloging Svc Income	41,547.00	225,097.00	-183,550.00	18.46%
5702 · Billable Project Income	18,259.93	150,000.00	-131,740.07	12.17%
Total Pass-thru Income	59,806.93	375,097.00	-315,290.07	15.94%
Pass-thru Expense				
8830 · Shared Cataloging Service	26,551.82	225,097.00	-198,545.18	11.8%
8940 · Projects Billable to Libraries	14,302.21	150,000.00	-135,697.79	9.54%
Total Pass-thru Expense	40,854.03	375,097.00	-334,242.97	10.89%
Net Pass-thru Income	18,952.90	0.00	18,952.90	
Year-to-date Income less Expense (IFLS Funds)	746,369.11	-195,551.00	941,920.11	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	797,632.00	887,631.00	-89,999.00	89.86%
9500 · MORE Shared Automation Expenses	429,188.50	952,631.00	-523,442.50	45.05%
Year-to-date Income less Expense (MORE Funds)	368,443.50	-65,000.00	433,443.50	
Year-to-date Income less Expense (ALL Funds)	1,114,812.61	-260,551.00	1,375,363.61	

My Online Resource (MORE)
Balance Sheet
As of February 28, 2021

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 760,208.90
1200-1 · Accts Receivable-MORE	-
1506-1 · 2021 Prepaid Expense-MORE	-
	<u> </u>
TOTAL ASSETS	<u><u>\$ 760,208.90</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	17,016.86
	<u> </u>
Total Liabilities	17,016.86
Equity	
MORE Reserved Fund Balance on 1/1/2021	224,000.00
MORE Committed Fund Balance on 1/1/2021	65,000.00
MORE Uncommitted Fund Balance on 1/1/2021	85,748.54
Current Year Income less Expense	368,443.50
Total Equity/MORE Fund Balance	<u>743,192.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 760,208.90</u></u>

Indianhead Federated Library System
Revenue less Expense - MORE
January through February 2021

	Jan -Feb '21	Jan - Feb '20
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670 · MORE Other Income	0.00	0.00
5670-2 · MORE Operating Income	797,632.00	731,740.00
Total MORE Income	797,632.00	731,740.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	56,599.84	57,299.92
9500-12 · MORE/III Annual Maintenance	139,166.36	132,250.14
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	150.00	0.00
9500-22 · MORE/High-demand Hold Project	422.72	-1,188.56
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	11,890.92	12,472.30
9500-24 · MORE/Conferences	0.00	2,790.00
9500-44 · MORE/Decision Center	31,846.20	30,329.71
9500-32 · MORE/Mgmnt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	6,984.97	3,119.51
9500-4 · MORE/New Participant Expenses	0.00	0.00
9500-40 · MORE/Overdrive Content	8,031.36	7,997.72
9500-45 · MORE/Freading eBook Svc	1,881.50	1,894.00
9500-46 · MORE/Electronic Periodicals	17,811.69	17,968.15
9500-48 · MORE/i-Tiva Telephony Subscription	10,595.74	0.00
9500-49 · MORE/Data Scoping Project	0.00	0.00
9500-50 · MORE/Discovery/Online Catalog	28,176.71	30,682.68
9500-53 · MORE/Database Quality Control	0.00	0.00
9500-5 · MORE/Publicity	0.00	760.15
9500-6 · MORE/Database Cleanup/Maint	2,465.49	2,171.42
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	113,165.00	0.00
Total 9500 · MORE Shared Automation Expenses	429,188.50	298,547.14
Total MORE Expense	429,188.50	298,547.14
Year-to-date MORE Income less Expense	368,443.50	433,192.86
 Plus 12/31/20 MORE Uncommitted Fund Balance	85,748.54	
Plus 12/31/20 MORE Reserve/Committed Balance	289,000.00	
 MORE Fund Balance	743,192.04	

LEAN WISCONSIN
Budget Report - January 2021

Exhibit 6

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	\$ 183,937.00	\$ 196.37	\$ 196.37	\$ -	\$ 183,740.63
	Collaboration Management Tools		\$ 37.33			
	Technology Management Tools		\$ 20.00			
	Infrastructure Services and Licensing		\$ 14.04			
	Core Services Licensing					
	Other Joint-use Licensing		\$ 125.00			
6-6250	TRAVEL	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00
6-6290	INSURANCE	\$ 2,490.00	\$ -	\$ -	\$ -	\$ 2,490.00
6-6360	EQUIPMENT & SUPPLIES	\$ 3,600.00	\$ -	\$ -	\$ -	\$ 3,600.00
6-6650	RESERVE FUND	\$ 42,000.00	\$ -	\$ -	\$ -	\$ 42,000.00
	Resource Development					
	CPA - WVLS		\$ -	\$ -	\$ -	
6-6800	OUTLAY	\$ 43,000.00	\$ -	\$ -	\$ -	\$ 43,000.00
	Core Switching updates					
	Host Cluster Server cycle					
	Joint Laptop Program					
TOTAL		\$ 277,427.00	\$ 196.37	\$ 196.37	\$ -	\$ 277,230.63
Beginning January 2021 Balance		\$ 173,451.10		Beginning January 2021 Balance		\$ 173,451.10
Receipts - Encumbered (2020)		\$ -		Receipts - Encumbered (2020)		\$ -
Receipts - Partner Shares		\$ -		Receipts - Partner Shares		\$ -
Receipts - Grants and Other Revenue		\$ -		Receipts - Grants		\$ -
Receipts - Prepaid Service Credit		\$ -		Receipts - Prepaid Services		\$ -
Expenditures - Encumbered (2020)		\$ (148.96)		Expenditures - Encumbered (2020)		\$ (148.96)
Expenditures - 2021 Budget		\$ (196.37)		Expenditures - 2021 Budget		\$ (196.37)
Expenditures - 2021 New/Unplanned		\$ -		Expenditures - 2021 New/Unplanned		\$ -
Ending January 2021 Balance		\$ 173,105.77		2021 Year to Date Balance		\$ 173,105.77
Encumbrances - Payables				Segregated Monies - Grants		
Account #	Account			Account #	Name	Balance
6-6210	WiscNet RDC Rack 1 (2020)	\$ 5,851.50		6-6800	LSTA FY21 Sparsity	\$ 20,000.00
6-6360	ServerSupply IF Modules (2020)	\$ -				
Encumbrances - Receivables				Segregated Monies - Prepaid Services		
Account #	Account			Account #	Description	Balance
6-6650	CPA (due 2021)	\$ 985.49		6-6210	CVTC RDC Rack 2	\$ 58,627.72
6-6650	CPA (due future years)	\$ 1,812.00				
Lifecycle Reserve Funds				YTD Operating Summary		
Account #	Account			Begining Balance		\$ 173,451.10
6-6650	Core Infrastructure	\$ 65,500.00		Encumbrances		\$ (3,054.01)
6-6650	Licensing & Svcs	\$ 6,900.00		Receipts		\$ -
6-6650	LWIN Core Svcs - IFLS	\$ 7,500.00		Expenses		\$ (345.33)
6-6650	LWIN Core Svcs - NWLS	\$ 5,100.00		Transfers		\$ -
6-6650	LWIN Core Svcs - WVLS	\$ 5,900.00		Reserves		\$ (149,624.45)
6-6650	Contingency - D/R	\$ 16,724.45		Balance		\$ 20,427.31

LEAN WISCONSIN
Budget Report - February 2021

Exhibit 6

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	\$ 183,937.00	\$ 5,062.87	\$ 5,259.24	\$ -	\$ 178,677.76
	Collaboration Management Tools		\$ 2,790.24			
	Technology Management Tools		\$ 20.00			
	Infrastructure Services and Licensing		\$ 753.63			
	Core Services Licensing		\$ 1,499.00			
	Other Joint-use Licensing					
6-6250	TRAVEL	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00
6-6290	INSURANCE	\$ 2,490.00	\$ -	\$ -	\$ -	\$ 2,490.00
6-6360	EQUIPMENT & SUPPLIES	\$ 3,600.00	\$ -	\$ -	\$ -	\$ 3,600.00
6-6650	RESERVE FUND	\$ 42,000.00	\$ -	\$ -	\$ -	\$ 42,000.00
	Resource Development					
	CPA - WVLS		\$ -	\$ -	\$ -	
6-6800	OUTLAY	\$ 43,000.00	\$ -	\$ -	\$ -	\$ 43,000.00
	Core Switching updates					
	Host Cluster Server cycle					
	Joint Laptop Program					
TOTAL		\$ 277,427.00	\$ 5,062.87	\$ 5,259.24	\$ -	\$ 272,167.76
Beginning February 2021 Balance		\$ 173,105.77		Beginning January 2021 Balance		\$ 173,451.10
	Receipts - Encumbered (2020)	\$ -		Receipts - Encumbered (2020)		\$ -
	Receipts - Partner Shares	\$ -		Receipts - Partner Shares		\$ -
	Receipts - Grants and Other Revenue	\$ -		Receipts - Grants		\$ -
	Receipts - Prepaid Service Credit	\$ -		Receipts - Prepaid Services		\$ -
	Expenditures - Encumbered (2020)	\$ (5,851.50)		Expenditures - Encumbered (2020)		\$ (6,000.46)
	Expenditures - 2021 Budget	\$ (5,062.87)		Expenditures - 2021 Budget		\$ (5,259.24)
	Expenditures - 2021 New/Unplanned	\$ -		Expenditures - 2021 New/Unplanned		\$ -
Ending January 2021 Balance		\$ 162,191.40		2021 Year to Date Balance		\$ 162,191.40
Encumbrances - Payables				Segregated Monies - Grants		
Account #	Account			Account #	Name	Balance
6-6210	WiscNet RDC Rack 1 (2020)	\$ -		6-6800	LSTA FY21 Sparsity	\$ 20,000.00
6-6360	ServerSupply IF Modules (2020)	\$ -				
Encumbrances - Receivables				Segregated Monies - Prepaid Services		
Account #	Account			Account #	Description	Balance
6-6650	CPA (due 2021)	\$ 985.49		6-6210	CVTC RDC Rack 2	\$ 58,627.72
6-6650	CPA (due future years)	\$ 1,812.00				
Lifecycle Reserve Funds				YTD Operating Summary		
Account #	Account			Begining Balance		\$ 173,451.10
6-6650	Core Infrastructure	\$ 65,500.00		Encumbrances		\$ 2,797.49
6-6650	Licencing & Svcs	\$ 6,900.00		Receipts		\$ -
6-6650	LWIN Core Svcs - IFLS	\$ 7,500.00		Expenses		\$ (11,259.70)
6-6650	LWIN Core Svcs - NWLS	\$ 5,100.00		Transfers		\$ -
6-6650	LWIN Core Svcs - WVLS	\$ 5,900.00		Reserves		\$ (149,624.45)
6-6650	Contingency - D/R	\$ 16,724.45		Balance		\$ 15,364.44

IFLS LIBRARY SYSTEM

INVESTMENT POLICY

Delegation of Authority:

The IFLS Library System Board of Trustees delegates authority to invest library system funds in accordance with terms of Wisconsin Statutes 66.04 and in accordance with such restrictions as the Board may adopt from time to time.

Acceptable Investment Practices:

Investment of the IFLS Library System's inactive funds shall be conducted by the Business Manager based on sound investment practices. Allowable investments shall be those enumerated under Wisconsin Statutes 66.04. The proper mix of the investment portfolio shall be determined by the Business Manager and approved by the System Director and reported to the Board or Executive Committee. In all respects the investments shall adhere to the following objectives.

1. The preservation of principal shall be the paramount objective.
2. Liquidity shall be maintained sufficient for the library system to meet all disbursement requirements when due.
3. Return on investments shall be maximized only to the extent that the first two objectives are met. The Board of Trustees recognizes that meeting these objectives may result in interest earnings less than that obtainable with a more aggressive policy.

Reporting:

A report of investment results shall be made to the Board of Trustees semi-annually in March and July of each year.

Policy Review:

The Investment Policy shall be reviewed annually by the Board of Trustees.

*Approved by the IFLS Board of Trustees: September 26, 1995.
Reviewed: March 2021*

IFLS LIBRARY SYSTEM
Director's Report
March 2021

Agenda Items

IX. IFLS Investment Report and Review of Investment Policy

Juli Button will provide an overview of the investment report and policy as well as answer questions about the report and policy.

X. Trustee Orientation

(IFLS System Trustee (manilla file folder) with documents mailed in January 2021. System Director John Thompson will provide a review of documents and a power point presentation at meeting.)

- Roles of the Officers and Committees
- Responsibilities of Trustees
- Advocacy
- Fiscal Management
- Legal

Please review the materials prior to the meeting. Bring your questions!

XII. IFLS Annual Report and Statement of Compliance

Review and approval of the final report submission.

XIII. System Effectiveness Statements from Member Libraries

All libraries marked yes on their annual reports regarding the effectiveness of the system. Comments included in the board packet.

XIV. Approval of Executive Committee Officers and Personnel Committee members for 2021

Formal approval of the committee appointments shared earlier via email.

XV. Certificates for Outgoing Trustees

Copies of the certificates for outgoing board members are included in the packet.

XVI. COVID-19 Update

To be provided at the meeting.

Monthly Activities

New Directors

Anna Griffin is the new director in Centuria. Hudson, Menomonie (Retirement as of 5/31/01), New Richmond, and Glenwood City are the current posting/openings.

Building Projects

I have been assisting the staff at Amery with their project. Meeting with the staff to discuss possible furnishings and meeting with the architect/designer to discuss finishes. Glenwood City library board members and I have discussed furnishings and a potential layout of furnishings. Balsam Lake is discussing remodeling space within the municipal building. Ellsworth currently fundraising for remodeling project. L. E. Phillips will be bidding their project soon.

Library Legislative Day

Met virtually with Representative Summerfield with Jessi Peterson, Chippewa Falls Public Library. Was unable to join the meeting with Senator Bernier due to connection issues.

County Planning

Currently assisting the Eau Claire County library planning committee with revisions of their service plan.

Consulting

Open meetings, personnel, director hiring, buildings, finance, and COVID.

John Thompson (March 15, 2021)



Wisconsin Department of Public Instruction
2020 PUBLIC LIBRARY SYSTEM
ANNUAL REPORT
 PI-2404-A (Rev. 2-21)

INSTRUCTIONS: Complete and return a signed, scanned copy of the original board-approved system annual report by **MARCH 1, 2021**, to:
 LibraryReport@dpi.wi.gov

Required by Wis. Stat. §§ 43.05(4) and 43.58(6)

I. GENERAL INFORMATION						
1. System Name IFLS Library System		2. System Director Name John Thompson		3. Certification Grade Grade 1		4. Date Certification Expires 2023-05-31
5. Street Address 1538 Truax Blvd.				6. Phone Area/No. (715) 839-5082		7. Fax Number Area/No. (715) 839-5151
8. Mailing Address PO Box		9. System Website URL ifls.lib.wi.us		10. Director System Email Address thompson@ifls.lib.wi.us		
11. City / Village / Town Eau Claire			12. County Eau Claire		13. ZIP Code 54703-1569	
14. Number of Public Libraries Participating in the System 53		15. Does System Operate a Books-by-Mail Program No	16. Number of Book-mobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 162,999		18. DUNS Number 078570871

II. SYSTEM COLLECTION						
	No. Owned / Leased	Number Added		No. Owned / Leased		No. Owned / Leased
1. Books in Print	96	0	4. Electronic Collections <i>Number available to members</i>	0	7. Licensed Electronic Video Materials <i>Units (copies) available to members</i>	590
2. Audio Materials	0	0	5. Licensed E-books <i>Units (copies) available to members</i>	158,256	8. Subscriptions <i>Exclude those in electronic format</i>	6
3. Video Materials	15	0	6. Licensed Electronic Audio Materials <i>Units (copies) available to members</i>	61,207		

III. SYSTEM SERVICES					
Circulation Transactions <i>Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.</i>		1. Total Circulation 2,664		2. Interlibrary Loans <i>System interlibrary loan transactions</i>	
				a. Items Loaned 110 <div style="display: inline-block; width: 150px; border-left: 1px solid black; padding-left: 10px;">b. Items Received 151</div>	
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i>					
a. E-book 356,758		b. E-audio 307,562		c. E-video 677	
				d. Electronic Collection Retrievals 95,330	

IV. SYSTEM BOARD AND ORGANIZATION

List the members of the system 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 changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP Code	Email Address
1. President James	Tripp	621 Fagstad Street	Menomonie	54751	jtripp@co.dunn.wi.us
2. Mary Alice	Larson	36 W. Knapp St.	Rice Lake	54768	maryalice.larson@gmail.com
3. Mary	Ellen Brue	1210 Lokhorst	Baldwin	54002	brewT4me@gmail.com
4. Jan	Daus	E6255 Walnut Rd.	Eau Claire	54701	jan.daus.18@gmail.com
5. Lyle	Lieffring	N4868 Pieper Road	Weyerhaeuser	54895	sftmaple@bevcomm.net
6. Sue	Duerkop	1722 Larsen Ln.	Centuria	54824	sduerkopb4a@gmail.com
7. Pat	Eggert	E9001 County Road N	Colfax	54730	eggertpatricia@gmail.com
8. Linda	Stelter	5123 S Shorewood Dr	Eau Claire	54703	lstelter@charter.net
9. Don	Hauser	7880 196th St.	Chippewa Falls	54729	dhauser@co.chippewa.wi.us
10. Marilyn	Holte	8303 163rd St.	Chippewa Falls	54729	mjunebug@charter.net
11. Jackie	Pavelski	1715 Meadow Lane	Eau Claire	54701	Jackie_Pavelski@yahoo.com
12. Burnell	Hanson	1705 Carrie Ave.	Rice Lake	54868	bun.hanson@co.barron.wi.us
13. Mike	Prichard	737 Nevada St.	St Croix Falls	54024	mike@dorseyalumni.com
14. Judy	Achterhof	1759 County Road O	Emerald	54013	jachterhof@hotmail.com
15. Kris	Sampson	611 Lake St. N	Prescott	54021	kris.sampson@co.pierce.wi.us
16. Ricky	Riggins	W8851 County Road N	Pepin	54759	rlriggins@hotmail.com
17. Michael	Schendel	808 Second St.	Hudson	54016	michael@schendel.com
18. Joshua	Sterling	1820 Eddy Ln.	Eau Claire	54703	josh_sterling78@yahoo.com
19. Susan	Marshall	W7370 Morningside Dr.	Phillips	54555	marshfam@pctcnet.net
20. Jeanne	Tobias	W9709 295th Ave.	Hager City	54014	jeannebean2013@gmail.com
21.					
22.					
23.					

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

a. System Member County Appropriations Received by Library System				b. Other County Payments Received	
County Name	Amount	County Name	Amount	County Name	Amount
Subtotal 1a				Subtotal 1b	

2. State Aid to Public Library Systems

\$1,200,056

3. Other State Funded Programs *List individually. Attach listing if necessary.*

a.	
b.	
c.	
Subtotal 3	

4. Federal Aid *Program name and project number. List each program individually. Attach listing if necessary.*

a. LSTA/Managing Key Relationships	\$1,000	f.	
b. LSTA/WI Tech Days	\$2,000	g.	
c. Com-25 LSTA/WebJunction Virtual Courses 1	\$12,360	h.	
d. LeadCa LSTA/Leadership Capacity (ARSL) D	\$1,540	i.	
e. LSTA via WVLS/Tech Grant	\$499	j.	
Subtotal 4			\$17,399

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. *List names individually. Attach listing if necessary.*

a. MORE Contract Income - see list	\$543,746	f. Amery PL - Shared Cataloging	\$16,347
b. MORE Materials Income - see list	\$187,994	g. Menomonie PL - Shared Cataloging	\$36,590
c. New Richmond PL - Shared Cataloging	\$31,763	h. CABS Contract Income - see list	\$12,983
d. Rice Lake PL - Shared Cataloging	\$30,717	i. Fairchild - MORE Startup Income	\$6,000
e. Roberts PL - Shared Cataloging	\$15,503	j.	
Subtotal 5			\$881,643

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
\$557,590	\$8,937	\$336,811	\$0	\$0	\$327,500	\$1,230,838

7. Total Income *Add 1 through 6*

\$3,329,936

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES <i>Report system expenditures from all sources.</i>				
	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$507,163	\$0	\$286,047	\$793,210
2. Employee Benefits	\$133,372	\$0	\$160,658	\$294,030
3. System Collection Expenditures				
a. Printed Material	\$1,151	\$0	\$0	
b. Electronic Material	\$25,429	\$0	\$171,340	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$125	\$0	\$0	
Subtotal Collection Expenditures	\$26,705	\$0	\$171,340	\$198,045
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$331,991	\$0	\$233,252	\$565,243
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$2,422	\$0	\$0	\$2,422
6. All Other Operating Expenditures	\$183,754	\$17,399	\$283,121	\$484,274
7. Total Operating Expenditures	\$1,185,407	\$17,399	\$1,134,418	\$2,337,224
8. System Capital Expenditures	\$0	\$0	\$0	\$0

* Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.

** Report expenditures from report year public library system state aid, state aid funds carried forward to report year, and any interest earned from those funds.

*** Report expenditures from county appropriations, contract income, gifts and endowments, and any carryover from those sources. Also include expenditures from interest earned from those sources.

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE					
Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for the report year. Attach the page(s) of each county budget that show the amounts below.					
County Name	Amount	County Name	Amount	County Name	Amount
1. Barron	\$649,702	5. Pepin	\$87,257	8. Price	\$300,942
2. Chippewa	\$771,168	6. Pierce	\$476,707	9. Rusk	\$358,666
3. Dunn	\$817,215	7. Polk	\$897,361	10. St. Croix	\$1,122,941
4. Eau Claire	\$804,203				
VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE					

The following statement certifies that your public library system complied with all statutory requirements for public library systems for the report year. Indicate your system's compliance with each of the system requirements.

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided:

Membership Agreements

- ☒ (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4. with all member libraries.
- ☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Resource Library Agreement

- ☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ Signed copies of the report year and current year resource library agreements have been filed with the division.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Reference Referral and Interlibrary Loan

- ☒ **Wis. Stat. § 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.**

- | | |
|--|---|
| <input type="checkbox"/> Reimbursed member libraries for ILL | <input checked="" type="checkbox"/> Maintained a shared database of member library bibliographic records and holdings |
| <input checked="" type="checkbox"/> Maintained ILL Clearinghouse | <input checked="" type="checkbox"/> Utilized WISCAT to promote interlibrary loan |
| <input type="checkbox"/> Contracted for ILL Clearinghouse | <input checked="" type="checkbox"/> Maintained a system interlibrary loan plan |

Inservice Training

- ☒ **Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conducted workshops for member library staff and trustees | <input checked="" type="checkbox"/> Provided scholarships and grants for member library staffs |
| <input checked="" type="checkbox"/> Maintained a calendar of CE events | <input checked="" type="checkbox"/> Maintained a professional collection for system and member library staffs. |

- ☒ **Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Public library administration and governance | <input checked="" type="checkbox"/> Technical services | <input checked="" type="checkbox"/> Legal issues |
| <input checked="" type="checkbox"/> Adult services | <input checked="" type="checkbox"/> Interlibrary loan and resource sharing | <input checked="" type="checkbox"/> Public relations |
| <input checked="" type="checkbox"/> Youth services | <input checked="" type="checkbox"/> Staff development (certification, CE, etc.) | <input checked="" type="checkbox"/> Reference and information services |
| <input checked="" type="checkbox"/> Library automation | <input checked="" type="checkbox"/> Planning and evaluation, standards | <input checked="" type="checkbox"/> Inclusive services |
| <input checked="" type="checkbox"/> Building and remodeling | <input checked="" type="checkbox"/> Collection development | |

Delivery and Communication

- ☒ **Wis. Stat. § 43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Had regular courier or van delivery service | <input checked="" type="checkbox"/> Used fax for document delivery/communication |
| <input checked="" type="checkbox"/> Provided an 800 number, phone credit card, or accepted collect calls | <input type="checkbox"/> Used mail as primary delivery system |
| ILL transactions sent by: | |
| <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> OCLC |
| <input checked="" type="checkbox"/> Regional automated system | <input checked="" type="checkbox"/> WISCAT |
| | <input checked="" type="checkbox"/> Published a newsletter |

Service Agreements

- ☒ **Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.**

- ☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check those services provided for in the adjacent library system agreements for the report year.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Reciprocal borrowing between systems | <input type="checkbox"/> Delivery | <input type="checkbox"/> Audiovisual services |
| <input type="checkbox"/> Cash payments in cross-system lending | <input type="checkbox"/> Newsletter exchange | <input checked="" type="checkbox"/> Cooperative purchasing |
| <input checked="" type="checkbox"/> Continuing education | <input checked="" type="checkbox"/> Cooperative planning/information exchange | |

Inclusive Services

- ☒ **Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.**

The Division for Libraries and Technology interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

Briefly summarize the most significant specific inclusive services initiatives carried out by your system in the report year. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

Libraries Activating Workforce Development Skills project: System involvement right now includes working with partner agencies and neighboring library systems to establish contacts and plan training and other projects (including posters, a podcast, and presenting at regional workforce development meetings).

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Inclusive Services (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support inclusive library service efforts.

Workforce Development Boards in Menomonie and Ashland UW Madison Extension, especially Eau Claire County Center for Independent Living, Western Wisconsin

If the system provided any inclusive services continuing education programs in the report year, identify the topic(s) and speaker(s).
Accessible Libraries 101 with Angela Meyers webinar

Other Types of Libraries

- ☒ **Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.**
- ☒ An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.
- ☒ The system has agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate system services provided to other types of libraries in the report year.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Consultation | <input type="checkbox"/> Union list of serials | <input type="checkbox"/> Back-up reference services |
| <input type="checkbox"/> Continuing education / workshops | <input type="checkbox"/> Directory of libraries | <input checked="" type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> ILL (Direct) | <input type="checkbox"/> Delivery services | <input type="checkbox"/> Technical services |

Library Technology and Resource Sharing Plan

- ☒ **Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.**
- ☒ Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.
- ☒ The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

Other Service Programs

- ☒ **Wis. Stat. § 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library board after consultation with participating public libraries.**

List and evaluate each service program carried out under this statute in the report year. Do not lump miscellaneous activities under a single "other" program.

MORE ILS and cataloging support

Administration

- ☒ The system did not expend more than 20 percent of the state aid received in the report year for administration.

IX. COLLABORATIVE ACTIVITIES

Summary of Activities Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's report year resource library contract.

Programming kits, \$35,000 Continuing Education Collaborations: TOTAL options: With Webjunction: \$23,806 Without Webjunction: \$11,446 o Wild Wisconsin Winter Web Conference (all systems plus DPI collaborated): \$3967 (IFLS paid \$217) o In Times of Crisis: Managing Key Relationships (IFLS hosted and organized, DPI sponsored with LSTA funds): \$1000 o Tech Days (all systems plus DPI collaborated): \$3979 (IFLS paid \$124) o 4-part Trustee Training, Supporting Library Directors (IFLS paid for all of it but people from all over state attended): \$2500 Scholarships-TOTAL: \$3539 without ARSL \$5079 with ARSL \$5427 with ARSL and Library Journal course including IFLS staff who attended at discounted group rates . ALSC Institute-6 scholarships, \$75 each = \$450 . YALSA Symposium-4 scholarships, \$249 each = \$996 . Lead the Way (UW Madison)-3 scholarships, sliding scale, \$437.50 . Back in Circulation Conference (UW Madison): 1 scholarship, \$250 . Libraries Advocacy and Funding Conference (EveryLibrary): 2 scholarships, \$75 each, \$150 . Fostering an Anti-Racist Library Culture Course (Library Journal): 4 scholarships, 1 IFLS staff person allowed for reduced rate of \$208 per person total \$832 or \$1040 including IFLS staff person . Youth Services 101 Course from UW Madison iSchool--\$292.50 . ARSL Conference scholarships for 44--\$1540. Adding in 4 IFLS staff who were able to attend at group rate: \$1680 1000 Books Before Kindergarten App: \$100 IFLS contribution to Bridges Statewide group purchase from Page Turner Adventures for virtual pre-recorded programs: 59 participants, each paid \$250 for 10 weeks of programming (50 programs total)=\$14,750 (would have cost \$29,500 without the group purchase). LEAN WI information filed by WVLS.

Cost Benefit. For each activity above, list the activity name and estimated cost benefit realized.

Activity	Amount
1. LEAN WI IFLS, NWLS, WVLS	13,200,000
2. CINC	150,000
3. Programming Kits	35,000
4. Wild Wisconsin Winter Web Conference	3,927
5. Tech Days	3,979
6. Page Turner	29,500
7. 4-part Trustee Training, Supporting Library Directors	2,500
8. Delivery	7,000,000
9. WPLC	1,260,000
10. Continuing Education and Conference Support and Scholarships--Lake Superior, WLA, WAPL, Support Section	5,427
Cost Benefit Total	21,690,333

	X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES	
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Program Expenditures Provide a summary of your public library system expenditures by system service program and fund source for the report year:

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan <i>See note</i>				
1. Reference & ILL Svc	143,793	0	0	143,793
2. Tech/Shared System	267,395	499	355,012	622,906
3. MORE Consortium	0	0	616,620	616,620
4.				
5. Electronic Resources	25,429	0	171,340	196,769
Subprogram Total	436,617	499	1,142,972	1,580,088
Continuing Education and Consulting Service <i>See note</i>				
1. CE & Consulting	98,392	16,900	0	115,292
2.				
Subprogram Total	98,392	16,900	0	115,292
Delivery	301,177	0	0	301,177
Inclusive Services	38,006	0	0	38,006
Library Collection Development	27,365	0	0	27,365
Direct Payment to Members for Nonresident Access	0	0	0	0
Direct Nonresident Access Payments Across System Borders	0	0	0	0
Library Services to Youth	56,861	0	24,800	81,661
Public Information	46,189	0	3,220	49,409
Administration	144,176	0	50	144,226
Other System Programs				
1.				
2.				
3.				
4.				
Grand Totals	1,148,783	17,399	1,171,042	2,337,224
Estimated Expenditures for Technology-Related Services Provided by the System	500,000	1,000	1,200,000	1,701,000

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.

XI. SYSTEM STAFF

1. Personnel Listing

a. Employees Holding the Title of Librarian as of December 31 of the report year. *Include vacancies if they will be filled within one year*

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
John	Thompson	Director	<input checked="" type="checkbox"/>	\$98,509	40.00
Maureen	Welch	ILL Coord	<input checked="" type="checkbox"/>	\$63,300	35.00
Leah	Langby	Lib Dev/Yth Svcs Coord	<input checked="" type="checkbox"/>	\$61,630	40.00
Lori	Roholt	MORE Administrator	<input checked="" type="checkbox"/>	\$52,780	35.00
Kris	Schwartz	Technology and Design Director	<input type="checkbox"/>	\$60,320	40.00
Bridget	Krejci	MORE Project Manager	<input type="checkbox"/>	\$48,263	37.50
Kathy	Setter	MORE Project Manager	<input type="checkbox"/>	\$50,450	35.00
Deberah	Faulhaber	Shared Svcs Manager	<input type="checkbox"/>	\$47,775	37.50
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

b. Other Paid Staff *Include plant operation, maintenance, and security.*

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
Program Managers	\$61,360	60.00			
Support Staff	\$236,658	184.00			
Shared Cat Processors/Mailroom Clerks	\$34,196	47.00			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian

i. Master's Degree from an ALA Accredited Program FTE	ii. Other Persons Holding the Title of Librarian FTE	Subtotal
3.75	3.75	7.50

b. All Other Paid Staff FTE *incl. maintenance, plant operation, and security*

7.28

c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*

14.78

XII. SYSTEM MEMBERSHIP

Attach a listing of all current public library and county members of the system.

Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines). A check indicates that all members have indicated compliance with the requirement.

- ☒ The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [Wis. Stat. § 43.15(4)(c)1]
- ☒ The public library members are authorized by the municipal governing board to participate in the public library system. [Wis. Stat. § 43.15(4)(c)3]
- ☒ The public library members have entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program or from providing remote access to a library's online resources only to residents. [Wis. Stat. § 43.15(4)(c)4]
- ☐ The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [Wis. Stat. § 43.15(4)(c)6 and Administrative Code Rules PI 6.03]
- ☒ All counties participating in the system have entered into written agreements with the system as required under [Wis. Stat. § 43.15(4)(b)3]
- ☒ All counties participating in the system have adopted and maintained the plan of library service submitted and approved under Wis. Stat. § 43.11(3) and Wis. Stat. § 43.13(1). [Wis. Stat. § 43.15(4)(b)1]. *On the attached membership listing, indicate the year of the last plan revision.*
- ☒ Each public library member, beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer. [Wis. Stat. § 43.15(4)(c)7]
- ☒ Each public library member, beginning in 2008, annually spends at least \$2,500 on library materials. [Wis. Stat. § 43.15(4)(c)8]

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

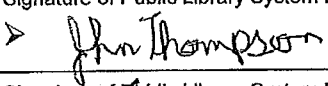
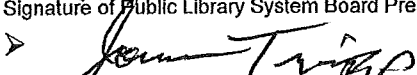
As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (include timelines). Any current written contracts or agreements not previously filed with the division providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology.

Indicate compliance with the requirements below with a checkmark. Unchecked statutes indicate noncompliance.

- ☒ Library system board is constituted and operated in compliance with Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).
- ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. § 43.17(4)]
- ☒ Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.
- Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided.
- ☒ (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)(4), with all member libraries.
- ☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
- ☒ (e) Inservice training for participating public library personnel and trustees.
- ☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.
- ☒ (g) Service agreements with all adjacent library systems.
- ☒ (h) Professional consultant services to participating public libraries.
- ☒ (i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.
- ☒ (k) Promotion and facilitation of library service to users with special needs.
- ☒ (L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

I CERTIFY that to the best of my knowledge the information provided in this annual report and any attachments are true and accurate.

Signature of Public Library System Director ➤ 	Name of Public Library System Director John Thompson	Date Signed 2/24/2021
Signature of Public Library System Board President ➤ 	Name of Public Library System Board President James Tripp	Date Signed 2/24/2021

COMMENTS		
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- 1. Books in Print (end of year total)
No change--2021-02-08
- 3. Video Materials
No Change--2021-02-08

Are the member libraries' head librarian certified at the appropriate grade level? [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03]

New Richmond checked no on their box. They currently have the position posted. It has been several years without a director. The IFLS Director has been assisting them as needed.--2021-02-24

2020 Annual Report Data

Attachment -
Section VI. #4 #5
and Section V, #5

Description>>>>>>	Shared Cataloging Contract Income	MORE Maint. Contract Income	MORE Materials Contract Income	MORE Startup Income	Resource Contract Coll Dev Pymts	MORE Shared System Contract	MORE Ecom Payments/ Fine \$	Delivery Damaged/ Lost Bks	CE Grants/ Payments
Altoona		\$ 19,002	\$ 6,443				547		
Amery	16,347	13,803	4,729				342		
Augusta		3,734	1,409				111		368
Baldwin	1,409	8,754	3,064				265		
Balsam Lake	504	3,198	1,233				245		
Barron	1,347	9,665	3,365				370		
Bloomer		8,838	3,092				544		
Boyceville		3,635	1,377				171		
Bruce	100	2,828	1,111				88		
Cadott	100	4,249	1,579				196		
Cameron	100	2,946	1,149				65	30	
Centuria	176	1,501	673				52		
CH Johnson		1,063	528				82		
Chetek	1,668	5,177	1,885				92		
Chippewa Falls		37,030	12,387				2,695		
Clear Lake		4,609	1,697				179		
Colfax	400	3,488	1,328				229		
Cornell		-	-				-		
Cumberland	800	9,018	3,152				78		
Deer Park		1,748	755				44		
Dresser	596	2,364	958				139		
Durand							-		
Ellsworth		9,576	3,335				248		204
Elmwood		1,856	790				4		
Fairchild		-	-	6,000			-		
Fall Creek		3,963	1,484				78		
Frederic	791	5,886	2,118				259		
Glenwood City	100	2,486	998				42		
Hammond		7,865	2,771				101		
Hawkins		-	-				-		
Hudson		31,349	10,513				2,716	47	
LE Phillips (EC)		106,770	35,380		23,000	4,794	5,624		
Luck	100	3,638	1,377				351		
Menomonie	36,590	35,953	12,032				2,558		
Milltown	313	4,472	1,652				211		75
New Richmond	31,763	26,277	8,841				2,277	20	399
Ogema		2,380	962				39		
Osceola		8,912	3,116				371		
Park Falls		9,440	3,291				203		
Pepin		2,557	1,021				109		
Phillips	1,397	7,998	2,815				161		
Plum City	575	3,331	1,277				35	17	
Prescott	-	8,049	2,832				197		
Rice Lake	30,717	19,929	6,748				302		250
River Falls		38,729	12,947				3,479		
Roberts	15,503	10,081	3,501				863		
Rusk County		13,796	4,726				622	7	
Somerset	1,271	6,904	2,454				678	28	
Spring Valley		4,261	1,583				322		
Stanley	-	5,918	2,129				99		
St Croix Falls	1,236	7,532	2,661				91		219
Turtle Lake		3,247	1,249				82		163
Woodville		3,941	1,477				92	29	

2020 Annual Report Data

Attachment -
Section VI. #4 #5
and Section V, #5

Description>>>>>>	Shared Cataloging Contract Income	MORE Maint. Contract Income	MORE Materials Contract Income	MORE Startup Income	Resource Contract Coll Dev Pymts	MORE Shared System Contract	MORE Ecom Payments/ Fine \$	Delivery Damaged/ Lost Bks	CE Grants/ Payments	
Bridges Lib Sys									100	Collaboration/1k books app
South Central Lib Sys									249	Tech Days
Wisconsin Valley Lib Sys									217	Wild WI Web Conf
TOTAL	143,903	543,746	187,994	6,000	23,000	4,794	28,748	178	2,244	

*

Additional "All Other Contract Payments":

* These are Pass-thru Fine/Fee payments (not an Expense)

Innovative Interfaces/Maintenance	\$ 142,448
Innovative Interfaces/Encore	\$ -
Innovative Interfaces/Decision Center	\$ 30,330
Innovative Interfaces/i-Tiva Phone Notification	\$ 10,091
Bibliocommons, Inc/BiblioCore/Implementation	\$ 42,089
WVLS/LEAN Wis Partnership	\$ 3,500

Additional "State Contract Payments":

Waltco/Delivery Service	\$ 241,342
South Central Library Sys/Delivery	\$ 16,198
CESA #10/CINC Network Maintenance	\$ 7,370
WVLS/LEAN Wis Partnership	\$ 51,451

"Federal Contract Payments":

\$ -
\$ -

Total State Payments Sec VI, #5	\$ 2,422
Total State Contracts Sec VI, #4	\$ 331,991
Total Fed/Other State Pymts Sec VI, #5	\$ -
Total Federal Contracts Sec VI, #4	\$ -
Total Other Contracts Sec VI, #4	\$ 233,252
Total Other Payments Sec VI, #5	\$ -

Total Contract Income Sec V, #5	\$ 881,643
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**IFLS Library System
Balance Sheet
As of December 31, 2020**

	<u>IFLS</u>	<u>MORE</u>	<u>2020 TOTAL</u>	<u>2019 TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	11,833.73		11,833.73	14,372.87
1040 · Bank Mutual - Checking	32,448.25		32,448.25	18,504.16
1050/1106 · Investments/Bank Mutual & States PIF	1,494,071.35	362,373.41	1,856,444.76	1,767,493.82
Total Checking/Savings & Investments	<u>1,538,353.33</u>	<u>362,373.41</u>	<u>1,900,726.74</u>	<u>1,800,370.85</u>
Accounts Receivable				
1200 · Accounts Receivable	863.01		863.01	3,201.35
Total Accounts Receivable	<u>863.01</u>	<u>0.00</u>	<u>863.01</u>	<u>3,201.35</u>
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,505.89		1,505.89	1,546.37
1505/1506 · 2020-2021 Prepaid Expenses	28,417.76	35,041.71	63,459.47	65,208.02
Total Other Current Assets	<u>29,998.65</u>	<u>35,041.71</u>	<u>65,040.36</u>	<u>66,829.39</u>
TOTAL ASSETS	<u><u>1,569,214.99</u></u>	<u><u>397,415.12</u></u>	<u><u>1,966,630.11</u></u>	<u><u>1,870,401.59</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	24,193.73	22,666.58	46,860.31	57,505.23
2010 · Credit Card - Associated	0.00	0.00	0.00	1,650.60
Total Accounts Payable	<u>24,193.73</u>	<u>22,666.58</u>	<u>46,860.31</u>	<u>59,155.83</u>
Other Current Liabilities				
2100 · Payroll Liabilities	9,679.39		9,679.39	9,815.66
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	14,101.30		14,101.30	6,987.92
2900 · Unavailable Revenue	903,279.00		903,279.00	900,042.00
Total Other Current Liabilities	<u>927,059.69</u>	<u>0.00</u>	<u>927,059.69</u>	<u>916,845.58</u>
Total Current Liabilities	<u>951,253.42</u>	<u>22,666.58</u>	<u>973,920.00</u>	<u>976,001.41</u>
Total Liabilities	<u>951,253.42</u>	<u>22,666.58</u>	<u>973,920.00</u>	<u>976,001.41</u>
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	497,246.00	256,046.00	753,292.00	677,145.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	60,343.60	80,764.58	141,108.18	223,273.25
Current Year Income Less Expense	60,371.97	37,937.96	98,309.93	-6,018.07
Total Equity (End of Year)	<u>617,961.57 *</u>	<u>374,748.54 **</u>	<u>992,710.11</u>	<u>894,400.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,569,214.99</u></u>	<u><u>397,415.12</u></u>	<u><u>1,966,630.11</u></u>	<u><u>1,870,401.59</u></u>

IFLS Library System
Revenue and Expense Statement
January through December 2020

	Jan - Dec 20	Jan - Dec 19
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,200,056.00
5200 · Interest Income/General Funds	8,936.94	37,502.62
5263 · MORE Management Income	11,600.00	10,000.00
5280 · Technology Income	8,466.77	9,863.60
5300 · Miscellaneous Income	213.29	4,086.87
Total Income	1,229,273.00	1,261,509.09
Expense		
6500 · Salaries/Wages	507,163.19	527,626.64
6560 · Payroll Expenses	133,372.31	155,061.01
8070 · New Furnishings/Equipment <\$500	0.00	51.10
8530 · Bank & Direct Deposit Fees	542.67	133.00
8540 · Annual Audit	6,350.00	6,430.00
8620 · Collection/Electronic Resources	25,428.76	44,399.00
8630 · Wis Pub Lib Consortium Membshp	5,605.00	5,605.00
8670 · Professional Memberships	1,587.70	1,793.73
8690 · Librarian Workshops - General	4,209.85	5,870.49
8700 · CE/Collaboration Projects	350.00	200.00
8702 · Crisis Prevention Training	0.00	40.80
8710 · CE Grants - General	3,396.25	2,400.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	1,651.49	6,206.89
8735 · Library Consulting Expenses	300.00	593.13
8740 · Field Visits	3,470.79	6,831.18
8741 · Field Visits - Tech Support	288.15	0.00
8755 · Programming Kits	124.84	1,088.10
8812 · ILL Fees & Verification Sources	8,545.35	8,420.41
8850 · Delivery Service	268,006.08	260,410.51
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00
8864 · Wide-Area Network (WAN)	8,870.00	8,870.00
8890 · IFLS Contrib - MORE Operating	88,158.00	85,177.00
8898 · LEAN WI/Shared Tech WVLS	51,451.30	52,745.00
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00
8971 · Web Development	744.91	1,006.80
9010 · IFLS Committee Meetings	391.75	3,498.69
9020 · Professional Materials	1,151.21	966.42
9030 · Postage	140.31	773.87
9050 · Telephone	2,286.60	4,176.21
9060 · Supplies	581.62	878.40
9080 · Printing	195.98	1,350.40
9123 · Building Overhead Expenses	14,088.52	19,261.32
9140 · Photocopier Costs	2,042.78	2,248.98

IFLS Library System
Revenue and Expense Statement
January through December 2020

	Jan - Dec 20	Jan - Dec 19
9160 · Computers	7,453.09	4,881.25
9190 · System Vehicle Expenses	1,551.48	2,408.63
9220 · Insurance	4,751.48	5,016.01
9235 · Coronavirus Expenses	3,861.74	0.00
9240 · Contingency	158.19	920.74
9241 · Credit Card Reward Program	-2,150.00	-710.39
9245 · Capital Expenditures	5,160.00	0.00
Total Expense	1,185,407.39	1,250,756.32
Net Ordinary Income	43,865.61	10,752.77
Pass-thru Income/Expense		
Pass-thru Income		
5470 · LSTA #17 - PLSR Sys Redesign 3	0.00	8,013.79
5471 · LSTA #17 - WPLC Biblioboard Inc	0.00	24,000.00
5472 · LSTA 2020 Income	17,398.80	0.00
5506 · TEACH Grant Income	0.00	2,910.00
5620 · Shared Cataloging Svc Income	173,903.79	138,361.65
5702 · Billable Project Income	189,060.62	202,057.68
Total Pass-thru Income	380,363.21	375,343.12
Pass-thru Expense		
8830 · Shared Cataloging Service	173,903.79	130,733.96
8940 · Projects Billable to Libraries	172,554.26	185,507.72
9920 · TEACH Grant Expenses	0.00	2,910.00
9976 · LSTA #17 - PLSR Syst Redesign 3	0.00	8,013.79
9977 · LSTA #17 - WPLC Biblioboard	0.00	24,000.00
9978 · LSTA 2020 Expenses	17,398.80	0.00
Total Pass-thru Expense	363,856.85	351,165.47
Net Pass-thru Income	16,506.36	24,177.65
Year-to-date Income less Expense (IFLS Funds)	60,371.97	34,930.42
 MORE Shared System Income less Expense		
5670 · MORE Shared System Income	825,898.00	732,081.00
9500 · MORE Shared Automation Expenses	787,960.04	773,029.49
Year-to-date Income less Expense (MORE Funds)	37,937.96	-40,948.49
 Year-to-date Income less Expense (ALL Funds)	98,309.93	-6,018.07

Indianhead Federated Library System
2020 Actual Amounts w/Revised Budget (Approved by the Board on 9/23/20)
3-Feb-21

Line Item Description	Staff	2020 Preliminary Budget	2020 Revised Budget	2020 Actual Figures	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Services - Special Users	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
REVENUES:																
1 State Aids	JB	1,200,056	1,200,056	1,200,056	195,449	169,056	124,768	-	143,793	301,177	98,392	38,006	27,365	56,861	46,189	1,200,056
2 Interest Income	JB	20,000	9,000	8,937	8,937		-									8,937
3 Miscellaneous Income	JB	15,800	17,800	20,280	213	8,467	11,600									20,280
4 SUBTOTAL REVENUES		1,235,856	1,226,856	1,229,273	204,599	176,523	136,368	-	143,793	301,177	98,392	38,006	27,365	56,861	46,189	1,229,273
Pass-thru Income:																
5 Grant Income (Pass-thru)	GF/LL	-	15,000	17,399		499	-				16,900	-		-		17,399
6 Pass-thru/Shared Cataloging Svc	LR	160,170	173,000	173,904			173,904									173,904
7 MORE Shared Sys Income (Pass-thru)	JT	819,900	819,900	825,898				825,898			-					825,898
8 Pass-thru (billable) Income	MISC	150,000	180,000	189,061		95,447	65,594	-			-			24,800	3,220	189,061
SUBTOTAL PASS-THRU EXPENSES		1,130,070	1,187,900	1,206,262	-	95,946	239,498	825,898	-	-	16,900	-	-	24,800	3,220	1,206,262
9 Carry over of State Aids/Interest (est)	JB	429,203	557,590	557,590	397,590	80,000	65,000				15,000					557,590
10 Carry over of MORE Funds/Interest (est)	JB	309,303	336,811	336,811				336,811								336,811
TOTAL REVENUE		3,104,432	3,309,157	3,329,936	602,189	352,469	440,866	1,162,709	143,793	301,177	130,292	38,006	27,365	81,661	49,409	3,329,936
EXPENSES:																
12 Total Hours by Program					2830	4100	11916	6520	3470	1339	1900	790	190	1215	1370	35,640
13 Percentage of Hours by Program					9.7%	14.1%	40.9%	22.4%	11.9%	4.6%	6.5%	2.7%	0.7%	4.2%	4.7%	122.4%
15 Salaries & Fringes (% of time in Program)	ALL	1,053,143	979,400	918,936	124,296	91,669	37,822	278,400	128,990	32,300	82,157	36,197	8,241	55,135	43,728	918,936
16 Audit	JB	6,752	6,350	6,350	6,350											6,350
17 Bank Service Charges	JB	500	800	543	543											543
18 New Furnishings/Equip <\$500	JG	500	100	-	-											-
19 Collection/Electronic Resources/Lynda	JT	25,470	25,470	25,429		25,429										25,429
20 Wis Pub Lib Consortium Membership	MW	5,605	5,605	5,605		5,605										5,605
21 Professional Memberships	JT	3,200	3,200	1,588							1,588					1,588
22 Librarian Workshops/All	LL	6,500	4,025	4,210							2,105	1,295		810		4,210
23 CE Collaboration Projects	LL	500	350	350							350					350
24 Library Accessibility Audits	JT	-	5,764	-								-				-
25 Crisis Prevention Training (unfunded LSTA)	LL	500	-	-							-					-
26 CE Grants - WLA Conference	LL	3,000	3,650	3,396							3,396					3,396
27 IFLS Staff Dvlpmt & Prof Mtgs	JT	10,000	4,000	1,651							1,651					1,651
28 Library Consulting Expenses	JT	600	450	300							300					300
29 Field Visits	JT	9,000	7,500	3,759		288	564				2,907			125		3,759
30 Story/Programming Kits & Dies	LL	1,200	125	125												125
31 ILL Fees & Verification Sources	MW	9,000	9,000	8,545					8,545							8,545

Line Item Description	Staff	2020 Preliminary Budget	2020 Revised Budget	2020 Actual Figures	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Services - Special Users	Library Collection Development	Lib Svc to Youth	Public Information	TOTALS
32 Resource Lib (LEPhillips) Collection Grants	JT	23,000	23,000	23,000					4,000				19,000			23,000
33 Delivery Service - Walco Service	MW	262,000	255,000	241,342						241,342						241,342
34 Delivery Service - State-wide Service	MW	16,773	16,200	16,198						16,198						16,198
35 Delivery Service - Bags/Lost/Misc.	MW	3,800	11,100	10,466						10,466						10,466
36 Wide-Area Network Costs:	KS	-	-	-												-
37 WISCNET Annual Ongoing Costs	KS	-	-	-		-										-
38 T-1 Line Annual Cost	KS	3,000	3,000	1,500		1,500										1,500
39 WAN/CINC Maintenance	KS	7,370	7,370	7,370		7,370										7,370
40 MORE Library Subsidy	JB	88,158	88,158	88,158			88,158									88,158
41 MORE Cataloging Subsidy	JT	-	-	-			-									-
42 Cinc Data Center	KS	-	-	-		-	-									-
43 LEANWI/Shared Tech w/WVLS	KS	63,000	62,000	51,451		51,451										51,451
44 Library Technology Projects	KS	-	-	-		-										-
45 Long Range Planning Meetings	JT	-	-	-	-											-
46 Campaign for Wisconsin Libraries	JT	1,200	1,200	1,126											1,126	1,126
47 Web Development	KS	1,100	1,100	745											745	745
48 IFLS Committee Mtgs/Roundtables:	JT	5,150	560	392	392		-									392
49 Professional Materials	JT	1,500	1,410	1,151							1,151					1,151
50 Postage - General	JG	450	150	140	14	20	57	-	17	6	9	4	1	6	7	140
51 Telephone - Local, Long Dist, 800# Svc	JB	3,000	2,000	627	61	88	257	-	75	29	41	17	4	26	29	627
52 Telephone - MORE (notice calls)	JB	6,000	6,000	940	-	-	940	-	-	-	-	-	-	-	-	940
53 Telephone - Cell Phone Service	JB	960	960	720	240	240	240									720
54 Supplies - General Office & PR Supplies	JG	1,120	870	582	582											582
55 Printing - IFLS Identity Materials	RK	400	400	196	196											196
56 Printing - PR & Promotional Materials	RK	500	500	-											-	-
57 Building/Land Overhead Costs	JB	24,430	23,200	14,088	1,369	1,984	5,765	-	1,679	648	919	382	92	588	663	14,088
58 Copier Maint. Agreement & Paper	JG	1,476	2,095	2,043	199	288	836	-	243	94	133	55	13	85	96	2,043
59 Computer Hardware Upgrades/Spls	KS	5,900	8,400	7,453		7,453										7,453
60 System Vehicle - Gas/Maint/Insurance	KS	3,500	3,200	1,551		-					1,551					1,551
61 Insurance - Bldg/Equip, Liab, WComp, Bond	JB	2,745	2,745	2,706	2,706						-					2,706
62 Insurance -Workers Comp	JB	2,500	2,500	2,045	199	288	837	-	244	94	133	55	13	85	96	2,045
63 Contingency & Credit Card Reward Exp	JT	1,000	3,500	1,870	1,870											1,870
SUBTOTAL EXPENSES		1,665,502	1,582,407	1,458,647	139,016	193,672	135,476	278,400	143,793	301,177	98,392	38,006	27,365	56,861	46,490	1,458,647

Line Item Description	Staff	2020 Preliminary Budget	2020 Revised Budget	2020 Actual Figures	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Services - Special Users	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
Pass-thru Expenses:																
Pass-thru/MORE Expenses (less Mgmt)	LR	573,546	573,546	509,560				509,560			-					509,560
Pass-thru/Shared Cataloging Svc	LR	160,170	173,000	173,904			173,904									173,904
Pass-thru/Grant Expenses	GF/LL	-	15,000	17,399	-	499	-				16,900	-		-		17,399
Pass-thru/Misc Billable Expenses	MISC	150,000	180,000	172,554	51	78,298	66,486	-			-			24,800	2,919	172,554
SUBTOTAL PASS-THRU EXPENSES		883,716	941,546	873,417	51	78,797	240,390	509,560	-	-	16,900	-	-	24,800	2,919	873,417
TOTAL EXPENSES		2,549,218	2,523,953	2,332,064	139,067	272,469	375,866	787,960	143,793	301,177	115,292	38,006	27,365	81,661	49,409	2,332,064
Percentage of Expenses by Program				2,337,224	6.0%	11.7%	16.1%	33.8%	6.2%	12.9%	4.9%	1.6%	1.2%	3.5%	2.1%	100.0%
Capital and Reserves:																
Capital Expenditures		6,000	6,000	5,160	5,160											5,160
Reserves - MORE Hardware/Software	JB	224,000	224,000	224,000				224,000								224,000
Reserves - MORE Future Yr	JB	-	65,000	65,000				65,000								65,000
Reserves - Building/Land	JB	65,000	65,000	65,000	65,000											65,000
Reserves - MORE Startup Assist/Subsidy	JB	10,000	10,000	15,000			15,000									15,000
Reserves - Shared Svcs Prog/Bldg Expan	LR	50,000	50,000	50,000			50,000									50,000
Reserves - Vehicle Replacement	JB	25,000	25,000	25,000	25,000											25,000
Reserves - Personnel	JB	40,000	40,000	50,000	50,000											50,000
Reserves - WAN/Web Equip Replacement	GF	20,000	20,000	40,000		40,000										40,000
Reserves - System Equipment/Furnishings	JB	20,000	20,000	40,000	40,000											40,000
Reserves - Tech Project/Billable Reserves	JB	30,000	30,000	40,000		40,000										40,000
Reserves - Future Yr Operating Budgets	JB	-	185,551	185,551	185,551											185,551
Reserves - Computer Lab Replacement	GF	10,000	10,000	15,000							15,000					15,000
TOTAL Carryover Funds for the Next Year		55,214	34,653	178,161	92,411	(0)	0	85,749	0	(0)	0	(0)	0	0	0	178,161

End-of-Year Carryover Breakdown:

IFLS Carryover Reserves	270,000	270,000	340,000
IFLS Carryover Committed		185,551	185,551
IFLS Carryover Uncommitted	1,957	18,888	92,411
MORE Carryover Reserves	224,000	224,000	224,000
MORE Carryover Committed		65,000	65,000
MORE Carryover Uncommitted	53,257	15,765	85,749

IFLS Annual Report - 2020

Section VII. System Membership Listing

BARRON COUNTY *(County Plan Revision - 2017 - 2022)*

Barron Public Library - Barron
Calhoun Memorial Library - Chetek
Cameron Public Library - Cameron
Cumberland Public Library - Cumberland
Rice Lake Public Library - Rice Lake
Turtle Lake Public Library - Turtle Lake

CHIPPEWA COUNTY *(County Plan Revision - 2020 - 2024)*

G E Bleskacek Family Memorial Library - Bloomer
Cadott Community Library - Cadott
Chippewa Falls Public Library - Chippewa Falls
Cornell Public Library - Cornell
D R Moon Memorial Public Library - Stanley

DUNN COUNTY *(County Plan Revision - 2013/Renews Annually)*

Boyceville Public Library - Boyceville
Clarella Hacket Johnson Library - Sand Creek
Colfax Public Library - Colfax
Menomonie Public Library - Menomonie
- Branch - Elk Mound - Elk Mound

EAU CLAIRE COUNTY *(County Plan Revision - 2013 - 2018) (Planning in progress)*

Altoona Public Library - Altoona
Augusta Public Library - Augusta
Fairchild Public Library - Fairchild
Fall Creek Public Library - Fall Creek
L E Phillips Memorial Public Library - Eau Claire

PEPIN COUNTY *(County Plan Revision - 2006/Renews Annually)*

Durand Free Library - Durand
Pepin Public Library - Pepin

PIERCE COUNTY *(County Plan Revision - 2014 - 2019)*

Ellsworth Public Library - Ellsworth
Elmwood Public Library - Elmwood
Plum City Public Library - Plum City
Prescott Public Library - Prescott
River Falls Public Library - River Falls
Spring Valley Public Library - Spring Valley

Section VII. System Membership Listing

POLK COUNTY *(County Plan Revision - 2019 - 2024)*

Amery Public Library - Amery
Balsam Lake Public Library - Balsam Lake
Centuria Public Library - Centuria
Clear Lake Public Library - Clear Lake
Dresser Public Library - Dresser
Frederic Public Library - Frederic
Luck Public Library - Luck
Milltown Public Library - Milltown
Osceola Public Library - Osceola
St Croix Falls Public Library - St Croix Falls

PRICE COUNTY *(County Plan Revision - 2018 - 2023)*

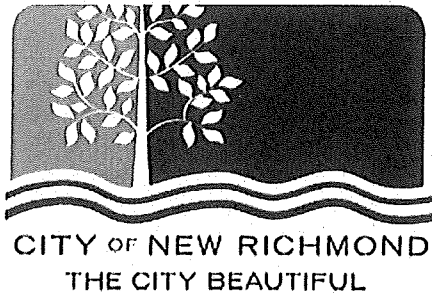
Ogema Public Library - Ogema
Park Falls Public Library - Park Falls
Phillips Public Library - Phillips

RUSK COUNTY *(County Plan Revision - 2017 - 2022)*

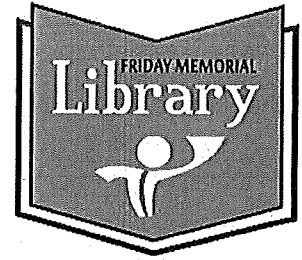
Bruce Public Library - Bruce
Rusk County Community Library - Ladysmith
Hawkins Area Library & Historical Center - Hawkins

ST CROIX COUNTY *(County Plan Revision - 2019 - 2022)*

Baldwin Public Library - Baldwin
Carleton A Friday Memorial Library - New Richmond
Deer Park Public Library - Deer Park
Glenwood City Public Library - Glenwood City
Hammond Community Library - Hammond
Hazel Mackin Community Library - Roberts
Hudson Public Library - Hudson
Somerset Public Library - Somerset
Woodville Public Library - Woodville



155 East 1st Street
New Richmond, WI 54017
Phone: 715.243.0431
Fax: 715.246.2691



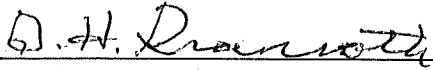
February 22, 2021

IFLS Library System
Jon Thompson, IFLS Director
1538 Truax Blvd
Eau Claire, WI 54703

Dear John,

Upon completion of the Wisconsin Department of Public Instruction's 2020 Annual Report, Friday Memorial Library was deemed out of compliance. This was documented in Section XIV, 4 : The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated to the library fund [s. 43.58(1)]. During 2020, the Library Board did not have exclusive control of the Library's spending. City Administration established many new procedures for all City Departments as precautionary measures to ensure the City was in a stable financial situation moving through the pandemic. However, that removed the fund control from the Library Board.

While the Library Board did not have exclusive control in 2020, moving forward we understand the powers and duties as outlined and set forth in Wisconsin State Statute Chapter 43.


Gordon Granroth
Library Board President


Noah Wiedenfeld
Interim City Administrator

Cc: City Council, Library Board

Friday Memorial Library

www.newrichmondlibrary.org
info@newrichmondlibrary.org

**Statement Concerning Public Library System Effectiveness
Responses received from Public Library Annual Reports for 2020**

Amery

The IFLS Library Staff has been incredibly helpful during these unprecedented times! They all deserve kudos!

Cameron

IFLS Library System staff truly rose to the challenge of 2020 with their response to COVID. They went above and beyond to provide resources, information, and support. Collectively, they were the glue and a source of reason that kept our libraries linked together and allowed us to continue to serve our communities in the best way possible. We can't begin to thank them enough.

Chetek

IFLS provides CEU opportunities, annual report workshop, technical services, group purchase coordination, legal advice, circulation services and this past year the zoom-type check-ins have been helpful and comforting.

Clear Lake

IFLS staff was very supportive during 2020. The check-ins were very beneficial. The additional resources were greatly appreciated. Thank you.

Colfax

We are very pleased with the support and guidance received from IFLS in 2020. It was a hard year and they helped us through it.

Deer Park

The IFLS library system provided excellent support and guidance throughout the unusual year of 2020. The COVID-19 pandemic added many challenges and questions to libraries throughout the state. Through Zoom meetings and emails the IFLS staff communicated information and suggestions for handling the challenges that Deer Park Public Library faced including how to handle library materials to best keep library staff and users safe, how to proceed with closing the library, how to resume services safely, and general support for stress that library staff might be experiencing. This was in addition to their regular responsibilities for maintaining operations.

Eau Claire/Resource Library

IFLS Library System has supported LEPMPL through difficult times in 2020. We are grateful for their leadership while facing unprecedented health and safety concerns brought on by the COVID-19 pandemic, as well as issues related to social injustice turmoil and political unrest. IFLS Library System staff were also responsive to the unique needs of LEPMPL as we administered the design and development of a renovation and expansion of our facility and the launch of a new online catalog.

Ellsworth

IFLS Library System staff were extremely helpful during this difficult year, providing guidance on policies/procedures related to the pandemic, sources for reliable information related to the pandemic, and opportunities to check in with colleagues on a regular basis.

Fairchild

Yes, the library system provided excellent, effective leadership and more than adequately met the needs of the library.

Frederic

There is instant support via help tickets, email, or phone calls. We've always received courteous and complete response and support from System personnel.

Rice Lake

Throughout 2020, the Rice Lake Public Library turned to our IFLS Library System again and again for information, resources, and support. This incredibly challenging year was made bearable thanks to the creative and impressive problem-solving skills the IFLS staff displayed. Dealing with the pandemic as a public library was difficult, but somehow IFLS continued to be the bedrock for the 50 public libraries in our shared system. IFLS communications kept staff and Board members in the loop during difficult statewide discussions and continued to foster an incredible, inclusive community for our libraries. Weekly check-ins (for directors, adult services, and youth services), nearly instantaneous responses from John and the IFLS team, and weekly digests ensured that library staff remained well-informed in an ever-evolving situation. The RLPL is so grateful to be a member of the IFLS Library System.

St. Croix Falls

IFLS provides excellent services and leadership. IFLS staff answers all questions in a timely manner and is willing to provide one-on-one assistance when necessary.

Stanley

IFLs staff are always an invaluable support and resource to us, and that has been no more-true than in this past year of upheaval.

Certificate of Recognition
Awarded to

Dave Hardin

WHEREAS, Dave Hardin served on the IFLS Board of Trustees representing St. Croix County from January 2018 - December 2020 AND

WHEREAS, Dave Hardin served on the IFLS Executive Committee in 2019 AND

WHEREAS, Dave Hardin served on the IFLS Personnel Committee in 2019-2020 AND

SO NOW, THEREFORE BE IT RESOLVED that the IFLS Library System Board of Trustees go on record commending Dave Hardin for his service to the IFLS Library System and its member libraries.

DATED this 24th day of March, 2021

IFLS Library System Board of Trustees

Certificate of Recognition
Awarded to

Chuck Hull

WHEREAS, Chuck Hull served on the IFLS Board of Trustees representing Chippewa County from May 2016 – May 2020 AND

SO NOW, THEREFORE BE IT RESOLVED that the IFLS Library System Board of Trustees go on record commending Chuck Hull for his service to the IFLS Library System and its member libraries.

DATED this 24th day of March, 2021

IFLS Library System Board of Trustees

Certificate of Recognition
Awarded to

Robert Mercord

WHEREAS, Robert Mercord served on the IFLS Board of Trustees representing
Pierce County from June 2013 - April 2020 AND

SO NOW, THEREFORE BE IT RESOLVED that the IFLS Library System Board
of Trustees go on record commending Robert Mercord for his service to the IFLS
Library System and its member libraries.

DATED this 24th day of March, 2021

IFLS Library System Board of Trustees

Certificate of Recognition
Awarded to

Mildred Larson

WHEREAS, Mildred Larson served on the IFLS Board of Trustees representing Eau Claire County from January 2017 - March 2020 AND

WHEREAS, Mildred Larson served on the IFLS Personnel Committee in 2018 AND

SO NOW, THEREFORE BE IT RESOLVED that the IFLS Library System Board of Trustees go on record commending Mildred Larson for her service to the IFLS Library System and its member libraries.

DATED this 24th day of March, 2021

IFLS Library System Board of Trustees

IT Director Report

IFLS Board of Trustees, March 2021
Kris Schwartz, IT Director

#20-21

CARES Act Grant

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) became Public Law Number 116-136. The CARES Act includes a provision that appropriated an additional \$50 million for the federal Institute of Museum and Library Services (IMLS) to prevent, prepare for, and respond to coronavirus, including grants to states, territories and tribes to expand digital network access, purchase internet accessible devices, and provide technical support services.

The Lean Wisconsin partnership has been working with the libraries in our 3 systems to help them use the CARES act grant money to expand their WiFi networks and cover costs related to the COVID-19 pandemic. Some of the libraries are using the grant to expand their wireless coverage farther outside the building to allow patrons to have access to the WiFi outside the library during the pandemic. Others are using the grant to add or move network cabling to be able to space public computers out further to allow for social distancing. There have been a few libraries that have installed weatherproof outdoor lockers to help with curbside pickup.

Email security training for library staff

Last year library systems in Wisconsin were awarded a grant for internet and email security training provided through a company called Infosec IQ. With the emergence of numerous versions of ransomware that are generally delivered via phishing emails this is very important and useful training for the libraries. The training is sent out via email campaigns and include a short video and a test after the video to gather data on what information was retained. The training provided helps library staff to recognize what to look for in an email that will tell them the email is phishing. After the campaign is complete, we are given data on how staff scored on the tests overall and can use that data to create future campaigns that are less general and more focused on where the training is needed. So far, the first campaign went well, and we will be launching a new campaign quarterly to keep the new information fresh in everyone's mind and as a reminder to be on the lookout for spam and phishing attempts.

MORE Administrator's Report

Lori Roholt

March 2021 – IFLS Board of Trustees

New MORE-member libraries

LSTA grant funds have been awarded for Fairchild Public Library and Durand Community Library to join MORE. Fairchild Public Library is already a MORE member currently in preparation to “go live” on MORE. Fairchild will be reimbursed for the startup costs they have already incurred. Fairchild’s planned “go live” date is July 1, 2021.

Durand Community Library’s board voted in December to join MORE contingent on receiving grant funds for startup. Now that grant funds have been awarded, MORE Directors Council will need to approve the timeline for the library to join before the library can complete the MORE Participation Agreement. Durand’s tentative “go live” date is January 1, 2022.

Hawkins Area Library and Cornell Public Library are the two remaining IFLS-member libraries that are not members of MORE. Before Fairchild, the last library to join MORE was Ogema in 2012.

MORE library app

A volunteer workgroup comprised of library staff and directors considered two app products for MORE and will be recommending one for purchase to MORE Directors Council. A vote is expected by May. The group considered both BiblioCommons’ BiblioApps and Innovative Interface’s patron mobile app. BiblioApps, which provides a familiar interface and comes at a lower cost, will be recommended to Directors Council.

MORE’s Centralized Cataloging (CABS) service

MORE’s newly-expanded CABS service is well underway, providing high-quality title records for all but 3 MORE-member libraries (up from about half in 2020). Library staff and directors have adapted to some changes necessary for the service to run smoothly, and improved record quality is already apparent.

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby March 17, 2021

Keeping Libraries Connected

- Check-ins continue for directors, youth services, and adult services. I anticipate continuing these—on a less-frequent basis—post-pandemic.
- Three of the CE offerings this winter/spring were directly a result of learning about professional development needs from the check-ins. See below for more information.

Continuing Education/Professional Development Highlights:

- Webinars:
 - The [Ninth Annual Wild Wisconsin Winter Web Conference](#), January 27 and 28. Consultants from 3 systems coordinate and host (I am one of them), and it is sponsored by all 16 library systems and DPI. This year 1748 people attended sessions live (an average of 125 per session), up from 1222 total participants last year. All sessions are recorded.
 - Juli and John and I provided a webinar about filling out the Annual Report, followed by office hours. 34 attended the webinar, and several attended the office hours (probably about 10 at each session). It went as well as it could for a program we are accustomed to doing in-person!
 - Reb Kilde was a stellar presenter during this period—she provided 3 sessions:
 - **Using Plain Language Techniques** on March 4 had 19 live attendees and 4 have watched the recording so far.
 - **Marketing the Summer Library Program** on February 25 and March 11—a 2-part session (with homework in between!)—this was a direct result of Rebecca visiting a youth services check-in. 21 attended the first session live, 5 watched the recording. 14 attended the interactive virtual workshop.
- Upcoming Webinars: Please see the IFLS calendar! <https://iflsweb.org/calendar/>. Please note, there are 2 sessions each of 2 different offerings about Human Resources, after a library director check-in discussion made it clear this is one of the largest challenges library directors are facing.
- Continuing to work on statewide professional development projects—nothing new to report
- Every other month, a small group of librarians who attended a Library Journal course about anti-racism are gathering for a discussion with each other. I facilitate and participate.

Consulting Highlights

- Met with new director in Centuria and interim person in Glenwood City.
- Answered questions about Inclusive Services Assessment and Guide, human resources challenges, Dr. Seuss, and more!

Other projects and learning opportunities

- Ordered materials (webcams, headset microphones, and camera/light stands) for NWLS, WVLS, and IFLS libraries through a Grow with Google grant. Anne Hamland (WVLS) is working to get the materials out to libraries.
- Along with Rebecca Kilde and Kathy Setter, I attended Facilitator Training for the [Compassion Resilience Toolkit](#). It was excellent training, and an excellent resource. We are making plans to roll this out with IFLS staff first, and then offer to the libraries in our system as an inservice.
- The Libraries Activating Workforce Development Skills project has re-booted, we are working to connect with our local Workforce Development Boards, Job Centers, and staff from the Department of Workforce Development.

Reference & Interlibrary Loan Coordinator's Report – March 2021

Meetings/Webinars/Conferences

WPLC Digital Library Steering Committee meeting

WPLC Board meeting

WPLC Selection Committee meeting

MORE Resource Sharing/Collection Development Committee meeting

IFLS Directors Check In meetings as well as the Adult Services Check In meetings

WI System ILL Coordinators meetings

WiLS (Wisconsin Library Services) Membership meeting

NoveList Day of Learning webinars

NW Delivery Discussion meeting – Directors/delivery managers of IFLS Library System, Wisconsin Valley Library System, Northern Waters Library System met with Bruce Smith/DPI to discuss possible future plans for statewide delivery (part of the PLSR implementation planning).

Virtual Training/Consulting Sessions

I have a BlueJeans account (it is like Zoom & was set up for me by Kris) which allows me to set up/provide virtual training/consulting with IFLS librarians on their schedules.

Tori Schoess/Roberts PL - provided New Director Orientation in interlibrary loan, electronic resources, delivery, MORE holds, and collection development.

Anna Zook/Eau Claire PL – training on OverDrive MarketPlace.

Jennifer Rickert/New Richmond PL – consulting on OverDrive MarketPlace & Advantage purchasing.

Meetings with Amy Stormberg/Amery PL and Martha Spangler/Altoona PL, the IFLS representatives on the WPLC Digital Library Steering Committee.

Jenna Beyer/Elmwood PL – provided WISCAT training.

IFLS ILL Clearinghouse Statistics

Requests Received	2017	2018	2019	2020	2021
January	1705	1718	1744	2023	1098
February	1573	1606	1599	1555	1019
March	1716	1897	1554	962	
April	1521	1612	1611	*	
May	1536	1453	1452	*	
June	1503	1462	1357	*	
July	1464	1465	1573	59*	
August	1605	1565	1415	877	
September	1523	1377	1553	817	
October	1693	1607	1760	909	
November	1472	1444	1255	804	
December	1464	1405	1534	922	
Total	18,775	18,611	18,407	8,928	2,117

*April-July 2020 ILL suspended except for digital materials

NOTE: The UW-Madison and the State Historical Society of Wisconsin libraries have restarted interlibrary loan lending.

Maureen Welch 3/17/2021

Board Report for March, 2021

From Rebecca Kilde, PR & Communications coordinator

I led two **virtual events** in the last month. One was a hands-on Marketing Summer Library Programs 2-part webinar and workshop. The second one was about Plain Language. Leah lists all the [workshop archives](#) on our website, and you're welcome to check them out if you find a subject that interests you.

We updated our **monthly newsletter** to focus more on the needs of our trustees and volunteers. If you're not seeing that in your inbox, it may be getting snarled up in your junk filter. If you add the address to your contact list and mark it as "not spam" that should get it to your inbox. Please let me know if you're having issues with that so I can address them on my end.

You can always access [archives](#) of the newsletter, too. A link to sign up or go to archives is on the general [Trustees page](#) on the IFLS website.

2021 IFLS Board of Trustees

Judith Achterhof

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Dunn County Board Member
(Term Exp: 12/2023)

 Executive Committee
 Personnel Committee

IFLS Board of Trustees 2021 Meeting Dates

Wednesday, January 27, 2021	12:30 p.m.
Wednesday, March 24, 2021	12:30 p.m.
Wednesday, May 26, 2021	12:30 p.m.
Wednesday, July 28, 2021	12:30 p.m.
Wednesday, September 22, 2021	12:30 p.m.
Wednesday, November 17, 2021	12:30 p.m.

All meeting dates and times are subject to change.

***Please refer to your mailings for accurate dates and times or
contact Joanne Gardner at 1.800.321.5427 (ext. 110) or gardner@ifls.lib.wi.us***

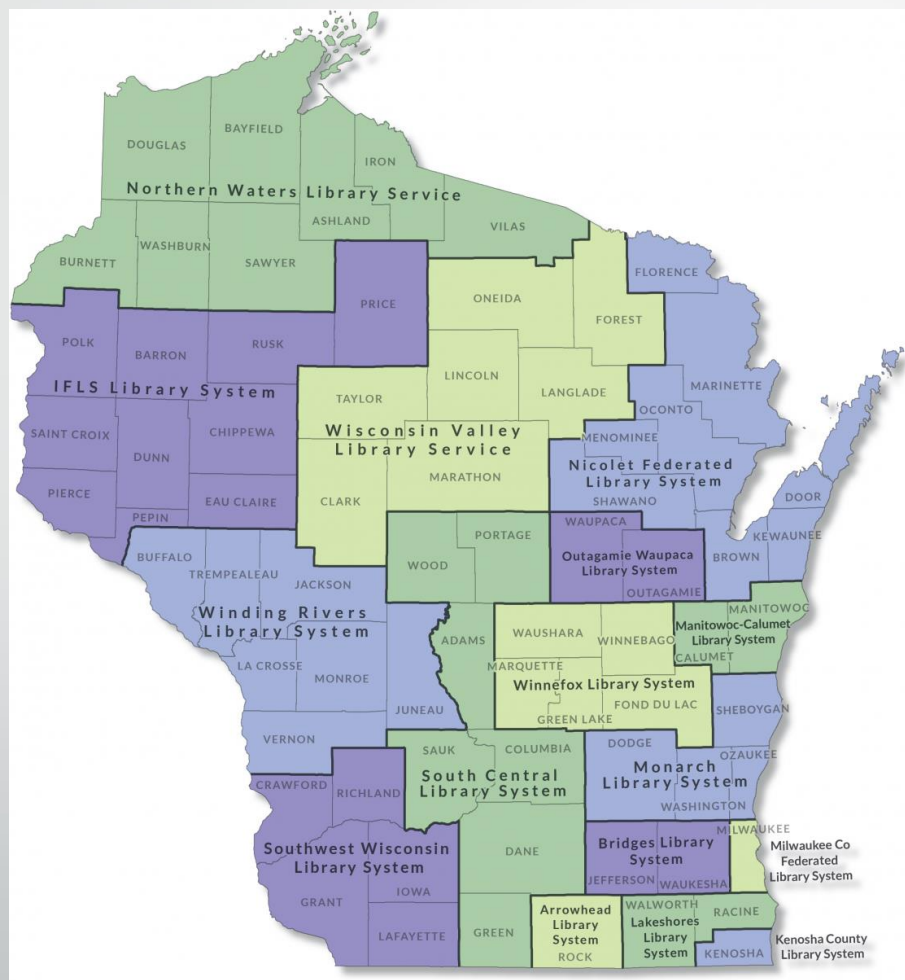


System Board Roles and Responsibilities

2021

John Thompson, System Director

IFLS – 1 of 16



IFLS– 1 of 16

Arrowhead Library System	\$ 467,820
Bridges Library System	\$ 1,297,789
Indianhead Federated Library System	\$ 1,200,056
Kenosha County Library System	\$ 425,230
Lakeshores Library System	\$ 680,193
Manitowoc-Calumet Library System	\$ 332,902
Milwaukee County Federated Library System	\$ 2,855,319
Monarch Library System	\$ 1,140,891
Nicolet Federated Library System	\$ 1,140,645
Northern Waters Library Service	\$ 564,347
Outagamie Waupaca Library System	\$ 647,980
South Central Library System	\$ 2,199,966
Southwest Wisconsin Library System	\$ 387,543
Winding Rivers Library System	\$ 818,836
Winnefox Library System	\$ 944,892
Wisconsin Valley Library Service	\$ 908,691

Roles and Responsibilities of Library System Board

- As a library system trustee, you occupy a unique position in Wisconsin's pattern of library services. Perhaps most important of all, when you represent the library system, you need to consider not only your community or your county, but the entire region served by your library system and the many libraries and users of that region.

Roles and Responsibilities of Library System Board

- A public library system board of trustees has the same legal powers as a municipal library board with respect to system-wide functions and services that a municipal library board has with respect to local functions and services.
- Library system boards have significant responsibilities for fiscal policy making, fiscal planning, and fiscal oversight.
- Effective public library system trustees should be willing to assume a leadership role in legislative lobbying or advocacy at the state and federal level.
- Like your counterparts at other service levels, you are policy-makers. As a system trustee, however, you cannot make policies for any system member libraries. You should avoid any unnecessary interference with the autonomy of member libraries.

Roles and Responsibilities of Library System Board

- Library Trustee job description
 - Review and update board bylaws (reviewed 2019)
 - Assist with development and approval of long range plan
 - Advocate for the Library System and Libraries
 - Attend library conferences, workshops and other library education opportunities
 - Work as a team member in support of library system services
 - Provide input on library needs and interest to help guide services to meet member library needs

Roles of System Board and Director

	Board	Director
Board Meetings	Review Agenda before meeting	Prepare agenda with Board President
	Study background materials	Prepare background materials
	Know Open Meetings Law	Know Open Meetings Law
	Support Board Decisions	Support Board Decisions
	Approve Minutes	Maintain meeting records
	Be an active participant	Act as technical advisor
Planning	Approve Long Range Plan	Draft Long Range Plan
	Provide input on library needs	Solicit library input

Roles of System Board and Director

	Board	Director
Personnel	Hires/evaluates Director	Hires/evaluates staff
	Approves Wages	Recommends wages
Budget	Approves Budget	Drafts Budget
	Approves Expenditures	Expend Budget
	Approves Financial Report	Prepares Financial Report
Policy	Approves Policy	Reviews policy examples/samples and relevant laws prior to drafting policy
	Reviews Existing Policies	Reviews Existing Policies

Roles of System Board and Director

	Board	Director
Advocacy	Supports the Library System and library issues	Informs the System Board on library issues and law
	Attend Library Legislative Day	Attend Library Legislative Day
	Attend candidate forums	Network with legislators
	Contact legislators via letters, emails or phone calls	
		Prepare/share talking points



Library Law

Overview



- Chapter 43 (Wisconsin Statutes about public libraries)
- Open Meeting Law
- Public Record Law
- Americans with Disabilities Act
- And more

Wisconsin Statutes

- Wisconsin Statutes are available in print and online in PDF format <http://legis.wisconsin.gov/rsb/Statutes.html>
- A searchable database is also available <http://legis.wisconsin.gov/rsb/stats.html>

Libraries--Chapter 43

- Sections pertaining to Public Libraries
 - 43.09 Certificates and Standards
 - Director certification authority (Rules in Administrative Code)
 - 43.11 County Library Planning Committees
 - Outlines the creation of a county wide library planning committee and their duties and powers
 - 43.12 County Payment for Library Services
 - More commonly known as ACT 150; details formula for home county and adjacent counties

Libraries--Chapter 43

- Sections pertaining to Public Libraries
 - 43.15 Standards for Public Library Systems
 - Population of system
 - Financial Support
 - Organization
 - Membership requirements
 - County
 - Local Library
 - 43.16 Resource Libraries
 - Usually largest library in system

Libraries--Chapter 43

- Sections pertaining to Public Libraries
 - 43.17 Public Library Systems; general provisions
 - Board Organization/Terms
 - Advisory Committee
 - 43.18 Withdrawal, abolition and expulsion
 - Outlines leaving a system
 - 43.19 Federated Public Library Systems
 - Size of board in multi county systems
 - IFLS 20 member board

Libraries--Chapter 43

- Sections pertaining to Public Libraries
 - 43.57 Consolidated County Libraries and County Library Services
 - 43.60 County Tax
 - Outlines exempting from County Library tax for municipality with a library

Libraries--Chapter 43

- Sections pertaining to Public Libraries
 - 43.30 Public Library Records (known as library privacy law)
 - Library Records are Confidential
 - Custodial Parent for children under the age of 16
 - Release to other libraries
 - Court order needed
 - Surveillance Device release for Law Enforcement if library requests or criminal conduct within library
 - Use of collection agencies or law enforcement is allowable with Library Board approved policy

Libraries--Chapter 43

- Sections pertaining to Public Libraries
 - 43.52 Municipal Libraries
 - Outlines starting a new library
 - Libraries shall be free for use
 - Opinion by Library Division on feasibility

Libraries--Chapter 43

- Sections pertaining to Public Libraries
 - 43.53 Joint Libraries
 - Created by 2 or more municipalities or county and one or more municipalities
 - Agreement Requirements
 - Fiscal Agent
 - Distribution of assets if dissolved
 - Library Board establishment

Libraries--Chapter 43

- Sections pertaining to Public Libraries
 - 43.54 Municipal Library Board Composition
 - Appointed by Mayor, Village President or Town Chairperson with approval of governing body
 - Composition
 - School District Administrator or their designee
 - Only one governing board member (not required)
 - Up to two may be residents of other municipalities

Libraries--Chapter 43

- Sections pertaining to Public Libraries
 - 43.54 Municipal Library Board Composition
 - Terms
 - Three year staggered
 - No term limit by library board (can be set by municipal board)
 - Size of Board
 - Village -- 5 (but can be increased to 7)
 - 2nd or 3rd Class City -- 9
 - 4th Class – 7

Libraries--Chapter 43

- Sections pertaining to Public Libraries
 - 43.58 Powers and Duties
 - Exclusive control of all library expenditures
 - Supervising the administration of the library and appointing a library director
 - Prescribing the duties and compensation of all library employees
 - Purchasing of a library site and the erection of the library building when authorized
 - Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes

Libraries--Chapter 43

- Sections pertaining to Public Libraries
 - 43.60 County Appointments to municipal and joint public library boards
 - 1. If the annual sum appropriated by the county to the public library is equal to at least one-sixth, but less than one-third, of the annual sum appropriated to the public library by any municipality in which the public library is located during the preceding fiscal year, one additional member.
 - 2. If the annual sum appropriated by the county to the public library is equal to at least one-third, but less than one-half, of the annual sum appropriated to the public library by any municipality in which the public library is located, 2 additional members.
 - 3. If the annual sum appropriated by the county to the public library is equal to at least one-half, but less than two-thirds, of the annual sum appropriated to the public library by any municipality in which the public library is located, 3 additional members.
 - 4. If the annual sum appropriated by the county to the public library is equal to at least two-thirds, but less than the annual sum appropriated to the public library by any municipality in which the public library is located, 4 additional members.
 - 5. If the annual sum appropriated by the county to the public library is equal to at least the annual sum appropriated to the public library by any municipality in which the public library is located, 5 additional members.

Open Meeting Law

- Contained in Chapter 19 General duties of public officials
- Meeting notice posted at least 24 hours in advance
 - Provided to the official local newspaper
 - Any news organization requesting a copy
 - Posted in one or more public locations (usually three locations)
 - Library
 - City/Village/Town Hall

Open Meeting Law

- Agenda
 - Time, date, place and all subjects to be discussed or acted upon
 - Can't use "other business" as agenda item
- Held in Accessible Location
- Provide accommodations if requested
- Minutes must be kept and made available to public

Open Meeting Law

- Meeting Quorum
 - Majority of board
 - Purpose to engage in business
 - Email Quorum
 - Can't make decision or influence decisions via email
 - Use email to distribute agenda; not for discussion or poll
 - Negative Quorum
 - If 2/3 vote is needed then a block of members that meet/discuss outside a meeting to oppose an item

Open Meeting Law

- Closed Session – limited reasons to go into closed session
 - Listed in Statute 19.85
 - Consider Employment, promotion, compensation, or performance evaluation data of any employee
 - For specific individual not general wage increases, compensation, or personnel policies
 - Consider dismissal, demotion or discipline of employee
 - Employee can request discussion be in open session

Open Meeting Law

- Closed Session – limited reasons to go into closed session
 - Listed in Statute 19.85
 - Deliberate purchase of public property
 - Confer with legal counsel
 - Other reasons but most often don't apply to libraries

Open Meeting Law

- Agenda must indicate any contemplated closed session, subject matter of closed session and the specific provision
 - 19.85 (1)(c) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Conduct Library Director Evaluation*

Open Meeting Law

- Board must first convene in open session
- Announce intention to go into closed session
- Must state reason for going into closed session
- Requires a motion, second and roll call to go into closed session
- Attendance limited to board, necessary staff and others whose presence is needed

Open Meeting Law

- Discussion in closed session limited to stated agenda purpose
- Most if not all votes should be taken in open session
- Must notice that board will reconvene in open session.
- Legal penalties range from \$25 to \$300 per violation
- Actions can be voided if law violated

Public Records Law

- Must respond to requests
 - Don't have to be written requests
 - Can view or receive copies regardless of format
- Personnel Records
 - Balance test--public good versus privacy
 - Personal information like SS# can be removed
- Need record retention policy
- Staff Email
 - Personal emails not public per Supreme Court Ruling

Resources

- IFLS Trustee Resource Page <http://www.iflsweb.org/trustees>
- Tools and Resources for Public Library Directors and Board Members <http://dpi.wi.gov/pld/boards-directors>
- Trustee Essentials <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>
- Wisconsin Policy Resources <http://dpi.wi.gov/pld/boards-directors/policy-resources>
- Wisconsin State Statute Chapter 43 Libraries <http://docs.legis.wisconsin.gov/statutes/statutes/43.pdf>
- Wisconsin Public Library Standards <http://dpi.wi.gov/pld/boards-directors/library-standards> (Sixth edition: March 2018)

Open Meeting Resources

- Chapter 19 General Duties of Public Officials
<http://legis.wisconsin.gov/statutes/Statoo19.pdf>
- Wisconsin Trustee Essential #14
<http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE14.pdf>
- DPI FAQ on Open Meetings <https://dpi.wi.gov/pld/boards-directors/administration/faq> and <http://dpi.wi.gov/pld/boards-directors/public-records/open-meetings-law>
- Department of Justice Compliance Guide
<https://www.doj.state.wi.us/sites/default/files/office-open-government/Resources/OML-GUIDE.pdf>
- League of Wisconsin Municipalities Governing Bodies: Open Meeting Law <http://www.lwm-info.org/957/Open-Meetings-Law>

Public Records Resources

- Trustee Essential #15
<http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE15.pdf>
- Frequently Asked Questions About Libraries and Wisconsin's Public Records Law <https://dpi.wi.gov/pld/boards-directors/administration/faq>
- Records Retention Schedule for Wisconsin Public Libraries
<http://dpi.wi.gov/pld/boards-directors/public-records/records-retention-schedule>
- Department of Justice Compliance Guide
<https://www.doj.state.wi.us/sites/default/files/office-open-government/Resources/PRL-GUIDE.pdf>
- League of Wisconsin Municipalities Public Records FAQ <http://www.lwm-info.org/1073/Public-Records>

Ethics Resources

- Trustee Essential #16
<http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE16.pdf>
- FAQ on Library Board Fines <https://dpi.wi.gov/pld/boards-directors/administration/faq>

Questions

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