

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:
IFLS Library System
Virtual Meeting via Zoom

DATE/TIME:
Wednesday
January 26, 2022
12:30 pm

Join Zoom Link:

<https://us02web.zoom.us/j/81488178851?pwd=OHFqNlNuNm01UXg1aS9TYjBRV3lXZz09>

Meeting ID: 814 8817 8851

Passcode: TztN0QKh

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

Meeting ID: 814 8817 8851

Passcode: 67646276

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

A G E N D A

- I. Call to Order
- II. Establish a Quorum
- III. Certification of Compliance with the Open Meeting Law
- IV. * Approve Agenda
- V. Public Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten-minute limit per topic and a twenty minute limit at any meeting for Public Comments. Contact IFLS office for additional information related to Public Comments.*)
- VI. Announcements/Correspondence/Introductions
- VII. * Election of 2022 Officers **#001(22)**
- VIII. * Minutes - Approve: Board of Trustees: December 1, 2021 **#055(21)**
- IX. * Financials - Approve: Check Registers: November 2021 (**#002-22**), December 2021 (**#003-22**)
Review Only/Not Final: 2021 Annual Budget Report #005(22)
- X. Director's Report of Agenda Items and Monthly Activities **#006(22)**
- XI. * Committee Appointments (Executive, Personnel)
- XII. * IFLS Personnel Committee – IFLS Personnel Manual
- XIII. Wisconsin Library Association (WLA) Membership <https://wla.memberclicks.net/trustee-memberships>
- XIV. Reports
 - IFLS Staff Reports **#007(22)**
 - Board Member Reports
 - Sunshine Fund Report for 2021
- XV. * Adjournment

Handout: 2022 IFLS Trustee List and 2022 Board Meeting Dates

*** 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.

MEMORANDUM

TO: IFLS Board of Trustees

FROM: Joanne Gardner, Administrative Associate

DATE: January 19, 2022

RE: ELECTION OF OFFICERS

The Nomination Committee consisted of Mary Ellen Brue, Jackie Pavelski, and Mike Prichard. The committee met via Zoom on Monday, January 17th and agreed upon the following slate of candidates to serve on the Executive Committee Ballot. The By-laws of the IFLS Library System Board of Trustees permits nominations from the floor.

Two votes will need to be taken. The five candidates gaining the most votes will be declared the Executive Committee. A second vote will be held to determine which Executive Committee member will be Board President for 2022. The remaining Executive Committee positions will be determined as agreed upon by the Executive Committee members.

The slate of candidates is:

- Jan Daus, Eau Claire County
- Sue Duerkop, Polk County
- Bun Hanson, Barron County
- Jackie Pavelski, Eau Claire County
- Ricky Riggins, Pepin County
- Josh Sterling, Eau Claire County
- Jim Tripp, Dunn County

**2022 Executive Committee
Ballot**

2022 Executive Committee Nominations:

_____	Jan Daus
_____	Sue Duerkop
_____	Bun Hanson
_____	Jackie Pavelski
_____	Ricky Riggins
_____	Josh Sterling
_____	Jim Tripp
_____	Other _____
_____	Other _____

The bylaws of IFLS Library System Board of Trustees permit nominations from the floor.

The Board President will be elected, by separate ballot, from the five trustees elected to serve on the Executive Committee.

**IFLS LIBRARY SYSTEM
Board of Trustees
December 1, 2021**

M I N U T E S

The Board of Trustees of the IFLS Library System met on Wednesday, December 1, 2021, via Zoom. Tripp called the meeting to order at 12:36 pm.

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

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

BOARD MEMBERS PRESENT:

Judith Achterhof (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Don Hauser** (Chippewa County); **Marilyn Holte** (Chippewa County); **Lyle Lieffring** (Rusk County); **Jill Markgraf** (Resource Library); **Susan Marshall** (Price County); **Mike Prichard** (Polk County); **Ricky Riggins** (Pepin County); **Kris Sampson** (Pierce County); **Michael Schendel** (St. Croix County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Bun Hanson (Barron County); **Mary Alice Larson** (Barron County), **Jackie Pavelski** (Eau Claire County); **Josh Sterling** (Eau Claire County; **vacancy** (Pierce County).

OTHERS PRESENT:

John Thompson (Director); **Juli Button** (Business Manager); **Reb Kilde** (PR & Communications Coordinator); **Joanne Gardner** (Administrative Associate/Recorder).

APPROVE AGENDA:

MOTION #56⁽²¹⁾: To approve the Agenda as presented. Holte/Eggert
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Tripp attended the awards ceremony at the Wisconsin Library Association (WLA) conference. John Thompson was presented the Librarian of the Year Award. Tripp noted that Thompson gave a very nice acceptance speech and expressed gratitude for staff and the IFLS Board.

MINUTES:

MOTION #57⁽²¹⁾: To approve the Board of Trustees minutes dated September 22, 2021 (Doc. #048-21). Marshall/Prichard
RESULT: Carried.

MOTION #58⁽²¹⁾: To acknowledge receipt of the Personnel Committee minutes dated September 22, 2021 (Doc. #047-21). Daus/Holte
RESULT: Carried.

FINANCIALS:

MOTION #59⁽²¹⁾: To approve the Check Registers for September/October 2021 (Doc. #49-21). Marshall/Holte
RESULT: Carried.

IFLS replaced the HVAC equipment in 2021 and qualified for incentives and rebates from Xcel Energy and Focus on Energy.

Daus inquired about checks to KW2. It was noted that LSTA/LAWD's contracted with KW2 for the grant project. IFLS is serving as the fiscal agent for the grant. The grant is for a workforce campaign to provide job seeker services and resources.

MOTION #60⁽²¹⁾: To approve the Financial Reports for September/October 2021 (Doc. #50-21). Daus/Marshall
RESULT: Carried.

Hauser inquired about MORE Expenses (pg. 14) for Database Quality Control and New Products. There were significant differences from 2020 to 2021. It was noted Database Quality Control is new for 2021 and is for cataloging for all the libraries. MORE libraries do contribute towards this expense. New Products included costs to replace a server and for an upgrade to Sierra, the ILS software. It was noted that everything under the MORE financials is funded by the libraries.

(Brue joined the meeting at 12:56 pm)

Prichard inquired about LSTA grants and expenditures. It was noted that LSTA federal grant funds are on a fiscal cycle from July through June while IFLS operates on a calendar cycle from January through December. Income and expenses ultimately will equal each other.

DIRECTOR'S REPORT:

Thompson noted that Amery will not move to the renovated building until mid-January at the earliest. They will need to adjust for an increased lease payment.

Thompson has continued working on new director orientations. Arin Wilken is the new director at Altoona and Christinna Swearingen is the new director at Ladysmith. Thompson recently met with Rita Magno, the new director at Baldwin. Amery will begin their search later this year. Amy

Stormberg resigned from Amery after her husband passed away and she decided to move back to Nebraska to be closer to family.

Thompson attended the Wisconsin Library Association (WLA) Conference and attended a session on space planning. Thompson has also assisted with several building projects and wrapping up end-of-the-year activities. Job descriptions are done for the new positions and will be sent out for staff review soon. Annual reports will begin in January.

Daus noted that she attended and had a nice time at the reception in recognition of the Librarian of the Year Award to John Thompson. The reception was held at Florian Gardens.

IFLS STRATEGIC/STATE LONG RANGE PLAN WITH 2022 BUDGET:

Both the text of the State Long Range Plan and the IFLS Budget for 2022 were approved at the September Board meeting. The approved budget has been incorporated into the Long-Range Plan with the state-required format. The document will be approved as a package now.

MOTION #61⁽²¹⁾: To approve the IFLS Strategic Long-Range Plan with 2022 Budget (Doc. #052-21). Brue/Prichard
RESULT: Carried.

A correction was noted on Page 4 of the State plan which listed continued integration of IFLS, NWLS, and WVLS.

2022 RESOURCE LIBRARY AGREEMENT:

Thompson noted that the amount paid under the Resource Library Agreement remains unchanged from 2021 to 2022. The agreement has been sent to the L.E. Phillips Memorial Public Library (LEPMPL) in Eau Claire for their approval as well.

Thompson noted that part of the requirements as a system, is to contract with the largest member public library, which is LEPMPL. The Resource Library offers a grant of \$23,000 to build their collection and allows anyone within the system to use the Eau Claire library resources. IFLS also funds delivery of materials to and from the library and among IFLS member libraries.

The terms have remained unchanged for the past ten years. LEPMPL submits a year end summary of the grant expenditures.

Prichard noted that the statute stated that each public library system shall have at least one system resource library. Prichard inquired if there would be any reason to consider having more than one in our system. Thompson noted that generally a system may have more than one if the first one doesn't meet the requirements based on size and staffing components.

(Sampson joined the meeting at 1:17 pm)

MOTION #62⁽²¹⁾: To approve 2022 Resource Library Agreement (Doc. #053-21).
Eggert/Duerkop
RESULT: Carried.

Markgraf inquired how IFLS can evaluate the value of the relationship. Thompson noted net borrowing and net lending and a building of a deeper collection including in demand and unique items.

(Lieftring joined the meeting at 1:22 pm)

UPDATE ON IFLS PERSONNEL MANUAL REVIEW:

Thompson noted that IFLS received a bill from the lawyer to review the IFLS Personnel Manual but has not received feedback yet.

Thompson contacted a couple law firms. The law firm will do a review and make recommendations for changes. Depending on the extent of changes, it will either go back to the Personnel Committee or directly to the Board. If it includes substantial rewrites, it will go back to the Personnel Committee. If recommendations are relatively minor, it will be brought directly to the Board.

2022 IFLS BOARD MEETINGS:

Thompson is proposing that the Board meetings held in January, March, and November (winter months) continue to be held virtually. The May, July, and September (summer months) would be held in person. It is proposed that those three meetings be held at various libraries within IFLS. The desire would be to showcase the various libraries within the region. We would like to focus on newer buildings for the first two years.

MOTION #63⁽²¹⁾: To approve holding the three winter meetings (January, March, November) in 2022 in the virtual format. Marshall/Brue
RESULT: Carried.

Achterhof requested that Board members be asked if they would like meeting packets mailed in addition to receiving the electronic meeting packet.

MOTION #64⁽²¹⁾: To approve holding the three summer meetings (May, July, September) at a member library. Duerkop/Brue
RESULT: Carried.

If at any point, travel is not encouraged due to the state of the COVID pandemic, meetings will be adjusted to a virtual format.

It was suggested that one meeting could be held at the IFLS office. Button noted that the Audit Presentation is typically at the May meeting. If the Board wanted to meet once a year at IFLS, doing so for the Audit would work.

Duerkop noted that some of the grant money Leah Langby applied for was for outside materials. This may provide the smaller libraries the possibility to host the Board outside.

NOMINATIONS COMMITTEE FOR 2022 ELECTION OF EXECUTIVE COMMITTEE:

Tripp asked Mary Ellen Brue, Jackie Pavelski, and Mike Prichard to serve on the Nomination Committee. The committee will put together a slate of candidates for the January election.

MOTION #65⁽²¹⁾: To approve the appointment of Mary Ellen Brue, Jackie Pavelski, and Mike Prichard to the Nomination Committee. Brue/Duerkop
RESULT: Carried.

REPORTS:

Tripp thanked the staff for the comprehensive reports they put together.

Prichard inquired about the drop in clearinghouse statistics from 2020 and 2021. Thompson noted that the ongoing pandemic accounts for some of that. There is also borrowing going on outside of the MORE consortium, and that volume has not been back up to 2019 levels.

Kilde was present and shared her screen to show Board members the website page designed for IFLS trustees. This includes resources available to trustees.

Kilde also noted the monthly digital newsletter that is archived. Kilde encouraged trustees to encourage local library friends and boards to sign up for the newsletter to receive timely and useful information.

ADJOURNMENT:

Brue moved and Lieftring seconded to adjourn at 1:55 pm.

 Joanne Gardner, Recorder/Administrative Associate

These minutes of the Board of Trustees are approved:

- ☐ as printed.
☐ with corrections noted.

 Presiding Officer

 Dated

IFLS Library System

Check Register

November 2021

002(22)

Date	Num	Name	Memo	Amount
Nov 21				
11/01/2021	Auto Pay	Delta Dental	Nov '21 Dental & Vision	-896.84
11/10/2021	Auto Pay	AT&T	Oct Phone/Fax Line	-20.55
11/12/2021	Auto Pay	Xcel Energy	9/22 - 10/21 Gas & Electric Svc	-306.33
11/22/2021	Auto Pay	CenturyLink	Oct Phone	-1.45
11/24/2021	Auto Pay	Associated Credit Card	Oct Credit Card *see attached	-5,377.82
11/24/2021	Auto Pay	Employee Trust Funds, Dept of	Dec '21 Health Ins.	-17,714.42
11/03/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #22	-1,437.00
11/10/2021	WIRE	Internal Revenue Service	P/R #22	-7,253.50
11/15/2021	WIRE	Wisconsin Department of Revenue	P/R #21	-1,454.25
11/17/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #23	-1,437.00
11/24/2021	WIRE	Internal Revenue Service	P/R #23	-7,253.42
11/30/2021	WIRE	Wisconsin Retirement System	Oct WRF	-7,978.39
11/30/2021	WIRE	Wisconsin Department of Revenue	P/R #22	-1,467.22
11/03/2021	DD1657-1672	IFLS Staff	Direct Deposit	-20,520.74
11/17/2021	DD1673-1688	IFLS Staff	Direct Deposit	-20,520.79
11/02/2021	42347	Augusta Public Lib	LSTA/Lead the Way Scholarship	-75.00
11/02/2021	42348	Centuria Public Library	Scholarship/ARSL Conf	-799.77
11/02/2021	42349	DR Moon Memorial (Stanley) Lib	IFLS/LSTA E Miniatt @ ARSL	-1,600.00
11/02/2021	42350	EO Johnson Co.	Ppd/1st Qtr '22 Copier Contract	-200.00
11/02/2021	42351	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Oct	-780.39
11/02/2021	42352	Maug Cleaning Solutions, Inc.	9/27-10/24 Cleaning Svc	-360.00
11/02/2021	42353	Miller, Zander	From Small Splashes... Webinar	-150.00
11/02/2021	42354	Season 2 Season	Sept Lawncare	-220.00
11/02/2021	42355	Thompson, John	Jul-Oct Lib Visits	-1,374.45
11/02/2021	42356	Krejci, Bridget	MORE/Durand Startup	-44.88
11/02/2021	42357	Marcive, Inc.	MORE/Oct Database Maint.	-244.86
11/09/2021	42358	Action Mechanical LLC	Bal due/2 Furnace, 3 Air Cond	-11,758.50
11/17/2021	42359	Augusta Public Lib	LSTA Grant/ARSL Conf/L LaRose	-50.00
11/17/2021	42360	L.E. Phillips Memorial Public Library	3rd Qtr Contracts	-5,750.00
11/17/2021	42361	Langby, Leah	Amery/New YS Interviews	-32.81
11/17/2021	42362	OCLC, Inc	Nov OCLC on Acct	-3,895.54
11/17/2021	42363	Securian Financial Group, Inc.	Dec Life Ins	-480.17
11/17/2021	42364	South Central Library System	CE/Anti-Racist Library Svc	-62.50
11/17/2021	42365	Waltco Inc.	Nov Delivery Svc	-27,296.64
11/17/2021	42366	Western Tech College	CE/Tech Assist 9/23 & 29, 10/7	-937.50
11/17/2021	42367	Krejci, Bridget	MORE/Durand Startup Travel	-134.64
11/17/2021	42368	L.E. Phillips Memorial Public Library	MORE/3rd Qtr High Demands	-1,227.31
11/17/2021	42369	Library Ideas	MORE/Oct Freading Usage	-633.00
11/17/2021	42370	OverDrive, Inc.	MORE/OverDrive Titles	-6,396.24
11/17/2021	42371	Setter, Kathy	MORE/New Libs 9/20-11/4 travel	-504.64
Nov 21 TOTAL				-158,648.56

10:14 AM

12/15/21

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (11/24/2021)

Date	Name	Memo	Num	Amount
Oct 21				
10/01/2021	Boxx Sanitation	Oct Garbage Svc	278775	31.39
10/01/2021	Dell Marketing L.P.	IFLS Hardware/2 Comps	IFLS Comp	1,360.80
10/01/2021	WLA	WLA Member/K Setter	Membership	154.35
10/04/2021	Dell Marketing L.P.	Billable/Fairchild Comp Stand	Comp Equip	61.89
10/04/2021	Dell Marketing L.P.	Billable/Dresser 2 Comps	Comp Equip	1,360.80
10/08/2021	WLA	WLA Conf Reg/R Kilde	12903	295.00
10/12/2021	Dell Marketing L.P.	Billable/Luck 2 Comps	Comp Equip	1,237.02
10/12/2021	CDW-G	Billable/Rice Lk Rec Printer	Comp Equip	226.85
10/14/2021	CDW-G	Billable/Spring Vly Misc	Comp Equip	62.78
10/19/2021	FlowRoute.com	Oct Phone/on Acct	Oct	100.00
10/20/2021	Florian Gardens	J Thompson Open House/Room Rental	Party/John	425.00
10/22/2021	Menomonie Market	10/20 Grant Webinar	Cricket	19.91
10/25/2021	Intuit	Oct Direct Deposit Fee	Oct Stmt	33.76
10/31/2021	USPS	Oct Postage	Oct	8.27
Oct 21				5,377.82

IFLS Library System

Check Register

December 2021

003622

Date	Num	Name	Memo	Amount
Dec 21				
12/01/2021	Auto Pay	Delta Dental	Dec '21 Dental & Vision	-896.84
12/07/2021	Auto Pay	Holiday Credit Office	Nov Gas	-38.69
12/13/2021	Auto Pay	AT&T	Nov Phone/Fax Line	-20.55
12/13/2021	Auto Pay	Xcel Energy	10/21 - 11/21 Gas & Electric Svc	-509.76
12/22/2021	Auto Pay	CenturyLink	Nov Phone	-1.41
12/23/2021	Auto Pay	Employee Trust Funds, Dept of	Jan '22 Health Ins.	-18,711.56
12/24/2021	Auto Pay	Associated Credit Card	Nov Credit Card *see attached	-2,197.12
12/01/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #24	-1,437.00
12/08/2021	WIRE	Internal Revenue Service	P/R #24	-11,558.60
12/15/2021	WIRE	Wisconsin Department of Revenue	P/R #23	-1,467.22
12/15/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #25	-1,437.00
12/22/2021	WIRE	Internal Revenue Service	P/R #25	-7,253.40
12/29/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #26	-1,437.00
12/31/2021	WIRE	Wisconsin Retirement System	Nov WRF	-7,998.41
12/31/2021	WIRE	Wisconsin Department of Revenue	P/R #25	-3,713.96
12/01/2021	DD1689-1704	IFLS Staff	Direct Deposit	-28,340.44
12/15/2021	DD1705-1720	IFLS Staff	Direct Deposit	-20,520.79
12/29/2021	DD1721-1736	IFLS Staff	Direct Deposit	-19,841.14
12/31/2021	42339	KW2	Void Check/Rewrite #42469 Lost	18,346.95
12/01/2021	42372	Bulgrin, Bethany	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42373	Button, Juli	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42374	Clausen, Bonnie	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42375	Falter, Sadie	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42376	Faulhaber, Deb	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42377	Gardner, Joanne	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42378	Kilde, Rebecca	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42379	Krejci, Bridget	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42380	Langby, Leah	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42381	Roholt, Lori	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42382	Schwartz, Kristopher	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42383	Setter, Kathy	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42384	Spindler, Gail	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42385	Szymanski, Sarah	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42386	Thompson, John	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42387	Welch, Maureen	Covid/Jul-Dec Internet/Phone	-120.00
12/01/2021	42388	Augusta Public Lib	LSTA/S Brown @ WLA Conf	-731.16
12/01/2021	42389	Barron Public Library	LSTA/A Feldt-Smith @ WLA Conf	-1,032.79
12/01/2021	42390	Center For Independent Living Menom	5 Access Audits/EC, RL, CL, Colf, Lsmth	-3,587.88
12/01/2021	42391	Chippewa Falls Public Lib	LSTA/J Gilles @ WLA Conf	-981.31
12/01/2021	42392	Clear Lake Public Lib	LSTA/C LaFond @ WLA Conf	-940.44
12/01/2021	42393	DR Moon Memorial (Stanley) Lib	LSTA/E Miniatt @ WLA Conf	-1,200.00
12/01/2021	42394	EO Johnson Co.	Color Copies/4th Qtr	-40.66
12/01/2021	42395	Kilde, Rebecca	WLA Conf Expenses	-212.52

IFLS Library System
Check Register
December 2021

Date	Num	Name	Memo	Amount
12/01/2021	42396	Maug Cleaning Solutions, Inc.	10/25-11/21 Cleaning Svc	-360.00
12/01/2021	42397	Menomonie Public Library	LSTA/M Nichols @ WLA Conf	-1,061.38
12/01/2021	42398	Phillips Public Lib	LSTA/J Wyrzykowski @ WLA Conf	-1,600.00
12/01/2021	42399	Rice Lake Public Library	LSTA/C Parrish @ WLA Conf	-617.00
12/01/2021	42400	Rusk County Community Library	LSTA/V Spooner @ WLA Conf	-1,134.63
12/01/2021	42401	Season 2 Season	Oct Lawncare Svc	-170.00
12/01/2021	42402	Krejci, Bridget	MORE/Durand Startup	-89.76
12/01/2021	42403	OverDrive, Inc.	MORE OverDrive Titles/S Billable	-9,888.26
12/03/2021	42404	Amery Public Library	Refund unused credit balance	-12.30
12/03/2021	42405	Park Falls Public Library	Refund Unused Credit	-61.50
12/03/2021	42406	Rice Lake Public Lib	Refund Unused Credit	-12.30
12/03/2021	42407	Stanley Public Library	Refund unused credit	-17.38
12/03/2021	42408	Altoona Public Lib	MORE Ecomm Payments 2021	-641.60
12/03/2021	42409	Amery Public Lib	MORE Ecommerce Payments 2021	-561.42
12/03/2021	42410	Augusta Public Lib	MORE Ecommerce Payments 2021	-150.21
12/03/2021	42411	Baldwin Public Lib	MORE Ecommerce Payments 2021	-166.65
12/03/2021	42412	Barron Public Library	MORE Ecommerce Payments 2021	-268.53
12/03/2021	42413	Bloomer Public Lib	MORE Ecommerce Payments 2021	-567.92
12/03/2021	42414	Boyceville Public Lib	MORE Ecommerce Payments 2021	-143.20
12/03/2021	42415	Bruce Public Lib	MORE Ecommerce Payments 2021	-79.05
12/03/2021	42416	CA Friday Memorial Library	MORE Ecommerce Payments 2021	-673.39
12/03/2021	42417	Cameron Public Library	MORE Ecommerce Payments 2021	-104.17
12/03/2021	42418	Centuria Public Library	MORE Ecommerce Payments 2021	-74.30
12/03/2021	42419	Cumberland Public Library	MORE Ecommerce Payments 2021	-345.66
12/03/2021	42420	DR Moon Memorial (Stanley) Lib	MORE Ecommerce Payments 2021	-165.90
12/03/2021	42421	Dresser Pubic Lib	MORE Ecommerce Payments 2021	-61.10
12/03/2021	42422	Ellsworth Public Lib	MORE Ecommerce Payments 2021	-317.30
12/03/2021	42423	Elmwood Public Library	MORE Ecommerce Payments 2021	-19.13
12/03/2021	42424	Frederic Public Lib	MORE Ecommerce Payments 2021	-196.04
12/03/2021	42425	Glenwood City Public Lib	MORE Ecommerce Payments 2021	-93.95
12/03/2021	42426	Hudson Public Lib	MORE Ecommerce Payments 2021	-626.33
12/03/2021	42427	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Nov	-468.07
12/03/2021	42428	Menomonie Public Library	MORE Ecommerce Payments 2021	-638.98
12/03/2021	42429	Osceola Public Lib	MORE Ecommerce Payments 2021	-242.99
12/03/2021	42430	Park Falls Public Lib	MORE Ecommerce Payments 2021	-381.08
12/03/2021	42431	Phillips Public Lib	MORE Ecommerce Payments 2021	-95.00
12/03/2021	42432	Rice Lake Public Library	MORE Ecommerce Payments 2021	-292.04
12/03/2021	42433	River Falls Public Lib	MORE Ecommerce Payments 2021	-875.21
12/03/2021	42434	Somerset Public Lib	MORE Ecommerce Payments 2021	-501.69
12/03/2021	42435	Spring Valley Public Lib	MORE Ecommerce Payments 2021	-170.44
12/03/2021	42436	St Croix Falls Public Lib	MORE Ecommerce Payments 2021	-336.75
12/03/2021	42437	Turtle Lake Public Library	MORE Ecommerce Payments 2021	-95.15
12/03/2021	42438	Woodville Public Lib	MORE Ecommerce Payments 2021	-67.66
12/14/2021	42439	Hazel Mackin Library (Roberts)	Book Memorial/Krissa Coleman	-25.00

IFLS Library System

Check Register

December 2021

Date	Num	Name	Memo	Amount
12/14/2021	42440	Action Mechanical LLC	Replace Breaker & fix Fascia	-264.84
12/14/2021	42441	Axley, Brynolson, LLP	Review Personnel Manual	-962.50
12/14/2021	42442	Balsam Lake Public Lib	Delivery Damage/1 item	-17.00
12/14/2021	42443	Deer Park Public Lib	LSTA/B Krueger @ WLA Conf	-1,200.00
12/14/2021	42444	Eau Claire County Treasurer	Annual Street Lights	-47.50
12/14/2021	42445	Ellsworth Public Lib	LSTA/C Herfindahl @ WLA Conf	-1,060.73
12/14/2021	42446	Glenwood City Public Lib	LSTA/R Karlson @ WLA Conf	-1,119.05
12/14/2021	42447	Hudson Public Lib	LSTA/S Tougas @ WLA Conf	-794.83
12/14/2021	42448	Krejci, Bridget	Boyceville/Acquisitions Training	-27.03
12/14/2021	42449	KW2	LAWD's Grant/Nov Phase 2 Expenses	-2,428.75
12/14/2021	42450	OCLC, Inc	Dec OCLC on Acct	-3,865.79
12/14/2021	42451	Schoofs, Katherine	2 Webinars on 11/11 and 12/9	-500.00
12/14/2021	42452	Securian Financial Group, Inc.	Jan '22 Life Ins	-480.17
12/14/2021	42453	Somerset Public Lib	Delivery Damage/1 item	-33.00
12/14/2021	42454	St Croix Falls Public Lib	LSTA/L Turpin @ WLA Conf	-535.52
12/14/2021	42455	Thompson, John	WLA Conf & Lib Visits 11/5-12/9	-558.96
12/14/2021	42456	Waltco Inc.	Dec Delivery Svc	-27,382.02
12/14/2021	42457	Wisconsin Valley Library Service	2021 LEAN WI Tech Partnership	-53,265.67
12/14/2021	42458	Krejci, Bridget	MORE/New Lib Travel	-44.88
12/14/2021	42459	Marcive, Inc.	MORE/Nov Database Maint.	-391.22
12/14/2021	42460	OverDrive, Inc.	MORE/OverDrive Titles/S Billable	-16,672.10
12/28/2021	42461	Cash	Bldg Supplies/Batteries	-11.49
12/28/2021	42462	KW2	LSTA/Dec LAWDs Contract \$	-1,755.00
12/28/2021	42463	Maug Cleaning Solutions, Inc.	Dec Cleaning Svc	-335.00
12/28/2021	42464	Penguin Random House LLC	Billable/Balwin PL	-1,596.39
12/28/2021	42465	Season 2 Season	Nov Lawn & Nov Snow	-220.00
12/28/2021	42466	Library Ideas	MORE/Nov Freading Usage	-527.00
12/28/2021	42467	OverDrive, Inc.	MORE OverDrive Titles/S Billable	-2,745.55
12/28/2021	42468	Setter, Kathy	MORE/New Libs 11/8-12/21 travel	-625.77
12/31/2021	42469	KW2	Rewrite Ck #42339/Sep-Oct LAWDs	-18,346.95
Dec 21 TOTAL				<u><u>-281,965.83</u></u>

1:22 PM

01/12/22

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (12/24/2021)

Date	Name	Memo	Num	Amount
Nov 21				
11/01/2021	Rev.com	10/28 Webinar Captioning	Webinar	75.00
11/01/2021	Boxx Sanitation	Nov Garbage Svc	283014	31.65
11/01/2021	USPS	Postage/Book of stamps	Postage	11.60
11/01/2021	Dell Marketing L.P.	Billable/Altoona 6 MS Office	Comp Equip	456.42
11/01/2021	CDW-G	IFLS/3 Headsets	IFLS Tech	148.89
11/01/2021	Amazon.com Credit	Billable/Ogema Printer	Comp Equip	231.00
11/01/2021	Dell Marketing L.P.	IFLS Tech/Laptop & Dock	IFLS Tech	1,100.93
11/02/2021	Office Depot	Masks & Hand Sanitizer	Supplies	13.97
11/02/2021	Quill Corporation	Bin Pockets & Misc Office Spls	Supplies	160.62
11/03/2021	Festival Foods	JT's Open House/Food	Open House	9.99
11/03/2021	Mike's Art & Design Supply	JT Open house/Guest Book	Open House	11.86
11/05/2021	Chicago Books & Journals	2 books/... Civility & Lib Worker Engagement	Prof Mtls	133.66
11/08/2021	Florian Gardens	Librarian of the Year/J Thompson	Open House	702.00
11/12/2021	Rev.com	11/11 Webinar Captioning Svc	Captioning	72.50
11/15/2021	FlowRoute.com	Nov Phone/on account	Nov	100.00
11/16/2021	Hyatt Hotel	R Kilde @ WLA Conf/Lodging	Lodging	432.00
11/17/2021	Hyatt Hotel	WLA Conf/JT Meals	Meals	7.39
11/19/2021	Hyatt Hotel	WLA Conf/JT Hotel	Lodging	348.00
11/20/2021	The Local Store	11/30 Webinar Presenter/gift	Presenter	44.31
11/24/2021	Udemy, Inc	Training videos/Guide to Google Data Studio	PR misc	10.54
11/25/2021	Intuit	Nov Direct Deposit Fees	Nov Stmt	33.76
11/30/2021	USPS	Nov Postage	Nov	11.03
11/30/2021	Associated Bank	Redeem Credit Card Rewards	Redeem \$	-1,950.00
Nov 21				2,197.12

#005(22)

IFLS Library System
Annual Budget vs. Actual Income and Expense
January through December 2021 (Not Final)

	Jan - Dec 21	Annual Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,200,056.00	1,200,056.00	0.00	100.0%
5200 · Interest Income/General Funds	1,237.74	1,000.00	237.74	123.77%
5263 · MORE Management Income	11,600.00	11,600.00	0.00	100.0%
5276 · CARES Act Income	47,309.56	0.00	47,309.56	na
5277 · Fed Grant Reimbursement Funds	8,144.21	0.00	8,144.21	na
5280 · Technology Income	4,463.02	6,000.00	-1,536.98	74.38%
5300 · Miscellaneous Income	51.68	200.00	-148.32	25.84%
Total Income	1,272,862.21	1,218,856.00	54,006.21	104.43%
Expense				
6500 · Salaries/Wages & Benefits	679,932.33	724,500.00	-44,567.67	93.85%
8070 · New Furnishings/Equipment <\$500	0.00	1,200.00	-1,200.00	0.0%
8530 · Bank & Direct Deposit Fees	916.57	1,000.00	-83.43	91.66%
8540 · Annual Audit	7,370.00	7,370.00	0.00	100.0%
8620 · Collection/Electronic Resources	25,529.25	25,700.00	-170.75	99.34%
8630 · Wis Pub Lib Consortium Membshp	5,855.00	5,855.00	0.00	100.0%
8670 · Professional Memberships	1,507.85	3,200.00	-1,692.15	47.12%
8690 · Librarian Workshops - General	4,505.32	4,650.00	-144.68	96.89%
8700 · CE/Collaboration Projects	100.00	100.00	0.00	100.0%
8702 · Crisis Prevention Training	0.00	0.00	0.00	0.0%
8710 · CE Grants - General	3,000.00	3,000.00	0.00	100.0%
8714 · Accessibility Audits	8,412.03	9,111.00	-698.97	92.33%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	2,207.39	7,000.00	-4,792.61	31.53%
8735 · Library Consulting Expenses	300.00	600.00	-300.00	50.0%
8740 · Field Visits	4,282.84	8,000.00	-3,717.16	53.54%
8741 · Field Visits - Tech Support	0.00	1,000.00	-1,000.00	0.0%
8755 · Programming Kits	341.91	360.00	-18.09	94.98%
8812 · ILL Fees & Verification Sources	8,608.59	8,900.00	-291.41	96.73%
8850 · Delivery Service	269,457.85	280,777.00	-11,319.15	95.97%
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	0.00	100.0%
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	54,765.67	59,000.00	-4,234.33	92.82%
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00	0.00	100.0%
8960 · Long Range Planning Meeting	0.00	500.00	-500.00	0.0%
8971 · Web Development	885.44	1,100.00	-214.56	80.5%
9010 · IFLS Committee Meetings	0.00	0.00	0.00	0.0%
9020 · Professional Materials	1,040.08	1,410.00	-369.92	73.77%
9030 · Postage	607.75	700.00	-92.25	86.82%
9050 · Telephone	5,498.71	8,080.00	-2,581.29	68.05%

IFLS Library System
Annual Budget vs. Actual Income and Expense
January through December 2021 (Not Final)

	Jan - Dec 21	Annual Budget	\$ Over Budget	% of Budget
9060 · Supplies	612.35	800.00	-187.65	76.54%
9080 · Marketing & Advocacy PR	380.44	1,020.00	-639.56	37.3%
9123 · Building Overhead Expenses	18,045.72	22,930.00	-4,884.28	78.7%
9140 · Photocopier Costs	1,720.31	1,980.00	-259.69	86.88%
9160 · Computers	5,206.09	6,900.00	-1,693.91	75.45%
9190 · System Vehicle Expenses	1,257.97	3,700.00	-2,442.03	34.0%
9220 · Insurance	4,729.76	5,425.00	-695.24	87.19%
9240 · Contingency	321.79	-500.00	821.79	-64.36%
9245 · Capital Expenditures	22,292.00	20,000.00	2,292.00	111.46%
Total Expense	1,279,934.01	1,369,864.00	-89,929.99	93.44%
Net Ordinary Income	-7,071.80	-151,008.00	143,936.20	
Pass-thru Income/Expense				
Pass-thru Income				
5275 · DPI/Grow w/Google Grant Inc	21,562.50	21,563.00	-0.50	100.0%
5473 · LSTA 2021 Income	165,234.84	165,238.00	-3.16	100.0%
5620 · Shared Cataloging Svc Income	229,252.05	225,097.00	4,155.05	101.85%
5702 · Billable Project Income	133,880.90	100,000.00	33,880.90	133.88%
Total Pass-thru Income	549,930.29	511,898.00	38,032.29	107.43%
Pass-thru Expense				
8830 · Shared Cataloging Service	193,012.43	225,097.00	-32,084.57	85.75%
8940 · Projects Billable to Libraries	116,511.79	100,000.00	16,511.79	116.51%
9800 · DPI/Grow with Google Grant Exp	21,562.50	21,563.00	-0.50	100.0%
9979 · LSTA 2021 Expenses	165,234.84	165,238.00	-3.16	100.0%
Total Pass-thru Expense	496,321.56	511,898.00	-15,576.44	96.96%
Net Pass-thru Income	53,608.73	0.00	53,608.73	
Year-to-date Income less Expense (IFLS Funds)	46,536.93	-151,008.00	197,544.93	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	963,665.48	887,631.00	76,034.48	108.57%
9500 · MORE Shared Automation Expenses	936,680.42	977,631.00	-40,950.58	95.81%
Year-to-date Income less Expense (MORE Funds)	26,985.06	-90,000.00	116,985.06	
Year-to-date Income less Expense (ALL Funds)	73,521.99	-241,008.00	314,529.99	

IFLS Board of Trustees
January 26, 2022
Director's Report

AGENDA ITEMS:

VII. * Election of 2022 Officers – The nominations committee will present a list of candidates to the board to select the 2022 Executive Committee and Board President. John Thompson will temporarily chair the meeting during the election. Nominations will be accepted from the floor.

XI. * Committee Appointments (Executive, Personnel) – Of the member selected for the Executive Committee the new chair will select the Vice-President and the Treasurer. They will also select individuals to serve on the Personnel Committee. The Board may take a short break for this to occur during the meeting or the Chair may communicate with individuals after the meeting and the appointments will be confirmed at our March meeting.

XII. * IFLS Personnel Committee – IFLS Personnel Manual – The attorney has provided some suggested improvements to the Manual. The Personnel Committee will be meeting in the morning prior to the Board meeting. A recommendation from the Committee may be presented to the Board of Trustees.

MONTHLY ACTIVITIES:

New Directors-- Lori Oemig will be starting in mid-February as the new director in Cornell; Christinna Swearingen has started as the new director at the Rusk County Community Library; Amery recently held interviews and Eau Claire will be reviewing applications in the near future.

Annual Report---The libraries will start working on their annual reports in the coming weeks. Juli Button and I will be very busy until the end of February answering questions and reviewing their reports. We will be recording a brief presentation about the report to post to our website. MORE staff are busy gathering statistical data for 2021.

New Buildings---Amery will be moving into their new location beginning on January 19th. Glenwood City has moved into their space and still working on organizing things. I did quick walk through in both locations to check on possible punch list items for the contractor to fix. Construction continues in Eau Claire and Ellsworth is hoping to bid their project later this month.

IFLS Hiring—We have posted our two positions and applications are due on January 21st.

Consulting—Personnel, budget, building/space planning, board relations, open meeting law, and planning.

John Thompson (January 14, 2022)

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
 Submitted by Leah Langby
 January 18, 2022

American Rescue Plan Act Grant

One of the grant proposals I wrote was awarded. 26 libraries in IFLS, WVLS, and NWLS will receive either book bikes, pop-up canopies, or hybrid programming kits. I am also working on a continuing education offering about outreach as a part of this project.

Continuing Education/Professional Development Highlights:

- November 30: *Creating a Healthy Culture* webinar (33 live, 11 views of recording)
- December 9: *Passive Programs* (45 live, 28 views of recording)
- January 12: *Trusted Messenger Training* (36 live, 9 views of recording)
- January 19: *Advocacy 101* with our own Jim Tripp and Rebecca Kilde!
- Preparing for [Wild Wisconsin Winter Web Conference](#) (statewide project)
- Preparing for the [Wisconsin Libraries Talk About Race](#) (statewide project)
- Working with WVLS and SWLS staff to collaborate on a spring and fall webinar series

Scholarships (funded from the IFLS budget and with LSTA funds from the Department of Public Instruction)

As noted before, 13 librarians were able to attend the Wisconsin Library Association Conference in November with scholarship funds. Several of the recipients also presented sessions at the conference, but would not have been able to attend without financial assistance. Here are just a few of the comments of recipients:

- Attending this year's WLA conference revitalized and established personal and professional goals, provided opportunities to reconnect with colleagues, and offered numerous opportunities to think deeply about my commitments, passions, and interests...—Jenna Gilles, Chippewa Falls
- Thank you for encouraging me to submit a program proposal... I definitely want to present again and I want to attend another conference. I got way more out of both than I ever expected. —Christine LaFond, Clear Lake
- By attending the WLA Conference I had the chance to meet up with fellow librarians for networking, exchanging ideas and just getting plain enjoying each other's company...by getting to present at the WLA Conference, I was able to take pride ...Preparing a presentation virtually, collaborating further with my team members, and then getting to execute that plan gave us all the chance to build different skills, build confidence and take ownership of and pride in our successes and to share our ideas. —Caroline Herfindahl, Ellsworth

I have developed an option for using the remaining funds (about \$14,000) to allow individual libraries to work directly with a coach from either Western Technical College or Chippewa Valley Technical College. They will be using CliftonStrengths Assessments (formerly known as Strengths Finder) to help frame the discussions about workplace culture, communication, and teamwork. Applications are due in February.

Consulting Highlights

- Meeting new directors and staff in Altoona, Ladysmith, and Stanley
- Consulting about personnel and planning issues

IT Director Report

IFLS Board of Trustees, January 2022

Kris Schwartz, IT Director

New Technology Support Specialist

Brad Jensen our new Technology Support Specialist started on January 3rd this year and will help provide network and technology support to IFLS staff and member libraries. Brad graduated from the IT Network Specialist program at Chippewa Valley Technical College at the end of 2020. While there he enjoyed working as a peer tutor. The vast array of problems he gets to work on is what appeals to him in the information technology field, and he finds joy in being mentally engaged in his work and having the ability to help others at the same time. I have been working with Brad on training and showing him around the network. He has been a great fit so far.

Network Security

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

Reference & Interlibrary Loan Coordinator's Report – January 2022

Meetings/Webinars

System ILL Coordinators' meeting

System Delivery Managers' meeting

Standards for Statewide Delivery meeting

WPLC (Wisconsin Public Library Consortium) Collection Development Committee meeting

MORE Resource Sharing/Collection Development Committee meeting

IFLS Directors Check In

Webinar: Creating a Healthy Culture with Conduct, Communication, and Conflict Resolution

Webinar: Challenged Books at Your Library: Managing and Addressing Censorship Attempts

Webinar: Mythbusting with OverDrive: Innovative Ways to Talk About Your Digital Library

Wisconsin's Digital Library (WDL)

In November/December, I spent lots of time on OverDrive Advantage copy purchasing due to an influx of individual library contributions from ten of the IFLS libraries. The WDL usage remains high and Advantage copies help fill IFLS area WDL holds more quickly. Currently there are about 35,000 IFLS area WDL holds and every additional dollar helps.

IFLS Libraries Usage of Wisconsin's Digital Library

Date	E-Audiobook Checkouts	E-Book Checkouts	Magazine Checkouts	Video Checkouts	Total
2019	260,908	287,699	*	478	549,085
2020	306,489	355,016	*	677	662,182
2021	335,657	355,906	17,006*	399	708,968

*OverDrive magazines were added to the Wisconsin Digital Library in February 2021.

IFLS ILL Clearinghouse Statistics

Requests Received	2018	2019	2020	2021
January	1718	1744	2023	1098
February	1606	1599	1555	1019
March	1897	1554	962	1061
April	1612	1611	*	889
May	1453	1452	*	773
June	1462	1357	*	909
July	1465	1573	59*	886
August	1565	1415	877	1113
September	1377	1553	817	955
October	1607	1760	909	935
November	1444	1255	804	956
December	1405	1534	922	860
Total	18,611	18,407	8,928	11,454

*April-July saw about 59 requests come through the ILL software to be handled despite statewide shutdown of interlibrary loan. Most of these requests were returned to requesting library or their System as unfilled but a few requests could be filled by digital materials.

ANNUAL SUMMARY Requests Referred	2018	2019	2020	2022
Holds on MORE	12,585	12,357	5,253	6,703
IFLS Public Libraries – non-shared system	238	318	137	118
IFLS School Libraries	38	34	9	2
IFLS Special Libraries	27	22	33	67
IFLS Academic Libraries	99	73	57	68
Sub-Total Referred to IFLS Libraries	12,987	12,804	5,489	6,958
WISCAT Referrals	1187	1,166	705	868
WI OCLC Lenders	635	648	464	455
WI non-OCLC Lenders	45	7	2	5
Out-of-State OCLC Lenders	1572	1,463	843	1028
Out-of-State Non-OCLC	1	0	4	5
Sub-Total Referred Out-of-System	3,440	3,284	2,018	2,361
TOTAL REFERRED	16,427	16,088	7,507	9,319

Delivery

Our fall delivery study was conducted the week of October 25-29, 2021. Libraries count the number of bins they receive & send out. The number of items is estimated based on 2009 full item count study.

Year	2019	2021
# of items Sent via WALTCO (1 week)	30,352	26,180
# of items Received via WALTCO (1 week)	30,885	26,303
Annual Estimate (# of items sent multiplied by 52 weeks)	1,606,020	1,361,360
WALTCO Costs – rate is per stop (not volume)	\$282,025.11	\$302,849.52
Approximate Waltco cost per item	\$.18	\$.22

As with ILL, the courier volume is working its way back to pre-pandemic levels.

Retirement

I will be retiring in April 2022 after 23 years with IFLS. I'll save my goodbyes for my March Board report ☺

IFLS BOARD OF TRUSTEES

January 26, 2022

REB KILDE, PR & COMMUNICATION COORDINATOR

YOUR LIBRARY LOVE STORY

In early January we launched the Marketing Committee's first system-wide campaign, "Tell Your Library Love Story." This opt-in campaign's goal is to collect stories from library users. We'll present the stories we collect to our state elected officials at Library Legislative Day on Feb 8. The campaign will remain active and we'll continue promoting it because those testimonials are one of the best ways to communicate the value of our libraries to their communities to library funding bodies and in grant reports.

There are multiple ways to add your story about how the library has helped you over the last year, what keeps you coming back to the library, what your favorite program or service is, or just what you really love about the library! Please take a minute to add your own story!

- Many libraries have paper hearts that you can fill up with your story.
- Links to the online form are on the IFLS homepage and many of our IFLS-area libraries have added their own link.
- Follow this link to the simple online form:
https://docs.google.com/forms/d/e/1FAIpQLSeMrYoQc6J0By3oIGUP-pWybdDDkh1TWQ5w-wEN5S5PlmxGyA/viewform?usp=sf_link

ADVOCACY 101 WEBINAR WITH JIM TRIPP

We're hosting the first in a series of advocacy webinars on the day I'm writing these notes to you, January 19! Jim kindly agreed to share his knowledge about the basics, including what works and what doesn't when communicating with elected officials. We promoted this webinar to trustees, Friends group members and librarians statewide. This lays the foundation for a series of webinars to support library staff and volunteers in their efforts to support their libraries. Watch [The News from IFLS](#) and the [IFLS calendar](#) for upcoming events.

LIBRARY LEGISLATIVE DAY

Library Legislative Day is sponsored by the Wisconsin Library Association. It's an opportunity to meet with elected officials and staff to speak up for our libraries. The plan is that it'll be in-person this year! If you're interested in participating talk to John. Here's the info:
<https://www.wisconsinlibraries.org/library-legislative-day>

DIRECT CONSULTING TO LIBRARIES

- Somerset Library Friends Group asked me to design a new logo that is related to the library's new logo. Initial response is positive, they'll be voting on that on January 24.
- I met with Carissa Langer at Prescott Public Library about a logo redesign.

STATEWIDE JOB-SEEKER RESOURCES CAMPAIGN

A \$120,000 digital ad campaign promoting libraries as partners in workforce development went live statewide on January 10, 2022, and will run until February 27. The goal of the campaign is to remind the public of the role Wisconsin public libraries can play to connect job seekers with existing programs and services. I worked on the committee that developed this campaign, and I'm very interested to see how it goes—I'll give an update in a future report. This could provide a model for future statewide library marketing efforts.

COMMUNICATIONS

- **The News** from IFLS comes out each month with content of special interest to library trustees, Friends and volunteers. This newsletter has 306 active subscribers. The statistics for this newsletter are comparable to industry standards for people who open the email, about 40%. Our click rate, the number of people that click on information to learn more, is 8.6%, almost twice the industry standard of 5.5%. 46% of subscribers read and engage with **The News** often. 37% rarely do. My goal for 2022 is to encourage that 37% to read and engage more often. Here's the latest issue: <https://mailchi.mp/7776a6e23ae9/the-news-from-ifls-help-us-tell-our-stories>
- **Marketing Monthly** is the IFLS newsletter that goes out once a month with tips and information focused on library marketing and advocacy for IFLS-area libraries. [This month's issue](#) covered Your Library Love Story, Frederic's effective presentation strategy, the MORE app, and the statewide campaign to let the public know that libraries can help with their job-search efforts. This is a small but engaged readership. 86% of the 94 subscribers read and engage often. The open rate and click rate both exceed industry standards. This isn't surprising in a newsletter with such a focused audience, but I'm very pleased that I continue to be able to offer useful and relevant information.
- **Weekly Digest** is an e-letter/blog that goes out each Friday with highlights from that week's important news and information of special interest to IFLS-area libraries. You can see the blog on the IFLS [Covid-19 resources](#) page.

Are you having trouble finding your newsletter? It might be landing in your spam folder. Each email provider has different ways of identifying and segregating spam. If you'd like help making sure your IFLS newsletters get to your inbox, contact Reb at kilde@ifls.lib.wi.us. Happy reading!

MORE Administrator's Report

Lori Roholt

January 2022 – IFLS Board of Trustees

MORE Libraries App

The MORE Libraries app is now available for all users in Google Play and Apple App stores! The app mirrors many functions of the MORE Online Catalog, including searching, requesting, and account access, but provides streamlined access for mobile users, and includes some handy app-only features like a scannable, digital library card and library location information at a glance.

To date, the app has been installed on 374 Android devices and 275 iOS devices.

2021 Public Library Annual Report

Again this year, IFLS staff are compiling circulation, collection, technology, and financial data for libraries' annual reports.

Total circulation of MORE-member libraries' physical materials (checkouts and renewals) bounced back from 2020 levels, but not back up to 2019 levels. Uses of e-books and other electronic materials continues to increase, though not as sharply as in 2020.

MORE Circulation	2021	2020	2019
Circulation of physical materials	2,512,424	1,983,568	3,886,236
Circulation of electronic materials	697,392	656,919	555,281
Totals	3,209,816	2,640,487	4,441,517

MORE Cataloging and Bibliographic Services (CABS) Program update

This month marks 1 year since MORE's CABS program staffed by IFLS catalogers, in cooperation with cataloging partners L.E. Phillips, Chippewa Falls, and River Falls public libraries, began providing cataloging services for all MORE-member libraries. In addition to cataloging newly-acquired titles, MORE catalogers (cataloging partners and IFLS catalogers) have worked to clean up the shared MORE database and fully catalog previously-added records that were less than full. Complete records help patrons and staff access libraries' rich collections and connect users with related resources.

MORE catalogers added 40,418 new title records in 2021.

New MORE-member libraries

LSTA grant funds were awarded earlier this year for Fairchild Public Library and Durand Community Library to join MORE. Both libraries are now live on MORE.

Chippewa Valley Technical College (CVTC) will re-join MORE as of July 2022. Their timeline and payment schedule was approved at the September 2021 MORE Directors Council meeting.

Hawkins Area Library and Cornell Public Library are the two remaining IFLS-member libraries that are not members of MORE.

IFLS Board of Trustees

January 26, 2022

Anne Hamland, Public Library Services Consultant

Website Services Assist with Many Areas

Access to **Ancestry Library Edition** outside library internet and wireless internet ended December 31, 2021. Anne Hamland adjusted all IFLS and LeanWI websites to allow for “in library only” access.

The **Affordable Connectivity Program** replaced the Emergency Broadband Benefit program also on December 31, 2021. Anne Hamland adjusted all IFLS and LeanWI websites with the new information if a library has decided to add the information to their website.

The IFLS Marketing Committee led by Reb Kilde has launched the [Tell Your Library Love Story](#) initiative to collect library stories to share during Library Legislative Day, but also to assist in ongoing advocacy efforts. Reb Kilde developed a form to collect stories system-wide, all stories in one place. Libraries can access their individual stories using the form as well for advocacy and shaping services and programs. Anne Hamland added the information and form to all electing IFLS library websites.

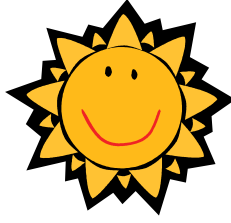
A \$120,000 digital ad campaign promoting **libraries as partners in workforce development** launched statewide on January 10, 2022 and will run until February 27. The goal of the campaign will be to remind the public of the role Wisconsin public libraries can play to connect job seekers with existing programs and services. If all goes according to plan, we will see new faces in libraries! Anne Hamland will add this promotion to electing library websites to complement existing Job Seeker Resources.

New members of the LeanWI website services include Lac du Flambeau with Medford and New Richmond coming soon. Please find all website resources, including tutorials and website office hour dates, on the [LeanWI website services page here.](#)

Anne Hamland
Public Library Services Consultant
Wisconsin Valley Library Service
(Phone) 715-261-7255

Celebrating 10 years! [Find sessions and descriptions here.](#)





Board of Trustees
Sunshine/Treat Fund
2021

Date	Note	Amount	Balance
1/1/2021	Balance Forward from 2020		\$54.43
8/25/2021	Mike Norman – Memorial	-25.00	29.43
10/29/2021	Purchase 12 Hallmark Sympathy Cards	-8.00	21.43
1/1/2022	Balance Forward from 2021		\$21.43
	Donation to Fund by John Thompson	+4.00	25.43
1/18/2022	Bob Mercord – Memorial	-25.00	.43

2022 IFLS Board of Trustees

Judith Achterhof

1759 County Road O
Emerald, WI 54013
(715) 265-7160
jachterhof@hotmail.com
St. Croix County Board Member
(Term Exp: 12/2024)

Mary Ellen Brue

1210 Lokhorst
Baldwin, WI 54002
Phone: (715) 684-3074
brewT4me@gmail.com
St. Croix County Citizen Member
(Term Exp: 12/2022)

Jan Daus

E6255 Walnut Road
Eau Claire, WI 54701
(715) 878-9199
jan.daus.18@gmail.com
Eau Claire County Citizen Member
(Term Exp: 12/2024)

Sue Duerkop

1722 Larsen Lane
Centuria, WI 54824
(715) 220-2458
sduerkopb4a@gmail.com
Polk County Citizen Member
(Term Exp: 12/2024)

Pat Eggert

E9001 County Road N
Colfax, WI 54730
(715) 962-3903
eggertpatricia@gmail.com
Dunn County Citizen Member
(Term Exp: 12/2022)

Bun Hanson

1705 Carrie Avenue
Rice Lake, WI 54868
(715) 234-4919
bun.hanson@co.barron.wi.us
Barron County Board Member
(Term Exp: 12/2023)

Don Hauser

7880 196th Street
Chippewa Falls, WI 54729
(715) 723-9369
Don.hauser2@gmail.com
Chippewa County Board Member
(Term Exp: 12/2023)

Marilyn Holte

8303 163rd Street
Chippewa Falls, WI 54729
(715) 723-5778
mjunebug@charter.net
Chippewa County Citizen Member
(Term Exp: 12/2024)

Mary Alice Larson

36 West Knapp Street
Rice Lake, WI 54868
(715) 234-6997
Maryalice.larson@gmail.com
Barron County Citizen Member
(Term Exp: 12/2022)

Lyle Lieftring

N4868 Pieper Road
Weyerhaeuser, WI 54895
(715) 296-0649
sftmaple@bevcomm.net
Rusk County Board Member
(Term Exp: 12/2022)

Jill Markgraf

525 Summit Avenue
Eau Claire, WI 54701
(715) 456-8429
markgrjs@uwec.edu
Eau Claire County Resource Library
(Term Exp: 12/2024)

Susan Marshall

W7370 Morningside Drive
Phillips, WI 54555
(715) 820-2447
marshfam@pctcnet.net
Price County Citizen Member
(Term Exp: 12/2023)

Jackie Pavelski

1715 Meadow Lane
Eau Claire, WI 54701
(715) 834-5250
Jackie_Pavelski@yahoo.com
Eau Claire County Citizen Member
(Term Exp: 12/2022)

Mike Prichard

737 Nevada Street
St Croix Falls, WI 54024
(715) 483-9949
prichard.mike@dorseyalumni.com
Polk County Board Member
(Term Exp: 12/2023)

Ricky Riggins

W8851 County Road N
Pepin, WI 54759
(812) 890-1134
rlriggins@hotmail.com
Pepin County Citizen Member
(Term Exp: 12/2024)

Kris Sampson

611 Lake Street N.
Prescott, WI 54021
(651) 269-7902
Kris.sampson@co.pierce.wi.us
Pierce County Board Member
(**Term Exp: 12/2021)

Michael Schendel

808 Second Street
Hudson, WI 54016
(651) 283-6807
michael@schendel.com
St Croix County Citizen Member
(Term Exp: 12/2023)

Joshua Sterling

1820 Eddy Lane
Eau Claire, WI 54703
(715) 379-3510
Josh_sterling78@yahoo.com
Eau Claire County Citizen Member
(Term Exp: 12/2022)

Jim Tripp

621 Fagstad Street
Menomonie, WI 54751
(715) 309-8083
jtripp@co.dunn.wi.us
Dunn County Board Member
(Term Exp: 12/2023)

Vacancy

Pierce County Citizen Member
(Term Exp: 12/2022)

 **Executive Committee**
 **Personnel Committee**

Updated: January 2022

IFLS Board of Trustees 2022 Meeting Dates

Wednesday, January 26, 2022	12:30 p.m.
Wednesday, March 23, 2022	12:30 p.m.
Wednesday, May 25, 2022	12:30 p.m.
Wednesday, July 27, 2022	12:30 p.m.
Wednesday, September 28, 2022	12:30 p.m.
Wednesday, November 16, 2022	12:30 p.m.

[IFLS Trustees | IFLS Library System \(iflsweb.org\)](http://iflsweb.org)

All meeting dates and times are subject to change.

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