

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:
Virtual Meeting via Zoom

DATE/TIME:
Wednesday, July 28, 2021
12:30 pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/84829555836?pwd=ZnVCYXNBclFyaWxMakZNXByQXRmZz09>

Meeting ID: 848 2955 5836

Passcode: afufp2sZ

One tap mobile: +13017158592,,84829555836#,,,,*79045477# US (Washington DC)

**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. Citizen 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 Citizen Comments. Contact IFLS office for additional information related to Citizen Comments.*)
- VI. Announcements/Correspondence/Introductions
- VII. * Minutes - Approve: Board of Trustees – May 26, 2021 **#030-21**
Acknowledge Receipt: Personnel Committee – May 26, 2021 **#029-21**
- VIII. * Financials - Approve: Check Registers: May-June 2021 **#033-21**
Approve: Financial Reports: May-June 2021 **#034-21**
- IX. * Mid-year Investment Report (Discussion)
- X. Director's Report of Agenda Items and Monthly Activities **#035-21**
- XI. * Personnel Committee Report
 - Director Accountabilities **#031-21**
 - System Director Evaluation**
*** The IFLS Library System may go into closed session to consider matters relating to employment, promotion, compensation or performance evaluation of any public employee over which the IFLS Library System has jurisdiction or exercises responsibility, pursuant to Section 19.85(1)(c) of the Wisconsin Statutes. The committee will reconvene into open session.*
- XII. * Action on Closed Session
- XIII. * IFLS Personnel Manual **#028-21**
- XIV. IFLS Planning Process for 2021 **#036-21**
- XV. Reports: -IFLS Staff Reports **#037-21**
-Board Member Reports
- XVI. * Adjournment

Handout: Wisconsin Trustee Training Week

* 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
May 26, 2021**

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday, May 26, 2021, via Zoom. Tripp called the meeting to order at 12:30 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); **Pat Eggert** (Dunn County); **Bun Hanson** (Barron County); **Don Hauser** (Chippewa County); **Marilyn Holte** (Chippewa County); **Lyle Lieftring** (Rusk County); **Susan Marshall** (Price County); **Jackie Pavelski** (Eau Claire County); **Mike Prichard** (Polk County); **Kris Sampson** (Pierce County); **Linda Stelter** (Resource Library); **Josh Sterling** (Eau Claire County); **Jeanne Tobias** (Pierce County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Mary Alice Larson (Barron County); **Ricky Riggins** (Pepin County); **Michael Schendel** (St. Croix County)

OTHERS PRESENT:

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

APPROVE AGENDA:

MOTION #21⁽²¹⁾: To approve the Agenda as presented. Pavelski/Prichard
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Tripp contacted Senator Baldwin who has been a consistent supporter of library funding.

MINUTES:

MOTION #22⁽²¹⁾: To approve the Board of Trustees minutes dated March 24, 2021 (Doc. #21-21). Liefkring/Daus
RESULT: Carried.

FINANCIALS:

MOTION #23⁽²¹⁾: To approve the March/April 2021 Check Registers (Doc. #22-21). Holte/Eggert
RESULT: Carried.

Button had nothing unique to point out on the check registers except there were some larger payments for Ancestry and delivery services.

(Brue joined the meeting at 12:37 pm)

(Sterling joined the meeting at 12:37 pm)

MOTION #24⁽²¹⁾: To approve the March/April 2021 Financial Reports (Doc. #23-21). Marshall/Duerkop
RESULT: Carried.

Button noted that pages 14-15 of the meeting packet provided both current year and 2020 accounting of revenues and expenses. Some differences are because Covid impacted services such as not travelling as much. Other differences may be the timing of payments from one year compared to the other.

Pages 16-17 show the January through April 2021 revenues and expenses compared to the budget. All seems to be on track.

(Hediger joined the meeting at 12:40 pm)

Pavelski asked Button to explain the added cataloging in the MORE budget and how those costs are allocated to MORE member libraries.

2020 AUDIT REPORT AND PRESENTATION:

Sheanne Hediger is a senior manager at Baker Tilly and has worked with the IFLS audit for several years. Fieldwork for the audit was conducted remotely in April. Button, Thompson, and staff were well-prepared and responsive to questions. The audit went very smoothly and kudos to Button and Thompson.

The audit and presentation today are similar to previous years. Hediger will cover the independent auditor's report, financial highlights, and required communication. She will also leave time at the end to answer questions. Trustees can interrupt as needed.

Management's (IFLS) responsibility is preparation and fair presentation of financial statements as well as the design, implementation, and maintenance of internal controls. Button prepares the financial reports and Thompson reviews them.

The auditor's responsibility is to express opinions on the financial statements based on the audit, plan and perform the audit to obtain reasonable assurance about whether financial statements are free of material misstatement, and select procedures based on the auditors' judgement, including risk assessments and relevant internal controls.

The opinion is unmodified, which is the best. The financial statements are presented fairly, in all material aspects, in accordance with accounting principals generally accepted in the U.S.

Management discussion and analysis is something Board members should read. It is management's analysis of the financial condition and operating results of the system.

Hediger noted some financial highlights and include a statement of net position and statement of activities. Full accrual method is used and is found in traditional business settings.

Page 43 of the audit shows the fund balance. The recommendation is to have 3 months of reserves. IFLS is above the minimum recommendation and has a healthy fund balance. Revenues exceeded the budget by \$20,779. Expenditures were under budget by \$192,729. IFLS had budgeted for a loss of \$115,197. Page 38 is a schedule showing almost all expenditures were under budget.

Cash and investments increased \$100,356 from 2019. No deposits were exposed to custodial credit risk as of 12/31/20.

Long-term debt looks a little different this year. Net pension is an asset this year rather than a liability. Wisconsin Retirement is well-funded at the state level determined with their actuarial input factors. Net this year is net OPEB liability for Local Retiree Life Insurance Fund. Life insurance actuarial numbers are given by the state and listed as a liability of \$91,023. This is similar to the retirement system, and not dollar amounts IFLS will have to pay. It is a number they say would be paid long-term. Compensated absences of \$139,770 is a slight increase over last year.

The second report is required communication on internal control matters. IFLS has received the same communication in previous years. There is a significant deficiency in internal control environment with a lack of segregation of duties. Button has access to everything, and this is a very common matter reported at smaller government entities. It comes down to a cost benefit. It would require more staffing to eliminate. Hediger noted that many who sit on county boards have recorded in their financials as well. Because of the checks and balances IFLS has in place, it is reduced from a material weakness to a significant deficiency. Hediger is not saying they found anything suspicious.

The audit communication includes a significant estimate included in financial statements for pension calculations, OPEB calculations and depreciable lives for capital assets. Communication also includes corrected and uncorrected misstatements for GASB 75 and LEAN WI equity joint venture. There were no difficulties or disagreements.

The appendix lists two-way communication regarding the 2021 audit planning.

Hediger provided contact information for Board members.

Prichard inquired if additional controls are recommended. Hediger noted that they did not find anything to say that the level of oversight is not happening.

Prichard inquired if there were key areas of emphasis that would need a specific review. Hediger noted that through the audit process, they do communicate with Button and Thompson throughout the process.

Daus noted that the Board has known for many years that office duties are combined because of staffing. It is not cost effective to hire another person just to watch what is being done. The Board has realized the shortcoming in the number of staff. There is nothing that is not being watched and/or reviewed by multiple staff and the board.

Every year Thompson and Button review the internal processes to further enhance checks and balances. IFLS is doing everything we can to implement internal controls given the size of our staff. Even if IFLS hired another person, that does not guarantee a change in internal controls reported on the audit.

Tripp noted that related to internal control methods it was important to be vigilant that the Board provide the appropriate level of financial oversight and continue to review financial statements at every meeting.

Pavelski noted that possibly the Board or some board members could discuss financial oversight. Pavelski acknowledged that a lot has been done in terms of providing checks and balances and Button provides exceptional details in the financials that are not seen in other committees. Tobias asked if a cost benefit analysis has been done to add staffing. Thompson replied there has not been a formal cost analysis. Based on the budget, the biggest area to make changes with discretionary spending would be staff. IFLS would have to eliminate a staff position if we were to add someone for oversight. There is no other budget flexibility. As a service organization, we want to avoid passing along costs onto libraries.

Hanson and Tripp both noted that Barron and Dunn County also receive the same statements on lack of segregation of duties. If the auditors did not note, it would be a deficit on their part. Tripp reminded the Board it is important to look at any potential for tightening controls.

MOTION #25⁽²¹⁾: To accept the 2020 Audit Report (Doc. #24-21). Prichard/Marshall
RESULT: Carried.

Holte agreed that every small organization goes through the same thing. Board members are encouraged to ask questions and review financials at every meeting. Holte appreciates the auditor taking the time to explain the information contain in the audit.

Tobias asked Hediger to define the difference between a significant deficiency and a material weakness. Hediger noted that there is nothing the Board must do from a legal standpoint. They are best practices.

Hediger encourage the Board to contact her if questions arise.

DIRECTOR'S REPORT:

Thompson anticipates a busy summer with new directors. Monica LaVold will begin her director duties as of June 1st. Joleen Sterk will also begin her duties as director on June 1st. Baldwin is reposting the director job position. The Glenwood City director will begin later in June. Shelly Tougas will begin director duties in Hudson in September. Thompson will be out doing new orientations in the next several months.

Eau Claire moved to their temporary library location and will be beginning their renovations and an addition of a third floor to their building. Amery is in the process of awarding bids and are scheduled to hold a ground-breaking ceremony next week with construction to begin soon. Ellsworth hired an architect for design work. The Ellsworth library received an anonymous donation of \$250,000 to be given over a 5-year period. They are working on the final phase of fundraising. Glenwood City has awarded bids on their shared municipal building.

Thompson attend the Joint Finance Committee meeting with Heather Johnson. Joint Finance is reviewing and redrafting the budget after discussions for passage later this summer.

Thompson offered assistance in consulting on budgets, building, personnel, and planning.

COMPLIANCE WITH SYSTEM MEMBERSHIP UPDATE:

New Richmond was facing noncompliance with system membership due to lack of a director and not having exclusive control of funding. The City Administrator and Library Board President sent a letter addressing the exclusive control. They have also hired a library director.

There was a concern in Ladysmith with the use of library funds to pay a bill for a project authorized by the county. Thompson believes this issue will be resolved.

REPORT FROM IFLS PERSONNEL COMMITTEE:

Duerkop will serve as chair of the Personnel Committee for 2021. The committee met this morning and will follow the procedure used in recent director evaluations. An evaluation will be sent via Survey Monkey to the library directors. Staff and board members will be emailed to see if they had concerns, they would like addressed.

The committee agreed with a timeline to send the evaluation survey on June 9th with a return date of June 25th. The Personnel Committee will review the information and make a presentation to the Board on July 28th.

Achterhof inquired with the large turnover of directors, how that would impact the survey. Daus suggested that directors could seek input from library staff if they are new. It was agreed that statement would be provided with an email and survey to the directors.

MOTION #26⁽²¹⁾: To approve the recommendations from the Personnel Committee on conducting the director evaluation and timeline proposed. Marshall/Stelter
RESULT: Carried.

IFLS 2021 PLANNING PROCESS:

A survey was sent to all member libraries, including staff, for collect feedback on questions. To obtain input from every director, the deadline was extended until yesterday. We received 100% response rate and heard from all libraries.

In reviewing the results, we will look at questions to follow-up on facilitated by small group conversations. In general, the consensus was that most services are found important and general satisfaction. There were a few dissatisfied responses that IFLS staff will dig deeper into. The survey did not include a lot of detail of the issues.

The information and feedback obtained from the small group conversations will be used to draft a plan or be discussed in a larger group setting. The plan will be brought to the Board in September. Updates will be provided as they become available.

COVID-19 DISCUSSION:

Thompson inquired from board members that looking beyond 2021 and into the future, what is the comfort level for in-person meetings.

Thompson offered the suggestion of having a combination of virtual and in-person meetings. With the distance for board members travel, holding meetings virtually from November through March and in-person May through September was something the board may want to consider.

The logistics of holding a hybrid meeting of in-person and virtual would be difficult.

Thompson will work on a proposal for future meetings.

REPORTS:

Staff reports were available in the meeting packet. Board members acknowledged appreciation for receiving these reports.

Achterhof inquired about proactively preparing for hacks. Thompson noted that email security training as noted in Kris Schwartz report is one piece. Schwartz is very vigilant on keeping up on hacks, phishing, and ransomware attacks and proactively fixes situations that occur. Thompson suggested that Schwartz could give a presentation at a future board meeting.

Daus has heard positive comments of Eau Claire using the United Health building for their temporary headquarters during remodeling. Altoona will be opening their doors without the need for appointments after Memorial Day.

ADJOURNMENT:

Lieffring moved and Holte seconded to adjourn at 2:09 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
Personnel Committee
May 26, 2021

MINUTES

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, May 26, 2021, via Zoom. Thompson called the meeting to order at 10:33 am.

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

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

PERSONNEL COMMITTEE MEMBERS PRESENT:

Sue Duerkop (Polk County); **Jan Daus** (Eau Claire County); **Bun Hanson** (Barron County); **Susan Marshall** (Price County); **Josh Sterling** (Eau Claire County); **Jim Tripp** (Dunn County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

None.

OTHERS PRESENT:

John Thompson (Director); **Joanne Gardner** (Administrative Associate/Recorder); **Leah Langby** (Library Development and Youth Services Coordinator/Meeting Coordinator); **Reb Kilde** (PR & Communications Coordinator).

APPROVE AGENDA:

MOTION #15⁽²¹⁾ To approve the agenda as presented. Daus/Hanson
RESULT: Carried.

APPOINT CHAIR OF PERSONNEL COMMITTEE:

It was noted that Duerkop served as Personnel Committee Chair in 2020.

MOTION #16⁽²¹⁾ To appoint Duerkop as Chair of the Personnel Committee for 2021.
Hanson/Sterling
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

MOTION #17⁽²¹⁾ To approve the Personnel Committee minutes dated September 23, 2020 (Doc. #037-20). Daus/Marshall
RESULT: Carried.

DIRECTOR EVALUATION PROCESS/TIMELINE FOR 2021:

Thompson noted that the Personnel Committee is charged with evaluating the system director. The committee has conducted the evaluation in different ways each year. Survey Monkey has been used for a while which utilizes an electronic survey sent to evaluators. Some years all library directors, all board members, and all staff were asked to evaluate the director. Other years, one or two of those three groups were asked to complete the survey. An email was sent to those who were not asked to complete the formal survey. Thompson shared what the Survey Monkey evaluation looked like. There has been plenty of opportunity for all three groups to comment and also ask for follow-up from the Personnel Committee chair.

In the past year, there have been approximately 10 new directors. Due to the pandemic, there has been less in-person contact with many of them.

Tripp noted that when the recent evaluation methodology is viewed, if we were to continue, the evaluation would be sent to the Library Directors. If everyone is comfortable with the process over the last several years, there is no reason for significant changes.

Once we have moved through the COVID pandemic, it would be good to send the evaluation survey to all three groups.

MOTION #18⁽²¹⁾ To send Director Evaluation using Survey Monkey to all public library directors. Marshall/Daus
RESULT: Carried.

An email from the Personnel Committee Chair will be sent to IFLS Board members and IFLS Staff to encourage feedback and/or concerns with the director's performance.

It was suggested that the evaluation survey and emails could be sent on June 9, 2021, with responses due June 25, 2021. Gardner will send reminders prior to the due date. The Personnel Committee can then discuss at the July 28, 2021, Personnel Committee meeting and report to the full Board.

MOTION #19⁽²¹⁾ To set the timeline for the Director Evaluation to be sent on June 9, 2021, and responses due June 25, 2021. Information received will be discussed at July Personnel Committee meeting. Daus/Hanson
RESULT: Carried.

(Kilde joined the meeting at 11:00 am.)

IFLS PERSONNEL MANUAL:

Today's review of the IFLS Personnel Manual is the first chance to look at it with the suggested revisions. It will be reviewed again in July.

There have been no major revisions to the manual since 2011. A group of IFLS staff and Thompson have held a series of meetings to review the current manual and updated it based on current practices and needs and to provide clarity and inclusion. IFLS staff have reviewed the manual and it is now being shared out with the Personnel Committee for review. The intent is for the Board to approve at either the July or September meeting.

Thompson noted that changes begin with section numbers updated to reflect new content and rearrangement. Links have been provided for additional information. Some sections had some minor wording changes including changing "shall" to "must". Information was provided in the meeting packet on language edited for clarity, rearranged content, referenced new and/or expanded definitions/wording, changes to weather and emergency closure, and additions of social media policy and telecommuting or permanent remote work.

Thompson shared that most staff found working from home to be as productive, if not more, than in the office. Some tech support may make more sense to have staff in New Richmond rather than in Eau Claire and having to drive to long distances.

A significant change that is proposed is eliminating snow days. Current policy states if schools close, our office will close. With the remote work changes in the past couple years, all have found ways of working from home.

There was discussion of some new wording and terminology such as "word protected characteristic" and "extra-legal". Thompson noted that being more conscious as an organization when recruiting and filling positions. IFLS will use all avenues available to recruit diverse staff as needed. Focus will be on the expectation of work to be done and make needed adaptations to the workplace to ensure we hire the best individuals for the job duties.

MOTION #20⁽²¹⁾ To accept the IFLS Personnel Manual (Doc. #028-21) as presented.
Daus/Marshall
RESULT: Carried.

Thompson wished to acknowledge Reb Kilde, Bonnie Clausen, Leah Langby, and Juli Button for their work on the updated manual. They have done a tremendous job with the manual and kudos to them.

ADJOURNMENT:

Motion to adjourn at 11:37 am. Hanson/Daus

Joanne Gardner, Recorder/Administrative Associate

These minutes of the Personnel Committee are approved: _____ As Printed _____ Corrections	
_____ Presiding Officer	_____ Dated

IFLS Library System

Check Register

May 2021

#033-21

Date	Num	Name	Memo	Amount
May 21				
05/01/2021	Auto Pay	Delta Dental	May '21 Dental & Vision	-896.84
05/07/2021	Auto Pay	AT&T	Apr Phone/Fax Line	-20.55
05/15/2021	Auto Pay	Xcel Energy	3/27 - 4/25 Gas & Electric Svc	-393.28
05/22/2021	Auto Pay	CenturyLink	Apr Phone	-1.44
05/24/2021	Auto Pay	Employee Trust Funds, Dept of	Jun '21 Health Ins.	-17,714.42
05/24/2021	Auto Pay	Associated Credit Card	Apr Credit Card *see attached	-6,401.92
05/05/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #9	-1,187.00
05/12/2021	WIRE	Internal Revenue Service	P/R #9	-7,105.40
05/15/2021	WIRE	Wisconsin Department of Revenue	P/R #8	-1,420.76
05/19/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #10	-1,187.00
05/26/2021	WIRE	Internal Revenue Service	P/R #10	-7,133.78
05/28/2021	WIRE	Wisconsin Retirement System	Apr WRF	-7,948.35
05/31/2021	WIRE	Wisconsin Department of Revenue	P/R #9	-1,420.76
05/05/2021	DD1449-1464	IFLS Staff	Direct Deposit	-20,295.09
05/19/2021	DD1465-1480	IFLS Staff	Direct Deposit	-20,442.16
05/03/2021	42193	Showcases	Billable/Supplies for Libs	-2,135.21
05/04/2021	42194	Baker Tilly Virchow, Krause & Co. LLP	2020 Audit/in Progress	-5,000.00
05/04/2021	42195	Bayscan Technologies	Billable/Supplies for Libs	-4,443.50
05/04/2021	42196	EO Johnson Co.	Qtrly Copier Contract	-200.00
05/04/2021	42197	Hyde, Deb	Scholarship/WAPL Conf	-85.00
05/04/2021	42198	Krejci, Bridget	Milltown Training/Acquisitions	-84.66
05/04/2021	42199	KW2	Google Grant/Contract \$	-2,058.75
05/04/2021	42200	OCLC, Inc	IFLS/MORE Apr OCLC on Acct	-3,804.16
05/04/2021	42201	Warner, Kati	Scholarship/WAPL Conf	-25.00
05/04/2021	42202	Innovative Interfaces	LSTA/Fairchild & Durand to MORE	-2,400.00
05/04/2021	42203	Marcive, Inc.	MORE/Apr Database Maint.	-66.12
05/18/2021	42204	L.E. Phillips Memorial Public Library	MORE Ecomm/April	-177.73
05/18/2021	42205	River Falls Public Lib	MORE Ecomm/April	-1,145.37
05/18/2021	42206	Bridges Library System	1000 Books B4 Kinderg	-100.00
05/18/2021	42207	Discount Paper Products, Inc	Billable/Supplies for Libs	-5,296.06
05/18/2021	42208	KW2	Google Grant/Contract \$	-14,512.50
05/18/2021	42209	Maug Cleaning Solutions, Inc.	4/12-5/9 Cleaning Svc	-367.50
05/18/2021	42210	OCLC, Inc	IFLS/MORE May OCLC on Acct	-3,819.16
05/18/2021	42211	Securian Financial Group, Inc.	Jun Life Ins.	-455.40
05/18/2021	42212	Waltco Inc.	May Delivery Svc	-24,481.24
05/18/2021	42213	Library Ideas	MORE/Apr Freading Usage	-830.00
05/18/2021	42214	OverDrive, Inc.	MORE/OverDrive Titles	-2,532.42
May 21 TOTAL				-167,588.53

3:30 PM

07/07/21

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (5/24/2021)

Date	Name	Memo	Num	Amount
Apr 21				
04/01/2021	Quill Corporation	Billable/Supplies for Libs & IFLS Labels	15614652	1,026.26
04/01/2021	CDW-G	Billable/Park Falls MS Office	Comp Equip	69.23
04/01/2021	Dell Marketing L.P.	Billable/Bloomer 3 Comps	Comp Equip	2,318.49
04/01/2021	Zoom	Sales Tax Refund	Tax Refund	-24.74
04/02/2021	PayPal Inc.	MORE/Ecomm Annual Fee	106479351	219.00
04/07/2021	Minuteman Press	Billable/Lib Icon Signs for Libs	71968	370.00
04/08/2021	Western Tech College	2 Workshop Sessions/Tech Assist	IN10478	750.00
04/13/2021	CDW-G	LSTA/Durand Label Printer	Durand	360.94
04/14/2021	WLA	WLA Membership/L Langby	11743	189.00
04/15/2021	WLA	WAPL Conf Reg/J Thompson	11770	85.00
04/15/2021	Eau Claire Ford	Oil/Filter Change & Tire Rotate	Sys Vehicle	52.14
04/15/2021	KeyMe	Building Keys	Keys	5.25
04/15/2021	Menards	500 Cable Ties/Sh Svc & Del	Supplies	14.72
04/15/2021	Rev.com	WI Lit \$/2 Webinar Captions	2 Captions	150.00
04/15/2021	WLA	WAPL Conf Reg/L Langby	11763	85.00
04/16/2021	WLA	WLA Membership/M Welch	11813	210.00
04/16/2021	WLA	WAPL Conf Reg/M Welch	11814	85.00
04/21/2021	CDW-G	LSTA/Fairchild Rec Printer	Fairchild	219.64
04/23/2021	PayPal Inc.	Library Marketing Conf/R Kilde	01634	45.00
04/25/2021	Intuit	Direct Dep Fees/Apr	Apr Stmt	33.76
04/30/2021	FlowRoute.com	Apr Phone on Acct	Apr Stmt	100.00
04/30/2021	Boxx Sanitation	Apr Garbage Svc	Apr Stmt	29.00
04/30/2021	USPS	Apr Postage	Apr	9.23
Apr 21				6,401.92

IFLS Library System

Check Register

June 2021

Date	Num	Name	Memo	Amount
Jun 21				
06/01/2021	Auto Pay	Delta Dental	Jun '21 Dental & Vision	-896.84
06/07/2021	Auto Pay	AT&T	May Phone/Fax Line	-20.55
06/15/2021	Auto Pay	Xcel Energy	4/25 - 5/24 Gas & Electric Svc	-291.87
06/24/2021	Auto Pay	CenturyLink	May Phone	-1.44
06/24/2021	Auto Pay	Associated Credit Card	May Credit Card *see attached	-5,689.98
06/24/2021	Auto Pay	Employee Trust Funds, Dept of	Jul '21 Health Ins.	-17,714.42
06/02/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #11	-1,337.00
06/09/2021	WIRE	Internal Revenue Service	P/R #11	-7,122.86
06/15/2021	WIRE	Wisconsin Department of Revenue	P/R #10	-1,432.37
06/16/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #12	-1,337.00
06/23/2021	WIRE	Internal Revenue Service	P/R #12	-7,122.76
06/30/2021	WIRE	Wisconsin Department of Revenue	P/R #11	-1,423.35
06/30/2021	WIRE	Wisconsin Retirement System	May WRF	-7,973.38
06/30/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #13	-1,337.00
06/02/2021	DD1481-1496	IFLS Staff	Direct Deposit	-20,312.13
06/16/2021	DD1497-1512	IFLS Staff	Direct Deposit	-20,312.17
06/30/2021	DD1513-1528	IFLS Staff	Direct Deposit	-28,131.87
06/01/2021	42215	Bayscan Technologies	Billable/Barcodes & Labels	-3,780.09
06/01/2021	42216	Bridges Library System	2 Zoom Subs/Mtg & Webinar	-480.00
06/01/2021	42217	DEMCO, Inc.	Billable/Supplies for Libs	-146.75
06/01/2021	42218	EO Johnson Co.	2/18-5/17 Color Copies	-201.65
06/01/2021	42219	Krejci, Bridget	LSTA/Mileage to Fairchild	-55.08
06/01/2021	42220	Season 2 Season	Apr Lawn Cleanup & Fertilizer	-210.00
06/01/2021	42221	Marcive, Inc.	MORE/May Database Maint.	-196.56
06/15/2021	42222	Hudson Public Lib	MORE Ecomm/thru May	-1,235.35
06/15/2021	42223	L.E. Phillips Memorial Public Library	MORE Ecomm/thru May	-223.32
06/15/2021	42224	Menomonie Public Library	MORE Ecomm/thru May	-1,012.06
06/15/2021	42225	Baker Tilly Virchow, Krause & Co. LLP	Final 2020 Audit	-2,370.00
06/15/2021	42226	DEMCO, Inc.	Billable/Hudson Supplies	-126.50
06/15/2021	42227	Krejci, Bridget	LSTA Mileage/Fairchild	-55.08
06/15/2021	42228	Langby, Leah	New Director Visit/New Rich	-59.05
06/15/2021	42229	Maug Cleaning Solutions, Inc.	5/10 - 6/6 Cleaning Svc	-360.00
06/15/2021	42230	Securian Financial Group, Inc.	Jul Life Ins.	-480.17
06/15/2021	42231	Western Tech College	2 Wkshps/Mnging Outside the Lines	-750.00
06/15/2021	42232	Bibliocommons Inc.	MORE/BiblioCore App 1 year	-15,023.86
06/15/2021	42233	Illion Digital Tech Solutions	MORE/Server Replacement	-2,000.00
06/15/2021	42234	Library Ideas	MORE/May Freading Usage	-608.50
06/15/2021	42235	OverDrive, Inc.	MORE/OverDrive Titles	-3,231.59
06/30/2021	42236	Bulgrin, Bethany	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42237	Button, Juli	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42238	Clausen, Bonnie	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42239	Falter, Sadie	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42240	Faulhaber, Deb	Covid/Jan-Jun Internet/Phone	-120.00

IFLS Library System
Check Register
June 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
06/30/2021	42241	Gardner, Joanne	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42242	Kilde, Rebecca	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42243	Krejci, Bridget	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42244	Langby, Leah	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42245	Roholt, Lori	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42246	Schwartz, Kristopher	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42247	Setter, Kathy	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42248	Spindler, Gail	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42249	Szymanski, Sarah	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42250	Thompson, John	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42251	Welch, Maureen	Covid/Jan-Jun Internet/Phone	-120.00
06/30/2021	42252	Computype, Inc.	Billable/Spine Labels for Libs	-2,681.59
06/30/2021	42253	Krejci, Bridget	LSTA/Mileage to Fairchild	-55.08
06/30/2021	42254	KW2	LAWDS Grant/Final Phase 1	-3,428.75
06/30/2021	42255	L.E. Phillips Memorial Public Library	1st Qtr Contract Payment	-5,750.00
06/30/2021	42256	Langby, Leah	Accessibility Audit/Deer Pk	-56.40
06/30/2021	42257	OCLC, Inc	Jun OCLC on Account	-3,822.41
06/30/2021	42258	Season 2 Season	May Lawncare Svc	-280.00
06/30/2021	42259	Waltco Inc.	Jun Delivery Svc	-24,481.24
06/30/2021	42260	Bibliocommons Inc.	MORE/BiblioCore Subscription	-46,095.45
06/30/2021	42261	L.E. Phillips Memorial Public Library	MORE/1st Qtr High Demands	-765.62
06/30/2021	42262	OverDrive, Inc.	MORE/Jun High Demands	-1,999.89
06/30/2021	42263	Thompson, John	Jan-Jun Lib Visits	-1,496.34
Jun 21 TOTAL				<u>-247,895.37</u>

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07/07/21

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (6/24/2021)

Date	Name	Memo	Num	Amount
May 21				
05/01/2021	Dell Marketing L.P.	Billable/Fall Creek 2 Comp	Comp Equip	1,592.96
05/01/2021	CDW-G	Billable/Ellsworth Rec Printer	Comp Equip	219.64
05/01/2021	Dell Marketing L.P.	Billable/Park Falls Laptop	Comp Equip	732.60
05/01/2021	CDW-G	IFLS Comp/Toner	Comp Spls	60.37
05/01/2021	CDW-G	Billable/Ribbons for Libs	Ribbons	266.55
05/03/2021	Boxx Sanitation	May Garbage	May Stmt	29.00
05/03/2021	Vimeo Plus	Software Subscription	Renewal	199.00
05/04/2021	CDW-G	Billable/Chippewa MS Office	Comp Equip	1,038.45
05/05/2021	CDW-G	Billable/Woodville MS Office	Comp Equip	69.23
05/11/2021	Auto-Owners Insurance	5/11/21-22 Crime Coverage	012732083	200.00
05/11/2021	Menards	Misc Gloves, Batteries, Clock	Misc Spls	21.55
05/11/2021	Quill Corporation	Spls/Gloves, PTowels, HTowels	16669822	106.96
05/11/2021	WILIUG	MORE/L Roholt @ WILIUG Conf	Conf Reg	41.46
05/11/2021	Dell Marketing L.P.	Billable/Colfax Comp	Comp Equip	772.83
05/19/2021	Quill Corporation	Misc/Pkg Tape & Trash Bags	16864759	82.57
05/20/2021	WILIUG	MORE/B Krejci @ WILIUG	Conf Reg	10.00
05/26/2021	Intuit	May Direct Deposit Fees	May Stmt	33.76
05/26/2021	Green Oasis	Sprinkler System Maint.	974660	113.15
05/31/2021	USPS	May Postage	Postage	34.95
05/31/2021	FlowRoute.com	May Phone on Acct	May Stmt	64.95
				5,689.98
May 21				

7/21/2021
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IFLS Library System
Balance Sheet
As of June 30, 2021

#034-21

	IFLS	MORE	2021 TOTAL	2020 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	20,155.83		20,155.83	20,116.60
1040 · Bank Mutual - Checking	29,078.76		29,078.76	58,029.49
1050/1106 · Investments/Bank Mutual & States PIF	1,215,939.51	548,150.24	1,764,089.75	1,750,715.12
Total Checking/Savings & Investments	1,265,174.10	548,150.24	1,813,324.34	1,828,861.21
Accounts Receivable				
1200 · Accounts Receivable	77,304.03		77,304.03	34,108.34
Total Accounts Receivable	77,304.03	0.00	77,304.03	34,108.34
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	3,971.63		3,971.63	3,904.39
1506/1507 · 2021-2022 Prepaid Expenses	0.00	34,571.59	34,571.59	0.00
Total Other Current Assets	4,046.63	34,571.59	38,618.22	3,979.39
TOTAL ASSETS	1,346,524.76	582,721.83	1,929,246.59	1,866,948.94
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	28,903.50	8,264.69	37,168.19	80,437.33
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	28,903.50	8,264.69	37,168.19	80,437.33
Other Current Liabilities				
2100 · Payroll Liabilities	15,054.11		15,054.11	1,289.93
2117 · Direct Deposit Liabilities	0.00		0.00	-26,281.14
2201 · Accrued Payroll	0.00		0.00	0.00
2900 · Unavailable Revenue	0.00		0.00	0.00
Total Other Current Liabilities	15,054.11	0.00	15,054.11	-24,991.21
Total Current Liabilities	43,957.61	8,264.69	52,222.30	55,446.12
Total Liabilities	43,957.61	8,264.69	52,222.30	55,446.12
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	684,605.58	199,708.60	884,314.18	917,102.64
Total Equity (End of Year)	1,302,567.15	574,457.14	1,877,024.29	1,811,502.82
TOTAL LIABILITIES & EQUITY	1,346,524.76	582,721.83	1,929,246.59	1,866,948.94

IFLS Library System

Revenue and Expense Statement

January through June 2021

	Jan - Jun 21	Jan - Jun 20
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,200,056.00
5200 · Interest Income/General Funds	644.99	8,207.30
5263 · MORE Management Income	11,600.00	11,600.00
5280 · Technology Income	2,789.73	4,079.11
5300 · Miscellaneous Income	52.02	0.00
Total Income	1,215,142.74	1,223,942.41
Expense		
6500 · Salaries/Wages & Benefits	360,648.34	289,480.58
8530 · Bank & Direct Deposit Fees	714.01	340.11
8540 · Annual Audit	7,370.00	4,620.00
8620 · Collection/Electronic Resources	25,529.25	25,273.76
8630 · Wis Pub Lib Consortium Membshp	5,855.00	5,605.00
8670 · Professional Memberships	916.50	1,436.20
8690 · Librarian Workshops - General	2,369.27	500.20
8700 · CE/Collaboration Projects	100.00	350.00
8710 · CE Grants - General	225.00	0.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	624.80	870.49
8735 · Library Consulting Expenses	300.00	300.00
8740 · Field Visits	1,814.67	1,424.44
8741 · Field Visits - Tech Support	0.00	288.15
8755 · Programming Kits	0.00	124.84
8812 · ILL Fees & Verification Sources	4,369.15	4,450.10
8850 · Delivery Service	110,489.59	112,138.84
8855 · Collection Dev Grant-LEPhillips	5,750.00	11,500.00
8864 · Wide-Area Network (WAN)	3,685.00	5,185.00
8890 · IFLS Contrib - MORE Operating	90,000.00	88,158.00
8892 · IFLS Contrib - MORE Cataloging	20,000.00	0.00
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00
8971 · Web Development	996.80	1,002.97
9010 · IFLS Committee Meetings	0.00	378.95
9020 · Professional Materials	906.42	1,103.42
9030 · Postage	482.71	63.84
9050 · Telephone	1,056.91	1,850.06
9060 · Supplies	367.77	496.70
9080 · Printing	250.50	0.00
9123 · Building Overhead Expenses	8,856.22	7,625.02
9140 · Photocopier Costs	1,251.45	1,500.99
9160 · Computers	464.00	4,593.99
9190 · System Vehicle Expenses	162.94	504.68

IFLS Library System
Revenue and Expense Statement
January through June 2021

	Jan - Jun 21	Jan - Jun 20
9220 · Insurance	2,331.26	2,352.98
9240 · Contingency	1,646.55	-1,720.00
9245 · Capital Expenditures	0.00	1,960.00
Total Expense	660,660.11	574,885.31
Net Ordinary Income	554,482.63	649,057.10
Other Income/Expense		
Other Income		
5275 · DPI/Grow w/Google Grant Inc	21,562.50	0.00
5472 · LSTA 2020 Income	0.00	1,498.80
5620 · Shared Cataloging Svc Income	226,884.13	76,903.50
5702 · Billable Project Income	94,473.90	124,479.30
Total Other Income	342,920.53	202,881.60
Other Expense		
8830 · Shared Cataloging Service	79,907.25	83,958.05
8940 · Projects Billable to Libraries	62,614.62	115,744.91
9800 · DPI/Grow with Google Grant Exp	21,562.50	0.00
9978 · LSTA 2020 Expenses	0.00	1,503.60
9979 · LSTA 2021 Expenses	48,713.21	0.00
Total Other Expense	212,797.58	201,206.56
Net Other Income	130,122.95	1,675.04
Year-to-date Income less Expense (IFLS Funds)	684,605.58	650,732.14
 MORE Shared System Income less Expense		
5670 · MORE Shared System Income	922,132.00	819,898.00
9500 · MORE Shared Automation Expenses	722,423.40	553,527.50
Year-to-date Income less Expense (MORE Funds)	199,708.60	266,370.50
 Year-to-date Income less Expense (ALL Funds)	884,314.18	917,102.64

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through June 2021

	Jan - Jun 21	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	644.99	4,000.00	-3,355.01	16.13%
5263 · MORE Management Income	11,600.00	11,600.00	0.00	100.0%
5280 · Technology Income	2,789.73	6,000.00	-3,210.27	46.5%
5300 · Miscellaneous Income	52.02	200.00	-147.98	26.01%
Total Income	1,215,142.74	1,221,856.00	-6,713.26	99.45%
Expense				
6500 · Salaries/Wages & Benefits	360,648.34	777,000.00	-416,351.66	46.42%
8070 · New Furnishings/Equipment <\$500	0.00	400.00	-400.00	0.0%
8530 · Bank & Direct Deposit Fees	714.01	1,000.00	-285.99	71.4%
8540 · Annual Audit	7,370.00	6,500.00	870.00	113.39%
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	916.50	3,200.00	-2,283.50	28.64%
8690 · Librarian Workshops - General	2,369.27	4,500.00	-2,130.73	52.65%
8700 · CE/Collaboration Projects	100.00	500.00	-400.00	20.0%
8702 · Crisis Prevention Training	0.00	250.00	-250.00	0.0%
8710 · CE Grants - General	225.00	3,000.00	-2,775.00	7.5%
8714 · Accessibility Audits	0.00	5,540.00	-5,540.00	0.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	624.80	9,000.00	-8,375.20	6.94%
8735 · Library Consulting Expenses	300.00	600.00	-300.00	50.0%
8740 · Field Visits	1,814.67	8,000.00	-6,185.33	22.68%
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	4,369.15	9,300.00	-4,930.85	46.98%
8850 · Delivery Service	110,489.59	281,954.00	-171,464.41	39.19%
8855 · Collection Dev Grant-LEPhillips	5,750.00	23,000.00	-17,250.00	25.0%
8864 · Wide-Area Network (WAN)	3,685.00	10,370.00	-6,685.00	35.54%
8890 · IFLS Contrib - MORE Operating	90,000.00	90,000.00	0.00	100.0%
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	996.80	1,100.00	-103.20	90.62%
9010 · IFLS Committee Meetings	0.00	3,000.00	-3,000.00	0.0%
9020 · Professional Materials	906.42	1,500.00	-593.58	60.43%
9030 · Postage	482.71	700.00	-217.29	68.96%
9050 · Telephone	1,056.91	8,960.00	-7,903.09	11.8%
9060 · Supplies	367.77	1,120.00	-752.23	32.84%
9080 · Printing	250.50	900.00	-649.50	27.83%

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through June 2021

	Jan - Jun 21	Budget	\$ Over Budget	% of Budget
9123 · Building Overhead Expenses	8,856.22	24,430.00	-15,573.78	36.25%
9140 · Photocopier Costs	1,251.45	2,453.00	-1,201.55	51.02%
9160 · Computers	464.00	6,400.00	-5,936.00	7.25%
9190 · System Vehicle Expenses	162.94	3,700.00	-3,537.06	4.4%
9220 · Insurance	2,331.26	5,425.00	-3,093.74	42.97%
9240 · Contingency	1,646.55	-500.00	2,146.55	-329.31%
9245 · Capital Expenditures	0.00	10,000.00	-10,000.00	0.0%
Total Expense	660,660.11	1,417,407.00	-756,746.89	46.61%
Net Ordinary Income	554,482.63	-195,551.00	750,033.63	
Other Income/Expense				
Other Income				
5275 · DPI/Grow w/Google Grant Inc	21,562.50	21,563.00	-0.50	100.0%
5473 · LSTA 2021 Income	0.00	50,834.00	-50,834.00	0.0%
5620 · Shared Cataloging Svc Income	226,884.13	225,097.00	1,787.13	100.79%
5702 · Billable Project Income	94,473.90	150,000.00	-55,526.10	62.98%
Total Other Income	342,920.53	447,494.00	-104,573.47	76.63%
Other Expense				
8830 · Shared Cataloging Service	79,907.25	225,097.00	-145,189.75	35.5%
8940 · Projects Billable to Libraries	62,614.62	150,000.00	-87,385.38	41.74%
9800 · DPI/Grow with Google Grant Exp	21,562.50	21,563.00	-0.50	100.0%
9979 · LSTA 2021 Expenses	48,713.21	50,834.00	-2,120.79	95.83%
Total Other Expense	212,797.58	447,494.00	-234,696.42	47.55%
Net Other Income	130,122.95	0.00	130,122.95	
Year-to-date Income less Expense (IFLS Funds)	684,605.58	-195,551.00	880,156.58	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	922,132.00	887,631.00	34,501.00	103.89%
9500 · MORE Shared Automation Expenses	722,423.40	952,631.00	-230,207.60	75.84%
Year-to-date Income less Expense (MORE Funds)	199,708.60	-65,000.00	264,708.60	
Year-to-date Income less Expense (ALL Funds)	884,314.18	-260,551.00	1,144,865.18	

My Online Resource (MORE)
Balance Sheet
As of June 30, 2021

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 548,150.24
1200-1 · Accts Receivable-MORE	-
1507-1 · 2022 Prepaid Expense-MORE	<u>34,571.59</u>
TOTAL ASSETS	<u><u>\$ 582,721.83</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	<u>8,264.69</u>
Total Liabilities	8,264.69
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	199,708.60
Total Equity/MORE Fund Balance	<u><u>574,457.14</u></u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 582,721.83</u></u>

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

	<u>Jan -Jun '21</u>	<u>Jan - Jun '20</u>
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income	34,500.00	0.00
5670-2 · MORE Operating Income	887,632.00	819,898.00
Total MORE Income	<u>922,132.00</u>	<u>819,898.00</u>
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	146,599.52	147,299.60
9500-12 · MORE/III Annual Maintenance	139,481.36	133,164.91
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	2,150.00	121.76
9500-22 · MORE/High-demand Hold Project	4,227.92	9,001.29
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	11,890.92	12,472.30
9500-24 · MORE/Conferences	1,301.46	0.00
9500-44 · MORE/Decision Center	31,846.20	30,329.71
9500-32 · MORE/Mgmt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	19,994.63	19,668.74
9500-4 · MORE/New Participant Expenses	0.00	0.00
9500-40 · MORE/Overdrive Content	19,383.70	24,757.47
9500-45 · MORE/Freading eBook Svc	4,280.50	7,601.00
9500-46 · MORE/Electronic Periodicals	17,811.69	17,968.15
9500-48 · MORE/i-Tiva Telephony Subscription	10,595.74	10,091.18
9500-49 · MORE/Data Scoping Project	0.00	0.00
9500-50 · MORE Discovery/Online Catalog	45,462.50	30,682.68
9500-51 · MORE Discovery/BiblioApps	9,261.93	0.00
9500-53 · MORE/Database Quality Control	142,000.00	0.00
9500-5 · MORE/Publicity	0.00	760.15
9500-6 · MORE/Database Cleanup/Maint	2,970.33	2,613.56
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	113,165.00	106,995.00
Total 9500 · MORE Shared Automation Expenses	<u>722,423.40</u>	<u>553,527.50</u>
Total MORE Expense	<u>722,423.40</u>	<u>553,527.50</u>
Year-to-date MORE Income less Expense	<u>199,708.60</u>	<u>266,370.50</u>
 Plus 12/31/20 MORE Uncommitted Fund Balance	 85,748.54	
Plus 12/31/20 MORE Reserve/Committed Balance	<u>289,000.00</u>	
 MORE Fund Balance	 <u>574,457.14</u>	

Agenda Items

- IX. * Mid-year Investment Report (Discussion) -- Juli Button will provide an update at the meeting.
- XI. * Personnel Committee Report (They will be meeting the morning of the Board meeting.)
- Director Accountabilities
 - System Director Evaluation**
*** The IFLS Library System may go into closed session to consider matters relating to employment, promotion, compensation or performance evaluation of any public employee over which the IFLS Library System has jurisdiction or exercises responsibility, pursuant to Section 19.85(1)(c) of the Wisconsin Statutes. The committee will reconvene into open session.*
- XII. * Action on Closed Session
- XIII. * IFLS Personnel Manual -- The Personnel Committee reviewed the document in May and recommended approval at the July Board meeting.

Intent

- The main goal was to update for clarity and inclusion.
- Review and update based on current practices and needs.
- The last major update was 2011.
 - IFLS staff have reviewed the document on a yearly basis.

Process

- IFLS staff self-identified their willingness to participate in the review/redraft/update. The group consisted of both full and part-time staff with shorter- and longer-term tenure at IFLS.
 - Reb Kilde
 - Bonnie Clauson
 - Leah Langby
 - Juli Button
 - John Thompson
- The group held a series of meetings to review the various sections within the current manual as well as consulted other system manuals and other related documents/websites.
- IFLS Staff reviewed the final draft for comment/feedback at the **May 12, 2021** Staff meeting.
- Juli Button and John Thompson reviewed the comments and feedback and made final revisions to the document.
- Shared with IFLS Personnel Committee (May 26, 2021)
- Review/Modification by IFLS Personnel Committee (Motion to Forward to IFLS Board for approval, May 26, 2021)
- Recommendation to IFLS Board (July 28, 2021)

What Changed

- Section numbers updated to reflect new content or rearrangement
- Provided links for additional information or guidance
- Some sections had some minor wording changes
 - Changed shall to must
 - <https://www.plainlanguage.gov/guidelines/conversational/shall-and-must/>
 - https://www.faa.gov/about/initiatives/plain_language/articles/authority/
 - Edited for clarity and/or formatting
 - Section #125 Conflict of Interest
 - Formatting
 - Section #255 renamed Resignation/Retirement
 - Section #170 Personnel Records
 - Clarification
 - Section #185 Travel and Reimbursement Policy
 - Section #210 Standards for Employee Conduct
- Rearranged content
 - Merged some sections
 - Recruitment (Current #105) and Selection and Hiring (#115)
- Referenced new and/or expanded definitions/wording
 - Equal Opportunity Section #115
 - Harassment Policy #130
 - Added additional locations where applicable
 - Renamed and additional formatting
 - Computers, Electronic Mail, and Voice Mail Usage Policy #155
 - Political Activities #165
 - Clarification
 - Renumbered
 - Telecommuting or Permanent Remote Work #245
 - Employee Benefits (400 sections)
 - Sections rearranged
 - Links added for additional information
 - Eligibility for benefits modified to spouse or significant other
- Significant changes
 - Weather and Emergency Closure #180
- Additions
 - Social Media Policy #160
 - Telecommuting or Permanent Remote Work #245

XIV. IFLS Planning Process for 2021 – A brief update (see enclosed PowerPoint) will be shared during the meeting.

Monthly Activities

New Directors—Rochel Karlson is the new library director in Glenwood City and Monica LaVold in New Richmond.

Rita Magno https://www.baldwin-bulletin.com/news/magno-is-new-library-director/article_89630b1c-e4a6-11eb-aac9-eb220e06b244.html will be the new director in Baldwin.

Pamela Westby has announced her retirement effective in early September.

Building Projects—I have been actively supporting Amery and Ellsworth with their projects. Amery has started renovations for the City Center. Completion scheduled for end of the year.

Ellsworth is working on finish selection and the architects are working on the next phases of drawings. The goal is to be finished with the project by the early 2022.

Glenwood City has started working on the new city hall and work is continuing in Eau Claire <https://ecpubliclibrary.info/storybuilder/project-updates/>.

Budget Update—We are awaiting official word from the Division on our 2022 budget amount, but we will be getting an estimated increase of over \$150,000.

From Wisconsin Library Association—The 2021-2023 State Budget passed by the Wisconsin Legislature and signed by Governor Evers on July 8 reflects bipartisan support for an important investment in public library services. **It includes an additional \$2.5 million in 2021-2022 and \$4 million in 2022-2023 state aid for regional public library systems which will** enhance the foundational infrastructure delivering additional resources to local libraries and their communities. During Joint Finance Committee (JFC) deliberations on May 27, its members recommended legislative support for Governor Evers' request to augment the critical ongoing investment in public library services in the areas of technology, workforce development and lifelong learning supported by legislators on both sides of the aisle.

Funding was also maintained at levels included in the Governor's executive budget for the state library resource contracts with the Wisconsin Talking Book and Braille Library, the Cooperative Children's Book Center, and statewide inter-library loan access to Milwaukee Public Library and UW-Madison collections. BadgerLink and Newsline for the Blind are also among the core services maintained at current levels in the next biennium.

An update about **Recollection Wisconsin**—The WLA Library Development & Legislation Committee (LD&L) budget team has worked tirelessly since January to ensure that items from the DPI section of the Governor's 2021-2023 Executive Budget supported by WLA were included in the JFC version of the budget. That included support for the addition of Recollection Wisconsin to the biennial budget as a new line item. Despite considerable interest in the mission and accomplishments of Recollection Wisconsin during meetings with JFC members and legislative leaders, this was unfortunately not the year to secure any new programs. WLA will continue to support the pursuit of additional funding for this worthy endeavor.

Consulting Topics: Personnel, budget, COVID reopening, space planning, and director hiring.

Director Accountabilities

#031-21

July 2020-June 2021

Accountability 1: Provide effective leadership for the system

Action Step 1: At least 95% of member libraries rate IFLS as providing effective leadership on their annual reports

- *100% No negative comments*

Action Step 2: Continue to be involved in statewide leadership opportunities

- *Attended System Library Director Meetings*
- *Worked on COVID reopening guidelines*

Accountability 2: Communicate with state and federal legislators on library issues

Action Step 1: Attend Library Legislative Day

- *Attended Virtually*

Action Step 2: Communicate with legislators on library issues as needed

- *Contacted Rep. Kind, Sen. Baldwin and Sen. Johnson on library funding issues*
- *Attended Joint Finance Budget Hearing with Heather Johnson*

Action Step 3: Provide board and libraries with information on current legislative issues needing attention

- *Forwarded WLA legislative newsletters when available*

Accountability 3: Maintain effective communication with the IFLS Board, IFLS staff and member libraries

Action Step 1: Provide updates to IFLS staff, board and member libraries via email; and other electronic methods regarding library issues

- *Attended virtual group director check-ins during COVID*
 - *Facilitated by IFLS Staff mainly Leah Langby but others assisted including Reb Kilde, Lori Roholt, Kathy Setter, Maureen Welch, and myself. I attended as my schedule allowed to listen to the discussions among library directors. Served as a resource on topics as needed.*
 - *Started out weekly and shifted from every other week, monthly and now every other month.*
 - *Included discussion topics based on what the directors wanted to talk about.*
- *Sent emails to IFLS staff, board members and member libraries as needed*
- *Participated in coordinated individual director check-ins via telephone and/or email*

Action Step 2: Visit 20-member libraries per year (Note: some visits will be virtual)

- *Visited 26 distinct libraries either in person or virtually. 86 total visits.*
 - *Does not include telephone calls that may have done normally in-person*

Action Step 3: Attend local library board or committee meetings as requested (Note: some attendance will be virtual)

- *Included Baldwin, Ellsworth, Eau Claire, Amery, New Richmond*

Accountability 4: Maintain a positive work environment for system staff

Action Step 1: Allocated budget resources for staff professional development

- *Maintained increased funding for professional membership*

Action Step 2: Seek ways to boost/support staff morale including through staff retreats and networking events

Action Step 3: Explore ways to improve staff meetings in a shared in-person/virtual meeting

- *Held staff check-in/staff meetings virtually IFLS staff and with individual staff members as needed*

Accountability 5: Develop additional training/support for library directors

Action Step 1: Seek additional ways to share information and educate new and existing library directors

- *New Director Orientation documents posted on IFLS website*

Action Step 2: Meet with new directors within 90 days of hire and follow up as needed.

- *Met with all new directors*

Accountability 6: Participate in 5 conferences/webinars/workshops per year.

Action Step 1: Attend annual library conference

- *Lead the Way Conference (virtual)*
- *WLA Fall One Day Virtual Conference*
- *Association of Rural and Small Libraries Conference (virtual)*
- *WAPL Conference (virtual)*
- *Advocacy Conference (virtual)*
- *Space Planning in the 21st Century (UW Madison iSchool online course)*

Action Step 2: Make one conference, webinar, workshop presentation

- *Space Planning—Argyle Public Library*
- *New Director Bootcamp (virtual)—Budget*
- *Annual Report Workshop (virtual) with Juli Button*

July 2021-June 2022

Accountability 1: Provide effective leadership for the system

Action Step 1: At least 95% of member libraries rate IFLS as providing effective leadership on their annual reports

Action Step 2: Continue to be involved in statewide leadership opportunities

Accountability 2: Communicate with state and federal legislators on library issues

Action Step 1: Attend Library Legislative Day

Action Step 2: Communicate with legislators on library issues as needed

Action Step 3: Provide board and libraries with information on current legislative issues needing attention

Accountability 3: Maintain effective communication with the IFLS Board, IFLS staff and member libraries

Action Step 1: Provide updates to IFLS staff, board and member libraries via email; and other electronic methods regarding library issues

Action Step 2: Visit 20-member libraries per year (Note: some visits will be virtual)

- Fall 2021 reestablish visit patterns to pre-pandemic levels

Action Step 3: Attend local library board meetings as requested (Note: some attendance could be virtual)

Accountability 4: Maintain a positive work environment for system staff

Action Step 1: Allocated budget resources for staff professional development

Action Step 2: Seek ways to boost/support staff morale including through staff retreats and networking events

Action Step 3: Explore ways to improve staff meetings in a shared in-person/virtual meeting

Action Step 4: Advocate for staff additional compensation and staffing reorganization as budget and service needs change

Accountability 5: Develop additional training/support for library directors

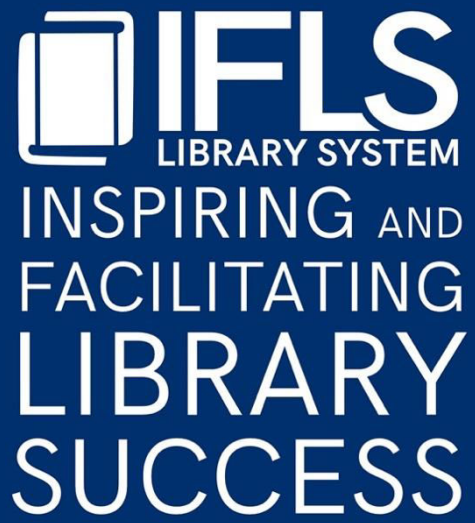
Action Step 1: Seek additional ways to share information and educate new and existing library directors

Action Step 2: Meet with new directors within 90 days of hire and follow up as needed.

Accountability 6: Participate in 5 conferences/webinars/workshops per year.

Action Step 1: Attend annual library conference

Action Step 2: Make one conference, webinar, workshop presentation



Personnel Manual

IFLS Library System

Revised INSERT

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INTRODUCTION

010 PURPOSE AND USE OF THIS MANUAL

The purpose of this Personnel Manual is to state in writing the general conditions, terms and benefits of employment with the IFLS Library System. It is a clearly written and flexible policy which serves the needs of both the System and its employees.

It is impossible to anticipate every circumstance of employment at IFLS Library System. If there is anything that comes up that isn't specifically covered, please contact the IFLS Director or the Business Manager.

This manual is not to be construed as a contract. It merely outlines conditions of employment with IFLS at a given time. The Board of Trustees reserves the right to amend, add, delete, or change this manual from time to time as it sees fit.

020 GOVERNANCE

As provided by Statute, the System is governed by a 20-member Board of Trustees appointed by the county boards of the ten member counties. Board appointments are proportional to population as nearly as practical. Each county is represented by at least one member on the System Board. The System Bylaws formally establish the method by which the IFLS Board of Trustees will conduct the business of the System. The System Board of Trustees appoints a System Director. The management responsibilities of the System are the duty of the System Director.

030 COMMITTEES (THAT REPORT TO THE FULL BOARD)

EXECUTIVE COMMITTEE

The Executive Committee is composed of the Board officers and one member elected at large. Elections are held at the annual meeting. The Executive Committee conducts the regular business of the System between meetings of the full Board in a manner consistent with the policy and guidelines of the Board. The Executive Committee may recommend policy and policy changes to the Board for consideration.

PERSONNEL COMMITTEE

Each year, the President of the Board of Trustees appoints five members of the Board to be the Personnel Committee. The President of the Board is an Ex-Officio member of this committee. It is the responsibility of the Personnel Committee to meet to study and recommend actions to the Board on personnel matters.

ADVISORY COUNCIL OF LIBRARIANS

The Advisory Council of Librarians consists of one public librarian from each county and special representation from school, special and academic libraries who meet with the System staff to give input and feedback of an advisory nature regarding System operations and services. In addition, the Resource Library has a representative on the Council. (Council members have a two-year term. Two reps are non-system libraries: schools/academic/Mayo.)

Read the [IFLS System Bylaws](#).

040 EMPLOYER

The IFLS Library System Board of Trustees is the employer of the people working for the IFLS Library System. While ultimate responsibility for actions taken under provisions of this policy rest with the Board, ordinarily the Director of the System acts for the Board in applying provisions of the Personnel Manual. An IFLS library consultant, as appointed by the System Director and the Business Manager, must jointly serve as the Assistant System Director and must be in charge when the Director is absent for up to a month. The Director may consult with both on management issues on an as-needed basis. The Board must appoint an Interim Director for longer periods of time.

GENERAL POLICIES

110 VERIFICATION OF RIGHT TO WORK

To comply with the Immigration Reform Act of 1986, employees must provide documents which show United States citizenship or the eligibility to work in the U.S. within their first three days of employment. The offer of employment is contingent on the individual producing the required documents.

115 RECRUITMENT, SELECTION AND HIRING

AT WILL EMPLOYMENT

IFLS Library System is an at-will employer. This means any employee may be dismissed at any time with or without cause.

RECRUITMENT AND SELECTION

Recruitment and selection of the work force at IFLS Library System is the first step in ensuring the quality of service provided. When a need exists to add or replace a position, every effort will be made to recruit employees who possess the capabilities, training, education, experience, and attitudes necessary to fulfill the functions of the position.^{[JT1][RK2][RK3][RK4]}

EQUAL EMPLOYMENT OPPORTUNITY

The IFLS Library System provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type with regards to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

120 HIRING OF RELATIVES

IFLS is not opposed to hiring relatives of existing employees. An employee must not supervise the work of a family member or close relative.

125 CONFLICT OF INTEREST

An IFLS Board of Trustee member or IFLS employee must not use their public position or office to obtain financial gain or anything of substantial value for their private benefit or the benefit of immediate family or for an associated organization.

IFLS Board of Trustee members or IFLS employees must not directly or indirectly solicit or accept from any person, directly or indirectly, anything of value if:

- It could reasonably be expected to influence the IFLS Board of Trustee member's or IFLS employee's vote, official actions or judgment.
- Could reasonably be considered as a reward for any official action or inaction on the part of the IFLS Board of Trustee member or IFLS employee.
- This does not prohibit an IFLS Board of Trustee member or employee from engaging in outside employment.

Except as otherwise provided in paragraph three below, IFLS Board of Trustees members or IFLS employees must not:

- Take official action substantially affecting a matter in which the individual, a member of their immediate family, or an associated organization has a substantial financial interest.
- Use their office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for:
 - the individual
 - one or more members of the individual's immediate family, either separately or together, or
 - an organization with which the individual is associated.
- Engage in outside employment for an IFLS member library if the activity is part of the employee's job description.

This policy does not prohibit an IFLS Board of Trustee member or IFLS employee from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses.

130 HARASSMENT POLICY

IFLS abides by Wisconsin State [Statute 947.013](#).

IFLS has developed this policy to ensure that all its employees have an environment free from harassment, discrimination and retaliation. IFLS makes every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies must be investigated and resolved appropriately.

These policies do not allow excluding or separating individuals based on their gender or protected characteristic from participating in business or work-related social activities or discussions in order to avoid allegations of harassment.

Direct questions or concerns about these policies to the Director.

WHEN IS THE POLICY APPLIED?

Conduct prohibited by these policies is unacceptable at IFLS and in any IFLS-related setting, such as during library visits, conference, business meetings and IFLS-related social events.

ALL TYPES OF HARASSMENT AND DISCRIMINATION ARE PROHIBITED

IFLS Library System prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. IFLS pledges to an environment where people feel comfortable and safe. Harassment of any kind, legal or extra-legal, will not be tolerated.

In addition, harassment:

- (I.) has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- (II) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (III) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

DEFINITION AND EXPLANATION OF SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is prohibited by this policy. For the purposes of this policy, we use the [Equal Employment Opportunity Commission Guidelines](#). This includes but is not limited to:

- Unwelcome sexual advances.
- Requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
 - such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or request for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

RETALIATION IS ALSO PROHIBITED

IFLS encourages reporting of all perceived incidents of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, is subject to disciplinary action. Acts of retaliation should be reported immediately and must be promptly investigated and addressed.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

IMMEDIATELY REPORT INCIDENTS

IFLS encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have been the victims of such conduct should discuss their concerns with their immediate supervisor or the IFLS Director. If an employee is alleging that the Director is engaging in sexual harassment, then the complainant should report it to the chair of the Personnel Committee.

Individuals have multiple options available to address their complaint.

DIRECT COMMUNICATION

IFLS encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and request that it be discontinued. Often this action alone can resolve the problem. IFLS recognizes that an individual may prefer to pursue the matter through informal or formal complaint procedures.

INFORMAL COMPLAINT PROCEDURE

If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify their immediate supervisor or the IFLS Director, who may, if the individual so requests, talk to the alleged offender on the individual's behalf.

An individual reporting harassment, discrimination or retaliation should be aware, however, that IFLS might decide it is necessary to take action to address such conduct beyond an informal discussion. This decision must be discussed with the reporting individual. The best course of action in any case depends on many factors and remains flexible.

The informal procedure is not a required first step for the reporting individual.

FORMAL COMPLAINT PROCEDURE

As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor or the IFLS Director.

IFLS encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. While no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation must be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality must be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

IFLS RESPONSE TO HARASSMENT, DISCRIMINATION OR RETALIATION

Misconduct constituting harassment, discrimination or retaliation must be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or action such as warning, reprimand, withholding of a promotion, reassignment, suspension or termination, as IFLS believes appropriate under the circumstances.

FALSE COMPLAINTS

Malicious false complaints of harassment, discrimination or retaliation, as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

135 SAFE WORKPLACE

Employees have a personal responsibility to keep themselves, their co-workers, and their equipment free from accident. Doing the job safely is an important part of job performance. Each employee must report unsafe practices and conditions to their supervisor at once. Delay could result in serious injury.

Employees injured on the job must take action to secure necessary medical attention immediately and report the injury to the supervisory staff, regardless of the seriousness of the injury. An accident report must be filed with the IFLS Business Manager within 48 hours giving complete details.

Suggestions from all employees regarding safety are welcomed and encouraged.

Firearms are not allowed in the IFLS building or vehicle.

140 AMERICANS WITH DISABILITIES ACT

IFLS recognizes at some times this organization may be exempt from the [Federal Americans with Disabilities Act](#) due to the size of our staff. However, the system endorses the Act and intends to observe it. IFLS will make reasonable accommodations to new or continuing employees to enable them to perform their work at a satisfactory level.

145 CONTINUING EDUCATION

The System strongly supports continuing education for its employees. As the budget permits, the system may decide to pay for certain educational opportunities. Please discuss this with your supervisor.

- The system may pay up to the entire registration/tuition charge for continuing education activities that the System Director identifies as job-related.

- Degree-track courses may be considered for reimbursement of up to 50 percent of the amount paid directly by the employee. At the Director's discretion reimbursement will be paid to the employee only after evidence of satisfactory completion of the continuing education activity.
- When the employee is asked to participate in continuing education activities by the System, the employee will be compensated for time and related expenses. This includes education and training for people promoted to supervisory positions from within the organization.

150 ILLEGAL DUPLICATION OF COPYRIGHTED MATERIALS AND COMPUTER SOFTWARE (UNAUTHORIZED COPYING)

IFLS does not condone the illegal duplication of materials, including software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy not provided by the manufacturer. Unauthorized duplication of software is a federal crime.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

IFLS licenses the use of computer software from a variety of outside companies. IFLS does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.

When on local area networks or on multiple machines, IFLS employees must use the software only in accordance with the software publisher's license agreement.

IFLS employees learning of any misuse of software or related documentation within the system must notify their manager or IFLS system Director immediately.

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. IFLS employees who make, acquire or use unauthorized copies of computer software must be disciplined as appropriate under the circumstances. Such discipline may include termination.

All documents/medium created or provided by or for IFLS and our member libraries must be backed up to an accessible file or drive on the IFLS network and in a format retrievable by the Network Engineer. Original documents or media must not be stored solely offsite or in an inaccessible format.

155 COMPUTERS, ELECTRONIC MAIL, AND VOICE MAIL USAGE POLICY

IFLS makes every effort to provide the best available technology to those performing services for IFLS. IFLS has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy explains

access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by IFLS's employees with the use of IFLS's equipment. It also defines the proper use of the computer, voice mail, and electronic mail systems provided by IFLS.

USE OF IFLS TECHNOLOGY AND SERVICES

IFLS property, including computers, electronic mail and voice mail, should only be used for conducting system business.

Incidental and occasional personal use of system computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems are treated no differently from other system-related information and messages, as described below.

PROHIBITED USES

The use of the electronic mail system must not be used to:

- solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
- create any offensive or disruptive messages, including but not limited to messages that contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

OWNERSHIP AND PRIVACY

Although IFLS provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties and entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are system records.

IFLS also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, IFLS must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because IFLS or its designated representative reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential.

Individuals using IFLS's business equipment should not expect that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - is private.

IFLS has the right to but does not regularly monitor voice mail and electronic mail messages. IFLS will inspect the contents of computers, remote digital sites and storage, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

Electronic records, voice mail and e-mail created or kept by IFLS employees are subject to a public records request under [Wisconsin's Open Record Law](#).

RESULT OF VIOLATION OF POLICY

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

160 SOCIAL MEDIA POLICY

Any communication by IFLS staff on behalf of IFLS on social media is subject to the same rules and guidelines as other workplace communication.

The Director or an employee designated by the Director must approve a primary administrator for each social media platform. Each administrator must assign a secondary administrator with all rights and privileges of the primary administrator.

At the end of employment, administrators must give their sign-in information to the other administrator or their replacement. The outgoing employees' access must be removed.

Social media administrators should identify and use best practices for the platform.

165 POLITICAL ACTIVITIES

Partisan political activity on the job is prohibited by federal law. Some nonpartisan political activities are acceptable. For clarification speak with the IFLS Director or go to the IRS site.

Applicants for employment and employees are not required to contribute to any political fund nor perform any political service to any person or party at any time. No person or employee will be hired, promoted, suspended, demoted, nor terminated for political activities conducted during an employee's free time.

170 PERSONNEL RECORDS

The System must keep files on all personnel which includes:

- W2 and W4 forms
- forms related to
 - hiring
 - requests for leave
 - performance evaluations
 - discipline memoranda
 - written grievances
 - commendations

- health forms
- attendance records at continuing education activities
- letters of reference
- vacation and sick leave balances.

Personnel files are confidential and the only staff with access to them are the Director, Business Manager for payroll and benefit administration purposes, and the Personnel Committee in the event of a grievance procedure.

Performance and discipline memoranda are a part of the employee's performance evaluation covering the time period in which they occur. After a year's satisfactory employment with no recurrence of the noticed activity, the notice must be removed from the employment record.

An employee may inspect their personnel file in accordance with Wisconsin Statute 103.13. A copy of Wisconsin Statute 103.13 must be posted in the office.

175 EMPLOYEE STATUS CHANGES

It is the employee's responsibility to inform IFLS, in writing, of changes in status which may affect conditions of employment or eligibility for benefits, etc.

180 WEATHER AND EMERGENCY CLOSURE

Work in the Office: Work at the office if you deem that travel is safe during your normal working hours (8-hour day, morning shift and/or afternoon shift.)

Work from Home: Work your typical number of hours at home. These hours do not have to occur during your typical schedule, but staff should be available for emergency/urgent issues.

Staff who do not normally work from home can use these hours for professional development on any library-related activity or one that will aid in your personal professional development.

Such activities include webinars, journal reading, tutorials on productivity software, exploring potential new products.

Vacation day: If you choose not to work you can use vacation time for part or the entire day.

If you have questions, please contact the Business Manager and Director.

185 TRAVEL AND REIMBURSEMENT POLICY

IFLS Staff will be reimbursed for actual expenses incurred in the conduct of IFLS business. Mileage, lodging and meals will be reimbursed at the prevailing state of Wisconsin rates with noted exceptions.

TRAVEL EXPENSE REIMBURSEMENT

Staff who must travel to conduct system business are eligible to file expense vouchers with IFLS after the travel is completed. Information must be filed on official IFLS forms. Receipts must be submitted for all reimbursable expenses.

IFLS will reimburse either the actual expense incurred or the current state maximum for the expense item, whichever is lower.

The exception is lodging expense: the traveler must request the “state” room rate, but IFLS must reimburse at a higher rate if the state rate is unobtainable.

The traveler must present proof of tax-exemption whenever applicable and should not pay sales tax.

When at conferences, IFLS will reimburse for meals at a per diem amount. Official reimbursement rates will be established as needed and will appear on our expense reimbursement form. Reach out to the Business Manager for clarification.

Charges for alcohol are not reimbursed.

One phone call home, at a cost not to exceed \$5.00 per day, is reimbursable.

VEHICLE OPTION: SYSTEM VEHICLE

IFLS provides a system vehicle for system business travel. System vehicle use is scheduled with the IFLS Administrative Assistant and/or noted on shared calendar. A valid driver’s license is required to operate the system vehicle.

Staff are requested to take the system vehicle whenever it is available rather than their personal vehicle, because it is more cost effective.

Any personal miles put on the system vehicle must be reimbursed to the system at the prevailing state mileage rate.

VEHICLE OPTION: PERSONAL VEHICLE

It is permissible to use personal vehicles for system business. The vehicle and its occupants must be adequately protected by personal liability and property damage insurance.

Mileage must be reimbursed at the prevailing state mileage rate.

If the system vehicle was available for use and additional circumstances did not prevent use of the system vehicle, staff may use their personal vehicle and be reimbursed at the rate of 75% of the current state mileage reimbursement rate. Use of personal vehicle for comfort purposes only will be reimbursed at the reduced rate.

Examples of circumstances that could warrant the use of a personal vehicle with the full reimbursement include:

- Departing from home would result in the reduction of travel time to destination by more than 20 minutes
- Traveling with relatives and/or spending additional time at location on non-system business

- Weather conditions that might be safer in a personal vehicle
- System vehicle in use

TRAVEL WITH FAMILY

Family members must not travel in the IFLS vehicle.

Family member(s) or friends may travel with an IFLS representative on IFLS business. Family member's or friend's expenses will not be reimbursed. Lodging will be reimbursed at the single room rate.

190 SMOKE-FREE ENVIRONMENT

Smoking is forbidden in the building and the system vehicle. It is permitted outside in back of the building.

EMPLOYMENT POLICIES

205 INTRODUCTORY PERIOD

Every IFLS employee is required to serve an initial six-month training period. This applies to new hires as well as employees with promotions, transfers or position reclassifications. During the training period, written evaluations may be conducted as frequently as deemed necessary by the employee's supervisor. At the end of six months of employment it must be determined whether or not the training period has been satisfactorily completed. If additional guidance is deemed necessary by the employee's supervisor, the training period may be extended beyond six months.

Completion of the training period does not guarantee continued employment, as employment is always at-will. Employees are free to terminate their employment at any time, with or without reason, and IFLS may choose to terminate an employee's employment at any time, with or without reason.

210 STANDARDS FOR EMPLOYEE CONDUCT

IFLS Library System has adopted these Standards for Employee Conduct to protect the System and its employees. Staff members who engage in prohibited conduct will be investigated and subject to disciplinary action which may include an oral reprimand, a written reprimand, suspension with or without pay, or discharge. Progressive steps of the disciplinary process may not be followed in all circumstances.

PROHIBITED CONDUCT

- A. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- B. Falsifying records or giving false information.
- C. Failure to provide accurate and complete information if required by an authorized person.
- D. Failure to comply with safety requirements, rules and regulations.
- E. Negligence in the performance of assigned duties.
- F. Unexcused or excessive absenteeism or tardiness.
- G. Failure to notify the supervisor promptly of unanticipated absences or tardiness.
- H. Unauthorized or improper use of System property or equipment.
- I. Threatening, intimidating, harassing, interfering with, or using abusive language towards others.
- J. Making false or malicious statements concerning other employees, supervisors, or the System.
- K. Use of alcoholic beverages or illegal drugs during working hours or reporting for work under the influence of alcoholic beverages or illegal drugs.
- L. No weapons of any kind are allowed in the IFLS offices or the system vehicle.

This list covers major, important areas of behavior. However, the list is not intended to be all-encompassing, and other behavior not specifically enumerated above could result in discipline depending on the nature of the behavior and the surrounding circumstances.

STEPS OF DISCIPLINARY ACTION

An oral reprimand must be given to the staff member by the individual's supervisor. The staff member must have five days to respond orally to the reprimand in a meeting with the supervisor, which the supervisor must request. In this meeting the staff member must describe the behavioral changes they will make to ensure there is no repetition of the misconduct. If disciplinary action is employed at this step, it must be reported to the Director.

If the first step fails to resolve the matter, the staff member's supervisor must provide to the Director and the staff member a written description of the misconduct with a notification of the failure of step one to achieve satisfactory results. The Director must meet with the supervisor and the staff member within 30 days of receiving notification of failure of step one. The Director must then issue, in writing, a resolution to the matter which must describe any disciplinary actions to be employed.

215 DISMISSAL

As an at-will Employer, the Employer may dismiss an employee with or without cause. The general disciplinary steps in the appeal procedure described above will usually be followed.

220 PERFORMANCE EVALUATIONS AND COMMUNICATION

IFLS encourages open and mutually beneficial communications between staff members and their supervisors, as well as between peers.

Written performance evaluations must be conducted annually by the employee's direct supervisor and discussed fully with the employee. Request a form from the Business Manager or create a more in-depth procedure. Employees are encouraged to request further guidance at any time.

The Director serves at the pleasure of the Board of Trustees and is evaluated annually by the Personnel Committee. The Personnel Committee must review the evaluation with the Director, which must result in a written evaluation to be placed on file with a recommended level of compensation for the following funding year.

225 ADVANCEMENT, PROMOTION, TRANSFER

Satisfactory job performance results in a number of rewards for the employee. One such reward is financial. Other rewards are expressed in terms of job satisfaction, peer respect and promotability.

System position openings will be announced to current employees first. If no one on staff applies or is promoted, the job must be advertised outside the office. Qualifications and work experience must both be examined for purposes of such placements.

A promotion occurs when an employee is placed in a position classed higher than the one previously held. When promoted, the employee enters into an introductory period identical to that of initial employment, but current benefits are retained. All other provisions of the introductory period apply, including potential release from employment.

230 SCHEDULE OF PAYDAYS

System paydays occur every other Wednesday. In the event of a holiday falling on a payday, checks will be issued on the preceding Tuesday.

235 PAYROLL DEDUCTIONS AND ERRORS IN PAY

Deductions are made from employee paychecks each pay period for federal income tax, state income tax, Social Security, health insurance (optional), dental insurance (optional), deferred compensation (optional), income continuation insurance (optional), additional life insurance (optional), charitable agency (optional). The System Business Manager handles questions regarding paychecks.

240 WORK WEEK AND EMPLOYEE CLASSIFICATIONS

IFLS operates on flex-time. This means your work hours can be adjusted within the following guidelines:

- Employees schedule their work hours with their Supervisor or the Director.
- Work hours conform to job requirements.
- Employees coordinate their schedule with fellow employees.

The standard full-time work week is 35-40 hours.

EXEMPT AND NON-EXEMPT CLASSIFICATIONS

The Federal Wage and Hour Law groups employees into two categories: exempt and non-exempt.

- **Exempt employees** are not covered by the provisions of the Fair Labor Standards Act.
- **Non-exempt employees** are paid on an hourly basis and are eligible for compensation of time and one-half for hours worked in excess of 40 in a workweek. For nonexempt employees, the standard workweek at IFLS begins at 12:00 a.m. on Saturday and runs through Friday at 11:59 p.m.-

245 TELECOMMUTING OR PERMANENT REMOTE WORK

Flexible scheduling may also include telecommuting or remote work during all or part of an employee's scheduled hours. This option is reserved for staff or assignments where a physical presence at work is not always required to meet the needs of member-libraries and/or the library system. Anyone telecommuting or working remotely still needs to be available by email and phone just as if they were working at the office and communicate their schedule and work hours clearly.

Alternative work arrangements like flexible schedules and permanent remote work require supervisor approval in advance. Your supervisor can deny, revoke, or modify alternative arrangements at any time, for any reason.

Remote and telecommuting employees must sign an agreement which will be developed on a case-by-case basis.

250 REST PERIODS

Employees are permitted one 20-minute rest period per four hours of work which should be coordinated with your supervisor. Time not taken is time lost. Rest periods must not be used to change the length of the workday.

255 LUNCH PERIOD

Full-time employees are entitled to an unpaid lunch period during which they are not available for work.

Employees may use their 20-minute rest period for their lunch break.

260 RESIGNATION/RETIREMENT

These are the expectations for resignation/retirement procedures:

- Submit notice in writing, dated and signed, to the direct supervisor and include the effective date.
- The following notice is requested before leaving a position:
 - 2 weeks for support staff positions
 - 4 weeks for all other positions

These are the requirements for resignation/retirement procedures:

- An exit interview must be conducted for all employees upon resignation/retirement. The Personnel Committee must conduct the exit interview of the Director.
- Upon termination, insurance premiums must be paid in such a manner as to provide for insurance coverage through the last day of the month following the month of the employee's last paycheck.
- Each terminating employee must have the option of receiving accrued vacation wages in a lump sum cash payment or through continued payroll checks.
- Retiring employees will receive 50% of the value of their unused sick leave if they meet retirement requirements of the Wisconsin Retirement System (WRS). Options available to the employee:
 - Lump sum payments (minus taxes and other deductions due).
 - Funds to purchase IFLS health and/or dental insurance.

- This pay-out does not extend the employee's termination date.

CONFLICT RESOLUTION

305 RESOLUTION OF EMPLOYEE COMPLAINTS/GRIEVANCE PROCEDURE

Occasionally, a staff member may have a complaint concerning working conditions, workplace safety, personal relationships, or other employees, or may wish to appeal for redress of a specific disciplinary action including termination for cause. IFLS Library System wants all employees to feel that the channels of communication are open to them at all times, and that voicing or submitting a complaint or appeal in no way reflects upon them or their work record.

The following procedure may be used if informal discussions to resolve a staff member's concerns are not successful. The staff member may be accompanied by a representative at any step of this procedure.

STEP 1

An oral complaint may be submitted to the staff member's supervisor. An oral reply from the supervisor must be given within 5 working days after the complaint is submitted. A meeting between the employee and the supervisor is recommended at this step.

STEP 2

If the first step fails to resolve the matter, the employee may submit the complaint in writing to the Director. A conference with the employee, the supervisor, and the Director must be held within a reasonable period of time after receipt of the written grievance. The Director must respond to the complaint in writing within 10 working days after the conference.

STEP 3

If the second step fails to resolve the complaint, the employee must, within 10 working days after receiving the written reply from the Director, submit the same grievance for review by the Personnel Committee at their next meeting. The complainant must have an opportunity to be heard by the Committee. The Committee must provide the complainant with a fair hearing if the complainant requests a hearing. The Personnel Committee must respond to the complaint in writing within 10 working days after the hearing.

STEP 4

If the third step fails to resolve the complaint, the employee must, within 10 working days after receiving the written reply from the Personnel Committee, submit the same grievance for review by an Impartial Hearing Officer. The Hearing Officer must conduct a hearing within 10 days of receiving the complaint. The Hearing Office must respond in writing within 10 working days after the hearing.

STEP 5

If the fourth step fails to resolve the complaint, the employee must, within 10 working days after receiving the written reply from the Hearing Office, submit the same grievance for review by the IFLS Board of Trustees. The Board must

conduct a hearing within 10 days of receiving the complaint. The Board must respond in writing within 10 days after the hearing.

EMPLOYEE BENEFITS

INSURANCES AND PENSION PLANS

410 ETF (EMPLOYEE TRUST FUND) BENEFITS: BENEFITS GOVERNED BY THE STATE OF WISCONSIN DEPARTMENT OF EMPLOYEE TRUST FUNDS

These are the benefits that are offered to IFLS by ETF. For more details

1. go to etf.wi.gov.
2. Go to the “Help Me Figure Out Where to Start” section and click on “Benefits Available to Me”
3. Type in “Indianhead” to find us (It’s not updated here yet)
4. You can click on each benefit to learn more

To determine if you are eligible for an individual benefit, please consult with the Financial Manager.

WISCONSIN RETIREMENT SYSTEM PENSION PLAN (WRS)

The WRS Retirement Benefit is a pension plan that is intended to provide you with a lifetime retirement payment. It offers a retirement benefit based on a defined contribution plan and a defined benefit plan. All employees meeting eligibility requirements must participate. The fund requires an employer and employee contribution. WRS contribution rates are adjusted each calendar year depending on investment performance and actuarial factors.

Current eligibility requirements, guidelines and general information can be viewed by visiting etf.wi.gov

GROUP LIFE INSURANCE

This program provides group term life insurance coverage up to five times your annual earnings. The plan covers both death and dismemberment, and you may have the ability to convert your Basic coverage to pay premiums for health insurance or long-term care insurance. Employees that qualify for WRS are eligible for Group Life Insurance. IFLS pays 100% of the premium for Basic coverage which is the employee’s previous year’s annual earnings rounded to the next thousand dollars. Employees have the option for additional coverage and/or spouse/dependent coverage at their own expense thru payroll deduction.

INCOME CONTINUATION INSURANCE (ICI)

This program is an income replacement plan that replaces a portion of your income if you are unable to work because of a sickness or injury. IFLS pays 100% of the premium for coverage after 90 days of disability. Employees have the option for coverage with a shorter waiting period (30 or 60 days) at their own expense thru payroll deduction.

WISCONSIN DEFERRED COMPENSATION PROGRAM (WDC)

This program is an optional, supplemental retirement savings plan. The plan allows you to invest money directly from your paycheck for retirement, with both pre-tax and Roth options, and a variety of investment options.

HEALTH INSURANCE

All employees that qualify for WRS are eligible for Health Insurance. IFLS has elected the Local Traditional Health Plan (PO2) offered through the Wisconsin Public Employers Group Health Insurance Program. It provides health and wellness benefits for employees that qualify for WRS. For employees working 35-40 hours per week, IFLS will pay the maximum employer premium contribution allowed by ETF toward single or family coverage. For eligible employees working less than 35 hours per week, health benefits will be prorated. Employees will be required to pay a minimum of 10% of premiums.

Employees may enroll (with no lapse in coverage)/change enrollment during the It's Your Choice Open Enrollment period each fall. Changes in coverage are effective January 1st of the following year. Coverage end date is the end of the month in which the employee terminates employment. (COBRA continuation may be available as applicable by law, at the employee's expense)

Rehired or recalled employees will be treated as a new employee for Health Insurance.

Employees who retire after age 55 may continue their group medical coverage at their rate and at their expense if it is permitted by the insurance carrier and approved by the IFLS Board.

415 NON-ETF BENEFITS

DENTAL INSURANCE

Employees working 35-40 hours: IFLS will pay 90%. Prorated for employees working more than 20 hours.

Coverage effective: 1st of month following 30 days after the date of hire. **Coverage end:** end of month in which employee terminates employment. (COBRA may apply.)

COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)

In the event of an employee's termination or loss of eligibility COBRA allows for continued coverage under the IFLS group health/dental insurance program as a result of other "qualifying events," as defined by law, the employee and his/her eligible dependents may have the right to continued coverage under the IFLS health and dental program for a limited period of time at his/her own expense. Consult with the Business Manager for details.

420 WORKERS COMPENSATION INSURANCE

All staff members are covered by a worker's compensation policy.

- Employees injured on the job must report the injury to their supervisor immediately.
- The supervisor must promptly secure necessary medical aid for the injured employee and then file an accident report with the Business Manager within 48 hours, giving full and complete details.

An employee who is receiving worker's compensation may take sufficient sick leave to make up the difference between the worker's compensation payments and regular wages. When the employee's sick leave

account is exhausted, the employee will receive worker's compensation payments only. (For more details, see the Income Continuation Insurance information under the ETF Benefits header.)

LEAVE BENEFITS

Maximum leave benefit is 8 hours per day.

For the purpose of *funeral leave* and *other sick leave* sections, family includes: spouse, significant other, children, mother, father, siblings, grandparents, grandchildren, mother-in-law, father-in-law, stepchildren, stepmother, stepfather, step-siblings, other relatives living with employee.

505 VACATION LEAVE

Available to:

- Full-time
- Part-time staff working 20 hours/week or more, prorated to the number of hours worked per week.

Exception:

- Director: Vacation leave must be negotiated at the time of hire.

Accrual:

- Paid vacation accrues immediately upon hire. Vacation may be taken on an as-earned basis after the employee has been employed upon completion of the training period. Exceptions can be approved by the Director.
- Twelve (12) days during the first year, one additional day per year through year fourteen (14) to a total of twenty-five (25) days.
- Staff is expected to consider the needs of the System when planning their vacation time, and to communicate with their supervisor.
- Staff must not accumulate more than the amount of vacation leave earned in 12 month's employment, except with the prior written approval of the Director.

510 SICK LEAVE

Sick leave is fully compensated, authorized absence for the purpose of recovery from personal illness or injury or for medical appointments.

Available to:

- Full-time
- Part-time staff working 20 hours/week or more, prorated to the number of hours worked per week.

Accrual

- Sick leave is earned at the rate of one (1) day per month.
- Maximum cumulative total of 108 days.
- Part-time employees regularly working 20 hours or more per week must receive sick leave benefits prorated to the number of hours worked.
- Sick leave compensation is made at the regularly scheduled rate of pay.
- The Director may require a physician's statement describing the employee's ability to work when the illness or injury is of such a nature to so warrant.

Using paid sick leave to care for a family member ("other sick leave"):

- Sick leave may be taken to care for a sick member of an employee's family for up to twenty (20) days per year unless covered by FMLA.
- Leave of more than a week must be approved by the Director.
- This is not an additional number of leave days. Use of "other sick leave" must be charged against the employee's regular sick leave account. -

Pay-out at retirement:

Retiring employees will receive 50% of the value of their unused sick leave if they meet retirement requirement of the Wisconsin Retirement System (WRS). Options available to the employee:

- Lump sum payments (minus taxes and other deductions due).
- Funds to purchase IFLS health and/or dental insurance.

This pay-out does not extend the employee's termination date.

515 HOLIDAY LEAVE/PERSONAL DAYS

Available to:

- Full-time employees.

- Part-time employees working 20 hours/week or more will receive holiday pay if a holiday falls on their regularly scheduled workday. Personal days for part-time employees working 20 hours/week or more will be prorated.

The following paid holidays will be observed by the IFLS Library System:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Personal Days

Three personal days per year, awarded on January 1. Personal days cannot carry over to the following calendar year. Personal days don't need to be scheduled in advance. If an employee has used more personal days than they've earned at termination, they owe the prorated balance back to IFLS.

520 FUNERAL LEAVE

Available to:

- Full-time
- Part-time staff working 20 hours/week or more, prorated to the number of hours worked per week.

Using this benefit:

Up to three days paid leave may be granted by the System in the event of a death in an employee's family. Family includes: spouse, significant other, children, mother, father, siblings, grandparents, grandchildren, mother-in-law, father-in-law, stepchildren, stepmother, stepfather, step-siblings, other relatives living with employee at time of death.

525 JURY DUTY

Available to:

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- Full-time
- Part-time staff working 20 hours/week or more, prorated to the number of hours worked per week.

Using this benefit:

- An employee who serves on a jury or is subpoenaed to appear as a witness before a court or administrative tribunal must be paid full wages minus any compensation received as a juror or witness. The best procedure is for employees to sign their compensation check from the court over to IFLS. They will be paid their normal salary. Any mileage reimbursement can be retained by the employee.
- When released from jury or witness duties employees must immediately return to their job and complete the scheduled workday.
- Employees are not entitled to compensatory time under this provision. For instance, you can't do jury duty for 8 hours and then come in and work 4 hours extra for comp time.

530 MILITARY LEAVE

Available to: Everyone

Using this benefit:

- Reserve Training: Employees who are members of a reserve component of the military force of the United States or the State of Wisconsin must notify the System Director and be granted an unpaid leave of absence if required to participate in training duties.
- Active Duty: In the event of a national or state emergency, employees may take an extended military leave of absence without pay if ordered to active duty. Any employee on military leave of absence may continue medical insurance coverage; however, the employee must pay the entire premiums.

535 COMPENSATORY LEAVE (COMP TIME)

Available to:

- Full-time
- Part-time staff working 20 hours/week or more

Compensatory leave is granted according to provisions of the Fair Labor Standards Act and is scheduled with the Director. (For details refer to the law: <https://www.dol.gov/agencies/whd/compliance-assistance/handy-reference-guide-flsa>) Employee status is included in each position's job description.

540 LEAVE WITHOUT PAY

Available to:

- Full-time and part-time employees

Using this benefit:

- Leaves of absence without pay are granted at the discretion of the Director. The Director may grant leave without pay if it does not impair System operations. If it does impair System operations, consent of the full Board is required.
- When requesting an unpaid leave of absence, the employee must advise the System as to the specific date the employee plans to return to work.
- Vacation time must be used in lieu of leave without pay except at the discretion of the Director.
- Regular sick leave and vacation benefits must not accrue while an employee is on an unpaid leave of absence. Benefit accrual must resume when the employee returns to work.
- If an employee wishes to continue health insurance coverage during an unpaid leave of absence, it must be the employee's responsibility to make arrangements with the Business Manager and to pay the monthly premium during said leave.
- Reasonable effort will be made to return the employee to their former position. IFLS does not guarantee that a position will be held for an employee.

550 FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)

Available to:

- Full-time and part-time employees as defined under federal legislation

HOW DOES IFLS APPLY FMLA LEAVE?

IFLS Library System must provide eligible employees family and medical leave pursuant to the Federal and State Family Medical Leave Acts (FMLA).

BEFORE YOU USE THIS BENEFIT

- IFLS requires the use of the employee's accrued paid leave such as sick and vacation leave before using unpaid FMLA leave.

USING THIS BENEFIT

- IFLS must notify the employee when requested leave will be applied toward the employee's allowed time under the provisions of the Federal and State FMLAs.

- Employees requesting time off from work for reasons which qualify for FMLA leave must notify IFLS of the need for the leave as soon as practicable and must supply sufficient information for IFLS to understand that the leave is needed for FMLA-qualifying reasons.
- If an employee is on worker's compensation leave, and the employee is also eligible for Federal FMLA leave, the worker's compensation leave and the Federal FMLA leave must run concurrently.
- The "12-month period" referenced in the Federal FMLA is defined for this policy as a "rolling" 12-month period.
- FMLA unpaid leave must not be deemed a break in the employee's continuous service.

LIMITS TO REGULAR BENEFITS

- IFLS must comply with federal and state regulations regarding the continuation of health insurance coverage.
- During periods of unpaid FMLA-leave, other benefits such as holidays, vacation, sick leave or funeral leave will not accrue.

BEFORE YOU RETURN TO WORK

IFLS requires certification from the employee's health care provider of the employee's fitness for duty prior to the employee's return to work if applicable.

OTHER BENEFITS

605 LONGEVITY

Available to:

- Full-time and part-time employees

All permanent employees hired before July 1, 2010 but after November 20, 1991 receive an annual lump sum equal to three percent (3%) of their gross wages effective on their tenth (10th) anniversary of employment with IFLS.

Employees hired before November 20, 1991 receive an annual lump sum equal to three percent (3%) of their gross wages effective on their eighth (8th) anniversary of employment with IFLS and a lump sum equal to six percent (6%) of their gross wages effective on their twelfth (12th) anniversary of employment with IFLS.

Longevity payments are paid 50% in July and 50% in December each year.

610 EMPLOYEE ASSISTANCE PROGRAM

Employee assistance services that are part of the basic coverage of our current insurance carrier are available to insured employees.

ACKNOWLEDGMENT FORM

After you have read and signed this page, please detach the page from the Manual and return to the Business Manager.

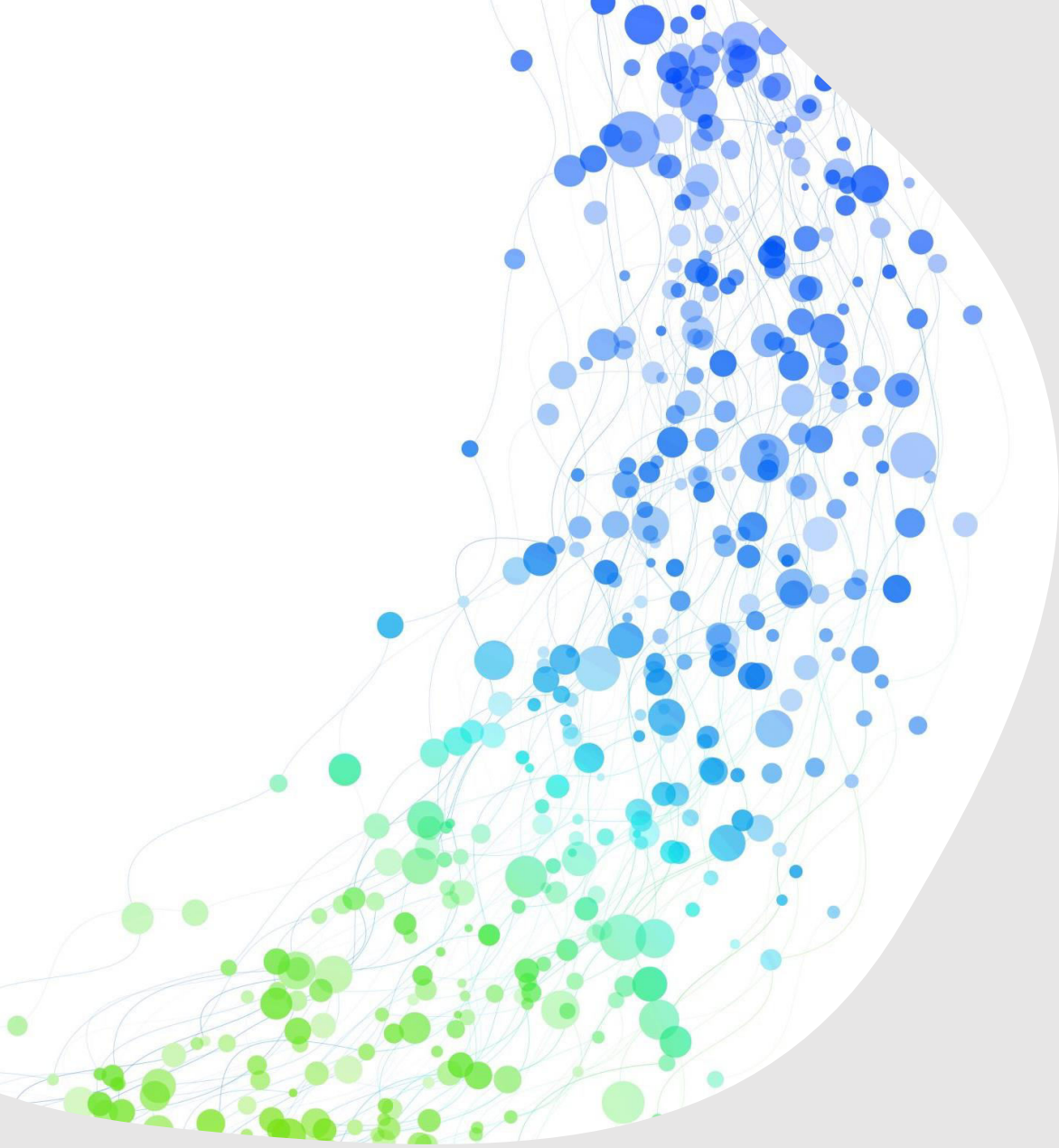
I have received a copy of the IFLS Personnel Manual. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to abide by all IFLS rules and regulations as set forth in this Manual, and/or rules and regulations that IFLS may otherwise establish in its sole discretion. I also understand that the contents of this Manual may be changed by IFLS at any time.

I further understand and acknowledge that this Manual provides guidelines and information, but this Manual is not, nor is it intended to constitute, an employment contract of any kind. I understand that my employment and compensation can be terminated at the option of either IFLS or me, at any time, for any reason. I understand that this Manual and the Acknowledgment Form do not vary or modify the at-will employment relationship between IFLS and me.

Employee's Signature

Date



Charting Our Course towards Library Success

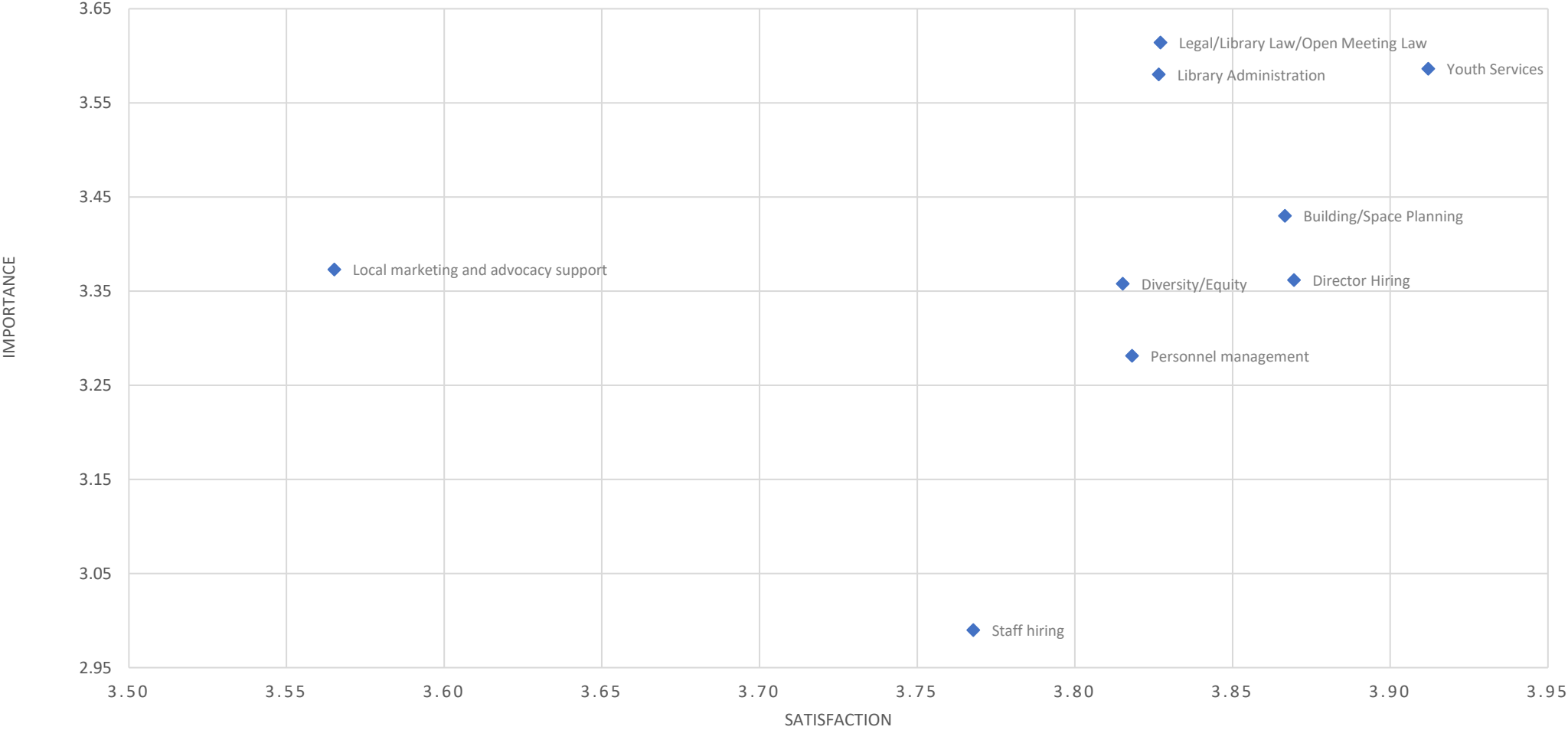
IFLS Planning Survey Results
Overview and Next Steps

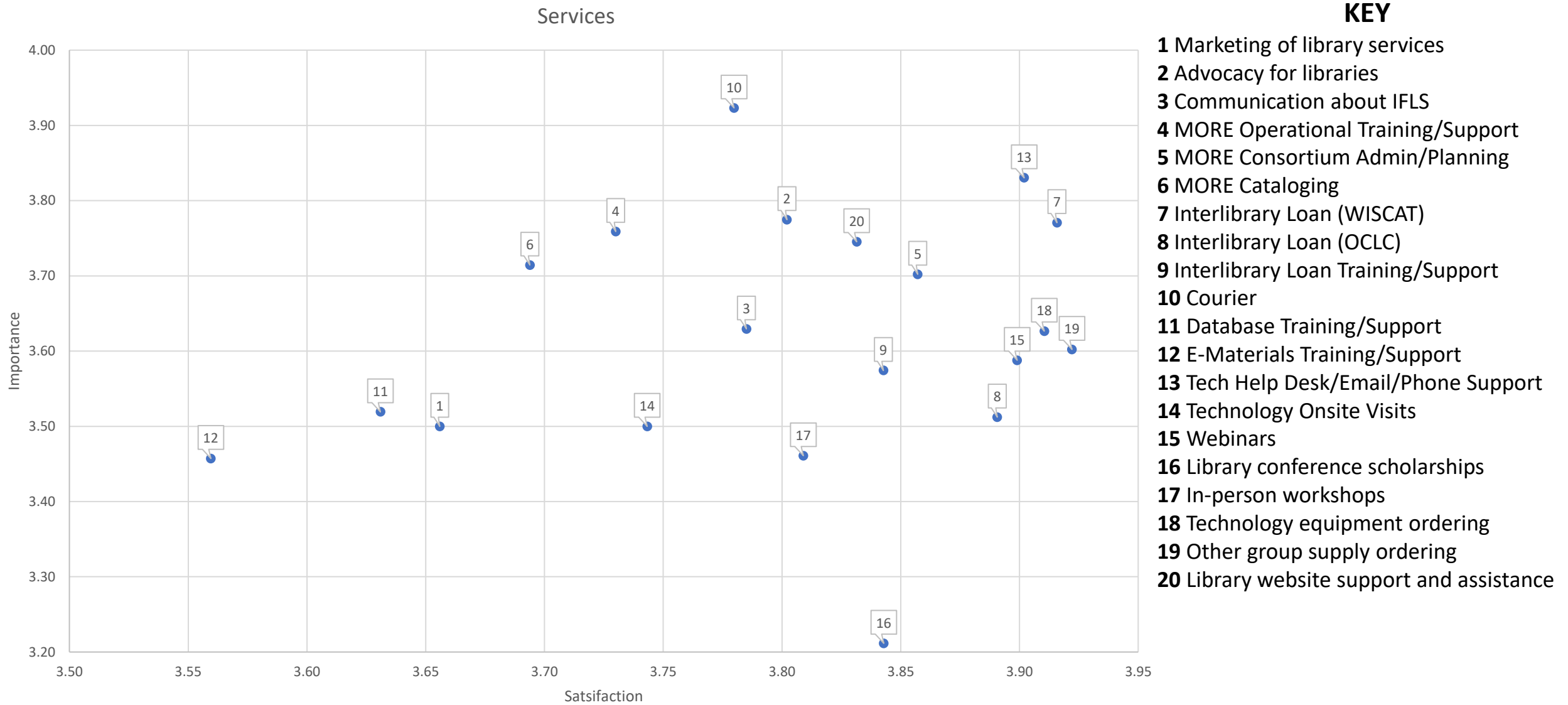


WHO ANSWERED?

- 125 people from 53 libraries in IFLS
- 100% representation from library directors

CONSULTING





What's Missing? Where Do You Wish for More?

- 47 percent said: **NOTHING**
- Another way to keep up with website besides office hours
- Adult services
- Additional training for MORE
- More local advocacy
- Hands-on, practical workshops and assistance for programming
- We need more KRIS
- Help with personnel issues

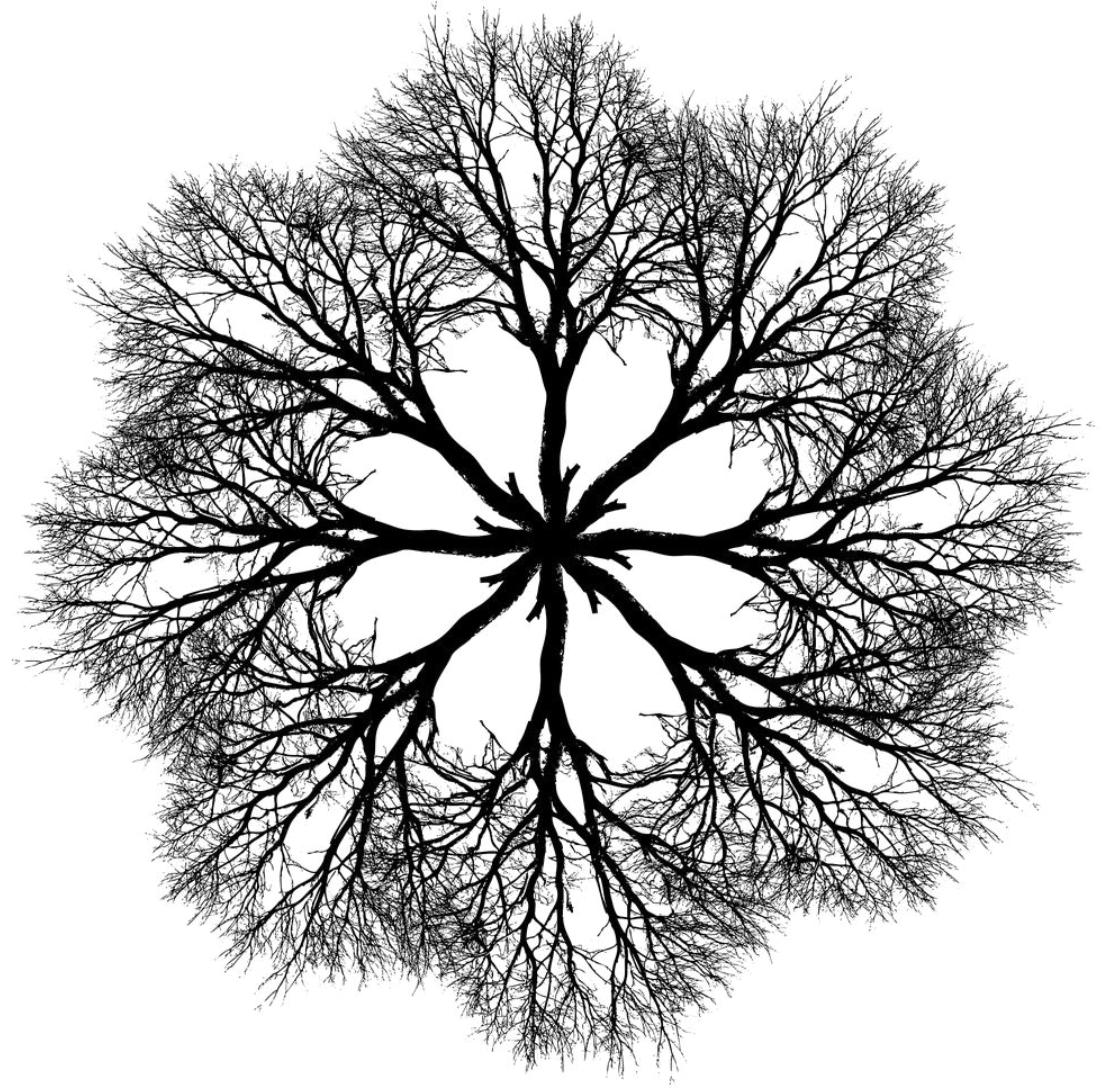
Your Aspirations

The library is a welcoming, inclusive community hub—and everyone knows it!



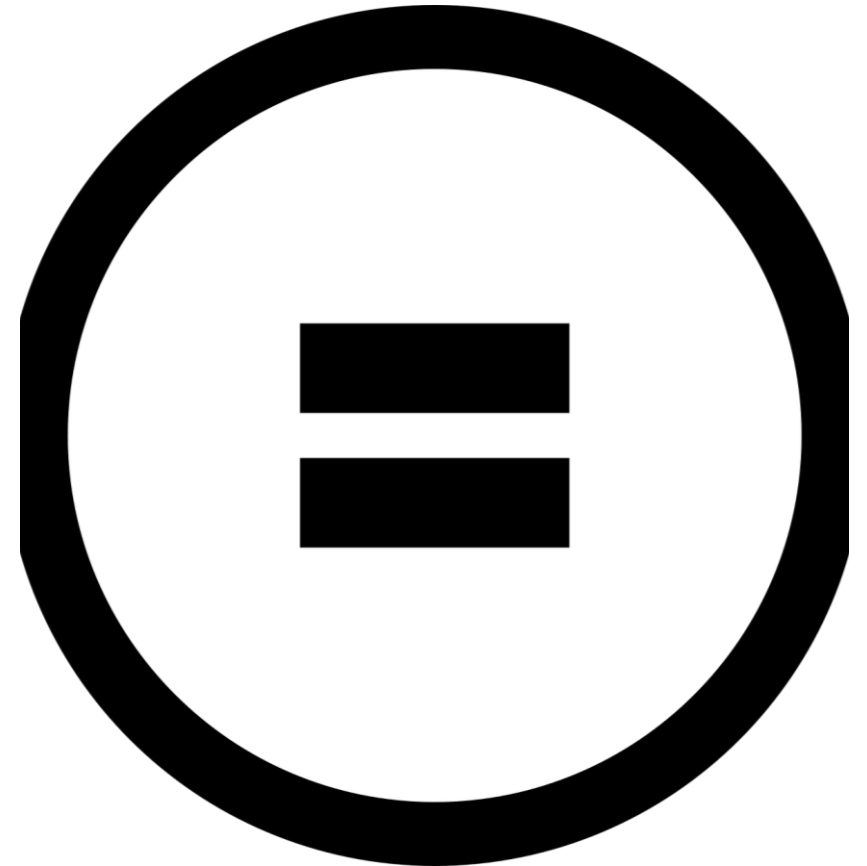
Your aspirations:

Turn **outward**, engage with the community, connect people and agencies



Your aspirations:

Library as equalizer, “one of the nets underneath the cracks that people slip through.”



Your aspirations:

Provide excellent, enhanced,
services for all ages and
identities: materials,
information, reference,
education, entertainment



Your aspirations

Resilience: Embrace change, adopt new technology, and stay viable, current, and connected





Your aspirations

Develop increased support, better buildings, more staff

What's NEXT?

- Small groups to discuss
 - Interlibrary Loan services
 - Marketing and Advocacy services
 - Aspirations of libraries and how that might translate to system services
 - MORE training and support will start out with MORE committees
- One-on-one conversations



We want
your
guidance!



Fill out the [FORM](#) to



Volunteer for a group



Sign up for a one-on-one conversation



Provide further feedback

PR AND COMMUNICATIONS REPORT FOR JULY, 2021

STATEWIDE MARKETING CAMPAIGN FOR JOB-SEEKER RESOURCES

This is an exciting project to identify statewide marketing strategies for public library services, a first for us here in Wisconsin. This campaign will highlight resources available for job-seekers at their public library. It's a collaborative effort between multiple library system marketing staff, the DPI and the marketing firm KW2.

We're breaking new ground with this and hope that it might be a model for shared marketing going forward.

THE NEWS FROM IFLS

The new format is performing well.

- We currently have 320 subscribers, 37 new subscribers this year.
- 2019 *Newsflashes* opens were around 20-25%, slightly below industry averages.
- Jo and I reformatted *Newsflashes* in Jan 2020 and open rates went to around 40% (excellent!) They've stayed right around there through the redesign process. This is well above industry averages, and so is our engagement rate. Our unsubscribe rate is low.
- I always welcome your ideas and suggestions for ***The News***.

Not getting ***The News*** in your inbox?

1. First, make sure that you subscribed by going to this link: <https://iflweb.us18.list-manage.com/subscribe?u=f79f07e13bce5bbbfd87d8f24&id=e76a1c145e> (You can also sign up on the *IFLS News Archive* button on the IFLS Trustees page: <https://iflweb.org/home/ifls-trustees/>).
2. If you've already subscribed, your email provider may be marking ***The News*** as spam. Every email provider uses a different algorithm to catch spam, so we can't anticipate all spam filters.
3. Find ***The News*** email in your junk filter.
4. Go to the top menu and mark the email as "not junk".
5. Marking ***The News*** as "not junk" will actually help servers recognize our whole list!

Please feel free to contact me at kilde@ifls.lib.wi.us if you're having problems.

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby July 20, 2021

Continuing Education/Professional Development Highlights:

Webinars/Virtual Workshops/Connections:

- Check-ins continue for Directors, Adult Services and Youth Services librarians.
- *Meet Your Partners* sessions coordinated as part of the Libraries Activating Workforce Development Skills project with Workforce Development Boards, Department of Workforce Development, Wisconsin Valley Library Service and Northern Waters Library Service. These were attended by about 30 people (librarians and workforce staff) each. They were held on May 19 for Northern and June 16 for the West-Central regions.
- Follow-up discussion about *Dealing with Challenging Employees and Situations* with 3 librarians who were unable to attend the workshop in May.
- Planning for 2021-22 continuing education, including several statewide projects
- Working with continuing education (CE) coordinators from other systems and DPI on implementing PLSR recommendations about a statewide calendar for CE.

Consulting Highlights

- New staff meetings with directors in Glenwood City, New Richmond, and Menomonie.
- New youth services/programming meetings with staff in River Falls and Hudson
- Staff in Menomonie working on planning outreach to senior living facilities
- Several conversations about personnel issues with library directors and supervisors.

Accessibility Audits

The Center for Independent Living has completed three onsite visits (Deer Park, Cadott, and Dresser) to assess accessibility of library parking, entrances, and buildings. Seven more are scheduled for the rest of the summer and fall.

Wisconsin Libraries Transform Communities

This project wrapped up last week with a final training/closing celebration. I learned valuable coaching techniques that I have applied to my work with IFLS libraries regularly. I am hoping to be able to offer support to libraries embarking on Community Engagement efforts in the future.

Support for IFLS

- Reb Kilde, Kathy Setter and I facilitated the first in a 12-part series of sessions about Compassion Resilience with the IFLS staff in June, and will continue in August.
- I am assisting John, Bridget, and Lori with planning efforts for the IFLS Long Range Plan.

ALA: Because DPI asked me to participate in a recorded session for the ALA Annual Conference, I was able to attend the virtual conference on their dime! I especially enjoyed sessions on accessible programs for adults, sustainable summer programs, the importance of psychological safety, teen outreach, and information on Diversity Audits. Also enjoyed attending award ceremonies for award-winning books!

IT Director Report

IFLS Board of Trustees, July 2021

Kris Schwartz, IT Director

Network Security

Recently there have been several major instances of hacking of high-profile government agencies, healthcare providers and corporations in the news which has brought network security out into the public eye. Network security is something that the Lean Wisconsin partners have taken very seriously for many years. Our network has always been protected behind a firewall which keeps malicious traffic from getting into our local network. We also provide and maintain anti-virus software on all the library's computers. A couple of years ago we also added an Intrusion Detection System (IDS) to the network in an attempt to catch any malicious traffic that finds a way past the firewall. Being that there is no fool proof way to stop an attacker that has the resources and skill to bypass network security we also employ a very robust backup system. Our entire system is backed up nightly in multiple ways and in multiple locations which is considered a best practice. On top of firewalls, Intrusion Detection Systems, and backups we have been making use of a system that is provided to us by a grant that delivers training to library staff which I have outlined in the next section. Training is by far the best defense against an attack as the most common way a bad actor gets into a network is by someone clicking on a malicious link or opening an infected attachment which allows malware to propagate the network beyond the firewall.

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

July 2021 – IFLS Board of Trustees

New MORE-member libraries

LSTA grant funds were awarded earlier this year for Fairchild Public Library and Durand Community Library to join MORE. Fairchild Public Library is live on MORE as of this month; Durand Community Library is in preparation to “go live” on January 1, 2022.

Chippewa Valley Technical College (CVTC) has expressed interest in re-joining MORE as of July 2022. Approval of their timeline and payment schedule will be on the September MORE Directors Council agenda.

MORE Project Manager Kathy Setter has taken the lead on getting both Fairchild and Durand up and running, with help from MORE Project Manager Bridget Krejci and Deer Park Public Library Director Barbara Krueger. It's a big job!

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

We're in the “implementation” phase of our BiblioApps set-up. BiblioApps is the product name of MORE's new library app, approved by MORE Directors Council at their May 2021 meeting. Helpfully, many staff members and directors volunteered to test the app. I hope it will be ready for testing in the next couple of months, and available for the public not too long after.

2022 MORE Budget

The 2022 MORE Budget was approved by MORE Directors Council at their July 2021 meeting. No amendments were made to the budget as recommended by MORE Executive Committee at their June meeting.

The overall MORE budget increase is 1.78% compared to 2021. Overall, costs to libraries dropped an average of 1.6%, due to keeping MORE costs low and applying the IFLS subsidy equitably among libraries.

MORE Server Upgrade

As approved at the May Directors Council meeting, MORE will be getting a Sierra server upgrade on Tuesday, September 7. There will be some steps for libraries to complete ahead of the upgrade, and Sierra and the online catalogs will be unavailable on the day of. Staff will have more details as the date approaches.

While it's inconvenient and somewhat costly to manage servers locally and deal with these periodic upgrades, the only other option from our Sierra vendor (cloud hosting) involves costs approximately 20 times higher than our current arrangement. As long as we have in-house expertise in server maintenance as IFLS does in IT Director Kris Schwartz, MORE saves considerable money on hosting costs each year.

Reference & Interlibrary Loan Coordinator's Report – July 2021

Virtual Training/Consulting/Site Visits

Menomonie – WISCAT/ILL training for staff (virtual)

Ogema – WISCAT/ILL training (virtual)

Dresser – nonfiction weeding consult

Rice Lake – site visit/participated in interviews for staff position with ILL responsibilities

Rice Lake – site visit to provide WISCAT/ILL training & workflow consulting

Meetings

Wisconsin ILL Guidelines Revision Workgroup meetings

Digital resource funding under ARPA – DPI discussion meeting

WPLC Digital Library Steering Committee meeting

WPLC Board meeting

Library System ILL Coordinators meetings

MORE Director's Council meetings including Budget hearing

Library System Directors meeting

Wisconsin's Digital Library (WDL)

[Wisconsin's Digital Library](#) is a shared, statewide collection of ebooks, audiobooks, and magazines available for free to all Wisconsin public library card holders. Currently, the WDL collection is powered by OverDrive and can be used on most devices with either the Libby App or OverDrive App. I handle the OverDrive tech support requests from IFLS area patrons as well as any questions or help needed by our libraries.

I'm also the IFLS Advantage Selector. Each of the library systems puts additional money toward the purchase of Advantage copies on the WDL. These Advantage copies fill local holds first. Each month, I create at least 2 carts of titles for purchase using OverDrive current holds reports. I look at number of holds on a title, the holds ratios (consortium & Advantage), and the date of the first active hold. At the consortium level, I create carts for sale items with holds.

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	1061
April	1521	1612	1611	*	889
May	1536	1453	1452	*	773
June	1503	1462	1357	*	909
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	5,749

*April-July 2020 ILL suspended except for digital materials

ANNUAL SUMMARY Requests Referred	2018	2019	2020	Jan-June 2021
Holds on MORE	12,585	12,357	5,253	3,319
IFLS Public Libraries – non-shared system	238	318	137	104
IFLS School Libraries	38	34	9	0
IFLS Special Libraries	27	22	33	14
IFLS Academic Libraries	99	73	57	47
Sub-Total Referred to IFLS Libraries	12,987	12,804	5,489	3,484
WISCAT Referrals	1187	1,166	705	398
WI OCLC Lenders	635	648	464	257
WI non-OCLC Lenders	45	7	2	0
Out-of-State OCLC Lenders	1572	1,463	843	521
Out-of-State Non-OCLC	1	0	4	1
Sub-Total Referred Out-of-System	3,440	3,284	2,018	1,177
TOTAL REFERRED	16,427	16,088	7,507	4,661

Borrowing and lending through WISCAT (state catalog) and WorldCat/OCLC (national catalog) has not returned to pre-pandemic levels yet.

Maureen Welch 7/20/2021

Registration is now open for [Wisconsin Trustee Training Week 2021](#), which will be held Aug. 23-27. There will be one webinar each day from noon to 1 p.m. on a topic that's relevant to public library boards, friends, and trustees. Webinars are available free of charge, and are open to anyone. All sessions are recorded (and captioned), as well! Please see the excellent line-up below (sign-up link for each webinar is below as well), and help spread the word to library board members.

Monday, Aug. 23—[Wisconsin Library Ecosystem](#)— In this webinar, we'll learn about the different partners involved in the library ecosystem, beginning with a statewide perspective on how Wisconsin's public libraries work. We will move our way through the public library system and the importance of system membership, then finish with libraries at the local level. Along the way, we'll explore the statutory language that comes into play at each level, and we'll provide links to resources that can be helpful. Presented by Shannon Schultz, Division for Libraries and Technology; John Thompson, IFLS Library System; Jennifer Thiele, Marinette County Library.

Tuesday, Aug. 24—[Departures & Arrivals: Transitions and Succession Planning](#)— Trustees will learn how to successfully prepare for the departure of a director due to retirement or moving to a new library. We will cover what the current director and board must put in place prior to the placement of a new director and discuss the role of trustees in successfully onboarding a new director and the transition of them into their new role. We will provide a checklist of items to prepare for new library directors that will be supplied after the presentation. Presented by Kate Hall, Executive Director of the Northbrook Public Library, and Kathy Parker, Library Consultant.

Wednesday, Aug. 25—[Self-awareness for Social Justice Ally-ship](#)—In this session, participants will be invited to explore privilege, prejudice, and inclusion through storytelling and critical self-reflection. This session is interactive and will explore both individual and collective aspects of practicing social justice. Presented by Ruth de Jesus, Diversity and Inclusion Coordinator at Northland College.

Thursday, Aug. 26—[Library Ethics 101: What Would You Do?](#)—Public libraries face ethical issues all the time. This session aims to create an open discussion about library core values and ethics. Our program provides real library ethical scenarios, followed by a discussion with a panel of experienced trainers. We will discuss sticky situations when personal ethics and professional ethics differ. This is a highly interactive session; audience participation is encouraged. Attendees will leave with a list of helpful resources and books. Presented by Patty Collins, Gail Santy, and Maribeth Shafer, Library Consultants for the Central Kansas Library System.

Friday, Aug. 27—[Trustee Leadership: Bringing it All Together](#)—It's the end of Trustee Training Week! It's time to take what you've learned and apply it at your library. Join Melissa McLimans, consultant at Wisconsin Library Services (WiLS), and Stef Morrill, executive director of River Valley Commons and a current Friends of the Library Board Member at Spring Green Public Library, as they discuss how to support and develop the library's vast, interconnected ecosystem by applying servant leadership.

You must register for each webinar individually at www.wistrusteetraining.com. More information is also available at that link, and you can also access recordings from the 2015-20 webinars.

Trustee Training Week is coordinated by the South Central Library System. This year, Trustee Training Week is supported by the Wisconsin Department of Public Instruction (DPI), Public Library Development Team, with funding support from the Institute of Museum and Library Services (IMLS).