

IFLS LIBRARY SYSTEM  
BOARD OF TRUSTEES

**MEETING LOCATION:**

Virtual Meeting via Zoom  
(See link below to join)

**DATE/TIME:**

Wednesday, September 22, 2021  
12:30 pm

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

Join link: <https://us02web.zoom.us/j/82146233536?pwd=S0l1aDh2NGtjeTJZcE9VTUIEWDVYdz09>

Meeting ID: 821 4623 3536

Passcode: 1k6nmLXk

Phone In: +1 312 626 6799 US (Chicago)

Meeting ID: 821 4623 3536

Passcode: 87181675

**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.*)
- VI. Announcements/Correspondence/Introductions
- VII. \* Minutes - Approve: Board of Trustees – July 28, 2021 **#39-21**  
Acknowledge Receipt: Personnel Committee – July 28, 2021 **#38-21**
- VIII. \* Financials - Approve: Check Registers: July-August 2021 **#41-21**  
Approve: Financial Reports: July-August 2021 **#42-21**
- IX. Agenda Items and Director's Report of Monthly Activities **#43-21**
- X. \* Personnel Committee Report
  - Costs for Personnel Manual Review **#40-21**
  - 2022 IFLS Staff Additions **#40-21**
  - Wages and Benefits for 2022\*\* (**Personnel Chair to provide recommendation.**)
  - Director's Salary for 2022\*\* (**Personnel Chair to provide recommendation.**)

**\*\* 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.**

- XI. \* Action on Closed Session
- XII. \* 2021 Revised/2022 Preliminary IFLS and MORE Budget **#44-21**
- XIII. \* IFLS Strategic/State Long Range Plan **#45-21**
- XIV. COVID-19 Discussion
- XV. Reports: -IFLS Staff Reports **#46-21**  
-Board Member Reports
- XVI. \* Adjournment

*Handouts: Updated IFLS Trustee List  
Wisconsin Library Association (WLA) Conference*

*\* 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.

*Certificate of Recognition*  
*Awarded to*

**Linda Stelter**

WHEREAS, Linda Stelter served on the IFLS Board of Trustees representing The L.E. Phillips Memorial Public Library, Eau Claire, as the Resource Library Representative from January 2019 – May 2021 AND

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021

*IFLS Library System Board of Trustees*



Thank you for helping to move our Falcons ... forward!

UNIVERSITY OF  
WISCONSIN **River Falls**



410 S. Third St.  
River Falls, WI 54022-5001  
(715) 425-3545 • Fax (715) 425-3506 • [www.uwrf.edu](http://www.uwrf.edu)

Thank you for your donation in memory of:  
**Michael Norman**

IFLS Library System  
1538 Truax Blvd  
Eau Claire, Wisconsin 54703-1571

## OFFICIAL GIFT RECEIPT

Receipt: 485533  
Account: 110250  
Process Date: 8/31/2021

Amount: \$50.00  
Fund: Freshman Journalism  
Scholarship

*The University of Wisconsin-River Falls Foundation acknowledges the gift.  
No goods or services were provided in exchange for this contribution, unless stated on the receipt.  
Contributions are deductible for income tax purposes to the extent allowed by law.  
Your gift may be subject to an administrative assessment.*

**IFLS LIBRARY SYSTEM  
Board of Trustees  
July 28, 2021**

**M I N U T E S**

The Board of Trustees of the IFLS Library System met on Wednesday, July 28, 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); **Don Hauser** (Chippewa County); **Marilyn Holte** (Chippewa County); **Mary Alice Larson** (Barron County); **Jill Markgraf** (Resource Library); **Susan Marshall** (Price County); **Jackie Pavelski** (Eau Claire County); **Mike Prichard** (Polk County); **Michael Schendel** (St. Croix County); **Josh Sterling** (Eau Claire County); **Jeanne Tobias** (Pierce County); **Jim Tripp** (Dunn County).

**BOARD MEMBERS ABSENT:**

**Pat Eggert** (Dunn County); **Bun Hanson** (Barron County); **Lyle Lieftring** (Rusk County); **Ricky Riggins** (Pepin County); **Kris Sampson** (Pierce County).

**OTHERS PRESENT:**

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

**APPROVE AGENDA:**

**MOTION #30<sup>(21)</sup>:** To approve the Agenda as presented. Prichard/Brue  
**RESULT:** Carried.

**PUBLIC COMMENTS:**

There were no public comments.

**ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:**

Holte extended thanks and appreciation to the IFLS Board and staff on cards received in celebration of her 61<sup>st</sup> anniversary of her 29<sup>th</sup> birthday.

Jill Markgraf has been appointed by the L.E. Phillips Memorial Public Library of Eau Claire as the resource library representative on the IFLS Board. Markgraf replaces Linda Stelter.

**MINUTES:**

**MOTION #31**<sup>(21)</sup>: To approve the Board of Trustees minutes dated May 26, 2021  
(Doc. #30-21). Brue/Holte  
**RESULT:** Carried.

**MOTION #32**<sup>(21)</sup>: To approve the Personnel Committee minutes dated May 26, 2021  
(Doc. #29-21). Daus/Brue  
**RESULT:** Carried.

**FINANCIALS:**

**MOTION #33**<sup>(21)</sup>: To approve the May-June 2021 Check Registers (Doc. #33-21).  
Daus/Marshall  
**RESULT:** Carried.

Some of the larger checks were for MORE products and subscriptions. Everything else is typical expenditures. Schwartz is starting to purchase more computers and those are reflected on the credit card statement.

(Duerkop joined 12:44 pm)

A question was asked about Check 42199 to KW2. It was noted this is for a statewide marketing campaign. 42199, IFLS serves as the fiscal agent for the grant.

**MOTION #34**<sup>(21)</sup>: To approve the May-June 2021 Financial Reports (Doc. #34-21).  
Marshall/Holte  
**RESULT:** Carried.

Button noted that pages 19-20 of the meeting packet include the Revenue and Expense Statement, year-to-date for both the current year and previous year. This provides a good reference. Button noted a couple larger differences with cataloging for MORE.

Pages 21-22 compare the annual budget to the actual income and expenditures. IFLS is on track. IFLS will begin working on the revised 2021 budget in August. Any funds we won't spend will be rebudgeted. Work will then begin on the 2022 budget.

Tobias inquired about the \$3,000 increase in audit costs. Button noted that IFLS hit a threshold on new GASB requirements with health insurance. The auditors had to do extra work that in the past we didn't hit that threshold.

Achterhof asked about total expenses from last year to this year noted on page 20. Button explained that under the heading "Other Income/Expense" doesn't track from year to year for comparison.

**MID-YEAR INVESTMENT REPORT:**

During the 2021 budget revision process, Button will be revising the line item down for interest income. There has been no change to the investment policy and there cannot be exposure of principal to risk. Half of IFLS funds is with the Pooled Investment Fund (PIF) and the remainder with Associated Bank money market account. Button noted it hasn't paid to look elsewhere for investments because funds would be locked up.

**MOTION #35<sup>(21)</sup>:** To accept the Mid-year Investment Report. Daus/Pavelski  
**RESULT:** Carried.

**DIRECTOR'S REPORT:**

Thompson noted that Pamela Westby, Director of the L.E. Phillips Memorial Public Library in Eau Claire who had recently announced her retirement, will not be retiring. Sharon Shepard, Director at Cornell is planning to retire, but has not set a firm date yet.

IFLS is scheduled to get an extra \$100,000 of additional funds. System funding for 2022 will increase from 1.2 million to almost 1.4 million. Thompson noted that the Public Library System Redesign (PLSR) committee had a goal to do an analysis of the funding formula. We will need to spend wisely as the funding formula may change sometime after 2024.

IFLS is working on strategic planning now and will guide how staffing looks moving forward.

Thompson has been busy with several library building projects.

**PERSONNEL COMMITTEE REPORT:**

Duerkop reported on the director evaluation. The Personnel Committee met this morning to review the Director Accountabilities and System Director Evaluation.

*(Markgraf left 1 pm)*

The Personnel Committee did not go into closed session. The Board can go into closed session to discuss if they choose.

A survey evaluation (via Survey Monkey) was sent to the 53 public library directors. Responses were received from 45 library directors. The survey consisted of 7 sections and the first two sections listed specific points for evaluation.

Of the first two questions, there were 16 specific points. When multiplied by the 45 responses this equaled 720 responses. The ranges for responses included: Don't know; Unsatisfactory; Needs Improvement; Satisfactory; Favorable; and Excellent. Duerkop provided the breakdown among the ranges: 9.5% - Don't Know; 0% Unsatisfactory; .4 % Needs Improvement; 5.1% Satisfactory; 12.7% Favorable; and 72% Excellent. There was a 99.7% Satisfactory and above result on the first two questions.

The four-tenths percent that was marked needs improvement were related to Thompson's role on the MORE DC Council. Duerkop noted that it is not Thompson's role to micromanage MORE

or the MORE Directors Council. He is representing IFLS and is one member of over 50. Thompson is there to listen and moderate.

The overview based on the comments provided were highly complimentary of John's leadership. The general consensus is that John's strengths are many. Knowledge, experience, availability, helpfulness, and promptness rank high with the directors. Also, his friendliness and open manner make him approachable; they feel he treats them equally and fairly. Many of the comments mentioned his support and empathy for them, especially during the Covid-19 pandemic which threw so many varied challenges as each library tried to navigate ever-changing conditions.

Duerkop noted that in reviewing responses with the Personnel Committee, it was noted: we need to acknowledge John's leadership; best can be; IFLS has a great team; John is confident in his role and providing support; John is available to explain more then once when needed; John has a reputation of being a statewide expert; John looks out for staff members at libraries; John loves libraries and respects all people; John has an authentic approach even when the answer isn't what is wanted; John listens and hears what is being said and addresses it effectively; John has helped improve library directors; and John helps improve library directors. One comment from a new library director that IFLS' greatest strength was the staffing.

The Personnel Committee approved the System Director Evaluation and thanked Thompson for a job well done. Brue complimented Duerkop and the Personnel Committee and thanked them for a job well done. Achterhof added that she has been on the IFLS Board for several years, and a pattern of leadership and services has been established and upheld. The system is very fortunate to have John Thompson as system director. Pavelski thanked the committee for the comprehensive review of the directors, board, and staff. Pavelski applauds all that are involved.

In addition to Survey Monkey being sent to all library directors, an email was sent to the IFLS Board and staff in case there was something they wanted to address. For future years, the committee is looking at an abbreviated survey rather than an email in the off years.

Duerkop thanked Gardner for her assistance with the evaluation process.

Holte complimented the process being used for the director evaluation and the Personnel Committee has done a great job.

**MOTION #36<sup>(21)</sup>:** To accept the System Director Evaluation Report by Sue Duerkop.  
Holte/Brue

**RESULT:** Carried.

Tripp echoed the sentiments of Duerkop, and the Personnel Committee did a nice job. The survey is an effective instrument and meets our needs. Tripp provided thanks to all involved.

### **IFLS PERSONNEL MANUAL:**

The Personnel Committee reviewed the IFLS Personnel Manual in May, and it is brought forward with the recommendation to approve it. Both Button and Langby can provide additional insights as requested.



The main goal of updating the manual was to provide clarity and inclusion. It was reviewed and updated based on current practices and needs. The last major update was in 2011. Changes in the manual are provided on page 26 of the meeting packet. The update includes: clarified access to certain records; links added for legal guidance where appropriate; clarification added for telecommuting and remote work; and changes to the inclement weather policy.

Prichard inquired if the Personnel Manual has in past years, or this year been reviewed by a lawyer with employment law expertise. Thompson replied that it was not sent out to an attorney. The process included reviewing other library system policy that were reviewed by lawyers. Gardner and Button noted that several years ago, it was reviewed by a professional.

Prichard noted that he made several marks of questions and comments when reviewing the manual. He further noted there is not consistent language throughout and would recommend some minor wording tweaked. Prichard would be happy to take the time to go through the manual.

Pavelski noted she has a lot of personnel manual experience and was surprised that the IFLS Board was brought into it. Pavelski stated that might be inappropriate and didn't know if it should overlap. Otherwise, she thought the update was well done.

It was noted that under Standards for Employee Conduct Prohibited Conduct, the language such as "excessive" is not very specific or defined very well.

Tripp inquired if the Board adopts the manual as is, are we are likely to get into trouble because of something in it. Thompson replied that the comments people are concerned about system board and staff is language that is almost verbatim from the past. If the conflict of interest for boards was removed, it needs to be put somewhere. This is an ethics issue for the board. The Wisconsin League of Municipalities did reference that and is the current language being used. It is designed to protect the organization.

Tripp was unsure of best way to satisfy issues brought up today. If the motion is to approve the manual today, it can be changed or modified to make necessary corrections and changes as we go along.

Pavelski stated that the personnel manual is a functional document of the board and employees. Here is the opportunity, that just because something has always been done like that, doesn't mean it is legitimate. It could be an issue that hasn't been brought to light yet. Pavelski suggests a committee to review it better.

Achterhof agrees with what is being expressed, but her thoughts are that it will never be a perfect manual. Achterhof suggests since there is extra cash next year, that some be used to have someone go through the manual. When we receive the results from that, it can be brought forward again. She suggests the manual could be passed the way it is and then when the professional conveys concerns or suggestions, it can be amended.

Tripp inquired if it was feasible financially. Thompson didn't know what the cost would be, but the board could approve a dollar limit for review. IFLS can find the money to do it.

It was suggested that clarification be made on page 59 for prorated. Wherever there is reference to prorated, to add that it is prorated on a 40-hour work week.

Another suggestion was to provide guidelines and definitions for issues listed under Standards for Employee Conduct. Duerkop noted that when you start defining guidelines, the case may be made that something “wasn’t on the list” or in the “definitions”.

The IFLS Personnel Manual is based on good sources of information. Is the board comfortable with the Personnel Committee’s recommendation to approve the manual? Tripp noted that nothing precludes the board from amending the manual in the future.

**MOTION #37<sup>(21)</sup>:** To adopt the IFLS Personnel Manual (Doc. #28-21). Holte/Duerkop  
**RESULT:** Carried.

Tripp asked Thompson and Button to provide some potential suggestions for the September board meeting to review the manual. Duerkop suggested that Board members who have suggestions on the manual be sent to Thompson and Button.

### **IFLS PLANNING PROCESS FOR 2021:**

A PowerPoint on the IFLS Planning survey results and overview of the next steps was provided. 125 responses were received with 100% representation from all 53 library directors. Another group of 70 responses were received from library staff. A great range of feedback was received.

Libraries were asked to rank the importance and satisfaction of system services. No services in consulting fell below the B+ range. All respondents viewed services as important and satisfied. Marketing and advocacy will be looked at moving forward.

Respondents were asked what was missing and where they wished for more. Almost half had no recommendation. Recommendations included: 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, more KRIS (tech support), and help with personnel issues.

When asked about the library’s aspirations, there was overwhelming responses that included: The library is a welcoming, inclusive community hub; Turn outward, engage with the community, connect people and agencies; Library as equalizer, “one of the nets underneath the cracks that people slip through”; Provide excellent, enhanced services for all ages and identities: materials, information, reference, education, entertainment; and Resilience: embrace change, adopt new technology, and stay viable, current, and connected.

To support library aspirations, increased support, better buildings, and more staff were needed.

The next steps are to conduct small groups to discuss interlibrary loan services; marketing and advocacy services; aspirations of libraries and how that might translate to system services; and MORE training and support will start out with MORE committees. One-on-one conversations will also occur.

IFLS wants to rely on guidance and requests those interested to fill out the form to: volunteer for a group; sign up for a one-on-one conversation; and provide further feedback.

The desire is to have some of this in place by September and a broad framework for budgeting purposes. Some details will be built into the individual services work plans.

Thompson noted that IFLS will see more state aids yet need to be wise with choices. IFLS needs to make staff changes as needed and continue to sustain services libraries expect us to provide for them.

Thompson credited Leah Langby for the development of the slides, Lori Roholt for the snapshots of the graphs, and Bridget Krejci contributed as well. Tripp offered kudos to the entire team.

### **REPORTS:**

As requested at the May board meeting, Schwartz's report on page 80 is a follow-up on network security and email security training.

Brue noted that Baldwin will soon have a new director. Unfortunately, the director is having difficulty finding a place to live.

Tripp announced that the Dunn County Library Planning Committee met about a month ago. All four Dunn County library directors praise IFLS and staff for their work during the Covid pandemic.

### **ADJOURNMENT:**

Brue moved and Duerkop seconded to adjourn at 2:20 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**  
July 28, 2021

**MINUTES**

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, July 28, 2021, via Zoom. Duerkop called the meeting to order at 10:34 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); **Susan Marshall** (Price County); **Jim Tripp** (Dunn County).

**PERSONNEL COMMITTEE MEMBERS ABSENT:**

**Bun Hanson** (Barron County); **Josh Sterling** (Eau Claire County).

**OTHERS PRESENT:**

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

**APPROVE AGENDA:**

**MOTION #27**<sup>(21)</sup> To approve the agenda as presented. Daus/Marshall  
**RESULT:** Carried.

**PUBLIC COMMENTS:**

There were no public comments.

**MINUTES:**

**MOTION #28**<sup>(21)</sup> To approve the Personnel Committee minutes dated May 26, 2021 (Doc. #29-21) Marshall/Daus  
**RESULT:** Carried.

**DIRECTOR ACCOUNTABILITIES:**

Thompson provided the Personnel Committee with his accountabilities from July 2020 through June 2021 and the work accomplished. Also provided were accountabilities for July 2021-June 2022.

Daus noted that all accountabilities were met during a difficult year of dealing with the pandemic. Thompson noted that he is getting back on pace with everything he couldn't do in-person.

**SYSTEM DIRECTOR EVALUATION:**

Duerkop reviewed the 2021 Performance Review of John Thompson, Director with the committee.

A survey via Survey Monkey was sent to the 53 public libraries of which 45 completed the survey. The overall response to the survey was same as it was two years ago when library directors were surveyed at 99.7% favorable review.

Under the question one about management of IFLS, it was noted that the Director was quiet when discussing the MORE budget and the CABS program. It was noted that the Director is a member of MORE, as are the member libraries. The MORE Administrator oversees the MORE meetings and agenda-setting. Three additional comments were provided about creating a positive and collaborative work environment for library directors and putting together a team of staff that support libraries of all sizes.

Duerkop noted that as in 2019, library directors were highly complimentary of John's leadership. A consensus is that John's strengths are many. Knowledge, experience, availability, helpfulness, and promptness rank high with the directors. Also, his friendliness and open manner make him approachable; they feel he treats them equally and fairly. Many of the comments mentioned his support and empathy for them, especially during the Covid-19 pandemic which threw so many varied challenges as each library tried to navigate ever-changing conditions. Duerkop pulled out some responses under comments and provided in the director evaluation summary.

Question four of the evaluation asked if there were any suggestions that might help John improve as system director. Duerkop included those in the evaluation summary. Many provided compliments.

Question five asked if there are any other comments. All comments were positive about John's leadership. Many thanked John and the IFLS staff for their support during a difficult year.

Nine responses were noted for the Personnel Committee to follow up on concerns. Duerkop followed up and there weren't any concerns. It appears the question was misread and could be reworded for the next survey.

Duerkop received one email from an IFLS Board member stating that any criticism should come from the IFLS staff as the board sees little of the director's work. Duerkop received three emails from the IFLS staff, and all were highly complementary.

Thompson noted that he does tell directors if they have questions or need something explained further, to let him know. Thompson will be mindful of that.

**MOTION #29<sup>(21)</sup>** To approve the System Director Evaluation (Doc. #32-21) as presented by Duerkop. Evaluation will be provided to the IFLS Board for approval.  
**RESULT:** Carried.

Tripp expressed that Survey Monkey is a favorable instrument in conducting the director evaluation and receives a high rate of response. There is a lot of continuity with the director and staff.

Duerkop asked Thompson if there is anything he needs from the board. Thompson noted "another me". Thompson noted the comments on life balance, and he is working on that. The Covid-19 pandemic resulted in heightened awareness.

Thompson explained his role on the MORE Directors Council as this was noted in comments. Thompson is just one member of the Council with over 50 members. Lori Roholt is the MORE Administrator and spokesperson for MORE. It is not Thompson's place to micromanage MORE. Thompson remained quiet about CABS, as it is not his role to lead discussion, rather help to facilitate the meeting. Roholt does a great job as MORE Administrator.

Thompson noted we are figuring out where we are at moving forward with IFLS staffing, planning, and meeting member library needs. Thompson is reviewing how to shape staff moving forward and when positions can be reconfigured. Right now, there is not a lot of extras IFLS can provide.

Thompson will be mindful of time and burnout in his responsibilities. Duerkop added that Thompson can't be all things to all people.

#### **ABBREVIATED SURVEY MONKEY FOR OFF YEARS OF FULL SURVEY FOR DIRECTOR EVALUATION:**

Duerkop noted that this year the full evaluation survey via Survey Monkey was sent to the public library directors. An email was sent to the board and staff.

Duerkop was wondering if in the opposite years of receiving the full evaluation survey, a more balanced response would be to send an abbreviated survey for those not receiving the full survey. This would provide the option to remain anonymous for those individuals that is afraid and trepidation going to the person directly.

If the Personnel Committee continues the same pattern, the full evaluation survey would go to the board and staff. An abbreviated survey would be sent to the library directors. The committee could come up with 2-3 questions for the abbreviated survey. One may be to ask if there are any questions the Personnel Committee should be asking that they are not.

Thompson noted that when the IFLS Board can meet again in person, he will provide cupcakes made by his 14-year-old granddaughter.

**IFLS PERSONNEL MANUAL:**

The updated IFLS Personnel Manual was approved by the Personnel Committee at the May 2021 meeting. It is on the Agenda for the Board of Trustees meeting.

Tripp will introduce the item to the Board of Trustees and Thompson will highlight changes and answer questions. Leah Langby worked on the manual as well and will be moderating the meeting.

**ADJOURNMENT:**

Motion to adjourn at 11:31 am. Daus/Marshall

\_\_\_\_\_  
Joanne Gardner, Recorder/Administrative Associate

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

# IFLS Library System

## Check Register

### July 2021

#41-21

Date	Num	Name	Memo	Amount
<b>Jul 21</b>				
07/01/2021	Auto Pay	Delta Dental	Jul '21 Dental & Vision	-896.84
07/01/2021	Auto Pay	Eau Claire, City of	2nd Qtr Water & Sewer	-291.77
07/07/2021	Auto Pay	Holiday Credit Office	Jun Gas	-20.85
07/09/2021	Auto Pay	AT&T	Jun Phone/Fax Line	-20.55
07/15/2021	Auto Pay	Xcel Energy	5/24-6/22 Gas & Electric Svc	-278.14
07/15/2021	Auto Pay	CenturyLink	Jun Phone	-1.43
07/24/2021	Auto Pay	Associated Credit Card	Jun Credit Card *see attached	-10,145.95
07/26/2021	Auto Pay	Employee Trust Funds, Dept of	Aug '21 Health Ins.	-17,714.42
07/07/2021	WIRE	Internal Revenue Service	P/R #13	-11,427.90
07/14/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #14	-1,337.00
07/15/2021	WIRE	Wisconsin Department of Revenue	P/R #13	-3,626.21
07/21/2021	WIRE	Internal Revenue Service	P/R #14	-7,122.76
07/28/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #15	-1,337.00
07/30/2021	WIRE	Wisconsin Retirement System	Jun WRF	-13,531.92
07/31/2021	WIRE	Wisconsin Department of Revenue	P/R #14	-1,423.35
07/14/2021	DD1529-1544	IFLS Staff	Direct Deposit	-20,312.19
07/28/2021	DD1545-1560	IFLS Staff	Direct Deposit	-20,312.16
07/14/2021	42264	CA Friday Memorial Library	MORE/Ecomm thru Jun	-1,227.17
07/14/2021	42265	L.E. Phillips Memorial Public Library	MORE/Ecomm thru Jun	-537.14
07/14/2021	42266	Action Mechanical LLC	21 HVAC, Purifier Bulbs & Maint.	-1,488.00
07/14/2021	42267	Bayscan Technologies	Billable/Amery Scanner	-190.00
07/14/2021	42268	Krejci, Bridget	Lib Visits/Training	-139.74
07/14/2021	42269	Maug Cleaning Solutions, Inc.	6/7-7/4 Cleaning Svc	-360.00
07/14/2021	42270	Securian Financial Group, Inc.	Aug Life Insurance	-480.17
07/14/2021	42271	Marcive, Inc.	MORE/Jun Database Maint.	-106.44
07/14/2021	42272	OverDrive, Inc.	MORE Titles & Some NRich	-8,158.25
<b>Jul 21 TOTALS</b>				<b>-122,487.35</b>



2:59 PM

09/08/21

Accrual Basis

**IFLS Library System**  
**ASSOCIATED Credit Card Transaction Detail Report**  
**Electronic Auto Pay (7/24/2021)**

Date	Name	Memo	Num	Amount
<b>Jun 21</b>				
06/01/2021	Office Depot	Computer Case/J Thompson	Conting	74.99
06/01/2021	Auto-Owners Insurance	Annual Bldg/Liab Insurance	016719852	2,634.00
06/01/2021	Quill Corporation	Billable/Hudson Supplies	16994634	135.25
06/01/2021	Digital River.com	MORE/RDA Tool Kit	Renewal	195.00
06/01/2021	Dell Marketing L.P.	Billable/Roberts LT Dock	Comp Equip	211.39
06/01/2021	Dell Marketing L.P.	Billable/Woodville Laptop	Comp Equip	895.16
06/02/2021	Holiday Inn	Argyle Lib Vist/J Thompson	Lodging	76.91
06/04/2021	Dell Marketing L.P.	Billable/Cumberland 4 Comps	Comp Equip	3,368.44
06/04/2021	CDW-G	Billable/Cornell Printer	Comp Equip	174.59
06/08/2021	Tockify	Annual Web Software	Software	81.60
06/15/2021	Boxx Sanitation	Jun Garbage Svc	260787	29.00
06/15/2021	Auto-Owners Insurance	Add'l Workers Comp Ins	017343088	37.00
06/16/2021	Amazon.com Credit	Replace Lost CABS Books	Sh Svcs Exp	89.04
06/16/2021	Dell Marketing L.P.	Billable/Milltown Comp	Comp Equip	169.35
06/19/2021	FlowRoute.com	Jun Phone/on Acct	on Acct	100.00
06/21/2021	Dell Marketing L.P.	Billable/Luck Comps	Comp Equip	338.70
06/22/2021	Dell Marketing L.P.	Billable/New Rich 4 Monitors	Comp Equip	400.48
06/22/2021	Dell Marketing L.P.	Billable/Amery Laptop	Comp Equip	964.39
06/24/2021	CDW-G	Comp Spis/2 Headsets	Comp Spis	118.44
06/25/2021	Intuit	Jun QB Direct Deposit Fees	Jun Stmt	33.76
06/30/2021	USPS	Jun Postage	Jun Pstg	18.46
<b>Jun 21</b>				<b>10,145.95</b>

# IFLS Library System

## Check Register

### August 2021

Date	Num	Name	Memo	Amount
<b>Aug 21</b>				
08/01/2021	Auto Pay	Delta Dental	Mar '21 Dental & Vision	-896.84
08/03/2021	Auto Pay	AT&T	Jul Phone/Fax Line	-20.55
08/13/2021	Auto Pay	Xcel Energy	6/22 - 7/24 Gas & Electric Svc	-399.94
08/15/2021	Auto Pay	CenturyLink	Jul Phone	-1.47
08/24/2021	Auto Pay	Associated Credit Card	Jul Credit Card *see attached	-11,462.53
08/24/2021	Auto Pay	Employee Trust Funds, Dept of	Sept '21 Health Ins.	-17,714.42
08/04/2021	WIRE	Internal Revenue Service	P/R #15	-7,122.84
08/11/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #16	-1,337.00
08/15/2021	WIRE	Wisconsin Department of Revenue	P/R #15	-1,423.35
08/18/2021	WIRE	Internal Revenue Service	P/R #16	-7,122.74
08/25/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #17	-1,337.00
08/31/2021	WIRE	Wisconsin Department of Revenue	P/R #16	-1,423.35
08/31/2021	WIRE	Wisconsin Retirement System	Jul WRF	-7,998.41
08/11/2021	DD1561-1576	IFLS Staff	Direct Deposit	-20,312.18
08/25/2021	DD1577-1592	IFLS Staff	Direct Deposit	-20,312.18
08/03/2021	42273	CESA #10	CINC Maint 7/1/21 - 6/30/22	-4,864.00
08/03/2021	42274	EO Johnson Co.	4th Qtr Copier Contract	-200.00
08/03/2021	42275	Krejci, Bridget	LSTA/Fairchild & New Dir/Glenwood	-89.76
08/03/2021	42276	OCLC, Inc	Jul OCLC on Acct/S Billable	-7,158.89
08/03/2021	42277	Season 2 Season	Jun Lawncare Svc	-220.00
08/03/2021	42278	Setter, Kathy	LSTA/Fairchild 4/19-7/2	-590.58
08/03/2021	42279	Waltco Inc.	Jul Delivery Svc	-24,836.06
08/03/2021	42280	Library Ideas	MORE/Jun Freading Usage	-715.00
08/03/2021	42281	OverDrive, Inc.	MORE Billable/New Rich ebooks	-1,000.86
08/16/2021	42282	L.E. Phillips Memorial Public Library	MORE/Ecomm thru Jul	-1,175.27
08/16/2021	42283	River Falls Public Lib	MORE/Ecomm thru Jul	-1,005.97
08/16/2021	42284	Bayscan Technologies	Billable/Printer Scanner	-650.00
08/16/2021	42285	Cameron Public Library	Delivery Damage/1 item	-29.95
08/16/2021	42286	Center For Independent Living Menom	Accessibility Audits/4 Libs	-2,652.31
08/16/2021	42287	Faulhaber, Deb	Shared Svcs Visit/Rice Lk	-61.20
08/16/2021	42288	Krejci, Bridget	Library Visits/Training	-131.07
08/16/2021	42289	L.E. Phillips Memorial Public Library	2nd Qtr Contract Payment	-5,750.00
08/16/2021	42290	Langby, Leah	Reimb/ALA Membership	-161.00
08/16/2021	42291	Maug Cleaning Solutions, Inc.	7/5-8/2 Cleaning Svc	-360.00
08/16/2021	42292	OCLC, Inc	Aug OCLC on Acct	-3,895.54
08/16/2021	42293	Ogema Public Lib	Delivery Damage/6 items	-72.00
08/16/2021	42294	Rusk County Community Library	Delivery Damage/1 item	-17.00
08/16/2021	42295	Securian Financial Group, Inc.	Sept Life Ins	-480.17
08/16/2021	42296	L.E. Phillips Memorial Public Library	MORE/2nd Qtr High Demands	-1,785.06
08/16/2021	42297	Library Ideas	MORE/Jul Freading Usage	-815.00
08/16/2021	42298	Marcive, Inc.	MORE/Jul Database Maint.	-630.60
08/16/2021	42299	OverDrive, Inc.	MORE/Jul Titles & Billable/NRich	-7,702.21
08/25/2021	42300	EO Johnson Co.	Color Copies	-102.38

**IFLS Library System**  
**Check Register**  
**August 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
08/25/2021	42301	Frederic Public Lib	Delivery Damage/1 item	-30.00
08/25/2021	42302	Freshman Journalism Scholarship Fund	Memorial \$/Mike Norman	-50.00
08/25/2021	42303	Innovative Interfaces	LSTA/MORE Scoping for Durand	-2,500.00
08/25/2021	42304	Season 2 Season	Jul Lawncare Svc	-200.00
08/25/2021	42305	The People Company, LLC	LSTA/Diversity Contract \$	-23,750.00
08/25/2021	42306	Waltco Inc.	Aug Delivery Svc	-24,922.32
<b>Aug 21 TOTAL</b>				<b><u>-217,489.00</u></b>

3:00 PM

09/08/21

Accrual Basis

**IFLS Library System**  
**ASSOCIATED Credit Card Transaction Detail Report**  
**Electronic Auto Pay (8/24/2021)**

Date	Name	Memo	Num	Amount
<b>Jul 21</b>				
07/01/2021	Boxx Sanitation	Jul Garbage Svc	266112	29.00
07/01/2021	Rev.com	Wkshp/Meet your Part... Captions	Captions	85.00
07/01/2021	Dell Marketing L.P.	Billable/Milltown Stand	Comp Equip	61.89
07/01/2021	Dell Marketing L.P.	Billable/Luck 2 Stands	Comp Equip	123.78
07/06/2021	ScreenCast-O-Matic.com	Solo Delux/Edit Webinar Records	Subscrip	19.80
07/06/2021	Google Play	MORE/Develop Reg Fee re App	Reg Fee	25.00
07/06/2021	Apple	MORE Library App Memb Fee	App Fees	104.45
07/08/2021	CDW-G	IFLS/2 Routers	IFLS Comps	351.46
07/09/2021	Dell Marketing L.P.	Billable/Osceola Laptop	Comp Equip	964.39
07/10/2021	Divi Life	Divi Bars '21/Website Tool	1175039	15.00
07/12/2021	Dell Marketing L.P.	Billable/Somerset 3 Comps	Comp Equip	2,085.60
07/20/2021	Dell Marketing L.P.	Billable/Ellsworth 4 Comps	Comp Equip	2,780.80
07/20/2021	Dell Marketing L.P.	Billable/Menomonie 7 Comps	Comp Equip	4,866.40
07/24/2021	FlowRoute.com	Jul Phone/on Acct	Jul on Acct	100.00
07/25/2021	Intuit	Jul Direct Deposit Fees	Jul Stmt	33.76
07/26/2021	Zoom	Partial Refund for Subscriptions	Part Refund	-212.73
07/30/2021	USPS	July Postage	Jul Postage	28.93
				<b>11,462.53</b>
<b>Jul 21</b>				

9/15/2021  
1:57 PMIFLS Library System  
**Balance Sheet**  
As of August 31, 2021

	IFLS	MORE	2021 TOTAL	2020 TOTAL
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Bank Mutual - Ecomm Checking	22,482.50		22,482.50	23,311.88
1040 · Bank Mutual - Checking	33,748.83		33,748.83	12,948.95
1050/1106 · Investments/Bank Mutual & States PIF	1,040,663.32	482,623.66	1,523,286.98	1,548,022.36
<b>Total Checking/Savings &amp; Investments</b>	<u>1,096,894.65</u>	<u>482,623.66</u>	<u>1,579,518.31</u>	<u>1,584,283.19</u>
<b>Accounts Receivable</b>				
1200 · Accounts Receivable	21,881.72		21,881.72	23,479.91
<b>Total Accounts Receivable</b>	<u>21,881.72</u>	<u>0.00</u>	<u>21,881.72</u>	<u>23,479.91</u>
<b>Other Current Assets</b>				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	3,172.13		3,172.13	3,104.89
1506/1507 · 2021-2022 Prepaid Expenses	2,432.00	34,571.59	37,003.59	28,176.71
<b>Total Other Current Assets</b>	<u>5,679.13</u>	<u>34,571.59</u>	<u>40,250.72</u>	<u>31,356.60</u>
<b>TOTAL ASSETS</b>	<u><u>1,124,455.50</u></u>	<u><u>517,195.25</u></u>	<u><u>1,641,650.75</u></u>	<u><u>1,639,119.70</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	15,014.43	4,631.81	19,646.24	61,325.64
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
<b>Total Accounts Payable</b>	<u>15,014.43</u>	<u>4,631.81</u>	<u>19,646.24</u>	<u>61,325.64</u>
<b>Other Current Liabilities</b>				
2100 · Payroll Liabilities	8,546.15		8,546.15	7,937.39
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	0.00		0.00	0.00
2900 · Unavailable Revenue	0.00		0.00	0.00
<b>Total Other Current Liabilities</b>	<u>8,546.15</u>	<u>0.00</u>	<u>8,546.15</u>	<u>7,937.39</u>
<b>Total Current Liabilities</b>	<u>23,560.58</u>	<u>4,631.81</u>	<u>28,192.39</u>	<u>69,263.03</u>
<b>Total Liabilities</b>	<u>23,560.58</u>	<u>4,631.81</u>	<u>28,192.39</u>	<u>69,263.03</u>
<b>Equity</b>				
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	482,933.35	137,814.90	620,748.25	675,456.49
<b>Total Equity (End of Year)</b>	<u>1,100,894.92</u>	<u>512,563.44</u>	<u>1,613,458.36</u>	<u>1,569,856.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,124,455.50</u></u>	<u><u>517,195.25</u></u>	<u><u>1,641,650.75</u></u>	<u><u>1,639,119.70</u></u>

**IFLS Library System**  
**Revenue and Expense Statement**  
January through August 2021

	Jan - Aug 21	Jan - Aug 20
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5100 · Current Year State Aids	1,200,056.00	1,200,056.00
5200 · Interest Income/General Funds	842.22	8,514.54
5263 · MORE Management Income	11,600.00	11,600.00
5280 · Technology Income	4,154.29	4,079.11
5300 · Miscellaneous Income	2,795.68	400.00
<b>Total Income</b>	<b>1,219,448.19</b>	<b>1,224,649.65</b>
<b>Expense</b>		
6500 · Salaries/Wages & Benefits	464,057.61	426,152.94
8530 · Bank & Direct Deposit Fees	781.53	407.63
8540 · Annual Audit	7,370.00	6,350.00
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	1,077.50	1,436.20
8690 · Librarian Workshops - General	2,367.71	630.00
8700 · CE/Collaboration Projects	100.00	350.00
8710 · CE Grants - General	225.00	1,436.25
8714 · Accessibility Audits	2,652.31	0.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	325.00	1,270.49
8735 · Library Consulting Expenses	300.00	300.00
8740 · Field Visits	2,264.63	2,289.40
8741 · Field Visits - Tech Support	0.00	288.15
8755 · Programming Kits	0.00	124.84
8812 · ILL Fees & Verification Sources	5,822.78	5,836.25
8850 · Delivery Service	160,396.92	170,593.96
8855 · Collection Dev Grant-LEPhillips	11,500.00	11,500.00
8864 · Wide-Area Network (WAN)	6,117.00	5,185.00
8890 · IFLS Contrib - MORE Operating	90,000.00	88,158.00
8892 · IFLS Contrib - MORE Cataloging	20,000.00	0.00
8898 · LEAN WI/Shared Tech WVLS	0.00	0.00
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00
8971 · Web Development	875.27	1,017.97
9010 · IFLS Committee Meetings	0.00	378.95
9020 · Professional Materials	906.42	1,151.21
9030 · Postage	528.98	73.30
9050 · Telephone	1,300.90	1,507.59
9060 · Supplies	413.08	496.70
9080 · Printing	250.50	0.00
9123 · Building Overhead Expenses	10,733.69	8,805.51
9140 · Photocopier Costs	1,679.65	1,967.87

**IFLS Library System**  
**Revenue and Expense Statement**  
January through August 2021

	Jan - Aug 21	Jan - Aug 20
9160 · Computers	897.34	4,961.61
9190 · System Vehicle Expenses	1,219.28	1,541.23
9220 · Insurance	3,130.76	3,152.48
9240 · Contingency	1,646.55	206.49
9245 · Capital Expenditures	0.00	1,960.00
<b>Total Expense</b>	<b>831,450.66</b>	<b>781,534.78</b>
<b>Net Ordinary Income</b>	<b>387,997.53</b>	<b>443,114.87</b>
<b>Pass-thru Income/Expense</b>		
<b>Pass-thru Income</b>		
5275 · DPI/Grow w/Google Grant Inc	21,562.50	0.00
5472 · LSTA 2020 Income	0.00	3,498.80
5620 · Shared Cataloging Svc Income	226,884.13	172,593.25
5702 · Billable Project Income	125,499.99	153,300.22
<b>Total Pass-thru Income</b>	<b>373,946.62</b>	<b>329,392.27</b>
<b>Pass-thru Expense</b>		
8830 · Shared Cataloging Service	106,459.07	111,738.16
8940 · Projects Billable to Libraries	74,583.30	139,661.13
9800 · DPI/Grow with Google Grant Exp	21,562.50	0.00
9978 · LSTA 2020 Expenses	0.00	13,863.60
9979 · LSTA 2021 Expenses	76,405.93	0.00
<b>Total Pass-thru Expense</b>	<b>279,010.80</b>	<b>265,262.89</b>
<b>Net Pass-thru Income</b>	<b>94,935.82</b>	<b>64,129.38</b>
<b>Year-to-date Income less Expense (IFLS Funds)</b>	<b>482,933.35</b>	<b>507,244.25</b>
 <b>MORE Shared System Income less Expense</b>		
5670 · MORE Shared System Income	923,165.48	819,898.00
9500 · MORE Shared Automation Expenses	785,350.58	651,685.76
<b>Year-to-date Income less Expense (MORE Funds)</b>	<b>137,814.90</b>	<b>168,212.24</b>
 <b>Year-to-date Income less Expense (ALL Funds)</b>	<b>620,748.25</b>	<b>675,456.49</b>

# IFLS Library System

## Annual Budget vs. Actual Income and Expense

January through August 2021

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5100 · Current Year State Aids	1,200,056.00	1,200,056.00	0.00	100.0%
5200 · Interest Income/General Funds	842.22	4,000.00	-3,157.78	21.06%
5263 · MORE Management Income	11,600.00	11,600.00	0.00	100.0%
5280 · Technology Income	4,154.29	6,000.00	-1,845.71	69.24%
5300 · Miscellaneous Income	2,795.68	200.00	2,595.68	1,397.84%
<b>Total Income</b>	<b>1,219,448.19</b>	<b>1,221,856.00</b>	<b>-2,407.81</b>	<b>99.8%</b>
<b>Expense</b>				
6500 · Salaries/Wages & Benefits	464,057.61	777,000.00	-312,942.39	59.72%
8070 · New Furnishings/Equipment <\$500	0.00	400.00	-400.00	0.0%
8530 · Bank & Direct Deposit Fees	781.53	1,000.00	-218.47	78.15%
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	1,077.50	3,200.00	-2,122.50	33.67%
8690 · Librarian Workshops - General	2,367.71	4,500.00	-2,132.29	52.62%
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	2,652.31	5,540.00	-2,887.69	47.88%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	325.00	9,000.00	-8,675.00	3.61%
8735 · Library Consulting Expenses	300.00	600.00	-300.00	50.0%
8740 · Field Visits	2,264.63	8,000.00	-5,735.37	28.31%
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	5,822.78	9,300.00	-3,477.22	62.61%
8850 · Delivery Service	160,396.92	281,954.00	-121,557.08	56.89%
8855 · Collection Dev Grant-LEPhillips	11,500.00	23,000.00	-11,500.00	50.0%
8864 · Wide-Area Network (WAN)	6,117.00	10,370.00	-4,253.00	58.99%
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	875.27	1,100.00	-224.73	79.57%
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	528.98	700.00	-171.02	75.57%
9050 · Telephone	1,300.90	8,960.00	-7,659.10	14.52%
9060 · Supplies	413.08	1,120.00	-706.92	36.88%



# IFLS Library System

## Annual Budget vs. Actual Income and Expense

### January through August 2021

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget
9080 · Printing	250.50	900.00	-649.50	27.83%
9123 · Building Overhead Expenses	10,733.69	24,430.00	-13,696.31	43.94%
9140 · Photocopier Costs	1,679.65	2,453.00	-773.35	68.47%
9160 · Computers	897.34	6,400.00	-5,502.66	14.02%
9190 · System Vehicle Expenses	1,219.28	3,700.00	-2,480.72	32.95%
9220 · Insurance	3,130.76	5,425.00	-2,294.24	57.71%
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%
<b>Total Expense</b>	<b>831,450.66</b>	<b>1,417,407.00</b>	<b>-585,956.34</b>	<b>58.66%</b>
<b>Net Ordinary Income</b>	<b>387,997.53</b>	<b>-195,551.00</b>	<b>583,548.53</b>	
<b>Pass-thru Income/Expense</b>				
<b>Pass-thru Income</b>				
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	125,499.99	150,000.00	-24,500.01	83.67%
<b>Total Pass-thru Income</b>	<b>373,946.62</b>	<b>447,494.00</b>	<b>-73,547.38</b>	<b>83.57%</b>
<b>Pass-thru Expense</b>				
8830 · Shared Cataloging Service	106,459.07	225,097.00	-118,637.93	47.3%
8940 · Projects Billable to Libraries	74,583.30	150,000.00	-75,416.70	49.72%
9800 · DPI/Grow with Google Grant Exp	21,562.50	21,563.00	-0.50	100.0%
9979 · LSTA 2021 Expenses	76,405.93	50,834.00	25,571.93	150.31%
<b>Total Pass-thru Expense</b>	<b>279,010.80</b>	<b>447,494.00</b>	<b>-168,483.20</b>	<b>62.35%</b>
<b>Net Pass-thru Income</b>	<b>94,935.82</b>	<b>0.00</b>	<b>94,935.82</b>	
<b>Year-to-date Income less Expense (IFLS Funds)</b>	<b>482,933.35</b>	<b>-195,551.00</b>	<b>678,484.35</b>	
<b>MORE Shared System Income less Expense</b>				
5670 · MORE Shared System Income	923,165.48	887,631.00	35,534.48	104.0%
9500 · MORE Shared Automation Expenses	785,350.58	952,631.00	-167,280.42	82.44%
<b>Year-to-date Income less Expense (MORE Funds)</b>	<b>137,814.90</b>	<b>-65,000.00</b>	<b>202,814.90</b>	
<b>Year-to-date Income less Expense (ALL Funds)</b>	<b>620,748.25</b>	<b>-260,551.00</b>	<b>881,299.25</b>	

**My Online Resource (MORE)**  
**Balance Sheet**  
As of August 31, 2021

	<u>MORE</u>
<b>ASSETS</b>	
Current Assets	
1105 · Investment Funds - MORE	\$ 482,623.66
1200-1 · Accts Receivable-MORE	-
1507-1 · 2022 Prepaid Expense-MORE	<u>34,571.59</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 517,195.25</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
2000-1 · Accounts Payable-MORE	<u>4,631.81</u>
<b>Total Liabilities</b>	4,631.81
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	<u>137,814.90</u>
<b>Total Equity/MORE Fund Balance</b>	<u><u>512,563.44</u></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 517,195.25</u></u>

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

	<u>Jan -Aug '21</u>	<u>Jan - Aug '20</u>
<b>MORE Income/Expense</b>		
<b>MORE Income</b>		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income	35,533.48	0.00
5670-2 · MORE Operating Income	887,632.00	819,898.00
<b>Total MORE Income</b>	<u>923,165.48</u>	<u>819,898.00</u>
<b>MORE Expense</b>		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	191,599.36	192,299.44
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	321.75
9500-22 · MORE/High-demand Hold Project	8,900.48	9,197.60
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	11,890.92	12,472.30
9500-24 · MORE/Conferences	1,411.46	0.00
9500-44 · MORE/Decision Center	31,846.20	30,329.71
9500-32 · MORE/Mgmnt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	26,358.43	26,244.38
9500-4 · MORE/New Participant Expenses	2,500.00	0.00
9500-40 · MORE/Overdrive Content	20,243.39	27,143.40
9500-45 · MORE/Freading eBook Svc	6,610.00	9,796.50
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	42,088.71
9500-51 · MORE Discovery/BiblioApps	9,391.38	0.00
9500-53 · MORE/Database Quality Control	142,000.00	30,000.00
9500-5 · MORE/Publicity	0.00	760.15
9500-6 · MORE/Database Cleanup/Maint	3,932.67	2,812.58
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	113,165.00	106,995.00
<b>Total 9500 · MORE Shared Automation Expenses</b>	<u>785,350.58</u>	<u>651,685.76</u>
<b>Total MORE Expense</b>	<u>785,350.58</u>	<u>651,685.76</u>
<b>Year-to-date MORE Income less Expense</b>	<u><u>137,814.90</u></u>	<u><u>168,212.24</u></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>	
 <b>MORE Fund Balance</b>	 <u><u>512,563.44</u></u>	

**LEAN WISCONSIN**  
**Budget Report - August 2021**

Exhibit 6

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	\$ 183,937.00	\$ 6,498.15	\$ 99,651.12	\$ -	\$ 84,285.88
	Collaboration Management Tools		\$ 17.70			
	Technology Management Tools		\$ 20.00			
	Infrastructure Services and Licensing		\$ 6,460.45			
	Core Services Licensing					
	Other Joint-use Licensing					
6-6250	TRAVEL	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00
6-6290	INSURANCE	\$ 2,490.00	\$ -	\$ -	\$ -	\$ 2,490.00
6-6360	EQUIPMENT & SUPPLIES	\$ 3,600.00	\$ -	\$ -	\$ -	\$ 3,600.00
6-6650	RESERVE FUND	\$ 42,000.00	\$ -	\$ -	\$ -	\$ 42,000.00
	Resource Development					
	CPA - WVLS		\$ -	\$ -	\$ -	
6-6800	OUTLAY	\$ 43,000.00	\$ -	\$ -	\$ -	\$ 43,000.00
	Core Switching updates					
	Host Cluster Server cycle					
	Joint Laptop Program					
TOTAL		\$ 277,427.00	\$ 6,498.15	\$ 99,651.12	\$ -	\$ 177,775.88
Beginning August 2021 Balance		\$ 74,297.67		Beginning January 2021 Balance		\$ 173,451.10
	Receipts - Encumbered (2020)	\$ -		Receipts - Encumbered (2020)		\$ -
	Receipts - Partner Shares	\$ -		Receipts - Partner Shares		\$ -
	Receipts - Grants and Other Revenue	\$ -		Receipts - Grants and Other Revenue		\$ -
	Debit of Prepaid Service Credit	\$ -		Debit of Prepaid Service Credit		\$ -
	Expenditures - Encumbered (2020)	\$ -		Expenditures - Encumbered (2020)		\$ (6,000.46)
	Expenditures - 2021 Budget	\$ (6,498.15)		Expenditures - 2021 Budget		\$ (99,651.12)
	Expenditures - 2021 New/Unplanned	\$ -		Expenditures - 2021 New/Unplanned		\$ -
Ending August 2021 Balance		\$ 67,799.52		2021 Year to Date Balance		\$ 67,799.52
Encumbrances - Payables				Segregated Monies - Grants		
Account #	Account			Account #	Name	Balance
6-6210	WiscNet RDC Rack 1 (2020)	\$ -		6-6210	LSTA FY21 Sparsity	\$ 69,650.00
6-6360	ServerSupply IF Modules (2020)	\$ -				
Encumbrances - Receivables				Segregated Monies - Prepaid Services		
Account #	Account			Account #	Description	Balance
6-6650	CPA (due 2021)	\$ 985.49		6-6210	CVTC RDC Rack 2	\$ 58,627.72
6-6650	CPA (due future years)	\$ 1,812.00				
Lifecycle Reserve Funds				YTD Operating Summary		
Account #	Account			Begining Balance		\$ 173,451.10
6-6650	Core Infrastructure	\$ 65,500.00		Encumbrances		\$ 2,797.49
6-6650	Licencing & Svcs	\$ 6,900.00		Receipts		\$ -
6-6650	LWIN Core Svcs - IFLS	\$ 7,500.00		Expenses		\$ (105,651.58)
6-6650	LWIN Core Svcs - NWLS	\$ 5,100.00		Transfers		\$ -
6-6650	LWIN Core Svcs - WVLS	\$ 5,900.00		Reserves		\$ (149,624.45)
6-6650	Contingency - D/R	\$ 16,724.45		Balance		\$ (79,027.44)

**IFLS Board of Trustees**  
*September 22, 2021*

**Agenda Items**

- X. \* Personnel Committee Report  
**The Personnel Committee will be meeting in the morning prior to the board meeting. They will bring forth their recommendations to the full board.**
- Costs for Personnel Manual Review
  - 2022 IFLS Staff Additions
  - Wages and Benefits for 2022\*\*
  - Director's Salary for 2022\*\*
- \*\* 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.*
- XI. \* Action on Closed Session  
**The Board may go into closed to discuss wage recommendations on individual employees.**
- XII. \* 2021 Revised/2022 Preliminary IFLS and MORE Budget
- XIII. \* IFLS Strategic/State Long Range Plan

## Report of Activities

### Trustee Training Week

I presented as part of a panel on the **Wisconsin Library Ecosystem**

Presenter: [Shannon Schultz](#); [John Thompson](#); [Jennifer Thiele](#), Public Library Administration Consultant, Wisconsin Department of Public Instruction Director of the IFLS Library System Assistant Professor at Louisiana State University School of Library and Information Science.

What is a library ecosystem and why is it important? In general terms, an ecosystem is a complex network or interconnected system. In today's webinar, we'll learn about the different partners involved in this 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.

#### [Recording](#)

[Trustee Training Role Playing Video](#)

 [Follow-up Questions & Answers](#)

 [Wisconsin Library Ecosystem Slides for Shannon Schultz and John Thompson](#)

 [Wisconsin Library Ecosystem Slides for Jennifer Thiele](#)

### Buildings

I have been actively supporting several library building projects. Amery and Glenwood City—Both projects are under construction. Ellsworth is in the final design phase with bidding expected soon. Also providing information for several other potential projects.

### New Directors

Currently Cornell and Altoona are recruiting for new directors.

### Consulting

Buildings, Fundraising, Personnel, Director Hiring, Board membership, Library Law.

*John Thompson (September 15, 2021)*

## Agenda Notes

### VII. \* Wages and Benefits Discussion and Recommendation for 2022\*\*

The proposed wages including specific adjustments based on responsibilities and market are included in the proposed budget. Additional information will be distributed prior to the meeting.

### VIII. \* Director's Salary for 2022\*\*

*\*\*The IFLS Library System Personnel Committee 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.*

### IX. \* Action on Closed Session

### X. \* Costs for Personnel Manual Review

Juli and I contacted two firms for some price estimates. It was estimated that a quick review would take about three hours or roughly \$1,200. The other firm estimated at about \$2,200.

### XI. \* 2022 IFLS Staff Additions

With upcoming retirements and the need to focus on cross training I am proposing the staff restructuring starting to take place in the Spring of 2022. These changes are incorporated into the 2022 IFLS Budget that will be voted on at the Board meeting.

## Proposed Concept

### Business Manager

#### *Job Functions*

Payroll

Benefit Administration

Bill payment

Financial statements for IFLS Board and MORE

Audit Preparation

QuickBooks

Report preparation including IFLS Annual Report and Plan

Grant administration (Financial)

Budget development for IFLS, MORE, Courier and cost sharing programs

Invoicing including billable items

Minute taking for MORE Directors Council (primary) and IFLS Board (backup) (Cross-training)

#### *Consulting for Libraries and Staff*

Budget management

QuickBooks

Personnel Policies

Annual Report

**Assistant Director (Consider Adding Title/Responsibilities to an Existing Position)**

Add bill approval/review

Assist Director with system administration as needed

Regional and Statewide Collaborations (assist)

**Public Services Consultant (New/Draft Tasks) 35 hours per week**

Programming (Focus on adult)

Policy development

Personnel

Community Engagement

Library administration

Readers Advisory

Reference

Regional and Statewide Collaborations (assist)

**Electronic Services and Collections Consultant (Maureen's Position Reorganized/Draft Tasks)  
35 hours per week**

Electronic materials—Training, awareness and purchasing

Databases—Training, awareness and purchasing

Resource sharing facilitation and policy development

WISCAT—Training and awareness

Collection Development and Management—Training and support

Regional and Statewide Collaborations (assist)



# Indianhead Federated Library System 2021 Revised/2022 Prelim Budget

# 44-21  
For staff review at  
9/22 Board meeting

Line #	Staff	Line Item	2021 Preliminary Budget	2021 Revised Budget	2022 Budget Estimates	Notes
1		Current Year Income				
2	JB	5100 · Current Year State Aids	1,200,056.00	1,200,056.00	1,387,413.00	
3	JB	5200 · Interest Income/General Funds	4,000.00	1,000.00	2,000.00	
4	JB	5263 · MORE Management Income	11,600.00	11,600.00	11,600.00	Mtgs, Phone, Travel, Misc
5	JB	5280 · Technology Income	6,000.00	6,000.00	6,000.00	10% Setup Fees
6	JB	5300 · Miscellaneous Income	200.00	200.00	200.00	
7		Total Income	1,221,856.00	1,218,856.00	1,407,213.00	
8		Current Year Expenses				
9	JB	6500 · Employee Salaries/Wages	572,000.00	572,000.00	610,000.00	1 new, 2% wage or Adjust
10	JB	6560 · Employee Fringes	205,000.00	205,000.00	260,000.00	1 new, 10% inc Health
11	JB	6500 & 60 · Employee Salary/Fringes	-	(52,500.00)	-	IT Vacancy Jan-Oct '21
12	JB	Total 6500-60 · Salaries/Fringes	777,000.00	724,500.00	870,000.00	
13	JB	6580 · Sick Leave Payout	-	-	20,800.00	2 potential payouts @ Retire
14	JG	8070 · New Furnishings/Equipment <\$500	400.00	1,200.00	1,000.00	2 Catlg Carts & re new staff
15	JB	8530 · Bank fees/Direct Deposit	1,000.00	1,000.00	1,000.00	
16	JB	8540 · Annual Audit	6,500.00	7,370.00	7,995.00	2022 includes new Tech Fee & Add'l \$ for Statements
17	MW	8620 · Collection/Electronic Resources	25,800.00	25,700.00	26,300.00	Ancestry & Novelist
18	MW	8620-1 · Coll/Electronic Resources	-	-	21,000.00	new (Gale/Udemy)
19	MW	8630 · Wis Pub Lib Consortium Memb	5,855.00	5,855.00	6,586.00	
20	JT	8670 · Professional Memberships	3,200.00	3,200.00	4,000.00	WLA, ALA, SRLAAW
21	LL	8690 · Librarian Workshops - General	4,500.00	4,650.00	6,500.00	
22	LL	8700 · CE Colaboration Projects	500.00	100.00	300.00	
23	LL	8710 · CE Grants - WLA Conference	3,000.00	3,000.00	1,000.00	
24	LL	8702 · Crisis Prevention Training	250.00	-	-	
25	LL	8714 · Accessibility Audits	5,540.00	9,111.00	5,000.00	6 Libs in '20 moved to '21 + 6 Libs in '21 - add'l in '22
26	LL	8716 · Community Engagement Support	-	-	12,000.00	new
27	JT	8720 · IFLS Staff Dvlpmnt & Prof Mtgs	9,000.00	7,000.00	9,000.00	
28	JT	8735 · Library Consulting Expenses	600.00	600.00	1,000.00	Survey Subscrip, Spls
29	JT	8740 · Field Visits	5,000.00	5,000.00	5,000.00	
30	JB	8740-1 · MORE Training Travel	3,000.00	3,000.00	3,000.00	
31	KS	8741 · Field Visits - Tech Support	1,000.00	1,000.00	1,000.00	
32	LL	8755 · Programming Kits	750.00	360.00	700.00	
33	MW	8812 · ILL Fees & Verification Sources	9,300.00	8,900.00	9,100.00	
34	MW	Total 8850 · Delivery Service	281,954.00	280,777.00	315,063.00	8.7% inc on 9/21 w/add'l days, LSTA pd \$8k in '21
35	JT	8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	23,000.00	

# Indianhead Federated Library System 2021 Revised/2022 Prelim Budget

For staff review at  
9/22 Board meeting

Line #	Staff	Line Item	2021 Preliminary Budget	2021 Revised Budget	2022 Budget Estimates	Notes
36	KS	Total 8864 · Wide-Area Network (WAN)	10,370.00	10,370.00	10,370.00	
37	JB	8890 · IFLS Contrib - MORE Operating	110,000.00	110,000.00	120,000.00	2021 - \$20k-Catg Partners 2022 - 8.3% inc re MORE \$
38	KS	8898 · LEAN WI/Shared Tech WVLS	59,000.00	59,000.00	60,000.00	
39	JT	8950 · Campaign for Wisconsin Libraries	1,200.00	1,126.00	1,200.00	
40	JT	8960 · Long Range Planning Meetings	500.00	500.00	500.00	
41	KS	8971 · Web Development	1,100.00	1,100.00	1,100.00	
42	JT	Total 9010 · IFLS Committee Meetings	3,000.00	-	2,400.00	All virtual in '21
43	JT	Total 9020 · Professional Materials	1,500.00	1,410.00	1,500.00	
44	JP	9030 · Postage	700.00	700.00	780.00	
45	JB	Total 9050 · Telephone	8,960.00	8,080.00	8,320.00	
46		Total 9060 · Supplies	1,000.00	800.00	900.00	
47	RK	Total 9080 · Marketing & Advocacy	1,020.00	1,020.00	2,000.00	
48	JB	Total 9123 · Building Overhead Expenses	24,430.00	22,930.00	24,930.00	
49	JB	9130 · Debt Retirement - Building				
50	JP	Total 9140 · Photocopier Costs	2,453.00	1,980.00	1,950.00	
51	KS	Total 9160 · Computers	6,400.00	6,900.00	6,900.00	inc MORE & Sh Cat
52	JB	Total 9190 · System Vehicle Expenses	3,700.00	3,700.00	3,700.00	
53	JB	Total 9220 · Insurance	5,425.00	5,425.00	5,725.00	
54	JT	9240 · Contingency	1,000.00	1,000.00	1,000.00	
55	JB	9241 · Credit Card Reward Program	(1,500.00)	(1,500.00)	(1,500.00)	
56	JB	9245 · Capital	10,000.00	20,000.00		2 furn & 2 A/C in '21
57		Total Expense	1,417,407.00	1,369,864.00	1,602,119.00	
58		Net Ordinary Income	(195,551.00)	(151,008.00)	(194,906.00)	
59		Pass-thru Income/Expense				
60		Pass-thru Income				
61		5702 · Billable Project Income	150,000.00	100,000.00	150,000.00	
62		5620 · Catalog/Processing Svc Income	225,097.00	225,097.00	216,599.00	\$142k from MORE \$ less \$10,160 re Roberts dropping
63		2011-15 LSTA and Other Grant Income	-	297,872.00		
64		Total Pass-thru Income	375,097.00	622,969.00	366,599.00	

# Indianhead Federated Library System 2021 Revised/2022 Prelim Budget

For staff review at  
9/22 Board meeting

Line #	Staff	Line Item	2021 Preliminary Budget	2021 Revised Budget	2022 Budget Estimates	Notes
65		Pass-thru Expense				
66		8940 · Projects Billable to Libraries	150,000.00	100,000.00	150,000.00	
67		8830 · Catalog/Processing Svc Expenses	225,097.00	225,097.00	216,599.00	
68		2011-15 LSTA and Other Grant Expenses	-	297,872.00		
69		Total Pass-thru Expense	375,097.00	622,969.00	366,599.00	
70		Net Pass-thru Income	-	-	-	
71		Total Income less Expense	(195,551.00)	(151,008.00)	(194,906.00)	
72						
73		TOTAL IFLS Carryover Funds Beg of Year	484,439.00	617,962.00	476,954.00	Est add'l \$10k at '22 close
74						
75		Plus/Minus Net Income/Loss	(195,551.00)	(151,008.00)	(194,906.00)	
76		Less Funds in Reserve (see below)	270,000.00	464,906.00	270,000.00	
77						
78		IFLS Uncommitted Carryover End of Year	18,888.00	2,048.00	12,048.00	
79						
80		IFLS Reserve Funds at year end:				
81		Building/Land Reserves	65,000.00	65,000.00	65,000.00	
82		Shared System Startup Assistance	10,000.00	10,000.00	10,000.00	
83		Shared Svcs Prog/Bldg Expansion	50,000.00	50,000.00	50,000.00	
84		Vehicle Replacement	25,000.00	25,000.00	25,000.00	
85		Personnel	40,000.00	40,000.00	40,000.00	
86		WAN/Web Equipment Replacement	20,000.00	20,000.00	20,000.00	
87		System Equipment/Furnishings	20,000.00	20,000.00	20,000.00	
88		Computer Lab Replacement	10,000.00	10,000.00	10,000.00	
89		Technology Project/Billable Reserves	30,000.00	30,000.00	30,000.00	
90		Future Year Budgets	-	194,906.00	-	
91		IFLS Reserve Total	270,000.00	464,906.00	270,000.00	
92						
93						
94		MORE Carryover Beg of Year	304,764.58	374,749.00	332,249.00	
95		5670 · MORE Shared System Income	887,631.00	887,631.00	903,399.00	
96		5670 · MORE Inc/Fairchild & Durand		35,000.00		CVTC joins in 2022
97		9500 · MORE Shared Automation Exps	952,631.00	965,131.00	963,399.00	
98		MORE Net Income/Expense	(65,000.00)	(42,500.00)	(60,000.00)	
99		MORE Funds End of Year	239,764.58	332,249.00	272,249.00	\$224,000 in Reserves/MORE



Required by Wis. Stat. §§ 43.17(5) and 43.24(3)

	<b>GENERAL INFORMATION</b>	
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Library System

IFLS Library System

Describe significant needs, opportunities, and challenges that influenced the development of this and other system plans.

The budget uncertainty resulting from COVID-19 has increased concerns among member libraries about current and future funding. The system continues to seek ways to more effectively provide the highest quality services while trying to limit the amount of fees charged to our member libraries. Administration of libraries continues to increase in complexity and the pool of candidates for library director positions seems to be diminishing. The needs for consulting services and training have increased due to significant turnover in library staff positions in the past few years.

COVID-19 resulted in many of our services/support going virtual in 2020 and that shift has continued in 2021 and most likely will continue in 2022.

Did the library system consult member libraries in the development of this plan?

☐ No, the library system did not include member libraries in the development of this plan.

☒ Yes, the library system included member libraries in the development of this plan.

If yes, describe the planning environment and process for this system plan. Include how member libraries are involved in plan development and review:

IFLS conducted a survey of our member libraries to ask about the importance and satisfaction with our current services as well as determine what gaps may exist. The survey was completed by 125 individuals including all 53 library directors. In addition, we asked about their aspirations for the role of the library in the community and services they wish to provide for their communities. These aspirational ideas will be the basis for our planning in the fall of 2021 and moving forward into 2022. Planning focus areas include Interlibrary Loan and Advocacy/Marketing. The survey results were shared as a brief webinar on July 1<sup>st</sup>. The strategic priorities remain from our 2019-21 plan and the focus for 2022 will be individual action steps that fit within those priorities.

Does the library system have a formally appointed advisory committee under Wis. Stat. § 43.17(2m)?

☐ No, the library system does not have a formally appointed advisory committee.

☒ Yes, the library system has a formally appointed advisory committee.

If the system appoints an advisory committee under Wis. Stat. § 43.17(2m), describe how the system makes appointments, posts meetings, and how the advisory committee reports to the library system board. Include a list of any additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the Division:

The system has a 13 person advisory committee consisting of one representative from each of the 10 counties, the resource library director and two multitype at large members representing academic, school or special libraries. The two year terms are staggered for the members. Each year six terms expire. The representative serving determines if they wish to continue. If they don't the individual county library directors select their representative. The agenda and minutes are posted on the IFLS website <https://iflswb.org/knowledge-base/advisory-council/> and provided to the IFLS Board. A representative from the group tries to attend the IFLS Board meeting to provide an update. A bylaw review will be conducted in 2021 with the consideration to look at the multitype membership to provide more flexibility in determining representation.

	<b>ASSURANCES</b>	
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The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year 2022. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

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

**Membership Agreements**

- ☒ Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.
- ☒ The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

If the system is providing the sample copy and list of members signing through a publicly available webpage, provide the URL here:

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**Resource Library Agreement**

- ☒ Wis. Stat. § 43.24(2)(b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ The system will provide a signed copy of the resource library agreement to the Division by January 15.

If the system is providing the resource library agreement through a publicly available webpage, provide the URL here:

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**Reference Referral, Interlibrary Loan, and Technology**

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

**List ongoing activities related to this requirement:**

**Technology**

1. Continue to develop "LEAN Wisconsin" (LEAN WI), a partnership between multiple library systems (currently, IFLS, NWLS and WVLS), to provide member libraries with access to a strong and cost efficient enterprise technology service platform, including: virtualization, durable data storage, technology consultation, technology support, applications services and an array of additional beneficial technology services.
2. Continue to provide member libraries with access to technology expertise and technology consulting.
3. Increase LEAN WI and library funding by curating grant information and partnering with other organizations to leverage grant writing expertise and/or jointly apply for grants.
4. Monitor development in the TEACH Wisconsin program, FCC telecommunication discounts, BadgerNet, etc, as they apply to IFLS area libraries. Encourage libraries to take advantage of these programs/discounts when it is appropriate to do so.
5. Support county and local broadband development initiatives and efforts to increase broadband capacity in libraries.
6. Continue to monitor bandwidth usage by member libraries.
7. Assist member libraries in acquiring supplemental bandwidth when needed.
8. Continue to provide a secure Wide Area Network (WAN), with adequate bandwidth, for data communication between member libraries, the system headquarters, and appropriate application servers. Continue to work with member libraries to determine the most appropriate methods of data communication.
9. Facilitate group purchases of computers, network devices, and other technology-related devices for member libraries in order to promote ownership of state of the art equipment and cost savings.
10. Continue to promote effective cost-sharing by facilitating the hosting and licensing of shared applications and databases used by member libraries.
11. Maintain solid working relationship with all member libraries.
12. Blend WVLS, NWLS and IFLS technology services platform into a unified LEAN WI service model.
13. Work to normalize the use of technology between LEAN WI internally, as well as between partner systems and their respective member libraries.
14. Expand the use of technologies which enable or facilitate support automation tools (eg. Active Directory).
15. Explore and experiment with new technologies of probable value to LEAN WI member libraries and commit to one pilot project annually.
16. Expand the use of technology for remote presence meetings and programming, and promote its value to member libraries in the LEAN WI footprint.
17. Pursue collaborative opportunities under LEAN WI.
18. Pursue collaborative opportunities internally with member libraries in the LEAN WI footprint.
19. Assist member libraries in the LEAN WI footprint with partnership development among each other, with local organizations, and digitally with remote libraries and organizations.

	<b>ASSURANCES (cont'd)</b>	
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**Reference Referral & Interlibrary Loan**

Administers the MORE shared system (ILS).

Subscribes to and promotes electronic databases.

IFLS interlibrary loan staff continue to handle & refer reference and interlibrary loan requests as needed to all types of libraries in the IFLS area as well as to out-of-system and out-of-state libraries using the ILS, WISCAT and WorldCat/OCLC software.

Participates in WPLC projects including the statewide buying pool.

**Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):**

ILS Improvement--Add Chippewa Valley Technical College (CVTC) back into the MORE Consortium

ILS Improvement--Offer a library app to streamline patron access to consortium resources

Reference Referral & Interlibrary Loan Improvement--Evaluate service models based on anticipated staff retirement

Participate in statewide technology collaborations

**Inservice Training**

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

The Division interprets inservice training to incorporate a range of in-person and virtual professional learning opportunities.

**List ongoing activities related to this requirement.**

Assess the CE needs of staff and directors of member libraries and the MORE shared system.

Provide 30 or more contact hours of CE for staff and directors and at least 12 hours of specialized training on the MORE shared system.

Collaborate with other library systems to develop training and development opportunities, particularly in a virtual environment

Strive to hold 50% of in-person workshops/opportunities outside of Eau Claire (though depending on COVID 19, all opportunities may be virtual)

Provide remote access to workshops and webinars as appropriate.

Continue to promote and offer inservices at individual libraries as COVID 19 allows (including sessions about customer service, crisis prevention, teens, the ILS and databases, workplace culture, compassion resilience/self-care, and responding to other needs as indicated by library staff)

Provide regular virtual check-ins for youth service and adult services staff as well as library directors

**Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):**

Develop a program specific to fostering/supporting community engagement.

Join a collaboration between WVLS, NWLS, and SWLS that will provide two webinar series per year (service agreement pending)

**Identify the names and email addresses of professional learning staff employed by the system for professional learning services:**

Leah Langby, langby@ifls.lib.wi.us

**If the system contracts with another system or entity to plan and conduct professional learning services, list that system or entity and provide a link to, or copy of, the current agreement:**

**Delivery and Communication**

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

**List ongoing activities related to this requirement. For physical delivery reference resources, personnel, and vendors.**

Provide 3 days a week delivery to MORE public libraries; and 5 days a week delivery for the resource library.

Provide 1-2 day a week delivery for other member libraries based on ILL volume.

Fund the system's share of the statewide delivery network.

Survey, monitor and evaluate the courier volume.

Provide consulting and training on websites and website development including mobile versions.

Disseminate information via electronic newsletters or blogs to staff from all types of libraries

**Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):**

Further strengthen our advocacy/communication/PR training and support. Refine the newly deployed IFLS website.

Monitor/evaluate courier performance and viability

	<b>ASSURANCES (cont'd)</b>	
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**Service Agreements**

- ☒ Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.
- ☒ The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

If the system is providing the service agreements through a publicly available webpage, provide the URL here:

If the system is providing the service agreements through a publicly available webpage, provide a brief description of the types and number of agreements here:

**Other Types of Libraries**

- ☒ Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. The system will provide a copy of the agreement with a list of all signing libraries to the Division by January 15.

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide the URL here:

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide a brief description of the types and number of agreements here:

**Library Technology and Resource Sharing Plan**

- ☐ Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2022, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See [the Library System Technology and Resource Sharing plan webpage](#) for the most current version of the system library technology and resource sharing plan.

If the system is providing the current technology and resource sharing plan through a publicly available webpage, provide the URL here:

Is the plan current and comprehensive for the technology and resource sharing services the system provides?

- ☒ Yes, the library system technology and resource sharing plan is current and comprehensive for the technology and resource sharing services the system provides.
- ☐ No, the library system technology and resource sharing plan is not current or comprehensive for the technology and resource sharing services the system provides or will provide.

If no, describe what the system has added, changed, or eliminated from the plan in effect (and describe how the changes were reviewed with member libraries and approved by the system board):

Indicate new or priority activities relating to this requirement for the plan year:

Continued integration of IFLS, NWLS, and IFLS into collaborative technology support platform. Continue development of collaborative backup program.

	<b>ASSURANCES (cont'd)</b>	
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**Professional Consultation**

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

**Identify consultants, specific service areas, and related activities. If the consultant is employed by a member library, indicate the library and the consultant's title:**

System Director -- Library Administration; Space and Building Consulting; Planning; Personnel; Library Law; Board Development;

Youth and Inclusive Services -- Programming; Collection Development; Community partnerships; Literacy; Inclusive services; Customer Service; Planning; Personnel and Staff Development

Technology -- Technology consultation, support, training, purchasing, and planning; Network monitoring, administration, security, and engineering; Website support; Domain management; Data provisioning; Remote Access; New technology innovation in partnership with Wisconsin Valley Library System and Northern Waters Library System

PR and Marketing -- PR; Advocacy; Social Media; Branding

Adult Services/Electronic Resources -- Collection Development; Programming; Consulting/Training on ILL, databases, e-material and device use; Reference; Resource Sharing

Business Manager -- Financial management/accounting

ILS Staff -- Circulation, Cataloging, Acquisitions, Statistics, and Patron Service

**Indicate new or priority activities relating to this requirement for the plan year (if no change from current year, indicate *None*):**

Evaluate consulting staff needs based on anticipated staff retirements

New director resources/orientation/mentoring

Staff hiring resources

**Inclusive Services**

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

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

**Indicate new or priority activities relating to this requirement for the plan year:**

Participating in the statewide IDEA project planning (Inclusion, Diversity, Equity in Action)

Promoting and supporting use of the Inclusive Services Assessment and Guide.

EDI resource sharing

Accessibility Audits for member libraries

**Other Service Programs**

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

**List each "other" service program individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)**

**Administration**

- ☒ The system will not expend more than 20 percent of state aid received in the plan year for administration.
- ☒ The system will submit the 2021 system audit to the Division no later than September 30, 2022.

**Budget**

- ☒ The system completed and included the budget by service program category and fund source for the plan year (see guidelines).



## COLLABORATIVE ACTIVITIES

Summary of Activities Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2022 resource library contract.

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

Activity	Amount
1. Participate in the CINC (Chippewa Valley Internetworking Consortium). This consortium provides a fiber-based, inexpensive, high-bandwidth network for IFLS and five of our member libraries. - > \$4000/year	\$9,000
2. LEAN WI Technology Services Partnership	
3. WPLC Participation	\$1,250,000
4. MORE Shared ILS	\$325,000
5. Shared Cataloging and Bibliographic Services (CABS)	\$100,000
6. Delivery Coordination among IFLS and 53 member libraries along with the Statewide Network and Minitex	\$1,100,000
7. Continuing Education collaborations with other systems and DPI	\$71,000
8. Statewide Library System Dell purchasing collaboration	
9.	
10.	
<b>Cost Benefit Total</b>	<b>\$2,855,000</b>

## CERTIFICATION

**WE, THE UNDERSIGNED, CERTIFY** that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year 2022.

Name of System Director	Signature of System Director ➤	Date Signed Mo./Day/Yr.
Name of System Board President	Signature of System Board President ➤	Date Signed Mo./Day/Yr.

FOR DPI USE  
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is: <input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved See Comments. <input type="checkbox"/> Not Approved See Comments.	DLT Assistant Superintendent Signature ➤	Date Signed Mo./Day/Yr.
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Comments

PUBLIC LIBRARY SYSTEM 2022 ANNUAL PROGRAM BUDGET					
Program	2022 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference, and Interlibrary Loan*</b>					
1.					
2.					
3.					
4.					
5. Electronic Resources					
<b>Program Total</b>	\$0	\$0	\$0	\$0	\$0
<b>Professional Learning and Consulting Service*</b>					
1.					
2.					
<b>Program Total</b>	\$0	\$0	\$0	\$0	\$0
<b>Delivery Services</b>					\$0
<b>Inclusive Services</b>					\$0
<b>Library Collection Development</b>					\$0
<b>Direct Payment to Members for Nonresident Access</b>					\$0
<b>Direct Nonresident Access Payments Across System Borders</b>					\$0
<b>Youth Services</b>					\$0
<b>Public Information</b>					\$0
<b>Administration</b>					\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0	\$0
<b>Other System Programs</b>					
1.					\$0
2.					\$0
<b>Program Total</b>	\$0	\$0	\$0	\$0	\$0
<b>Grand Totals</b>	\$0	\$0	\$0	\$0	\$0

\*These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1.  
Line 5 is reserved for the amounts budgeted for electronic resources (see program budget guidelines).

## BOARD REPORT FROM REBECCA KILDE: PR & COMMUNICATION COORDINATOR

Short but sweet, because I'm in the middle of our annual Library Card Bulk Order

### SERVICES TO LIBRARIES: CONSULTING ON BRANDING AND MARKETING

It's always exciting when I get to work with libraries on consulting and branding. Somerset is in the middle of reworking their marketing plan, and I got to meet with staff in person at their beautiful new expanded library. I also helped out with their marketing for their Grand Opening, featuring some delightful little monsters that will be helping visitors explore the library with a scavenger hunt.



I also helped St. Croix Falls design a graphic for their Instant Storytime packets.



### SERVICES TO LIBRARIES: RETHINKING MARKETING AND ADVOCACY GOING FORWARD

I'm pleased to be collaborating with several librarians and system staff to improve the ways that we provide marketing and advocacy support going forward. We just started this process, I'll keep you up to date here.

### DO YOU GET **THE NEWS** FROM IFLS?

Thanks for reading! You can look at archives or sign up here: <https://us18.campaign-archive.com/home/?u=f79f07e13bce5bbbf87d8f24&id=e76a1c145e>

If *The News* isn't ending up in your inbox, be sure to check your spam folder. Every email provider handles spam differently, some are more aggressive than others. The good side: you don't get emails from "Rochelle" who wants to be your "friend", or that random Nigerian prince. The downside: sometimes emails that aren't junk end up in your junk folder.

If that happens, consult your email provider's instructions for correcting that. If you have trouble figuring that out, please feel free to contact me at [kilde@ifls.lib.wi.us](mailto:kilde@ifls.lib.wi.us).

**IFLS Library System Board of Directors**  
**Library Development and Youth Services Coordinator's Report of Activities**  
Submitted by Leah Langby September 14, 2021

**Continuing Education/Professional Development Highlights:**

- Adult Services, Youth Services and Director Check-ins continue.
- Planning and preparation for fall and winter webinars, including hosting one of the statewide Tech Days webinars on 9/15. Check IFLS calendar for upcoming offerings: <https://iflweb.org/calendar/>
- Working with a statewide PLSR planning group to develop a statewide Professional Development calendar.
- Working with a statewide team and a consultant to plan a series of professional development opportunities about equity, diversity, and inclusion, with a focus on race. Funded by Library Services and Technology Act (LSTA) funds.
- Set up scholarship applications and information sheets to allow library staff to attend 4 conferences. Application deadline is later this month for most of them. Funding will come from a large grant from the Department of Public Instruction, using LSTA funding:
  - Association for Rural and Small Libraries Conference (3 in-person scholarships awarded, virtual scholarships will also be offered. Some IFLS funds will be used for the in-person scholarships) <https://www.arsl.org/2021-conference-main-page>
  - Wisconsin Library Association Conference (in-person scholarships) <https://www.wisconsinlibraries.org/wla-annual-conference-home>
  - Lead the Way Symposium (virtual) <https://ischool.wisc.edu/continuing-education/ltw-symposium/>
  - Toward One Wisconsin (virtual) <https://inclusivity-wi.org/>
- Compassion Resilience Toolkit sessions for the IFLS staff continue, they are going well.

**Consulting Highlights**

- Youth services/personnel assistance for directors seeking youth services librarians
- Created a web resource about Disaster Planning after receiving a question about it: <https://iflweb.org/knowledge-base/resources-for-disaster-planning-recovery-and-community-resilience/>
- Maureen and Reb and I created a web resource about Readers Advisory: <https://iflweb.org/knowledge-base/readers-advisory/>

**Accessibility Audits**

The Center for Independent Living completed audits for Milltown, Osceola, Ladysmith, and the IFLS office.

**IFLS Planning Process**

Working with a group of librarians to consider what IFLS can do to support the aspirations of the libraries in our system.

# Reference & Interlibrary Loan Coordinator's Report – September 2021

## Site Visit

Lori and I visited the New Richmond public library to evaluate circulation, delivery, & ILL workflow procedures with director and circulation staff. We reviewed & discussed procedures as well as provided some training and resources.

## Meetings/Webinar/Vendor Demos

DPI Focus Group – evaluation of LSTA 5-year state plan  
Library System ILL Coordinators meetings (monthly)  
WISCAT Users Group Meeting (quarterly)  
WPLC Board meeting  
WPLC Selection Committee meeting  
Library System Delivery Managers meetings  
IFLS Director Check In – Collection Development topics  
IFLS ILL Planning focus group  
NoveList Reader's Advisory webinar  
Discussion meeting with Anna/EC about databases/electronic resources  
Vendor Demo of Niche Academy along with Leah  
Vendor Demo of Gale Courses and Gale Presents Udemy along with Leah

## 2021/2022 IFLS Budget Preparation

Worked on the revised 2021 budget which included a recent rate increase for Waltco courier costs, but LSTA is paying for half of the statewide courier costs which helped. The vendor demos and database discussion were a part of the 2022 IFLS budget. Electronic resources, interlibrary loan resources, and courier costs are my budget lines in preparation process.

## 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*	886
August	1605	1565	1415	877	1113
September	1523	1377	1553	817	
October	1693	1607	1760	909	
November	1472	1444	1255	804	
December	1464	1405	1534	922	
<b>Total</b>	<b>18,775</b>	<b>18,611</b>	<b>18,407</b>	<b>8,928</b>	<b>7,748</b>

\*April-July 2020 ILL suspended except for digital materials

Worked closely with Christine Barth, Interlibrary Loan Coordinator of the DPI Library Team, on revising and then reviewing Wisconsin ILL Guidelines revisions over the last couple of months.

## 2021 IFLS Board of Trustees

### Judith Achterhof

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

 Executive Committee  
 Personnel Committee

Updated: September 2021





# Wisconsin Library Association 2021 Annual Conference Back on Track

November 16-19, 2021 • Hyatt Regency and KI Convention Center, Green Bay

Name (as preferred on nametag) \_\_\_\_\_  
(characters not to exceed 30 spaces)

Institution \_\_\_\_\_  
(characters not to exceed 30 spaces)

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

For TDD users, please use the Wisconsin Relay System 1.800.947.3529 ☐ First Time Attendee ☐ Speaker ☐ Exhibitor

## Registration Information

**Register one name per form; registration is required to attend any function.** Call the WLA Office 608.245.3640 for additional forms or information. Form also available at <https://wisconsinlibraries.org/wla-registration-hotel>.

Submit one copy. Receipt will be available by accessing your member profile at <https://wla.memberclicks.net>.

**Cancellations received by November 1** will be refunded after the conference, minus a \$25 cancellation fee. No refunds after **November 1**.

Individual members of library associations of other states and members of WEMTA may register at WLA member rates.

\*Join by paying dues with your registration (see subtotals on next page). Libraries with an institutional membership in WLA may also send one non-member staff at member rates.

Registration materials may be picked up at the conference registration desk.

**Room reservations for the Hyatt Regency Green Bay may be made online at <https://www.wisconsinlibraries.org/wla-registration-hotel> or call 1.800.233.1234 and reference WI Library Association or WLIB.**

**Persons needing special accommodations** are asked to inform hotel personnel when making reservations. If you require special accommodations to fully participate, **including any dietary restrictions**, please submit a brief description of your needs with this form. For TDD users, please use the Wisconsin Relay System 1.800.947.3529.

Please make checks payable to: **WLA**

Return this form with payment to:  
**Wisconsin Library Association**  
**P.O. Box 6437, 112 Owen Road #6437**  
**Monona, WI 53716**

## Special Events

- ☐ **WLA All Conference Welcome Reception** Brown County Central Library, Tuesday, November 16, 7:00–9:00 p.m.  
Hors d'oeuvres, cash bar. .... N/C
- ☐ **National Railroad Museum Tour and Tappers** Wednesday, November 17, 4:00–6:00 p.m. Transportation provided, bus leaves from the KI Convention Center on Adams St. Optional stop following the tour in downtown Green Bay's Railyard District: Enjoy a cold brew on your own at Titledown Brewery's Taproom and Roof Tap or The Depot Gastropub located in the historic Chicago & Northwestern depot. Bus leaves for hotel at 7:45 p.m. or enjoy a walk across the bridge back to the hotel ..... \$15.00
- ☐ **WLA Foundation Fundraiser** Trivia hosted by Kris Turner: Wednesday, November 17, 7:00–8:30 p.m. Here's your chance to show off your knowledge of random and obscure facts! Light snacks, plus a charitable contribution to the Foundation!  
Cash bar available. .... \$25.00 (\$30.00 at the door)
- ☐ **Tour of the Neville Public Museum collections, archives and library** Thursday, November 18, 2:00–4:00 p.m. The Neville is located 0.4 miles from the KI Convention Center and attendees are encouraged to walk. Maximum 40. .... N/C  
☐ Please check here if transportation is needed. (Deadline 11/1)
- ☐ **Yoga and Mimosas** Thursday, November 18, 5:00–6:00 p.m. Join Jen Berres, owner of Jenstar Movement Studio in Green Bay, for a 60-minute yoga session followed by a complimentary mimosa. Participants should bring a yoga mat. .... \$15.00
- ☐ **Awards & Honors Reception** Thursday, November 18, 7:00–8:30 p.m. Dessert reception, cash bar available. .... \$5.00

**Special Events Subtotal \$** \_\_\_\_\_



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## Meals (must be pre-registered)

### Wednesday, November 17

#### YSS Luncheon with Cathy Camper. . . . . \$30.00

Select one (includes Baby Spinach & Arugula salad, coffee or Tazo tea, Vanilla Bean Cheesecake with seasonal fruit compote, whipped cream)

- ☐ **Chicken Breast:** Door County cherry sauce, wild rice, green beans
- ☐ **Quinoa Stuffed Squash:** roasted squash, raisins, herbs, goat cheese, and pepper coulis

#### Grab & Go Lunch (Boxed). . . . . \$23.50

Select one (includes sandwich, chips, whole fruit, and cookie)

- ☐ **Turkey Sandwich**
- ☐ **Roast Beef Sandwich**
- ☐ **Vegetarian Sandwich**

### Thursday, November 18 (cont.)

#### Grab & Go Lunch (Boxed). . . . . \$23.50

Select one (includes wrap, chips, whole fruit, and cookie)

- ☐ **Turkey Wrap**
- ☐ **Ham Wrap**
- ☐ **Vegetarian Wrap**

### Friday, November 19

#### Luncheon with Steven Wright . . . . . \$30.00

Select one (includes Petite Mixed Greens salad, coffee or Tazo tea, Carrot Walnut Cake with ginger whipped cream)

- ☐ **Coffee Rubbed Flat Iron Steak:** wild rice demi glaze, roasted fingerling potatoes, asparagus
- ☐ **Portabella Mushroom Napoleon:** zucchini, peppers, red onion, eggplant, and arrabiatta sauce

### Thursday, November 18

#### Luncheon with Robyn Gigl. . . . . \$30.00

Select one (includes Romaine & Parmesan salad, coffee or Tazo tea, Chocolate Torte Cake with fresh berries, whipped cream)

- ☐ **Beer Braised Beef Short Rib:** Port Wine reduction, red potato mash, jack rabbit carrots
- ☐ **Pasta Primavera:** market vegetables and tomato cream sauce

**Meals Subtotal \$ \_\_\_\_\_**

## Conference Registration

Deadline for early registration: On or before Monday, October 25 (postmark date). Registration after November 1 may be done at the conference. (Refunds for cancelled conference registrations will be provided, less a \$25 cancellation fee, for all requests received no later than Monday, November 1, 2021. No refunds after November 1, 2021.)

	FULL			SINGLE DAY		
	Early (by 10/25)	Advance (by 11/01)	Onsite (after 11/01)	Circle one: Wed Early (by 10/25)	Thurs Advance (by 11/01)	Fri Onsite (after 11/01)
Member	\$185	\$195	\$205	\$140	\$150	\$160
Non-Member	\$350	\$370	\$390	\$265	\$285	\$305
Friend/Trustee/Retired	\$120	\$125	\$130	\$105	\$115	\$125
Student	\$65	\$65	\$65	\$55	\$55	\$55
Guest*	\$55	\$55	\$55	\$45	\$45	\$45
Exhibits Only**	\$25					
Membership Meeting only	No charge					

Special Events Subtotal \$ \_\_\_\_\_

Meals Subtotal \$ \_\_\_\_\_

Conference Registration  
Subtotal \$ \_\_\_\_\_

\*Membership Dues Subtotal \$ \_\_\_\_\_  
(\$3 per \$1000 of salary; \$50 min/\$250 max)

**TOTAL ENCLOSED \$ \_\_\_\_\_**

\*A guest is identified as a conference registrant's spouse, significant other or family member.

\*\* Exhibits Only registration means for use in the Exhibit Hall only. Participation in any additional event requires full or one-day registration.

## Payment

☐ Institution Check \$ \_\_\_\_\_ ☐ Personal Check \$ \_\_\_\_\_ ☐ Visa ☐ Mastercard (only Visa or Mastercard accepted)

# \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Credit Card

Credit Card Billing Address