

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

IFLS Library System **Virtual Meeting via Zoom**

DATE/TIME:

Wednesday
March 23, 2022
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.**

Link to Join: <https://us02web.zoom.us/j/81878912299?pwd=UC85OWpzNDRpMGhRMndEQ3pCWjE4Zz09>

Meeting ID: 818 7891 2299

Passcode: VMdM0duy

Phone: +1 312 626 6799 US (Chicago)

Meeting ID: 818 7891 2299

Passcode: 26047357

A G E N D A

- I. Call to Order
- II. Establish a Quorum
- III. Certification of Compliance with the Open Meeting Law
- IV. * Approve Agenda
- V. Public Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten minute limit per topic and a twenty minute limit at any meeting for Public Comments. Contact IFLS office for additional information related to Public Comments.*)
- VI. Announcements/Correspondence/Introductions
- VII. * Minutes - Approve: Board of Trustees - January 26, 2022 **#10-22**
Acknowledge Receipt: Personnel Committee – January 26, 2022 **#09-22**
- VIII. * Financials - Approve: Check Registers: January/February 2022 **#11-22**
Approve: Financial Reports: December 2021 **#12-22**, January/February 2022 **#13-22**
- IX. * IFLS Investment Report and Review of Investment Policy **#14-22**
- X. Director's Report of Agenda Items and Monthly Activities **#15-22**
- XI. * IFLS Annual Report and Statement of Compliance **#16-22**
- XII. System Effectiveness Statements from Member Libraries **#17-22**
- XIII. * Approval of Executive Committee Officers and Personnel Committee members for 2022
- XIV. * IFLS Employee Handbook (Personnel Manual) **#18-22**
- XV. Certificates for Outgoing Trustees **#19-22**
- XVI. Reports
 - IFLS Staff Reports **#20-22**
 - Board Member Reports
- XVII. * Adjournment

Handout: 2022 IFLS Trustee List with Committee Appointments and Meeting Schedule

** Denotes Action Items*

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 System at (715) 839-5082.

**IFLS LIBRARY SYSTEM
Board of Trustees
January 26, 2022**

M I N U T E S

The Board of Trustees of the IFLS Library System met on Wednesday, January 26, 2022, via Zoom. Tripp called the meeting to order at 12:32 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); **Mary Alice Larson** (Barron County); **Lyle Lieffring** (Rusk County); **Susan Marshall** (Price County); **Jackie Pavelski** (Eau Claire County); **Michael Schendel** (St. Croix County); **Josh Sterling** (Eau Claire County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Bun Hanson (Barron County); **Jill Markgraf** (Resource Library); **Mike Prichard** (Polk County); **Ricky Riggins** (Pepin County); **Kris Sampson** (Pierce 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 #04⁽²²⁾: To approve the Agenda as presented. Holte/Daus
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Tripp talked with Laura Sauser, the Wisconsin Library Association (WLA) Director. Tripp and the IFLS Board received many thanks for system support of the WLA Annual Conference in Green Bay.

(Sterling joined the meeting at 12:36 pm)

ELECTION OF 2022 OFFICERS:

The ballot with the slate of officers was provided in the meeting packet. Gardner will start a poll where board members will be asked to select five candidates to serve on the Executive Committee. The five candidates gaining the most votes will be declared the Executive Committee. Thompson asked if there were nominations from the floor. None were forthcoming.

Poll results showed the five candidates gaining the most votes as Jan Daus, Sue Duerkop, Jackie Pavelski, Josh Sterling, and Jim Tripp.

By a separate poll, members were asked to vote for one member of the Executive Committee to be Board President. Jim Tripp was named Board President. Tripp appreciated the willingness of the Board to have him serve as President. Tripp expressed his respect for all.

MINUTES:

MOTION #05⁽²²⁾: To approve the Board of Trustee minutes dated December 1, 2021 (Doc. #055-21). Brue/Duerkop
RESULT: Carried.

FINANCIAL REPORTS:

Button noted that nothing is represented on the check registers out of the ordinary. E-Commerce payments are on the December check registers. All libraries are paid out at the end of November.

MOTION #06⁽²²⁾: To approve the November and December 2021 Check Registers (Doc. #002-22 and #003-22). Marshall/Daus
RESULT: Carried.

Achterhof inquired about the rewrite of a check to KW2. Button noted the check for the grant was not received. Button had to stop the payment and rewrite the check.

The 2021 Annual Budget Report was provided for review only. This document is for January through December 2021 budget versus actual.

Achterhof inquired if there were limits on the \$47,000 of CARES Act Income. Thompson noted that CARES Act dollars are defined for technology expenses. That money comes back to offset what spent in 2021. It frees up \$47,000 of state dollars into 2022. The State library division received funds from the federal government for specific tech programming and was distributed to libraries and library systems. There are a few different pots of money. Some has been passed through to the libraries. There is the CARES Act, Federal LSTA Grant Reimbursement, and \$4,800 came through LEAN WI for tech.

DIRECTOR'S REPORT:

Amery started moving into their new location and they are beginning to put materials on shelves. IFLS Tech staff are going tomorrow to get the computers hooked up.

In early February, Thompson will be walking through the Eau Claire building project with the architect.

Applications for the two positions at IFLS are due January 21st. There are some good candidates to pick from. The intent is for a few IFLS staff as well as library staff to be part of the interview panel.

The libraries can start working on their annual reports on Monday when the reports are released. Thompson and Button are already fielding questions. A recorded webinar with Thompson, Button, and Langby has been posted to the IFLS website. February 4th librarians can come to the IFLS office to work on their annual reports. They will have access to IFLS staff for questions and assistance.

Thompson has also been busy with consulting and possible building projects.

Daus inquired if Eau Claire has an interim director. Thompson noted that Shelly Collins Fuerbringer will serve as deputy director along with Kim Hennings, until a director is hired. They will begin reviewing applications this week.

Brue asked if New Richmond has hired a director. Thompson stated Monica LaVold was hired. She previously worked at River Falls. Brue noted she is happy with the new director in Baldwin and things are great so far.

COMMITTEE APPOINTMENTS:

Tripp noted he will be in touch with members individually when making appointments to the Executive Committee and Personnel Committee. Once determinations are made, the results will be shared at the next meeting.

IFLS PERSONNEL MANUAL:

Duerkop noted that the Personnel Committee met and reviewed the Personnel Manual today. They discussed word choices, and sentences for clarity. Overall, the committee thought the lawyer revisions covered all bases. There were no major content changes, just clarity.

The recommendation from the Personnel Committee is that the Board approve the changes by the law firm, plus those of the Personnel Committee and then grammar and punctuation by staff.

Pavelski would like to know what changes have been made and recommendations. Duerkop clarified that there were no substantive changes, just for clarity. (i.e., change word from appoint to approve).

Daus added that the lawyer removed things not pertinent anymore and put in better wordage for items tied to current laws for employment.

Duerkop noted that there was no benefit to delay the process. Brue stated that the Board entrusted the Personnel Committee to review the entire manual and go on their recommendations. Pavelski would like to know the changes made.

Once the personnel manual has the attorney recommendations inserted, clarity and grammar adjustments, the clean copy will be sent to the full board. Duerkop thanked the Personnel Committee for their input on the manual. Tripp noted that the Personnel Committee took the role seriously and professionally in reviewing the manual. Tripp thanked the staff as well.

WISCONSIN LIBRARY ASSOCIATION MEMBERSHIP:

In the years past, IFLS has typically provided membership for two trustees to become members of the Wisconsin Library Association (WLA). WLA has created a tier system so boards can opt in the entire board and pay a set fee. They would enroll everyone for \$300. All board members would receive emails and letters.

Holte noted that members receive a good deal of information for belonging to WLA. If funding allows, a flat rate was seen as beneficial. Duerkop agreed that it is good to be informed and more active. Thompson will seek the flat rate for board membership.

REPORTS:

Staff Reports:

Our new tech support specialist started on January 3rd. He will help provide network and tech support to IFLS staff and member libraries. Thompson will figure out a way to do introductions at a future meeting.

Reb Kilde noted that the Marketing Committee's first system-wide campaign was launched in early January. The goal is to collect stories from library users that will be presented to our state elected officials at Library Legislative Day on February 8th. The campaign will remain active as testimonials are one of the best ways to communicate the value of our libraries.

Achterhof noted that when Fairchild joined the MORE system, Barbara Krueger from the Deer Park library assisted MORE staff in working with the library. Button added that Durand also joined MORE. Chippewa Valley Technical College will re-join MORE as of July 2022. As newer libraries have joined MORE, there was more hands-on support to assist them. MORE staff include Kathy Setter and Bridget Krejci. Achterhof would like them all thanked for their assistance.

Tripp noted the American Rescue Plan Act Grant that Langby noted. Twenty-six libraries in IFLS, Wisconsin Valley Library Service, and Northern Waters Library System will receive either book bikes, pop-up canopies, or hybrid programming kits.

Tripp commented on the Network Security Schwartz addressed in his report.

Welch noted in her report that she will be retiring in April. Her final board report will be for the March meeting.

It was noted that anytime a long-term staff retires, they hold a lot of institutional knowledge and memory. It is hard to replace them.

Tripp wanted to thank Welch in particular, and staff in general. IFLS is one of the highest functioning systems in the state.

Sunshine Fund:

Gardner provided the Sunshine Fund of the Board for 2021. Currently the fund is at 43 cents. With recent memorials to Mike Norman and Bob Mercord along with not meeting in-person, donations have not been collected. Board members can make donations by sending a check to Gardner to help fund the account.

Once Executive and Personnel Committee members are selected, Gardner will send the list of officers to the Board on behalf of Tripp.

ADJOURNMENT:

Holte moved and Brue seconded to adjourn at 1:51 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
January 26, 2022

M I N U T E S

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, January 26, 2022, via Zoom. Duerkop called the meeting to order at 10:33 am.

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

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

PERSONNEL COMMITTEE MEMBERS PRESENT:

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

PERSONNEL COMMITTEE MEMBERS ABSENT:

None.

OTHERS PRESENT:

John Thompson (Director); **Joanne Gardner** (Administrative Associate/Recorder); **Juli Button** (Business Manager).

APPROVE AGENDA:

MOTION #01⁽²²⁾ To approve the agenda as presented.
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

MOTION #02⁽²²⁾ To approve the Personnel Committee minutes dated September 22, 2021 (Doc. #047-21). Daus/Marshall
RESULT: Carried.

IFLS PERSONNEL MANUAL:

Duerkop suggested going through **IFLS Personnel Manual Notes – A** which Duerkop addresses comments from Jim Tripp. The committee was provided the Personnel Manual with comments from the attorney noted throughout. Tripp noted that he primarily suggested editorial changes, not adjustments to legal requirements.

125 – Conflict of Interest: The second bulleted point should begin with “It”.

130 – Harassment Policy: There was a question of using “may” or “can” and it was decided to keep as “may”.

135 – Safe Workplace: The committee discussed “fire hazard” versus using “other hazard” and it was decided to keep as fire hazard as language attorney provided and add “or other hazards”.

The committee discussed “firearms are not allowed in the IFLS building or vehicle”. Thompson noted that the intent of the safe workplace is why the language states no firearms are allowed in the IFLS building or vehicle. After discussing the semantics, it was decided to leave as noted.

It was questioned what defines “on the job”? It was noted that “on the job” is whether staff are working at home, travelling for the job, while at libraries, or conducting system business. Thompson noted that on the procedural side of staff working from home, staff are required to sign a telecommute agreement indicating they are working from a safe environment.

155 – Computers, Electronic Mail, and Voice Mail Usage Policy: Under “Ownership and Privacy” the second paragraph should start with “IFLS is required to respond...” so it is clear we are required to comply with law.

160 – Social Media Policy: It was discussed if the director must “approve” a primary administrator or if “approve should be changed to “appoint”. Thompson noted that approve is the correct word to use.

165 – Political Activities: There was discussion of adding “nor are they prohibited from doing so”. After discussing, it was decided to leave wording as it is.

185 – Travel and Reimbursement Policy: There was discussion of reimbursement rates and if they should follow State or Federal rates. Thompson noted that since the system is state funded, the state rates are used.

205 – Introductory Period: There was discussion of wording that “IFLS will closely scrutinize...” seems harsh and hard to prove. Scrutinize will be replaced with “monitor”. In addition, the word “closely” will be removed.

220 – Performance Evaluations and Communication: After discussing, it was decided to remove the sentence “Request a form from the Business Manager or create a more in-depth procedure.”

305 – Conflict Resolution: Under the Grievance Procedure it was questioned if something should be added to the IFLS Board Bylaws since step 3 calls for the Personnel Committee to hear grievance appeals. Thompson suggested a more formal review of the Bylaws at a future meeting.

420 – Workers Compensation Insurance: It was noted the requirements for reporting and getting treatment for injuries on the job found in Section 135 (Safe Workplace) do not comport. Sterling noted that 420 is explicit for Workers Compensation Insurance guidelines, and 135 reflects wanting a safe workplace and why noted importance to seek medical attention. No changes were recommended.

Duerkop asked if committee members had other questions on the manual. Daus noted that the attorney did a good job.

Thompson noted that in addition to incorporating the attorney suggestions, revisions from today's meeting, and tweaking by IFLS to address punctuation and grammar, and provide a clean version with the recommendation of Board approval at the March 2022 meeting. Another option would be for the approval of changes from attorney and editing based on today's discussion, and the understanding that Thompson, Button, and Gardner would clean up and be approved by the Board today.

MOTION #03⁽²²⁾ To recommend Board approval of the Personnel Manual with the understanding of Thompson, Button, and Gardner will incorporate the attorney edits, revisions agreed upon by the Personnel Committee today, and review of grammar and punctuation. Hanson/Marshall
RESULT: Carried.

Tripp noted that there is no such thing as a perfect document. If minor glitches arise, minor changes can be made as they come up. Tripp believes the committee did its due diligence with this document. Tripp is in favor of Hanson's motion to recommend Board approval of the personnel manual.

ADJOURNMENT:

Motion to adjourn at 11:40 am. Sterling/Daus

 Joanne Gardner, Recorder/Administrative Associate

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

 Presiding Officer

 Dated

IFLS Library System
Check Register
January 2022

#11-22

Date	Num	Name	Memo	Amount
Jan 22				
01/01/2022	Auto Pay	Delta Dental	Mar '21 Dental & Vision	-896.84
01/08/2022	Auto Pay	AT&T	Dec Phone/Fax Line	-20.55
01/11/2022	Auto Pay	Eau Claire, City of	4th Qtr Water & Sewer	-341.80
01/14/2022	Auto Pay	Xcel Energy	11/21-12/22 Gas & Electric Svc	-634.49
01/21/2022	Auto Pay	CenturyLink	Dec Phone	-1.36
01/24/2022	Auto Pay	Associated Credit Card	Dec Credit Card *see attached	-1,991.57
01/24/2022	Auto Pay	Employee Trust Funds, Dept of	Feb '22 Health Ins.	-19,540.06
01/05/2022	WIRE	Internal Revenue Service	P/R #26	-7,022.20
01/12/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #1	-1,437.00
01/15/2022	WIRE	Wisconsin Department of Revenue	P/R #26	-1,411.87
01/19/2022	WIRE	Internal Revenue Service	P/R #1	-7,562.70
01/26/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #2	-1,437.00
01/31/2022	WIRE	Wisconsin Retirement System	Dec WRF	-13,531.93
01/31/2022	WIRE	Wisconsin Department of Revenue	P/R #1	-1,228.95
01/12/2022	DD1737-1753	IFLS Staff	Direct Deposit	-22,198.97
01/26/2022	DD1754-1770	IFLS Staff	Direct Deposit	-22,071.07
01/04/2022	42470	KW2	LSTA/LAWD's '22 Media Campaign	-120,000.00
01/05/2022	42471	Associated Bank	Stop Payment Fee/Ck #42339	-35.00
01/12/2022	42472	EBSCO Publishing	2022 Novelist Select & Plus	-12,679.00
01/12/2022	42473	Jensen, Brad	Tech Support/Fall Creek	-18.36
01/12/2022	42474	Krejci, Bridget	MORE Acquisition Training/Amery	-62.22
01/12/2022	42475	OCLC, Inc	Jan OCLC on Acct	-3,845.54
01/12/2022	42476	Securian Financial Group, Inc.	Feb Life Insurance	-480.17
01/12/2022	42477	Summit Companies	Annual Fire Exting Inspection	-40.50
01/12/2022	42478	Innovative Interfaces	Bill Chippewa/SIP2 Interface + Maint	-2,804.00
01/12/2022	42479	Library Ideas	MORE/Dec Freading Usage	-585.00
01/12/2022	42480	Marcive, Inc.	MORE/Dec Database Maint.	-158.58
01/12/2022	42481	OverDrive, Inc.	MORE/Dec OverDrive Titles	-10,530.08
01/13/2022	42482	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Dec	-515.38
01/18/2022	42483	Prescott Public Lib	Book Memorial/Robert Mercord	-25.00
01/26/2022	42484	Eau Claire, City of	Property Tax/Admin Fee	-25.00
01/26/2022	42485	Fink, Amy	Honorarium/Trusted Messengers	-60.00
01/26/2022	42486	KW2	LSTA/Phase 2 Media, Web Dev, Audio	-1,620.00
01/26/2022	42487	Season 2 Season	Dec Snow Removal	-490.00
01/26/2022	42488	Waltco Inc.	Jan Delivery Svc	-27,251.10
01/26/2022	42489	Winding Rivers Library System	LSTA/Website Domain & Security	-56.17
01/26/2022	42490	Krejci, Bridget	MORE/Durand & Boyceville	-116.79
01/26/2022	42491	OverDrive, Inc.	MORE/Jan OverDrive Titles	-1,035.02
01/28/2022	42492	EBSCO Publishing	MORE/2022 Flipster	-8,483.23
Jan 22 TOTAL				-292,244.50

4:06 PM

03/07/22

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (1/24/2022)

Date	Name	Memo	Num	Amount
Dec 1 - 30, 21				
12/01/2021	Boxx Sanitation	Dec Garbage Svc	287221	32.00
12/01/2021	Associated Bank	Rewards \$/Gift Card for B Krueger	Re Fairchld	100.00
12/01/2021	USPS	Webinar Presenter/Pstg for Gift	Postage	16.75
12/01/2021	Rev.com	11/30 Webinar Captioning	Captioning	78.75
12/01/2021	Facebook	MORE/BiblioApps	331817503	19.34
12/07/2021	Hyatt Hotel	WLA Conf/R Kilde	Refund	-30.00
12/09/2021	Rev.com	12/9 Webinar Captioning	Captioning	73.75
12/10/2021	Red Balloon Bookshop	Storykit Materials	33968	152.81
12/10/2021	Babycake's Book Stack	Storykit Materials	904	189.10
12/10/2021	Rev.com	LSTA/LAWD's Grant Captioning	Captioning	17.50
12/14/2021	Walgreens	Holiday Gifts/Services	gifts	59.92
12/14/2021	Quill Corporation	2022 Prepd/Cleaning/Office Spls	21652095	153.96
12/15/2021	GoDaddy.com	2022 Prepaid/Domain Name Renewals	Renewals	940.54
12/20/2021	Dell Marketing L.P.	Return	Return	-61.89
12/21/2021	Wis Dept of Public Instruction	2022 Prepaid/WISCAT License	Renewal	200.00
12/21/2021	Associated Bank	Redeem Credit Card Rewards/B Krueger	Redeem \$	-100.00
12/25/2021	Intuit	Dec Direct Deposit Fees	Dec Stmt	33.76
12/30/2021	FlowRoute.com	Dec Phone/on account	Dec	100.00
12/30/2021	USPS	Dec Postage	Dec	15.28
Dec 1 - 30, 21				1,991.57

IFLS Library System

Check Register

February 2022

Date	Num	Name	Memo	Amount
Feb 22				
02/01/2022	Auto Pay	Delta Dental	Feb '22 Dental & Vision	-896.84
02/07/2022	Auto Pay	AT&T	Jan Phone/Fax line	-20.55
02/10/2022	Auto Pay	Kwik Trip, Inc.	Jan Gas	-95.99
02/15/2022	Auto Pay	Xcel Energy	12/22 - 1/25 Gas & Electric Svc	-740.70
02/18/2022	Auto Pay	CenturyLink	Jan Phone	-1.38
02/24/2022	Auto Pay	Employee Trust Funds, Dept of	Mar Health Ins.	-19,540.06
02/24/2022	Auto Pay	Associated Credit Card	Jan Credit Card *see attached	-13,377.28
02/02/2022	WIRE	Internal Revenue Service	P/R #2	-7,447.46
02/09/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #3	-1,450.00
02/15/2022	WIRE	Wisconsin Department of Revenue	P/R #2	-1,215.58
02/16/2022	WIRE	Internal Revenue Service	P/R #3	-8,086.24
02/23/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #4	-1,450.00
02/28/2022	WIRE	Wisconsin Department of Revenue	P/R #3	-1,336.26
02/28/2022	WIRE	Wisconsin Retirement System	Jan WRF	-8,201.91
02/09/2022	DD1771-1787	IFLS Staff	Direct Deposit	-23,550.27
02/23/2022	DD1788-1804	IFLS Staff	Direct Deposit	-22,793.22
02/08/2022	42493	L.E. Phillips Memorial Public Library	MORE Ecomm/Thru Jan	-784.92
02/08/2022	42494	Axley, Brynolson, LLP	Personnel Manual Review	-770.00
02/08/2022	42495	EO Johnson Co.	Qtrly Copier Contract	-210.00
02/08/2022	42496	Esser Glass	New Front Door Closure	-570.00
02/08/2022	42497	L.E. Phillips Memorial Public Library	4th Qtr Contracts	-5,750.00
02/08/2022	42498	Maug Cleaning Solutions, Inc.	12/20 - 1/16 Cleaning Svc	-360.00
02/08/2022	42499	Securian Financial Group, Inc.	Mar Life Ins.	-483.17
02/08/2022	42500	Innovative Interfaces	M/22 Maint, Dec Center, C Cafe	-198,539.76
02/08/2022	42501	JANDI Enterprises Inc.	MORE/1 yr Library Elf	-1,800.00
02/08/2022	42502	Krejci, Bridget	MORE/New Lib Travel	-44.88
02/08/2022	42503	L.E. Phillips Memorial Public Library	MORE/4th Qtr High Demands	-797.31
02/08/2022	42504	Marcive, Inc.	MORE/Jan Database Maint.	-2,220.65
02/08/2022	42505	OverDrive, Inc.	MORE/Jan OverDrive Titles	-1,952.85
02/25/2022	42506	Amery Public Lib	Delivery Damage/1 item	-19.99
02/25/2022	42507	Bayscan Technologies	Billable/Frederic Barcodes	-76.00
02/25/2022	42508	Chippewa Falls Public Lib	Delivery Damage/1 item	-16.95
02/25/2022	42509	EO Johnson Co.	Color Copies	-92.00
02/25/2022	42510	Maug Cleaning Solutions, Inc.	1/17 - 2/13 Cleaning Svc	-360.00
02/25/2022	42511	OCLC, Inc	MORE WbDew & Feb OCLC on Acct	-4,648.16
02/25/2022	42512	Waltco Inc.	Feb Delivery Svc	-28,657.00
02/25/2022	42513	WILS	Transparent Languages 2022	-2,905.49
02/25/2022	42514	Wisconsin Valley Library Service	Share/Wild WI Winter Web Conf	-230.00
02/25/2022	42515	Library Ideas	MORE/Jan Freeding Usage	-707.00
02/25/2022	42516	WILS	M/I EContent, Mags, WPLC Share	-138,041.00
Feb 22 TOTAL				-500,240.87

4:07 PM

03/07/22

Accrual Basis

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (2/24/2022)

Date	Name	Memo	Num	Amount
Dec 31, '21 - Jan 31, 22				
12/31/2021	CDW-G	Sh Cat/Label Printer (ordered 9/3/21)	1C5TX84	360.94
01/01/2022	Boxx Sanitation	Jan Garbage	Jan Stmt	31.79
01/02/2022	Survey Monkey.com	Survey Software/1 year	41959625	372.00
01/04/2022	CDW-G	Comp/2 Adapters & 2 Hubs	IFLS Comp	120.08
01/05/2022	WLA	WLA Membership/J Thompson	Membership	240.00
01/06/2022	WLA	Lib Legislative Day/J Thompson	13721	25.00
01/07/2022	Decomposition.com	LSTA/Talk About Race Supplies	Supplies	199.00
01/11/2022	Parr's Hardware	New Building Keys	Bldg Spls	11.97
01/11/2022	Quill Corporation	LSTA Grant & Misc Supplies	22230688	111.24
01/11/2022	Rev.com	LSTA/Talk About Race Webinar	Captioning	2.50
01/11/2022	Dell Marketing L.P.	Billable/Dresser Laptop +	Comp Equip	911.77
01/12/2022	Rev.com	Trusted Msgsr Training Captioning	Webinar	80.00
01/12/2022	The Local Store	1/12 & 1/9 Presenter Gift	Webinar	56.97
01/13/2022	CDW-G	Billable/Menomomie Adapter	Comp Equip	15.61
01/13/2022	Dell Marketing L.P.	Billable/Menomomie 2 Monitors	Comp Equip	414.38
01/18/2022	FlowRoute.com	Jan Phone/on Account	On Acct	100.00
01/19/2022	Holiday Inn	Amery Lib/J Thompson	Lib Visit	94.00
01/20/2022	Rev.com	Advocacy 101 Webinar/Captioning	Webinar	76.25
01/21/2022	Insty Prints	LSTA/IDEA Grant Printing	Printing	219.44
01/21/2022	CDW-G	Comp/5 Fiber Optic Cables	IFLS Comp	75.10
01/24/2022	Dell Marketing L.P.	Billable/10 Laptops	Comp Equip	8,951.60
01/25/2022	Intuit	Jan Direct Deposit Fees	Jan Stmt	33.76
01/26/2022	Menards	Tech Tool Case & Misc	Supplies	47.74
01/26/2022	Festival Foods	Wkshp Presenter/Gift	Postage	5.80
01/28/2022	Dell Marketing L.P.	Billable/Phillips Comp	Comp Equip	803.89
01/31/2022	USPS	January Postage	Jan Postage	16.45
Dec 31, '21 - Jan 31, 22				13,377.28

#12-22

3/7/2022
3:33 PM

**IFLS Library System
Balance Sheet
As of December 31, 2021**

	IFLS	MORE	2021 TOTAL	2020 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	13,122.04		13,122.04	11,833.73
1040 · Bank Mutual - Checking	64,197.57		64,197.57	32,448.25
1050/1106 · Investments/Bank Mutual & States PIF	1,684,894.10	375,788.40	2,060,682.50	1,856,444.76
Total Checking/Savings & Investments	1,762,213.71	375,788.40	2,138,002.11	1,900,726.74
Accounts Receivable				
1200 · Accounts Receivable	102,675.30		102,675.30	863.01
Total Accounts Receivable	102,675.30	0.00	102,675.30	863.01
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,573.13		1,573.13	1,505.89
1499 · Undeposited Funds	0.00		0.00	0.00
1506/1507 · 2021-2022 Prepaid Expenses	23,118.23	34,571.59	57,689.82	63,459.47
Total Other Current Assets	24,766.36	34,571.59	59,337.95	65,040.36
TOTAL ASSETS	1,889,655.37	410,359.99	2,300,015.36	1,966,630.11
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	24,079.25	10,458.72	34,537.97	46,860.31
2010 · Credit Card - Associated	360.94	0.00	360.94	0.00
Total Accounts Payable	24,440.19	10,458.72	34,898.91	46,860.31
Other Current Liabilities				
2100 · Payroll Liabilities	8,434.07		8,434.07	9,679.39
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	19,019.61		19,019.61	14,101.30
2900 · Unavailable Revenue	1,174,033.00		1,174,033.00	903,279.00
Total Other Current Liabilities	1,201,486.68	0.00	1,201,486.68	927,059.69
Total Current Liabilities	1,225,926.87	10,458.72	1,236,385.59	973,920.00
Total Liabilities	1,225,926.87	10,458.72	1,236,385.59	973,920.00
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	525,551.00	289,000.00	814,551.00	753,292.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	92,410.57	85,748.54	178,159.11	141,108.18
Current Year Income Less Expense	45,766.93	25,152.73	70,919.66	98,309.93
Total Equity (End of Year)	663,728.50 *	399,901.27 **	1,063,629.77	992,710.11
TOTAL LIABILITIES & EQUITY	1,889,655.37	410,359.99	2,300,015.36	1,966,630.11

**IFLS Library System
Balance Sheet
As of December 31, 2021**

NOTES:

* Total Equity (End of Year) IFLS Funds 663,728.50

IFLS Funds in Reserve:

Building/Land Reserves	65,000.00
MORE Startup Assistance/Subsidy	15,000.00
Shared Svcs Prog/Building Expansion	50,000.00
Vehicle Replacement	25,000.00
Personnel	150,000.00
WAN/Web Equipment Replacement	40,000.00
System Equipment/Furnishings	40,000.00
Computer Lab Replacement	15,000.00
Tech Projects/Billable Reserves	40,000.00
Committed to 2022 Operating/Capital Budget	184,906.00

Total IFLS Funds in Reserve/Committed 624,906.00

Additional IFLS Carryover Funds @ 12/31/21 38,822.50

Balance of IFLS Building Loan @ 12/31/21

0.00

** Total Equity (End of Year) MORE Funds 399,901.27

MORE Funds in Reserve:

Software Replacement/Upgrades	175,000.00
Hardware Replacement/Upgrades	24,000.00
System Contingency	25,000.00
Committed to the 2022 MORE Budget	60,000.00

Total MORE Funds in Reserve 284,000.00

Additional MORE Carryover Funds @ 12/31/21 115,901.27

IFLS Library System
Revenue and Expense Statement
January through December 2021

	Jan - Dec 21	Jan - Dec 20
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,200,056.00
5200 · Interest Income/General Funds	1,237.74	8,936.94
5263 · MORE Management Income	11,600.00	11,600.00
5276 · Fed CARES Act Income	47,309.56	0.00
5277 · Fed Grant Reimbursement Funds	4,868.52	0.00
5280 · Technology Income	4,463.02	8,466.77
5300 · Miscellaneous Income	3,327.37	213.29
Total Income	1,272,862.21	1,229,273.00
Expense		
6500 · Salaries/Wages & Benefits	679,244.73	640,535.50
8530 · Bank & Direct Deposit Fees	916.57	542.67
8540 · Annual Audit	7,370.00	6,350.00
8620 · Collection/Electronic Resources	25,529.25	25,428.76
8630 · Wis Pub Lib Consortium Membshp	5,855.00	5,605.00
8670 · Professional Memberships	1,507.85	1,587.70
8690 · Librarian Workshops - General	4,505.32	4,209.85
8700 · CE/Collaboration Projects	100.00	350.00
8710 · CE Grants - General	3,000.00	3,396.25
8714 · Accessibility Audits	8,412.03	0.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	2,207.39	1,651.49
8735 · Library Consulting Expenses	300.00	300.00
8740 · Field Visits	4,282.84	3,470.79
8741 · Field Visits - Tech Support	0.00	288.15
8755 · Programming Kits	341.91	124.84
8812 · ILL Fees & Verification Sources	8,608.59	8,545.35
8850 · Delivery Service	269,457.85	268,006.08
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00
8864 · Wide-Area Network (WAN)	6,117.00	8,870.00
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	54,765.67	51,451.30
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00
8971 · Web Development	885.44	744.91
9010 · IFLS Committee Meetings	0.00	391.75
9020 · Professional Materials	1,040.08	1,151.21
9030 · Postage	607.75	140.31
9050 · Telephone	5,498.71	2,286.60
9060 · Supplies	612.35	581.62
9080 · Marketing & Advocacy PR	380.44	195.98
9123 · Building Overhead Expenses	18,045.72	14,088.52

IFLS Library System
Revenue and Expense Statement
January through December 2021

	Jan - Dec 21	Jan - Dec 20
9140 · Photocopier Costs	1,720.31	2,042.78
9160 · Computers	5,206.09	7,453.09
9190 · System Vehicle Expenses	1,257.97	1,551.48
9220 · Insurance	4,729.76	4,751.48
9240 · Contingency	1,091.79	1,869.93
9245 · Capital Expenditures	22,292.00	5,160.00
Total Expense	1,280,016.41	1,185,407.39
Net Ordinary Income	-7,154.20	43,865.61
Pass-thru Income/Expense		
Pass-thru Income		
5275 · DPI/Grow w/Google Grant Inc	21,562.50	0.00
5472 · LSTA 2020 Income	0.00	17,398.80
5473 · LSTA 2021 Income	165,234.84	0.00
5620 · Shared Cataloging Svc Income	229,252.05	173,903.79
5702 · Billable Project Income	133,880.90	189,060.62
Total Pass-thru Income	549,930.29	380,363.21
Pass-thru Expense		
8830 · Shared Cataloging Service	193,700.03	173,903.79
8940 · Projects Billable to Libraries	116,511.79	172,554.26
9800 · DPI/Grow with Google Grant Exp	21,562.50	0.00
9978 · LSTA 2020 Expenses	0.00	17,398.80
9979 · LSTA 2021 Expenses	165,234.84	0.00
Total Pass-thru Expense	497,009.16	363,856.85
Net Pass-thru Income	52,921.13	16,506.36
Year-to-date Income less Expense (IFLS Funds)	45,766.93	60,371.97
 MORE Shared System Income less Expense		
5670 · MORE Shared System Income	963,665.48	825,898.00
9500 · MORE Shared Automation Expenses	938,512.75	787,960.04
Year-to-date Income less Expense (MORE Funds)	25,152.73	37,937.96
 Year-to-date Income less Expense (ALL Funds)	70,919.66	98,309.93

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through December 2021

	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 · Fed CARES Act Income	47,309.56	0.00	47,309.56	na
5277 · Fed Grant Reimbursement Funds	4,868.52	0.00	4,868.52	na
5280 · Technology Income	4,463.02	6,000.00	-1,536.98	74.38%
5300 · Miscellaneous Income	3,327.37	200.00	3,127.37	1,663.69%
Total Income	1,272,862.21	1,218,856.00	54,006.21	104.43%
Expense				
6500 · Salaries/Wages & Benefits	679,244.73	724,500.00	-45,255.27	93.75%
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 Dvlpmnt & 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%

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through December 2021

	Jan - Dec 21	Annual Budget	\$ Over Budget	% of Budget
9050 · Telephone	5,498.71	8,080.00	-2,581.29	68.05%
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	1,091.79	-500.00	1,591.79	na
9245 · Capital Expenditures	22,292.00	20,000.00	2,292.00	111.46%
Total Expense	1,280,016.41	1,369,864.00	-89,847.59	93.44%
Net Ordinary Income	-7,154.20	-151,008.00	143,853.80	4.74%
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	193,700.03	225,097.00	-31,396.97	86.05%
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	497,009.16	511,898.00	-14,888.84	97.09%
Net Pass-thru Income	52,921.13	0.00	52,921.13	100.0%
Year-to-date Income less Expense (IFLS Funds)	45,766.93	-151,008.00	196,774.93	-30.31%
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	938,512.75	977,631.00	-39,118.25	96.0%
Year-to-date Income less Expense (MORE Funds)	25,152.73	-90,000.00	115,152.73	-27.95%
Year-to-date Income less Expense (ALL Funds)	70,919.66	-241,008.00	311,927.66	-29.43%

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

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 375,788.40
1200-1 · Accts Receivable-MORE	-
1507-1 · 2022 Prepaid Expense-MORE	<u>34,571.59</u>
TOTAL ASSETS	<u><u>\$ 410,359.99</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	<u>10,458.72</u>
Total Liabilities	10,458.72
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>25,152.73</u>
Total Equity/MORE Fund Balance	<u>399,901.27 *</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 410,359.99</u></u>
 NOTES:	
* Total Equity MORE Funds	399,901.27
Funds in Reserve/Committed:	
Reserve/Software Replacement/Upgrades	175,000.00
Reserve/Hardware Replacement/Upgrades	24,000.00
Reserve/System Contingency	25,000.00
Committed to the 2022 Budget	<u>60,000.00</u>
Total Funds in MORE Reserve/Committed	<u>284,000.00</u>
 Total Uncommitted MORE Carryover	<u><u>\$ 115,901.27</u></u>

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

	Jan -Dec '21	Jan - Dec '20
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income	76,033.48	6,000.00
5670-2 · MORE Operating Income	887,632.00	819,898.00
Total MORE Income	963,665.48	825,898.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	290,000.00	290,000.00
9500-12 · MORE/III Annual Maintenance	139,555.55	133,164.91
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	2,150.00	1,381.11
9500-22 · MORE/High-demand Hold Project	17,156.59	19,198.76
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	11,890.92	12,472.30
9500-24 · MORE/Conferences	1,411.46	110.00
9500-31 · MORE/New Products/	9,000.00	0.00
9500-44 · MORE/Decision Center	31,846.20	30,329.71
9500-32 · MORE/Mgmt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	39,086.03	38,722.42
9500-4 · MORE/New Participant Expenses	4,599.94	1,033.48
9500-40 · MORE/Overdrive Content	35,990.50	32,803.40
9500-45 · MORE/Freading eBook Svc	9,042.00	13,574.00
9500-46 · MORE/Electronic Periodicals	17,811.69	17,968.15
9500-48 · MORE/i-Tiva Telephony Subscription	10,595.74	10,091.18
9500-49 · MORE/Data Scoping Project	0.00	0.00
9500-50 · MORE Discovery/Online Catalog	45,462.50	42,088.71
9500-51 · MORE Discovery/BiblioApps	9,410.72	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	4,837.91	3,766.76
9500-8 · MORE/Host Site Costs	3,500.00	3,500.00
9500-41 · MORE/E-Content	113,165.00	106,995.00
Total 9500 · MORE Shared Automation Expenses	938,512.75	787,960.04
Total MORE Expense	938,512.75	787,960.04
Year-to-date MORE Income less Expense	25,152.73	37,937.96
 Plus 12/31/20 MORE Uncommitted Fund Balance	 85,748.54	
Plus 12/31/20 MORE Reserve/Committed Balance	289,000.00	
 MORE Fund Balance	 399,901.27	

LEAN WISCONSIN

Budget Report - December 2021

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	\$ 183,937.00	\$ 3,002.04	\$ 126,444.89	\$ 48,654.44	\$ 106,146.55
	Collaboration Management Tools		\$ -			
	Technology Management Tools		\$ -			
	Infrastructure Services and Licensing		\$ 3,002.04		\$ 22,854.44	
	Core Services Licensing				\$ 25,800.00	
	Other Joint-use Licensing					
6-6250	TRAVEL	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00
6-6290	INSURANCE	\$ 2,490.00	\$ -	\$ -	\$ -	\$ 2,490.00
6-6360	EQUIPMENT & SUPPLIES	\$ 3,600.00	\$ -	\$ -	\$ -	\$ 3,600.00
6-6650	RESERVE FUND	\$ 42,000.00	\$ 20,817.12	\$ 20,817.12	\$ -	\$ 21,182.88
	Resource Development					
	CPA - WVLS		\$ 20,817.12	\$ 20,817.12	\$ -	
6-6800	OUTLAY	\$ 43,000.00	\$ -	\$ -	\$ -	\$ 43,000.00
	Joint Laptop Program					
TOTAL		\$ 277,427.00	\$ 23,819.16	\$ 147,262.01	\$ 48,654.44	\$ 178,819.43
Beginning December 2021 Balance		\$ 141,316.67		Beginning January 2021 Balance		\$ 173,451.10
Receipts - Encumbered (2020)		\$ -		Receipts - Encumbered (2020)		\$ -
Receipts - CPA		\$ 2,436.76		Receipts - CPA		\$ 2,436.76
Receipts - Partner Shares		\$ 182,578.01		Receipts - Partner Shares		\$ 182,578.01
Transfers - Expenses to 3-Grants		\$ -		Transfers - Expenses to 3-Grants		\$ 48,654.44
Debit of Prepaid Service Credit		\$ -		Debit of Prepaid Service Credit		\$ -
Expenditures - Encumbered (2020)		\$ -		Expenditures - Encumbered (2020)		\$ (6,000.46)
Expenditures - 2021 Budget		\$ (23,819.16)		Expenditures - 2021 Budget		\$ (98,607.57)
Expenditures - 2021 New/Unplanned		\$ -		Expenditures - 2021 New/Unplanned		\$ -
Ending December 2021 Balance		\$ 302,512.28		2021 Year to Date Balance		\$ 302,512.28
Encumbrances - Payables				Segregated Monies - Grants		
Account #	Account			Account #	Name	Balance
6-6210	WiscNet RDC Rack 1 (2020)	\$ -		6-6210	LSTA FY21 Sparsity	\$ 20,995.56
6-6360	ServerSupply IF Modules (2020)	\$ -		*Balance of original estimate disbursed to partners: IFLS: \$4868.52, NWLS: \$9038.52, WVLS: \$7088.52		
Encumbrances - Receivables				Segregated Monies - Prepaid Services		
Account #	Account			Account #	Description	Balance
6-6650	CPA (due 2021)	\$ 3,944.01		6-6210	CVTC RDC Rack 2	\$ 58,627.72
6-6650	CPA (due future years)	\$ 2,514.00				
Lifecycle Reserve Funds				YTD Operating Summary		
Account #	Account			Begining Balance		\$ 173,451.10
6-6650	Core Infrastructure	\$ 65,500.00		Encumbrances		\$ 6,458.01
6-6650	Licencing & Svcs	\$ 6,900.00		Receipts		\$ 185,014.77
6-6650	LWIN Core Svcs - IFLS	\$ 7,500.00		Expenses		\$ (104,608.03)
6-6650	LWIN Core Svcs - NWLS	\$ 5,100.00		Transfers		\$ 48,654.44
6-6650	LWIN Core Svcs - WVLS	\$ 5,900.00		Reserves		\$ (128,807.33)
6-6650	Contingency - D/R	\$ 16,724.45		Balance		\$ 180,162.96

LEAN WISCONSIN

Budget Report - December 2021

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	\$ 183,937.00	\$ 3,002.04	\$ 126,444.89	\$ 48,654.44	\$ 106,146.55
	Collaboration Management Tools		\$ -			
	Technology Management Tools		\$ -			
	Infrastructure Services and Licensing		\$ 3,002.04		\$ 22,854.44	
	Core Services Licensing				\$ 25,800.00	
	Other Joint-use Licensing					
6-6250	TRAVEL	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00
6-6290	INSURANCE	\$ 2,490.00	\$ -	\$ -	\$ -	\$ 2,490.00
6-6360	EQUIPMENT & SUPPLIES	\$ 3,600.00	\$ -	\$ -	\$ -	\$ 3,600.00
6-6650	RESERVE FUND	\$ 42,000.00	\$ 20,817.12	\$ 20,817.12	\$ -	\$ 21,182.88
	Resource Development					
	CPA - WVLS		\$ 20,817.12	\$ 20,817.12	\$ -	
6-6800	OUTLAY	\$ 43,000.00	\$ -	\$ -	\$ -	\$ 43,000.00
	Joint Laptop Program					
TOTAL		\$ 277,427.00	\$ 23,819.16	\$ 147,262.01	\$ 48,654.44	\$ 178,819.43
Beginning December 2021 Balance		\$ 141,316.67		Beginning January 2021 Balance		\$ 173,451.10
Receipts - Encumbered (2020)		\$ -		Receipts - Encumbered (2020)		\$ -
Receipts - CPA		\$ 2,436.76		Receipts - CPA		\$ 2,436.76
Receipts - Partner Shares		\$ 182,578.01		Receipts - Partner Shares		\$ 182,578.01
Transfers - Expenses to 3-Grants		\$ -		Transfers - Expenses to 3-Grants		\$ 48,654.44
Debit of Prepaid Service Credit		\$ -		Debit of Prepaid Service Credit		\$ -
Expenditures - Encumbered (2020)		\$ -		Expenditures - Encumbered (2020)		\$ (6,000.46)
Expenditures - 2021 Budget		\$ (23,819.16)		Expenditures - 2021 Budget		\$ (98,607.57)
Expenditures - 2021 New/Unplanned		\$ -		Expenditures - 2021 New/Unplanned		\$ -
Ending December 2021 Balance		\$ 302,512.28		2021 Year to Date Balance		\$ 302,512.28
Encumbrances - Payables				Segregated Monies - Grants		
Account #	Account			Account #	Name	Balance
6-6210	WiscNet RDC Rack 1 (2020)	\$ -		6-6210	LSTA FY21 Sparsity	\$ 20,995.56
6-6360	ServerSupply IF Modules (2020)	\$ -		*Balance of original estimate disbursed to partners: IFLS: \$4868.52, NWLS: \$9038.52, WVLS: \$7088.52		
Encumbrances - Receivables				Segregated Monies - Prepaid Services		
Account #	Account			Account #	Description	Balance
6-6650	CPA (due 2021)	\$ 3,944.01		6-6210	CVTC RDC Rack 2	\$ 58,627.72
6-6650	CPA (due future years)	\$ 2,514.00				
Lifecycle Reserve Funds				YTD Operating Summary		
Account #	Account			Begining Balance		\$ 173,451.10
6-6650	Core Infrastructure	\$ 65,500.00		Encumbrances		\$ 6,458.01
6-6650	Licencing & Svcs	\$ 6,900.00		Receipts		\$ 185,014.77
6-6650	LWIN Core Svcs - IFLS	\$ 7,500.00		Expenses		\$ (104,608.03)
6-6650	LWIN Core Svcs - NWLS	\$ 5,100.00		Transfers		\$ 48,654.44
6-6650	LWIN Core Svcs - WVLS	\$ 5,900.00		Reserves		\$ (128,807.33)
6-6650	Contingency - D/R	\$ 16,724.45		Balance		\$ 180,162.96

#13-22

3/15/2022
5:28 PM

IFLS Library System Balance Sheet As of February 28, 2022

	IFLS	MORE	2022 TOTAL	2021 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	18,007.71		18,007.71	16,344.26
1040 · Bank Mutual - Checking	229,656.87		229,656.87	90,480.08
1050/1106 · Investments/Bank Mutual & States PIF	1,075,684.56	849,276.72	1,924,961.28	2,056,564.34
Total Checking/Savings & Investments	1,323,349.14	849,276.72	2,172,625.86	2,163,388.68
Accounts Receivable				
1200 · Accounts Receivable	233,063.84		233,063.84	34,073.40
Total Accounts Receivable	233,063.84	0.00	233,063.84	34,073.40
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	773.63		773.63	701.73
1499 · Undeposited Funds	0.00		0.00	0.00
1506/1507 · 2021-2022 Prepaid Expenses	0.00	0.00	0.00	0.00
Total Other Current Assets	848.63	0.00	848.63	776.73
TOTAL ASSETS	1,557,261.61	849,276.72	2,406,538.33	2,198,238.81
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	50,007.27	1,938.73	51,946.00	82,209.51
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	50,007.27	1,938.73	51,946.00	82,209.51
Other Current Liabilities				
2100 · Payroll Liabilities	9,030.22		9,030.22	8,506.58
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	0.00		0.00	0.00
2900 · Unavailable Revenue	0.00		0.00	0.00
Total Other Current Liabilities	9,030.22	0.00	9,030.22	8,506.58
Total Current Liabilities	59,037.49	1,938.73	60,976.22	90,716.09
Total Liabilities	59,037.49	1,938.73	60,976.22	90,716.09
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	624,906.00	284,000.00	908,906.00	814,551.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	38,822.50	115,901.27	154,723.77	178,159.11
Current Year Income Less Expense	834,495.62	447,436.72	1,281,932.34	1,114,812.61
Total Equity (End of Year)	1,498,224.12	847,337.99	2,345,562.11	2,107,522.72
TOTAL LIABILITIES & EQUITY	1,557,261.61	849,276.72	2,406,538.33	2,198,238.81

IFLS Library System
Revenue and Expense Statement
 January through February 2022

	Jan - Feb 22	Jan - Feb 21
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,040,558.00	900,042.00
5200 · Interest Income/General Funds	278.78	119.58
5263 · MORE Management Income	72,000.00	11,600.00
5264 · Catalog/Processing Income	79,885.66	0.00
5300 · Miscellaneous Income	119.24	0.00
Total Income	1,192,841.68	911,761.58
Expense		
6500 · Salaries/Wages & Benefits	191,073.99	106,331.55
8070 · New Furnishings/Equipment <\$500	120.75	0.00
8530 · Bank & Direct Deposit Fees	68.76	33.76
8540 · Annual Audit	735.00	0.00
8620 · Collection/Electronic Resources	26,089.66	25,529.25
8630 · Wis Pub Lib Consortium Membshp	6,586.00	5,855.00
8670 · Professional Memberships	468.00	517.50
8690 · Librarian Workshops - General	509.02	239.37
8720 · IFLS Staff Dvlpmt & Prof Mtgs	301.64	25.00
8735 · Library Consulting Expenses	372.00	300.00
8740 · Field Visits	811.47	0.00
8741 · Field Visits - Tech Support	18.36	0.00
8812 · ILL Fees & Verification Sources	1,619.53	1,589.80
8850 · Delivery Service	10,905.84	13,141.70
8864 · Wide-Area Network (WAN)	2,432.00	3,685.00
8890 · IFLS Contrib - MORE Operating	119,965.00	0.00
8892 · IFLS Contrib - MORE Cataloging	0.00	20,000.00
8950 · Campaign for Wisconsin Libs	0.00	1,126.00
8971 · Web Development	940.54	925.37
9020 · Professional Materials	906.42	0.00
9030 · Postage	39.97	358.16
9050 · Telephone	267.41	244.01
9060 · Supplies	213.40	200.25
9080 · Marketing & Advocacy PR	0.00	250.50
9123 · Building Overhead Expenses	3,448.70	2,403.78
9140 · Photocopier Costs	570.72	783.82
9160 · Computers	2,192.69	0.00
9190 · System Vehicle Expenses	493.94	0.00
9220 · Insurance	799.50	804.16
9240 · Contingency	112.57	11.56
Total Expense	372,062.88	184,355.54
Net Ordinary Income	820,778.80	727,406.04

IFLS Library System
Revenue and Expense Statement
January through February 2022

	Jan - Feb 22	Jan - Feb 21
Pass-thru Income/Expense		
Pass-thru Income		
5474 · LSTA 2022 Income	133,475.00	0.00
5620 · Shared Cataloging Svc Income	0.00	41,547.00
5702 · Billable Project Income	28,429.41	18,259.93
Total Pass-thru Income	161,904.41	59,806.93
Pass-thru Expense		
8830 · Shared Cataloging Service	0.00	26,551.82
8940 · Projects Billable to Libraries	22,303.02	14,292.04
9979 · LSTA 2021 Expenses	125,884.57	0.00
Total Pass-thru Expense	148,187.59	40,843.86
Net Pass-thru Income	13,716.82	18,963.07
Year-to-date Income less Expense (IFLS Funds)	834,495.62	746,369.11
 MORE Shared System Income less Expense		
5670 · MORE Shared System Income	903,400.00	797,632.00
9500 · MORE Shared Automation Expenses	455,963.28	429,188.50
Year-to-date Income less Expense (MORE Funds)	447,436.72	368,443.50
 Year-to-date Income less Expense (ALL Funds)	1,281,932.34	1,114,812.61

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through February 2022

	Jan - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,040,558.00	1,387,413.00	-346,855.00	75.0%
5200 · Interest Income/General Funds	278.78	2,000.00	-1,721.22	13.94%
5263 · MORE Management Income	72,000.00	432,000.00	-360,000.00	16.67%
5264 · Catalog/Processing Income	79,885.66	74,599.00	5,286.66	107.09%
5280 · Technology Income	0.00	6,000.00	-6,000.00	0.0%
5300 · Miscellaneous Income	119.24	200.00	-80.76	59.62%
Total Income	1,192,841.68	1,902,212.00	-709,370.32	62.71%
Expense				
6500 · Salaries/Wages & Benefits	191,073.99	1,364,999.00	-1,173,925.01	14.0%
6580 · Sick Leave Payout	0.00	20,800.00	-20,800.00	0.0%
8070 · New Furnishings/Equipment <\$500	120.75	1,000.00	-879.25	12.08%
8530 · Bank & Direct Deposit Fees	68.76	1,000.00	-931.24	6.88%
8540 · Annual Audit	735.00	7,995.00	-7,260.00	9.19%
8620 · Collection/Electronic Resources	26,089.66	47,300.00	-21,210.34	55.16%
8630 · Wis Pub Lib Consortium Membshp	6,586.00	6,586.00	0.00	100.0%
8670 · Professional Memberships	468.00	4,000.00	-3,532.00	11.7%
8690 · Librarian Workshops - General	509.02	6,500.00	-5,990.98	7.83%
8700 · CE/Collaboration Projects	0.00	300.00	-300.00	0.0%
8710 · CE Grants - General	0.00	1,000.00	-1,000.00	0.0%
8714 · Accessibility Audits	0.00	5,000.00	-5,000.00	0.0%
8716 · Community Engagement Support	0.00	12,000.00	-12,000.00	0.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	301.64	9,000.00	-8,698.36	3.35%
8735 · Library Consulting Expenses	372.00	1,000.00	-628.00	37.2%
8740 · Field Visits	811.47	8,000.00	-7,188.53	10.14%
8741 · Field Visits - Tech Support	18.36	1,000.00	-981.64	1.84%
8755 · Programming Kits	0.00	700.00	-700.00	0.0%
8812 · ILL Fees & Verification Sources	1,619.53	9,100.00	-7,480.47	17.8%
8850 · Delivery Service	10,905.84	315,063.00	-304,157.16	3.46%
8855 · Collection Dev Grant-LEPhillips	0.00	23,000.00	-23,000.00	0.0%
8864 · Wide-Area Network (WAN)	2,432.00	10,370.00	-7,938.00	23.45%
8890 · IFLS Contrib - MORE Operating	119,965.00	120,000.00	-35.00	99.97%
8898 · LEAN WI/Shared Tech WVLS	0.00	60,000.00	-60,000.00	0.0%
8950 · Campaign for Wisconsin Libs	0.00	1,200.00	-1,200.00	0.0%
8960 · Long Range Planning Meeting	0.00	500.00	-500.00	0.0%
8971 · Web Development	940.54	1,100.00	-159.46	85.5%
9010 · IFLS Committee Meetings	0.00	2,400.00	-2,400.00	0.0%
9020 · Professional Materials	906.42	1,500.00	-593.58	60.43%
9030 · Postage	39.97	780.00	-740.03	5.12%

IFLS Library System
Annual Budget vs. Actual Income and Expense
January through February 2022

	<u>Jan - Feb 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9050 · Telephone	267.41	8,320.00	-8,052.59	3.21%
9060 · Supplies	213.40	900.00	-686.60	23.71%
9080 · Marketing & Advocacy PR	0.00	2,000.00	-2,000.00	0.0%
9123 · Building Overhead Expenses	3,448.70	24,930.00	-21,481.30	13.83%
9140 · Photocopier Costs	570.72	1,950.00	-1,379.28	29.27%
9160 · Computers	2,192.69	6,900.00	-4,707.31	31.78%
9190 · System Vehicle Expenses	493.94	3,700.00	-3,206.06	13.35%
9220 · Insurance	799.50	5,725.00	-4,925.50	13.97%
9240 · Contingency	112.57	-500.00	612.57	-22.51%
Total Expense	<u>372,062.88</u>	<u>2,097,118.00</u>	<u>-1,725,055.12</u>	<u>17.74%</u>
Net Ordinary Income	<u>820,778.80</u>	<u>-194,906.00</u>	<u>1,015,684.80</u>	
Pass-thru Income/Expense				
Pass-thru Income				
5474 · LSTA 2022 Income	133,475.00	0.00	133,475.00	na
5702 · Billable Project Income	<u>28,429.41</u>	<u>150,000.00</u>	<u>-121,570.59</u>	<u>18.95%</u>
Total Pass-thru Income	<u>161,904.41</u>	<u>150,000.00</u>	<u>11,904.41</u>	
Pass-thru Expense				
8940 · Projects Billable to Libraries	22,303.02	150,000.00	-127,696.98	14.87%
9979 · LSTA 2021-22 Expenses	<u>125,884.57</u>	<u>0.00</u>	<u>125,884.57</u>	<u>na</u>
Total Pass-thru Expense	<u>148,187.59</u>	<u>150,000.00</u>	<u>-1,812.41</u>	
Net Pass-thru Income	<u>13,716.82</u>	<u>0.00</u>	<u>13,716.82</u>	
Year-to-date Income less Expense (IFLS Funds)	<u>834,495.62</u>	<u>-194,906.00</u>	<u>1,029,401.62</u>	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	903,400.00	903,399.00	1.00	100.0%
9500 · MORE Shared Automation Expenses	<u>455,963.28</u>	<u>963,399.00</u>	<u>-507,435.72</u>	<u>47.33%</u>
Year-to-date Income less Expense (MORE Funds)	<u>447,436.72</u>	<u>-60,000.00</u>	<u>507,436.72</u>	
Year-to-date Income less Expense (ALL Funds)	<u>1,281,932.34</u>	<u>-254,906.00</u>	<u>1,536,838.34</u>	

My Online Resource (MORE)
Balance Sheet
As of February 28, 2022

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 849,276.72
1200-1 · Accts Receivable-MORE	-
1507-1 · 2022 Prepaid Expense-MORE	-
	<u> </u>
TOTAL ASSETS	<u><u>\$ 849,276.72</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	1,938.73
	<u> </u>
Total Liabilities	1,938.73
Equity	
MORE Reserved Fund Balance on 1/1/2022	224,000.00
MORE Committed Fund Balance on 1/1/2022	60,000.00
MORE Uncommitted Fund Balance on 1/1/2022	115,901.27
Current Year Income less Expense	447,436.72
Total Equity/MORE Fund Balance	<u>847,337.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 849,276.72</u></u>

Indianhead Federated Library System
Revenue less Expense - MORE
January through February 2022

	Jan -Feb '22	Jan - Feb '21
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income	0.00	0.00
5670-2 · MORE Operating Income	903,400.00	797,632.00
Total MORE Income	903,400.00	797,632.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	72,000.00	56,599.84
9500-12 · MORE/III Annual Maintenance	145,705.32	139,166.36
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	0.00	150.00
9500-22 · MORE/High-demand Hold Project	728.85	422.72
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,306.38	11,890.92
9500-24 · MORE/Conferences	100.00	0.00
9500-31 · MORE/New Products/	0.00	0.00
9500-44 · MORE/Decision Center	33,120.05	31,846.20
9500-32 · MORE/Mgmnt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	7,124.67	6,984.97
9500-4 · MORE/New Participant Expenses	807.64	0.00
9500-40 · MORE/Overdrive Content	6,501.50	8,031.36
9500-45 · MORE/Freading eBook Svc	707.00	1,881.50
9500-46 · MORE/Electronic Periodicals	17,628.23	17,811.69
9500-48 · MORE/i-Tiva Telephony Subscription	0.00	10,595.74
9500-49 · MORE/Data Scoping Project	0.00	0.00
9500-50 · MORE Discovery/Online Catalog	28,809.66	28,176.71
9500-51 · MORE Discovery/BiblioApps	5,761.93	0.00
9500-53 · MORE/Database Quality Control	0.00	0.00
9500-5 · MORE/Publicity	0.00	0.00
9500-6 · MORE/Database Cleanup/Maint	2,352.05	2,465.49
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	122,310.00	113,165.00
Total 9500 · MORE Shared Automation Expenses	455,963.28	429,188.50
Total MORE Expense	455,963.28	429,188.50
Year-to-date MORE Income less Expense	447,436.72	368,443.50
 Plus 12/31/21 MORE Uncommitted Fund Balance	115,901.27	
Plus 12/31/21 MORE Reserve/Committed Balance	284,000.00	
 MORE Fund Balance	847,337.99	

LEAN WISCONSIN

Budget Report - February 2022

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	\$132,636.00	\$4,977.75	\$6,814.14	\$0.00	\$125,821.86
1XX	Collaboration Management Tools		\$2,537.39			
2XX	Technology Management Tools		\$37.70			
3XX	Infrastructure Services and Licensing		\$753.76			
4XX	Core Services Licensing		\$1,648.90			
5XX	Other Joint-use Licensing		\$0.00			
6-6250	TRAVEL	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00
6-6290	INSURANCE	\$2,490.00	\$0.00	\$0.00	\$0.00	\$2,490.00
6-6360	MAINTENANCE	\$2,100.00	\$0.00	\$0.00	\$0.00	\$2,100.00
6-6650	LIFECYCLE \ LONG RANGE	\$44,500.00	\$808.07	\$808.07	\$0.00	\$43,691.93
1XX	Resource Development	\$18,000.00				
2XX	LM - Infrastructure		\$0.00			
3XX	LM - Licensing\Services					
4XX	CPA - WVLS	\$26,500.00	\$808.07	\$0.00	\$0.00	
5XX	Contingency					
6-6800	CAPITA	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00
1XX	New Projects					
TOTAL		\$192,126.00	\$5,785.82	\$7,622.21	\$0.00	\$184,503.79
Beginning February 2022 Balance		\$289,849.61		Beginning January 2022 Balance		\$302,512.28
Receipts - Partner Shares		\$0.00		Receipts - Partner Shares		\$0.00
Receipts - CPA		\$0.00		Receipts - CPA		\$3,469.52
Transfers - Expenses to 3-Grants		\$0.00		Transfers - Expenses to 3-Grants		\$0.00
Debit of Prepaid Service Credit		\$0.00		Debit of Prepaid Service Credit		\$0.00
Expenditures - 2022 Budget		(\$5,785.82)		Expenditures - 2022 Budget		(\$21,918.01)
Expenditures - 2022 New/Unplanned		\$0.00		Expenditures - 2022 New/Unplanned		\$0.00
Ending February 2022 Balance		\$284,063.79		2022 Year to Date Balance		\$284,063.79
Segregated Monies - Grants				Unrealized Technology Grant Transfers		
Account #	Name	Balance		Account #	Name	Balance
3-2021-???	LSTA 2021 Sparsity	\$ 108,490.00		3-2021-???	LSTA 2021 Sparsity	\$ -
3-2021-???	ARPA 2021 (IT)	\$ 195,791.00		3-2021-???	ARPA 2021 (IT)	\$ 12,935.00
Segregated Monies - Prepaid Services				Unrealized Receivables 6-0000-		
Account #	Description	Balance		Account #	Account	
6-6210	CVTC RDC Rack 2	\$ 58,627.72		100	Partner Shares	\$ 186,740.00
				201	CPA (enc 2021)	\$ 3,944.01
				201	CPA (due 2022)	\$ 11,301.56
				201	CPA (due future years)	\$ 13,650.56
Lifecycle Reserves				YTD Operating Summary		
Account #	Account	Balance		Begining Balance		\$ 302,512.28
6-6650	Core Infrastructure	\$ 95,000.00		Encumbrances		\$ 3,944.01
6-6650	Licencing & Svcs	\$ 21,500.00		Receipts		\$ 3,469.52
6-6650	Infrastructure & Core Svc - IFLS	\$ 11,100.00		Expenses		\$ (21,918.01)
6-6650	Infrastructure & Core Svc - NWLS	\$ 7,920.00		Transfers		\$ -
6-6650	Infrastructure & Core Svc - WVLS	\$ 19,692.76		Reserves		\$ (171,931.21)
6-6650	Contingency - D/R	\$ 16,718.45		Balance		\$ 116,076.59

IFLS LIBRARY SYSTEM

INVESTMENT POLICY**Delegation of Authority:**

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

Acceptable Investment Practices:

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

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

Reporting:

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

Policy Review:

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

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

IFLS BOARD OF TRUSTEES
March 23, 2022
Director's Report

Agenda Items:

- XI. * IFLS Annual Report and Statement of Compliance**
The 2021 plan is included in the packet for your review and approval.
- XII. System Effectiveness Statements from Member Libraries**
Comments are enclosed in the packet
- XIII. * Approval of Executive Committee Officers and Personnel Committee members for 2022**
- XIV. * IFLS Employee Handbook (Personnel Manual)**
The final document as reviewed by the Attorney and the Personnel Committee is included in your packet for your review and approval. The language changes suggested by the attorney, the Personnel Committee and IFLS staff have all been updated and incorporated into the final review draft.

Monthly Activities:

Annual Reports

All of the annual reports were submitted on time. We are awaiting review by the Division staff for any compliance issues. Sand Creek didn't spend the necessary \$2,500 on library materials. They were short by \$18.

Trustee Orientation

We will schedule the annual orientation once we have all the members appointed. Here is a link <https://iflweb.org/home/ifls-trustees/> to IFLS Trustee Page that includes the presentation and the resources from last year if you would like to take a self-paced refresher.

New Staff

Cecelia Cole, Resource Sharing and Collection Consultant, and Katelyn Noack, Public Services Consultant will be starting at IFLS on March 28th. They will be replacing Maureen Welch who is retiring on April 1, 2022.

Amery

The library is settling into their new space and Rachel Thomas is their new director.



Consulting

Board development, space planning, library law, privacy, personnel, and planning.

John Thompson (March 15, 2022)



Wisconsin Department of Public Instruction
2021 PUBLIC LIBRARY SYSTEM
ANNUAL REPORT
 PI-2404-A (Rev. 2-21)

INSTRUCTIONS: Complete and return a signed, scanned copy of the original board-approved system annual report by **MARCH 1, 2022**, to:

LibraryReport@dpi.wi.gov

16-22

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

I. GENERAL INFORMATION					
1. System Name IFLS Library System		2. System Director Name John Thompson		3. Certification Grade Grade 1	4. Date Certification Expires 2023-05-31
5. Street Address 1538 Truax Blvd.			6. Phone Area/No. (715) 839-5082	7. Fax Number Area/No. (715) 839-5151	
8. Mailing Address PO Box	9. System Website URL ifls.lib.wi.us		10. Director System Email Address thompson@ifls.lib.wi.us		
11. City / Village / Town Eau Claire		12. County Eau Claire		13. ZIP Code 54703-1569	
14. Number of Public Libraries Participating in the System 53	15. Does System Operate a Books-by-Mail Program No	16. Number of Book-mobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 149,050	18. DUNS Number 078570871	

II. SYSTEM COLLECTION					
	No. Owned / Leased	Number Added		No. Owned / Leased	No. Owned / Leased
1. Books in Print	95	1	4. Electronic Collections <i>Number available to members</i>	0	7. Licensed Electronic Video Materials <i>Units (copies) available to members</i> 592
2. Audio Materials	0	0	5. Licensed E-books <i>Units (copies) available to members</i>	173,888	8. Subscriptions <i>Exclude those in electronic format</i> 6
3. Video Materials	15	0	6. Licensed Electronic Audio Materials <i>Units (copies) available to members</i>	68,715	

III. SYSTEM SERVICES			
Circulation Transactions <i>Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.</i>		1. Total Circulation 2,762	2. Interlibrary Loans <i>System interlibrary loan transactions</i> a. Items Loaned 270 b. Items Received 2,570
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i> a. E-book 361,385 b. E-audio 335,608 c. E-video 399 d. Electronic Collection Retrievals 136,402			

IV. SYSTEM BOARD AND ORGANIZATION

List the members of the system board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP Code	Email Address
1. President James	Tripp	621 Fagstad Street	Menomonie	54751	jimtripp23@gmail.com
2. Mary Alice	Larson	36 W. Knapp St.	Rice Lake	54768	maryalice.larson@gmail.com
3. Mary	Ellen Brue	1210 Lokhorst	Baldwin	54002	brewT4me@gmail.com
4. Jan	Daus	E6255 Walnut Rd.	Eau Claire	54701	jan.daus.18@gmail.com
5. Lyle	Lieffring	N4868 Pieper Road	Weyerhaeuser	54895	sftmaple@bevcomm.net
6. Sue	Duerkop	1722 Larsen Ln.	Centuria	54824	sduerkopb4a@gmail.com
7. Pat	Eggert	E9001 County Road N	Colfax	54730	eggertpatricia@gmail.com
8. Jill	Markgraf	525 Summit Ave.	Eau Claire	54701	markgrjs@uwec.edu
9. Don	Hauser	7880 196th St.	Chippewa Falls	54729	don.hauser2@gmail.com
10. Marilyn	Holte	8303 163rd St.	Chippewa Falls	54729	mjunebug@charter.net
11. Jackie	Pavelski	1715 Meadow Lane	Eau Claire	54701	Jackie_Pavelski@yahoo.com
12. Burnell	Hanson	517 Elbert Dr.	Rice Lake	54868	bun.hanson@co.barron.wi.us
13. Mike	Prichard	737 Nevada St.	St Croix Falls	54024	richard.mike@dorseyalumni.com
14. Judy	Achterhof	1759 County Road O	Emerald	54013	jachterhof@hotmail.com
15. Kris	Sampson	611 Lake St. N	Prescott	54021	kris.sampson@co.pierce.wi.us
16. Ricky	Riggins	W8851 County Road N	Pepin	54759	rlriggins@hotmail.com
17. Michael	Schendel	808 Second St.	Hudson	54016	michael@schendel.com
18. Joshua	Sterling	1820 Eddy Ln.	Eau Claire	54703	josh_sterling78@yahoo.com
19. Sue	Marshall	W7370 Morningside Dr.	Phillips	54555	marshfam@pctcnet.net
20. Vacant					
21.					
22.					
23.					

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

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

2. State Aid to Public Library Systems

\$1,200,056

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

a.		
b.		
c.		
Subtotal 3		\$0

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

a. LdCap2 LSTA/Grow with Google 51	\$5,844	f. RES25 LSTA/MORE Startup Libs 1	\$50,834
b. LSTA/IDEA Grant Project	\$23,750	g. CARES CARES Act Grants 161	\$47,310
c. COM25 LSTA/WebJunction 1	\$12,360	h. Sparsity Aids Grants	\$4,869
d. LAWD LSTA/LAWDS Phase 2 S252	\$58,087	i.	
e. LSTA/Scholarships	\$14,360	j.	
Subtotal 4			\$217,414

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

a. MORE Contract Income - see list	\$583,466	f. Amery PL - Shared Cataloging	\$10,932
b. MORE Materials Income - see list	\$194,166	g. Menomonie PL - Shared Cataloging	\$23,950
c. New Richmond PL - Shared Cataloging	\$21,493	h. Chippewa Valley Tech Coll - MORE Startup	\$40,500
d. Rice Lake PL - Shared Cataloging	\$20,605	i.	
e. Roberts PL - Shared Cataloging	\$10,272	j.	
Subtotal 5			\$905,384

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
\$617,962	\$1,238	\$374,749	\$0	\$0	\$462,366	\$1,456,315

7. Total Income *Add 1 through 6*

\$3,779,169

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES*Report system expenditures from all sources.*

	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$488,756	\$30,473	\$319,867	\$839,096
2. Employee Benefits	\$148,179	\$14,425	\$150,190	\$312,794
3. System Collection Expenditures				
a. Printed Material	\$1,040	\$0	\$0	
b. Electronic Material	\$25,529	\$0	\$176,010	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$342	\$0	\$0	
Subtotal Collection Expenditures	\$26,911	\$0	\$176,010	\$202,921
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$346,768	\$81,819	\$274,480	\$703,067
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$4,091	\$14,334	\$0	\$18,425
6. All Other Operating Expenditures	\$213,133	\$76,363	\$349,741	\$639,237
7. Total Operating Expenditures	\$1,227,838	\$217,414	\$1,270,288	\$2,715,540
8. System Capital Expenditures	\$0	\$0	\$0	\$0

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

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

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

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE

Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for the report year. Attach the page(s) of each county budget that show the amounts below.

County Name	Amount	County Name	Amount	County Name	Amount
1. Barron	\$570,517	5. Pepin	\$94,144	8. Price	\$313,708
2. Chippewa	\$786,289	6. Pierce	\$459,791	9. Rusk	\$336,270
3. Dunn	\$819,158	7. Polk	\$990,791	10. St. Croix	\$1,135,800
4. Eau Claire	\$1,006,030				

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

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

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

Membership Agreements

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

Resource Library Agreement

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

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

Reference Referral and Interlibrary Loan

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

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

Inservice Training

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

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

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

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

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

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

Delivery and Communication

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

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

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

Service Agreements

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

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

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

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

Inclusive Services

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

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

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

Libraries Activating Workforce Development Skills project: System involvement right now includes working with partner agencies and neighboring library systems to establish contacts and plan training and other projects (including posters, a podcast, and presenting at regional workforce development meetings). Accessibility audits for member libraries via the Center for Independent Living-Western Wisconsin

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

Inclusive Services (cont'd.)

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

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

If the system provided any inclusive services continuing education programs in the report year, identify the topic(s) and speaker(s).

Other Types of Libraries

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

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

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

Library Technology and Resource Sharing Plan

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

Other Service Programs

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

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

MORE ILS and cataloging support

Administration

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

IX. COLLABORATIVE ACTIVITIES

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

Grants: 2021 Grow with Google Grants for equipment for IFLS, NWLS, and WVLS: \$4288.30 on headsets, cameras, and light stations, as well as cases for the kits the systems have. Support for the LAWDS project including acting as Fiscal agent. Statewide. IDEA Team with staff from IFLS, SWLS, NWLS, SCLS, and WRLS. Survey, planning, working with consultants for 2022 offerings (not sure if this should go in 2021 or 2022 or both). Scholarships: ARSL Scholarships for staff from Augusta, Centuria, Phillips, and Stanley \$2774 IFLS Budget \$1876.12 LSTA Budget UW Lead the Way Symposium for staff from Augusta \$75 LSTA Budget WLA Annual Conference Scholarships for staff from \$12408.67 LSTA Budget

Other Projects: Continuation of Wisconsin Libraries Transform Communities program, staff participated as a coach and both received and gave training and support. Programming Kits with WVLS and NWLS: \$35,000 Beanstack (LSTA funded, fiscal agent is WVLS): Group Purchases: Movie License USA (through October 2022): \$8390 for movie license for 33 IFLS Libraries) Page Turner Adventures: \$5645 for recorded programs for: Clear Lake, Luck, St. Croix Falls, Dresser, River Falls, Rusk County, Stanley, Roberts, Antigo, Hawkins, Pepin, Hayward, Amery, Chippewa Falls, Chetek Yasu Ichida: Continuing Education: Wild Wisconsin Winter Web Conference: 5829.92 total cost (all systems plus DPI, IFLS portion was \$239.37) Trustee Training Week \$2000 total cost (DPI funded all of it, systems participated by coordinating, publicizing, and hosting---SCLS hosted and coordinated, IFLS provided back-up support) Tech Days: \$3706.25 (DPI and all 16 systems sponsored, all systems helped with coordinating and hosting, IFLS portion was \$106.64) Actively Anti-Racist Readers Advisory (sponsored by all 16 systems, hosted/coordinated by SCLS) \$750 Librarians Guide to Homelessness/Ryan Dowd (LSTA funded, fiscal agent is MCFLS, promoted by IFLS)

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

Activity	Amount
1. LEAN WI (see WVLS Report)	
2. CINC	150,000
3. Programming Kits	35,000
4. Movie License	8,390
5. Tech Days	3,000
6. Page Turner	5,645
7. Trustee Training	2,000
8. Delivery	7,000,000
9. WPLC	1,260,000
10. CE and Scholarships	20,000
Cost Benefit Total	8,484,035

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

Program Expenditures Provide a summary of your public library system expenditures by system service program and fund source for the report year.

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan See note				
1. Reference & ILL Svc	153,040	0	0	153,040
2. Tech/Share System	203,800	103,013	362,686	669,499
3. MORE Consortium	0	0	762,503	762,503
4.	0	0	0	0
5. Electronic Resources	25,529	0	176,010	201,539
Subprogram Total	382,369	103,013	1,301,199	1,786,581
Continuing Education and Consulting Service See note				
1. CE & Consulting	103,946	114,401	30,719	249,066
2.	0	0	0	0
Subprogram Total	103,946	114,401	30,719	249,066
Delivery	303,689	0	0	303,689
Inclusive Services	48,191	0	0	48,191
Library Collection Development	28,713	0	0	28,713
Direct Payment to Members for Nonresident Access	0	0	0	0
Direct Nonresident Access Payments Across System Borders	0	0	0	0
Library Services to Youth	58,191	0	10,259	68,450
Public Information	49,617	0	370	49,987
Administration	180,863	0	0	180,863
Other System Programs				
1.				
2.				
3.				
4.				
Grand Totals	1,155,579	217,414	1,342,547	2,715,540
Estimated Expenditures for Technology-Related Services Provided by the System	500,000	1,000	1,400,000	1,901,000

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

XI. SYSTEM STAFF

1. Personnel Listing

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

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
John	Thompson	Director	<input checked="" type="checkbox"/>	\$100,485	40.00
Maureen	Welch	ILL Coord/Asst Dir	<input checked="" type="checkbox"/>	\$73,798	40.00
Leah	Langby	Lib Dev/Yth Svcs Coord	<input checked="" type="checkbox"/>	\$62,858	40.00
Lori	Roholt	MORE Administrator	<input checked="" type="checkbox"/>	\$53,836	35.00
Kris	Schwartz	Technology and Design Director	<input type="checkbox"/>	\$61,526	40.00
Bridget	Krejci	MORE Project Manager	<input type="checkbox"/>	\$49,238	37.50
Kathy	Setter	MORE Project Manager	<input type="checkbox"/>	\$51,451	35.00
Deberah	Faulhaber	Shared Svcs Manager	<input type="checkbox"/>	\$52,520	40.00
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

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

[illegible]

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

a. Persons Holding the Title of Librarian

i. Master's Degree from an ALA Accredited Program <i>FTE</i>	ii. Other Persons Holding the Title of Librarian <i>FTE</i>	Subtotal	b. All Other Paid Staff <i>FTE incl. maintenance, plant operation, and security</i>	c. Total Library Staff <i>FTE</i> <i>Time Equivalents Add Subtotal 2a and 2b</i>
3.88	3.81	7.69	7.43	15.11

XII. SYSTEM MEMBERSHIP*Attach a listing of all current public library and county members of the system.*

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

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

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

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

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

- ☒ Library system board is constituted and operated in compliance with Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).
- ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. § 43.17(4)]
- ☒ Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.

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

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

CERTIFICATION

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

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

	COMMENTS	
--	----------	--

3. Video Materials

no change--2022-02-17

County Name

An additional \$262,996 was part of the municipal library services plan--2022-02-28

Program 2 System Aid

\$110,000 is a transfer/subsidy to the MORE Consortium--2022-03-16

Program 3 Other Income

\$142,000 is a transfer to IFLS Shared Cataloging--2022-03-16

Subtotal System Aid, Carryover, and Interest Earned

\$44,477 in State Aids was added to Reserves--2022-03-04

Does each public library member annually spend at least \$2,500 on library materials? [s. 43.15(4)(c)8]

Sand Creek was short \$18 from spending \$2,500--2022-03-15

DRAFT

2021 Annual Report Data

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

Description>>>>>	Shared Cataloging Contract Income	MORE Maint. Contract Income	MORE Materials Contract Income	MORE Startup Income	Resource Contract Coll Dev Pymts	MORE High Demand Contract	MORE Ecom Payments/ Fine \$	LSTA/Prof Learning Scholarship	Delivery Damaged/ Lost Bks Reimb	CE Grants/ Payments
Altoona		\$ 22,820	\$ 7,089				642			
Amery	10,932	15,777	4,992				561			
Augusta		3,983	1,483				150	856		
Baldwin		10,185	3,328				167			
Balsam Lake		3,450	1,324				199		17	
Barron		11,366	3,680				269	1,033		
Bloomer		10,504	3,423				568			
Boyceville		3,861	1,446				143			
Bruce		2,905	1,162				79			
Cadott		4,385	1,603				64			
Cameron		3,405	1,311				104		30	
Centuria		1,737	814				74			1,401
CH Johnson		1,156	642				135		15	
Chetek		5,369	1,895				-			
Chippewa Falls		37,094	12,546				1,633	981		
Clear Lake		4,957	1,773				97	940		
Colfax		4,298	1,576				287			
Cornell		-	-				-			
Cumberland		10,850	3,526				346			
Deer Park		1,441	726				19	1,200		
Dresser		2,440	1,024				61		17	
Durand							-			
Ellsworth		9,991	3,271				317	1,061		
Elmwood		1,620	780				19			
Fairchild		-	-				-			
Fall Creek		4,556	1,654				85			
Frederic		6,164	2,132				196		55	
Glenwood City		2,457	1,029				94	1,119		
Hammond		8,527	2,835				158			
Hawkins		-	-				-			
Hudson		34,350	10,519				2,990	795		
LE Phillips (EC)		107,796	35,829		23,000	4,794	6,104			
Luck		4,106	1,520				255			
Menomonie	23,950	38,625	11,792				2,660	1,061		
Milltown		3,757	1,416				312			
New Richmond	21,493	30,920	9,499				1,901			
Ogema		2,536	1,053				148		72	
Osceola		10,990	3,568				243			
Park Falls		10,679	3,476				381			
Pepin		2,755	1,117				222			
Phillips		8,719	2,892				95	1,600		
Plum City		3,840	1,441				132			
Prescott		9,125	3,013				199			
Rice Lake	20,605	18,705	5,864				292	617		
River Falls		39,609	13,374				3,026			
Roberts	10,272	11,573	3,742				736			
Rusk County		16,803	5,298				408	1,135	17	
Somerset		7,382	2,494				502		63	
Spring Valley		4,415	1,612				170			
Stanley		5,314	1,879				166	1,400		1,515
St Croix Falls		8,646	2,870				337	536		

2021 Annual Report Data

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

Description>>>>>>	Shared Cataloging Contract Income	MORE Maint. Contract Income	MORE Materials Contract Income	MORE Startup Income	Resource Contract Coll Dev Pymts	MORE High Demand Contract	MORE Ecom Payments/ Fine \$	LSTA/Prof Learning Scholarship	Delivery Damaged/ Lost Bks Reimb	CE Grants/ Payments
Turtle Lake		3,370	1,300				95			
Woodville		4,153	1,534				68			
Chippewa Valley Tech College				40,500						
Bridges Lib Sys										480
Winnefox Lib Sys										107
South Central Lib Sys										63
Wisconsin Valley Lib Sys										239
TOTAL	87,252	583,466	194,166	40,500	23,000	4,794	27,909	14,334	286	3,805

1k books app
Tech Days
Tech Days
Wild WI Web Conf

*

Additional "All Other Contract Payments":

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

Innovative Interfaces/Maintenance	\$ 151,744
Innovative Interfaces/Decision Center	\$ 31,846
Innovative Interfaces/i-Tiva Phone Notification	\$ 10,596
Bibliocommons, Inc/BiblioCore/BiblioApps	\$ 54,725
WVLS/LEAN Wis Partnership	\$ 3,500
KW2 - Grow w/Google Contract	\$ 17,275

Additional "State Contract Payments":

Waltco/Delivery Service	\$ 260,825
South Central Library Sys/Delivery	\$ 8,177
CESA #10/CINC Network Maintenance	\$ 6,117
WVLS/LEAN Wis Partnership	\$ 54,766

"Federal Contract Payments":

LSTA IDEA Grant - The People Company	\$ 23,750
LSTA LAWD's 2 - KW2	\$ 58,069

"Federal Payments to Member Libs":

LSTA/Prof Learning Scholarships	\$ 14,334
---------------------------------	-----------

Total State Payments Sec VI, #5	\$ 4,091
Total State Contracts Sec VI, #4	\$ 346,768
Total Federal/Other Pymts Sec VI, #5	\$ 14,334
Total Federal Contracts Sec VI, #4	\$ 81,819
Total Other Contracts Sec VI, #4	\$ 274,480
Total Other Payments Sec VI, #5	\$ -

Total Contract Income Sec V, #5	\$ 905,384
--	-------------------

**IFLS Library System
Balance Sheet
As of December 31, 2021**

	<u>IFLS</u>	<u>MORE</u>	<u>2021 TOTAL</u>	<u>2020 TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	13,122.04		13,122.04	11,833.73
1040 · Bank Mutual - Checking	64,197.57		64,197.57	32,448.25
1050/1106 · Investments/Bank Mutual & States PIF	1,684,894.10	375,788.40	2,060,682.50	1,856,444.76
Total Checking/Savings & Investments	<u>1,762,213.71</u>	<u>375,788.40</u>	<u>2,138,002.11</u>	<u>1,900,726.74</u>
Accounts Receivable				
1200 · Accounts Receivable	102,675.30		102,675.30	863.01
Total Accounts Receivable	<u>102,675.30</u>	<u>0.00</u>	<u>102,675.30</u>	<u>863.01</u>
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,573.13		1,573.13	1,505.89
1499 · Undeposited Funds	0.00		0.00	0.00
1506/1507 · 2021-2022 Prepaid Expenses	23,118.23	34,571.59	57,689.82	63,459.47
Total Other Current Assets	<u>24,766.36</u>	<u>34,571.59</u>	<u>59,337.95</u>	<u>65,040.36</u>
TOTAL ASSETS	<u><u>1,889,655.37</u></u>	<u><u>410,359.99</u></u>	<u><u>2,300,015.36</u></u>	<u><u>1,966,630.11</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	24,079.25	10,458.72	34,537.97	46,860.31
2010 · Credit Card - Associated	360.94	0.00	360.94	0.00
Total Accounts Payable	<u>24,440.19</u>	<u>10,458.72</u>	<u>34,898.91</u>	<u>46,860.31</u>
Other Current Liabilities				
2100 · Payroll Liabilities	8,434.07		8,434.07	9,679.39
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	19,019.61		19,019.61	14,101.30
2900 · Unavailable Revenue	1,174,033.00		1,174,033.00	903,279.00
Total Other Current Liabilities	<u>1,201,486.68</u>	<u>0.00</u>	<u>1,201,486.68</u>	<u>927,059.69</u>
Total Current Liabilities	<u>1,225,926.87</u>	<u>10,458.72</u>	<u>1,236,385.59</u>	<u>973,920.00</u>
Total Liabilities	<u>1,225,926.87</u>	<u>10,458.72</u>	<u>1,236,385.59</u>	<u>973,920.00</u>
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	525,551.00	289,000.00	814,551.00	753,292.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	92,410.57	85,748.54	178,159.11	141,108.18
Current Year Income Less Expense	45,766.93	25,152.73	70,919.66	98,309.93
Total Equity (End of Year)	<u>663,728.50 *</u>	<u>399,901.27 **</u>	<u>1,063,629.77</u>	<u>992,710.11</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,889,655.37</u></u>	<u><u>410,359.99</u></u>	<u><u>2,300,015.36</u></u>	<u><u>1,966,630.11</u></u>

IFLS Library System
Balance Sheet
As of December 31, 2021

NOTES:

* Total Equity (End of Year) IFLS Funds 663,728.50

IFLS Funds in Reserve:

Building/Land Reserves	65,000.00
MORE Startup Assistance/Subsidy	15,000.00
Shared Svcs Prog/Building Expansion	50,000.00
Vehicle Replacement	25,000.00
Personnel	150,000.00
WAN/Web Equipment Replacement	40,000.00
System Equipment/Furnishings	40,000.00
Computer Lab Replacement	15,000.00
Tech Projects/Billable Reserves	40,000.00
Committed to 2022 Operating/Capital Budget	184,906.00

Total IFLS Funds in Reserve/Committed 624,906.00

Additional IFLS Carryover Funds @ 12/31/21 38,822.50

Balance of IFLS Building Loan @ 12/31/21 0.00

** Total Equity (End of Year) MORE Funds 399,901.27

MORE Funds in Reserve:

Software Replacement/Upgrades	175,000.00
Hardware Replacement/Upgrades	24,000.00
System Contingency	25,000.00
Committed to the 2022 MORE Budget	60,000.00

Total MORE Funds in Reserve 284,000.00

Additional MORE Carryover Funds @ 12/31/21 115,901.27

IFLS Library System

Revenue and Expense Statement

January through December 2021

	Jan - Dec 21	Jan - Dec 20
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,200,056.00
5200 · Interest Income/General Funds	1,237.74	8,936.94
5263 · MORE Management Income	11,600.00	11,600.00
5276 · Fed CARES Act Income	47,309.56	0.00
5277 · Fed Grant Reimbursement Funds	4,868.52	0.00
5280 · Technology Income	4,463.02	8,466.77
5300 · Miscellaneous Income	3,327.37	213.29
Total Income	1,272,862.21	1,229,273.00
Expense		
6500 · Salaries/Wages & Benefits	679,244.73	640,535.50
8530 · Bank & Direct Deposit Fees	916.57	542.67
8540 · Annual Audit	7,370.00	6,350.00
8620 · Collection/Electronic Resources	25,529.25	25,428.76
8630 · Wis Pub Lib Consortium Membshp	5,855.00	5,605.00
8670 · Professional Memberships	1,507.85	1,587.70
8690 · Librarian Workshops - General	4,505.32	4,209.85
8700 · CE/Collaboration Projects	100.00	350.00
8710 · CE Grants - General	3,000.00	3,396.25
8714 · Accessibility Audits	8,412.03	0.00
8720 · IFLS Staff Dvlpmt & Prof Mtgs	2,207.39	1,651.49
8735 · Library Consulting Expenses	300.00	300.00
8740 · Field Visits	4,282.84	3,470.79
8741 · Field Visits - Tech Support	0.00	288.15
8755 · Programming Kits	341.91	124.84
8812 · ILL Fees & Verification Sources	8,608.59	8,545.35
8850 · Delivery Service	269,457.85	268,006.08
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00
8864 · Wide-Area Network (WAN)	6,117.00	8,870.00
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	54,765.67	51,451.30
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00
8971 · Web Development	885.44	744.91
9010 · IFLS Committee Meetings	0.00	391.75
9020 · Professional Materials	1,040.08	1,151.21
9030 · Postage	607.75	140.31
9050 · Telephone	5,498.71	2,286.60
9060 · Supplies	612.35	581.62
9080 · Marketing & Advocacy PR	380.44	195.98
9123 · Building Overhead Expenses	18,045.72	14,088.52

IFLS Library System
Revenue and Expense Statement
January through December 2021

	Jan - Dec 21	Jan - Dec 20
9140 · Photocopier Costs	1,720.31	2,042.78
9160 · Computers	5,206.09	7,453.09
9190 · System Vehicle Expenses	1,257.97	1,551.48
9220 · Insurance	4,729.76	4,751.48
9240 · Contingency	1,091.79	1,869.93
9245 · Capital Expenditures	22,292.00	5,160.00
Total Expense	1,280,016.41	1,185,407.39
Net Ordinary Income	-7,154.20	43,865.61
Pass-thru Income/Expense		
Pass-thru Income		
5275 · DPI/Grow w/Google Grant Inc	21,562.50	0.00
5472 · LSTA 2020 Income	0.00	17,398.80
5473 · LSTA 2021 Income	165,234.84	0.00
5620 · Shared Cataloging Svc Income	229,252.05	173,903.79
5702 · Billable Project Income	133,880.90	189,060.62
Total Pass-thru Income	549,930.29	380,363.21
Pass-thru Expense		
8830 · Shared Cataloging Service	193,700.03	173,903.79
8940 · Projects Billable to Libraries	116,511.79	172,554.26
9800 · DPI/Grow with Google Grant Exp	21,562.50	0.00
9978 · LSTA 2020 Expenses	0.00	17,398.80
9979 · LSTA 2021 Expenses	165,234.84	0.00
Total Pass-thru Expense	497,009.16	363,856.85
Net Pass-thru Income	52,921.13	16,506.36
Year-to-date Income less Expense (IFLS Funds)	45,766.93	60,371.97
 MORE Shared System Income less Expense		
5670 · MORE Shared System Income	963,665.48	825,898.00
9500 · MORE Shared Automation Expenses	938,512.75	787,960.04
Year-to-date Income less Expense (MORE Funds)	25,152.73	37,937.96
 Year-to-date Income less Expense (ALL Funds)	70,919.66	98,309.93

Indianhead Federated Library System
2021 Revised Budget and Actuals (Approved by the Board on 9/22/21) Used for year end and financials/Annual Report)
27-Feb-22

Line Item Description	Staff	2021 Preliminary Budget	2021 Revised Budget	2021 Actual Amounts	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Inclusive Services	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
REVENUES:																
1 State Aids		1,200,056	1,200,056	1,200,056	225,340	112,963	116,366	-	153,040	303,689	103,946	48,191	28,713	58,191	49,617	1,200,056
2 Interest Income		4,000	1,000	1,237	1,237		-									1,237
3 Federal CARES Act Income		-	-	47,310		47,310										47,310
4 Federal Sparsity Aid Grant		-	-	4,869		4,869										4,869
5 Miscellaneous Income		17,800	17,800	19,390	52	4,463	14,344				531					19,390
6		1,221,856	1,218,856	1,272,862	226,629	169,605	130,710	-	153,040	303,689	104,477	48,191	28,713	58,191	49,617	1,272,862
7 SUBTOTAL REVENUES																
8 Pass-thru Income:																
9 Grant Income (Pass-thru)	GFILL	-	297,872	186,798			50,834				135,964	-		-		186,798
10 Pass-thru/Shared Cataloging Svc	LR	225,097	225,097	229,252			229,252									229,252
11 MORE Shared Sys Income (Pass-thru)	JT	887,631	922,631	963,665				963,665								963,665
12 Pass-thru (billable) Income	MISC	150,000	100,000	133,881		62,316	52,311	-			8,625			10,259	370	133,881
13 SUBTOTAL PASS-THRU REVENUE		1,262,728	1,545,600	1,513,596	-	62,316	332,397	963,665	-	-	144,589	-	-	10,259	370	1,513,596
14 Carry over of State Aids/Interest (est)		484,439	617,962	617,962	457,962	80,000	65,000				15,000					617,962
15 Carry over of MORE Funds/Interest (est)		304,765	374,749	374,749				374,749								374,749
16 TOTAL REVENUE		3,273,788	3,757,167	3,779,169	684,591	311,921	528,107	1,338,414	153,040	303,689	264,066	48,191	28,713	68,450	49,987	3,779,169
EXPENSES:																
17																
18 Salaries & Fringes (% of time in Program)	ALL	1,055,400	1,002,900	957,645	141,805	85,941	43,437	278,400	137,681	93,170	87,733	37,464	9,563	56,311	46,140	957,645
19 Audit	JB	6,500	7,370	7,370	7,370											7,370
20 Bank Service Charges	JB	1,000	1,000	917	917											917
21 New Furnishings/Equip <\$500	JG	400	1,200	-	-											-
22 Collection/Electronic Resources/Lynda	JT	25,800	25,700	25,529		25,529										25,529
23 Wis Pub Lib Consortium Memberships	MW	5,855	5,855	5,855		5,855										5,855
24 Professional Memberships	JT	3,200	3,200	1,508							1,508					1,508
25 Librarian Workshops/All	LL	4,500	4,650	4,505							2,253	1,689		563		4,505
26 CE Collaboration Projects	LL	500	100	100							100	-		-		100
27 Library Accessibility Audits	JT	5,540	9,111	8,412							-	8,412				8,412
25 Crisis Prevention Training (unfunded LSTA)	LL	250	-	-							-	-		-		-
26 CE Grants - WILA Conference	LL	3,000	3,000	3,000							3,000					3,000
27 IFLS Staff Dvlpmnt & Prof Mtgs	JT	9,000	7,000	2,207							2,207					2,207
28 Library Consulting Expenses	JT	600	600	300							300					300
29 Field Visits	JT	9,000	9,000	4,283		-	711				3,572					4,283
30 Story/Programming Kits & Dies	LL	750	360	342										342		342
31 ILL Fees & Verification Sources	MW	9,300	8,900	8,609					8,609							8,609

Line Item Description	Staff	2021 Preliminary Budget	2021 Revised Budget	2021 Actual Amounts	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Inclusive Services	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
32 Resource Lib (LEPhillips) Collection Grants	JT	23,000	23,000	23,000					4,000				19,000			23,000
33 Delivery Service - Walco Service	MW	260,000	270,000	260,825						260,825						260,825
34 Delivery Service - State-wide Service	MW	16,354	8,177	8,177						8,177						8,177
35 Delivery Service - Bags/Lost/Misc.	MW	5,600	2,600	456						456						456
36 Wide-Area Network Costs:	KS															-
37 T-1 Line Annual Cost	KS	3,000	3,000	-		-										-
38 WAN/CINC Maintenance	KS	7,370	7,370	6,117		6,117										6,117
39 MORE Library Subsidy	JB	110,000	110,000	110,000			110,000									110,000
40 LEANW/Shared Tech w/VVLS	KS	59,000	59,000	54,766		54,766										54,766
41 Long Range Planning Meetings	JT	500	500	-	-											-
42 Campaign for Wisconsin Libraries	JT	1,200	1,126	1,126											1,126	1,126
43 Web Development	KS	1,100	1,100	885											885	885
44 IFLS Committee Mtgs/Roundtables:	JT	3,000	-	-	-		-									-
45 Professional Materials	JT	1,500	1,410	1,040							1,040					1,040
46 Postage - General	JG	700	700	608	59	86	249	-	72	28	40	16	4	25	29	608
47 Telephone - Local, Long Dist, 800# Svc	JB	2,000	2,000	829	81	117	339	-	99	38	54	22	5	35	39	829
48 Telephone - MORE (notice calls)	JB	6,000	2,000	830	-	-	830	-	-	-	-	-	-	-	-	830
49 Telephone - Cell Phone Service	JB	960	4,080	3,840	1,680	240	1,920									3,840
50 Supplies - General Office	JG	1,120	800	612	612											612
51 Marketing & Advocacy PR	RK	1,020	1,020	380											380	380
52 Building/Land Overhead Costs	JB	24,430	22,930	18,046	1,754	2,541	7,384	-	2,150	830	1,177	490	118	753	849	18,046
53 Copier Maint. Agreement & Paper	JG	2,453	1,980	1,720	167	242	704	-	205	79	112	47	11	72	81	1,720
54 Computer - IFLS Hardware & Software	KS	6,400	6,900	5,206		5,206										5,206
55 System Vehicle - Gas/Maint/Insurance	JB	3,700	3,700	1,258							1,258					1,258
56 Insurance - Workers Comp	JB	2,600	2,600	1,879	183	265	769	-	224	86	123	51	12	78	88	1,879
57 Insurance - Bldg/Equip, Liab, Bond	JB	2,825	2,825	2,851	2,851											2,851
58 Contingency & Credit Card Reward Exp	JT	(500)	(500)	1,092	1,092											1,092
59 SUBTOTAL EXPENSES		1,685,927	1,628,264	1,536,125	158,571	186,905	166,343	278,400	153,040	303,689	104,477	48,191	28,713	58,179	49,617	1,536,125

Line Item Description	Staff	2021 Preliminary Budget	2021 Revised Budget	2021 Actual Amounts	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Inclusive Services	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
60 Pass-thru Expenses:																
61 Pass-thru/MORE Expenses (less Mgmt)	LR	674,231	686,731	660,113				660,113			-					660,113
62 Pass-thru/Shared Cataloging Svc	LR	225,097	225,097	193,700			193,700									193,700
63 Pass-thru/Grant Expenses	GF/LL	-	186,798	186,798	-	-	50,834				135,964	-		-		186,798
64 Pass-thru/Misc Billable Expenses	MISC	150,000	100,000	116,512		45,016	52,230	-			8,625			10,271	370	116,512
65 SUBTOTAL PASS-THRU EXPENSES		1,049,328	1,198,626	1,157,123	-	45,016	296,764	660,113	-	-	144,589	-	-	10,271	370	1,157,123
66 TOTAL EXPENSES		2,735,255	2,826,890	2,693,248	158,571	231,921	463,107	938,513	153,040	303,689	249,066	48,191	28,713	68,450	49,987	2,693,248
67 Percentage of Expenses by Program			ok	ok	5.9%	8.6%	17.2%	34.8%	5.7%	11.3%	9.2%	1.8%	1.1%	2.5%	1.9%	100.0%
68 Capital and Reserves:																
69 Capital Expenditures		10,000	20,000	22,292	22,292											22,292
70 Reserves - MORE Hardware/Software	JB	224,000	224,000	224,000				224,000								224,000
71 Reserves - MORE Future Yr	JB	-	60,000	60,000				60,000								60,000
72 Reserves - Building/Land	JB	65,000	65,000	65,000	65,000											65,000
73 Reserves - MORE Startup Assist/Subsidy	JB	10,000	10,000	15,000			15,000									15,000
74 Reserves - Shared Svcs Prog/Bldg Expan	LR	50,000	50,000	50,000			50,000									50,000
75 Reserves - Vehicle Replacement	JB	25,000	25,000	25,000	25,000											25,000
76 Reserves - Personnel	JB	40,000	40,000	150,000	150,000											150,000
77 Reserves - WAN/Web Equip Replacement	GF	20,000	20,000	40,000		40,000										40,000
78 Reserves - System Equipment/Furnishings	JB	20,000	20,000	40,000	40,000											40,000
79 Reserves - Tech Project/Billable Reserves	JB	30,000	30,000	40,000		40,000										40,000
80 Reserves - Future Yr Operating Budgets	JB	-	184,906	184,906	184,906											184,906
81 Reserves - Computer Lab Replacement	GF	10,000	10,000	15,000							15,000					15,000
82 TOTAL Carryover Funds for the Next Year		34,533	171,371	154,723	38,822	-	-	115,901	-	-	-	-	-	-	-	154,723
83 End-of-Year Carryover Breakdown:																
84 IFLS Carryover Reserves		270,000	270,000	440,000												
85 IFLS Carryover Committed			184,906	184,906												
86 IFLS Carryover Uncommitted		18,768	123,122	38,822												
87 MORE Carryover Reserves		224,000	224,000	224,000												
88 MORE Carryover Committed			60,000	60,000												
89 MORE Carryover Uncommitted		15,765	48,249	115,901												

IFLS Annual Report - 2021

Section VII. System Membership Listing

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

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

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

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

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

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

EAU CLAIRE COUNTY *(County Plan Revision - 2021/Renews Annually)*

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

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

Durand Free Library - Durand
Pepin Public Library - Pepin

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

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

IFLS Annual Report - 2021

Section VII. System Membership Listing

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

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

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

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

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

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

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

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

IFLS Library System
Member Library Annual Reports for 2021
System Effectiveness Statements

Cameron Public Library

The IFLS Library System has and continues to effectively enhance library services for the communities that the Cameron Public Library serves. They efficiently, professionally, and congenially provide specialized staff and administrative assistance, they provide information for continuing education opportunities for both library workers and trustees; the IFLS staff provides timely and helpful communications, orchestrating cooperative supply orders, resource sharing and delivery services; they are instrumental in keeping member libraries connected and informed; they hear and take action to help libraries offer customized services for our communities; they keep libraries abreast of new technologies and expansion of use; the System provides pertinent information regarding funding, encouraging and helping libraries to meet goals. The IFLS Library System and its staff are our greatest resource!

Colfax Public Library

We appreciate the guidance and assistance we receive from IFLS.

Cornell Public Library

We appreciate any help we are given by our library system. This year we especially appreciated their help and guidance in searching for a new library director.

Deer Park Public Library

The IFLS Director and staff continue to provide support and encouragement to the Deer Park Public Library director and staff. Workshops and webinars for continuing education have been adapted to keep everyone safe during the COVID pandemic. Virtual check-ins coordinated by IFLS staff to help library directors stay connected and supported during the uncertainty of the pandemic. At the same time IFLS staff have helped keep the flow of materials reaching the library users. The availability of the IFLS staff to library staff to answer questions, provide input and support is invaluable.

L.E. Phillips Memorial Public Library - Eau Claire

IFLS has continued to provide excellent support as we face the continuing challenges of the COVID-19 pandemic, especially with continuing education, networking, and resource sharing opportunities. John Thompson in particular has been tremendously helpful in providing guidance and active support in our search for a new Director. Leah Langby's expertise has also been invaluable to staff evaluating and updating our collection policy with a focus on EDI. All in all, IFLS has once again provided needed leadership and resources during another unsettled year.

Ellsworth Public Library

The library system continued to keep libraries in communication with each other by providing a safe and effective way to conduct meetings, participate in training opportunities, and connect with peers. Our library relied heavily on the system director for advice related to our capital campaign project.

Elmwood Public Library

The Elmwood Public Library greatly appreciates our library system. The staff is very supportive during tough times and is always responsive to questions of all varieties. We have truly yet to be disappointed in the services they provide.

Fairchild Public Library

The board has commented numerous times about the help provided from our library system in coming onboard to the MORE System and becoming automated. The IFLS System provided excellent personnel to assist our staff.

Glenwood City Public Library

IFLS provided technology help, Webinars, Helped with PR templates, Helped with program ideas, and so much more. I am a new librarian here and I was grateful for all their help and knowledge.

Rusk County Community Library - Ladysmith

IFLS has been a strong support for the library, library board and also library staff throughout the year, going above and beyond to provide excellent service for Rusk County Community Library.

Menomonie Public Library

IFLS leadership and services are excellent, in all areas.

Plum City Public Library

The IFLS library system continues to be a wonderful resource with efficient and knowledgeable staff.

Rice Lake Public Library

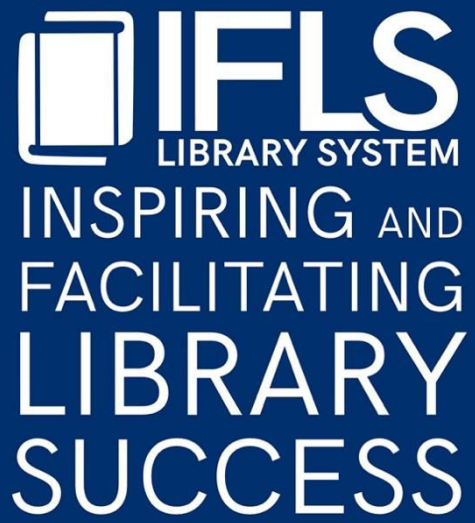
The IFLS Library System is such an amazing resource for the staff and Board of Trustees of the Rice Lake Public Library (RLPL). Daily, our library operations are made infinitely easier thanks to IFLS services / programs – from our courier deliveries to technology questions answered via help desk ticket, to professional development opportunities (just to name a few). Public librarianship (especially within the rural counties of Wisconsin) can be an isolating thing. But thanks to the fantastic team at IFLS, RLPL staff have countless connections within system libraries and at the system itself. Wrangling 50 plus libraries (and their Boards / Library Directors) is no mean feat. But through thoughtful leadership, a seemingly unending supply of patience and a great sense of fun, IFLS more than meets the needs of the RLPL. We are proud to be member libraries of IFLS!

River Falls Public Library

I am always impressed with our library system leadership. Help is always available when we need it.

D.R. Moon Memorial Library - Stanley

As expected, IFLS staff have been wonderful and supportive over the past year. They are always ready to help or answer questions and provide amazing service in a professional and cheerful manner.



Employee Handbook

TABLE OF CONTENTS

INTRODUCTION.....	5
010 Purpose and Use of This Employee Handbook.....	5
020 Governance.....	5
030 Committees (That Report to the Full Board).....	5
Executive Committee	5
Personnel Committee	5
Advisory Council of Librarians.....	6
040 Employer	6
GENERAL POLICIES	7
110 Verification of Right to Work	7
115 Recruitment, Selection and Hiring.....	7
At Will Employment	7
Recruitment and Selection.....	7
Equal Employment Opportunity	7
120 Hiring of Relatives	7
125 Conflict of Interest	8
130 Non-Discrimination, Non-Harassment & Non-Retaliation Policy	9
135 Safe Workplace	10
140 Reasonable Accommodation	10
145 Continuing Education	11
150 Illegal Duplication of Copyrighted Materials and Computer Software (Unauthorized Copying)	11
155 Computers, Electronic Mail, and Voice Mail Usage Policy	12
Use of IFLS Library System Technology and Services	12
Prohibited Uses	12
Ownership and Privacy	13
Result of Violation of Policy	13
160 Social Media Policy.....	13
165 Political Activities	14
170 Personnel Records.....	14
175 Employee Status Changes.....	14
180 Weather and Emergency Closure	15

185	Travel and Reimbursement Policy	15
	Travel Expense Reimbursement	15
VEHICLE USE.....		16
	VEHICLE OPTION: System Vehicle	16
	VEHICLE OPTION: Personal Vehicle	16
	Travel with Family	16
190	Smoke-Free Environment	17
195	Employee Expectations	17
	Security & Workplace Violence.....	17
	Company Equipment & Supplies.....	17
	Personal Property, Internal Investigations & Searches.....	17
EMPLOYMENT POLICIES		18
205	Introductory Period.....	18
210	Standards for Employee Conduct	18
	Prohibited Conduct	18
215	Dismissal.....	19
220	Performance Evaluations and Communication	19
225	Advancement, Promotion, Transfer	19
230	Schedule of Paydays.....	20
235	Payroll Deductions and Errors in Pay.....	20
240	Work Week and Employee Classifications	20
	Exempt and Non-Exempt Classifications.....	20
	Daily Time Records.....	21
	Salary Deduction	21
245	Telecommuting or Permanent Remote Work	22
250	Rest Periods	22
255	Lunch Period	22
260	Nursing Mothers	23
265	Resignation/Retirement	23
CONFLICT RESOLUTION		25
305	Resolution of Employee Complaints/Grievance Procedure	25
	Step 1: Written Grievance Filed With Supervisor	26
	Step 2: Written Grievance Appealed to IFLS Library System Director	26
	Step 3: Written Grievance Appealed to Personnel Committee	27

Step 4: Written Request For Hearing Before Hearing Examiner	27
Step 5: Written Request For Final Review by IFLS Library System Board Of Trustees	27
Timelines	28
Costs.....	28
EMPLOYEE BENEFITS	29
Insurances and Pension Plans	29
410 ETF (Employee Trust Fund) Benefits: Benefits governed by the State of Wisconsin Department of Employee Trust Funds	29
Wisconsin Retirement System Pension Plan (WRS)	29
Group Life Insurance	29
Income Continuation Insurance (ICI)	30
Wisconsin Deferred Compensation Program (WDC)	30
Health Insurance	30
415 Non-ETF Benefits.....	30
Dental Insurance	30
COBRA (Consolidated Omnibus Budget Reconciliation Act)	30
420 Workers Compensation Insurance	31
LEAVE BENEFITS	32
505 Vacation Leave.....	32
510 Sick Leave	33
515 Holiday Leave/Personal Days.....	34
520 Funeral Leave.....	35
525 Jury Duty.....	35
530 Military Leave	35
535 Compensatory Leave (Comp Time).....	36
540 Leave Without Pay	36
550 Federal Family and Medical Leave Act (FMLA)	36
How does IFLS Library System apply FMLA leave?.....	37
Before Employee Uses This Benefit	37
Using this Benefit	37
Limits To Regular Benefits.....	37
Before Employee Returns to Work	37

OTHER BENEFITS	38
605 Longevity	38
610 Employee Assistance Program	38
Acknowledgment Form	39

INTRODUCTION

010 PURPOSE AND USE OF THIS EMPLOYEE HANDBOOK

The purpose of this Employee Handbook is to introduce employees to IFLS Library System's employment policies.

This Employee Handbook is general in nature. It is impossible to anticipate every circumstance of employment at IFLS Library System. If there is anything that comes up that is not specifically covered, please contact the IFLS Library System Director or the Business Manager.

This Employee Handbook is not to be construed as a contract. Nothing in this Employee Handbook creates a promise, guarantee, or entitlement to any rights or benefits. Similarly, nothing in this Employee Handbook limits IFLS Library System's right to terminate an individual's employment at any time for any reason not prohibited by law. The Board of Trustees reserves the right to amend, add, delete, or change this Employee Handbook from time to time at its discretion. Finally, some of the benefits described generally in this Employee Handbook may be covered in specific detail in official insurance plan documents. Employees should refer to the official plan documents for specific terms, conditions, limitations, and eligibility requirements.

020 GOVERNANCE

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

030 COMMITTEES (THAT REPORT TO THE FULL BOARD)

EXECUTIVE COMMITTEE

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

PERSONNEL COMMITTEE

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

ADVISORY COUNCIL OF LIBRARIANS

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

Read the [IFLS Library System Bylaws](#).

040 EMPLOYER

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

GENERAL POLICIES

110 VERIFICATION OF RIGHT TO WORK

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

115 RECRUITMENT, SELECTION AND HIRING

AT WILL EMPLOYMENT

Employment with IFLS Library System is on an at-will basis. This means that the employment relationship may be terminated by employee or IFLS Library System at any time and for any reason not prohibited by law. Nothing in this Employee Handbook shall alter the at-will employment status.

RECRUITMENT AND SELECTION

Recruitment and selection of the work force at IFLS Library System is the first step in ensuring the quality of service provided. When a need exists to add or replace a position, every effort will be made to recruit employees who possess the capabilities, training, education, experience, and commitment to servant leadership necessary to fulfill the functions of the position.

EQUAL EMPLOYMENT OPPORTUNITY

IFLS Library System is an equal opportunity employer. IFLS Library System makes employment decisions based on merit, qualifications, and abilities and affords equal employment opportunities to all employees and job applicants without discrimination on the basis age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest or conviction record (except as permitted when substantially related to the employment position), military service, use or nonuse of lawful products off IFLS Library System's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious or political matters, or any other basis prohibited by federal, state, or local law.

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

120 HIRING OF RELATIVES

IFLS Library System is not opposed to hiring relatives of existing employees. An employee must not supervise the work of a family member or close relative or engage in any conduct in violation of IFLS Library System's Conflict of Interest policy or other policies.

125 CONFLICT OF INTEREST

IFLS Library System expects its employees and Board of Trustee members to perform their jobs according to the highest ethical standards of conduct. Business dealings that appear to create a conflict between the interests of IFLS Library System and an employee or Board of Trustee member are unacceptable. Therefore, all employees and Board of Trustee members have a duty to immediately disclose to IFLS Library System any potential or actual conflicts of interest so that IFLS Library System may evaluate and prevent conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is arguably in a position to influence a decision that may result in a personal gain for the employee, an immediate family member, or other interested party, as a result of employment or affiliation with IFLS Library System or IFLS Library System's business dealings. Consistent with this policy, and by way of example, an IFLS Library System employee or Board of Trustee member must not use their public position or office to obtain financial gain or anything of substantial value for their private benefit or the benefit of immediate family or for an associated organization.

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

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

Except as noted below, IFLS Library System Board of Trustees members and IFLS Library System employees must not:

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

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

130 NON-DISCRIMINATION, NON-HARASSMENT & NON-RETALIATION POLICY

IFLS Library System is committed to a work environment in which all individuals are treated with dignity and respect. All employees have a right to work in a professional atmosphere free of unlawful discrimination, harassment, and retaliation, including but not limited to sexual harassment. Accordingly, such conduct is expressly prohibited. Employees who violate this policy will be subject to appropriate disciplinary action up to and including immediate termination.

A. Prohibition Against Sexual Harassment

IFLS Library System strictly prohibits sexual harassment. Sexual harassment is a form of discrimination which is illegal under federal, state, and local laws. Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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

B. Prohibition Against Other Unlawful Harassment

IFLS Library System also strictly prohibits other forms of unlawful harassment verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest or conviction record (except as permitted when substantially related to the employment position), military service, use or nonuse of lawful products off IFLS Library System's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious or political matters, or any other basis prohibited by federal, state, or local law, or that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

IFLS Library System also strictly prohibits the kind of civil harassment prohibited by Wis. Stat. § 947.013 including any actual or implied threat of physical violence or an act intended to harass or intimidate a person for no legitimate purpose. Supervisory counseling, coaching, performance management, disciplinary action, or holding employees

accountable for duties, performance or policy expectation, or behavior are not generally considered forms of harassment or intimidation or a violation of this policy.

C. Prohibition Against Retaliation

IFLS Library System also strictly prohibits retaliation against any individual who in good faith reports unlawful discrimination, harassment, or retaliation, or who in good faith participates in an investigation by IFLS Library System into such a report.

D. Complaint Procedure: Reporting an Incident of Harassment, Discrimination or Retaliation

IFLS Library System requires employees and Board of Trustee members to immediately report all concerns or observations of potential unlawful discrimination, harassment, or retaliation, regardless of the potential offender's identity or position. Individuals who believe they have experienced conduct that is unlawful or contrary to this policy must report such concerns or observations to their supervisor, the System Director, or some other member of IFLS Library System's management employees or leadership team who they feel comfortable speaking with, in order that the IFLS Library System may promptly investigate and address such concerns and observations and take appropriate action to address them. Early reporting is essential to resolving actual or perceived incidents of discrimination, harassment, and retaliation.

135 SAFE WORKPLACE

Safety is a condition of employment. Employees must comply with all federal and state safety regulations and abide by all safety and health policies, practices, and procedures implemented by IFLS Library System. Employees may not engage in any conduct that tends to create a safety, health, fire, or other hazard. Under no circumstances may employees remove or make inoperative any safety device. Employees must immediately report unsafe practices and conditions to their supervisor. Delay could result in serious injury.

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

Suggestions from all employees regarding safety are welcomed and encouraged.

Firearms are not allowed in the IFLS Library System building or IFLS Library System vehicle.

140 REASONABLE ACCOMMODATION

IFLS Library System Library System will provide reasonable accommodation to qualified individuals with known disabilities unless doing so would result in undue hardship. If employee needs a reasonable accommodation to perform the employment-related responsibilities of employee's job, contact employee's supervisor or the IFLS Library System Director right away so that IFLS Library System may engage employee in an interactive discussion to get a better understanding of employee's job-related needs and to explore possible reasonable accommodation options.

145 CONTINUING EDUCATION

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

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

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

IFLS Library System prohibits the illegal duplication of materials, including software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

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

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

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

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

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

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Employees who violate this policy will be subject to appropriate disciplinary action up to and including immediate termination.

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

155 COMPUTERS, ELECTRONIC MAIL, AND VOICE MAIL USAGE POLICY

IFLS Library System's computer, network, cloud, email, voice mail, and other communication and information storage systems are the property of IFLS Library System. All communications and information transmitted by, received from, or stored in these systems are also IFLS Library System property. Employees have no right of personal privacy in any matter stored in, created, received, or sent over these systems. IFLS Library System reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over these systems, for any reason, and without notice to, or permission from, any employee. The use of security measures, including passwords, will not in any way diminish IFLS Library System's right to access materials on its systems, or create any privacy rights on the part of employees in the communications, files, and data on these systems. Employee passwords must be disclosed to IFLS Library System.

Employees are not authorized to retrieve or read any e-mail messages, files, data, or other information that are not specifically intended for their review by IFLS Library System. Electronic "snooping" by any employee is a violation of IFLS Library System policy and strictly prohibited.

USE OF IFLS LIBRARY SYSTEM TECHNOLOGY AND SERVICES

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

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

PROHIBITED USES

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

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

OWNERSHIP AND PRIVACY

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

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

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

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

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

RESULT OF VIOLATION OF POLICY

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

160 SOCIAL MEDIA POLICY

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

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

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

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

165 POLITICAL ACTIVITIES

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

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

170 PERSONNEL RECORDS

The System must keep files on all personnel which includes:

- W2 and W4 forms
- forms related to
 - hiring
 - requests for leave
 - performance evaluations
 - discipline memoranda
 - written grievances
 - commendations
 - health forms
 - attendance records at continuing education activities
 - letters of reference
 - vacation and sick leave balances.

Personnel files are confidential and the only employees with general access to them are the IFLS Library System Director, IFLS Library System Business Manager for payroll and benefit administration purposes, and the IFLS Library System Personnel Committee in the event of a grievance matter. However, IFLS Library System reserves the right to provide access to others as necessary for legal compliance or other business purposes.

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

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

175 EMPLOYEE STATUS CHANGES

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

180 WEATHER AND EMERGENCY CLOSURE

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

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

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

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

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

If employee has questions, please contact the IFLS Library System Business Manager and IFLS Library System Director.

185 TRAVEL AND REIMBURSEMENT POLICY

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

TRAVEL EXPENSE REIMBURSEMENT

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

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

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

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

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

Charges for alcohol are not reimbursed.

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

VEHICLE USE

Employees must have and carry a current valid driver's license at all times while operating an IFLS Library System vehicle at any time or a personal vehicle for work purposes. Employees are required to operate such vehicles in a safe and responsible manner at all times, in compliance with applicable traffic laws and rules of the road, including but not limited to use of seat belts. Employees are prohibited from using cell phones, PDAs, or other electronic devices while operating a vehicle or possessing alcohol or drugs in a vehicle. Under no circumstances may employees operate vehicles while under the influence of alcohol or drugs. Employees taking prescription medication that may affect their driving ability or cause drowsiness must contact IFLS Library System to discuss whether restrictions are necessary. No family members or friends are allowed to drive or ride in an IFLS Library System vehicle at any time. Employees are personally responsible for any parking and traffic citations, property damage, and liability exposure incurred while operating the vehicle and must immediately report any accident or property damage to IFLS Library System.

VEHICLE OPTION: SYSTEM VEHICLE

IFLS Library System provides a system vehicle for system business travel. System vehicle use is scheduled with the IFLS Library System Administrative Associate and/or noted on shared calendar.

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

Any personal miles put on the system vehicle will be reimbursed to the IFLS Library System at the prevailing state mileage rate.

VEHICLE OPTION: PERSONAL VEHICLE

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

Mileage must be reimbursed at the prevailing state mileage rate.

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

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

- Departing from home would result in the reduction of travel time to destination by more than 20 minutes
- Traveling with relatives and/or spending additional time at location on non-system business
- Weather conditions that might be safer in a personal vehicle
- IFLS Library System vehicle in use

TRAVEL WITH FAMILY

Family members must not travel in the IFLS Library System vehicle.

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

190 SMOKE-FREE ENVIRONMENT

Smoking, vaping, and other tobacco or similar product use is forbidden in the building and the IFLS Library System vehicle or during working time. It is permitted outside the back of the building away from entrance and exit areas during non-working time. Employees may not take extra break time to engage in such conduct.

195 EMPLOYEE EXPECTATIONS

SECURITY & WORKPLACE VIOLENCE

IFLS Library System strictly prohibits all implied and actual threats, and acts, of physical intimidation and violence. Visitors and third parties are not permitted in working areas without IFLS Library System's prior approval and in such cases must be accompanied by an employee escort at all times. Employees must immediately report any violations of this policy or any suspicious behavior to their supervisor, department head, or IFLS Library System Director and should contact law enforcement agencies by dialing "911" if they feel unsafe.

COMPANY EQUIPMENT & SUPPLIES

Employees are expected to exercise care at all times when in use of IFLS Library System equipment, supplies, and other property and may only use such property of the IFLS Library System for authorized purposes. Loss, damage, or theft of IFLS Library System property should be reported to IFLS Library System immediately. Employees who violate this policy will be subject to appropriate disciplinary action, up to and including immediate termination, as well as potential civil and/or criminal liability.

PERSONAL PROPERTY, INTERNAL INVESTIGATIONS & SEARCHES

IFLS Library System is not responsible for any employee personal property that is lost, stolen, or damaged while on IFLS Library System's premises. From time to time, IFLS Library System may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so. Desks, file cabinets, lockers, vehicles, and other storage devices may be provided for the convenience of employees but remain the sole property of IFLS Library System. In IFLS Library System's discretion, work areas (including desks, file cabinets, lockers, vehicles, and other storage devices) and personal belongings may be subject to search without notice.

EMPLOYMENT POLICIES

205 INTRODUCTORY PERIOD

Every IFLS Library System employee is subject to an initial six-month introductory period. This applies to new hires as well as employees with promotions, transfers, or position reclassifications. During the introductory period, IFLS Library System will monitor an employee's performance and overall fit in the position. Employees are not guaranteed a full six-month introductory period. IFLS Library System may terminate the introductory period and employment early if it determines that the employee's performance or fit is not right for the position. IFLS Library System may also extend the introductory period in its discretion.

Completion of the training period does not guarantee continued employment, as employment is always at-will. Employees who continue employment after the conclusion of the training period will be subject to ongoing supervision and periodic review by IFLS Library System.

210 STANDARDS FOR EMPLOYEE CONDUCT

IFLS Library System has adopted these Standards for Employee Conduct as a non-exhaustive list of basic standards of conduct that all IFLS Library System employees are required to comply with. Employees who violate this policy, any other IFLS Library System policy, or the lawful directive of a supervisor or other IFLS Library System management will be subject to disciplinary action.

PROHIBITED CONDUCT

- A. Violation of any IFLS Library System policy, procedure, or performance expectation.
- B. Failure to treat others with dignity and respect at all times including but not limited to times of disagreement.
- C. Insubordination including but not limited to disobedience or failure or refusal to carry out lawful assignments or instructions.
- D. Falsifying records, giving false information, failing in one's duty to speak to disclose material information, or other untruthful or unethical behavior.
- E. Failure to provide accurate and complete information if required by an authorized person.
- F. Failure to comply with safety requirements, rules, and regulations.
- G. Negligence or deficient performance of assigned duties.
- H. Unexcused or excessive absenteeism or tardiness.
- I. Failure to timely notify the supervisor of unanticipated absences or tardiness.

- J. Unauthorized or improper access, use, or disclosure of IFLS Library System property including but not limited to restricted areas, network systems, electronic data, records, and equipment.
- K. Threatening, intimidating, harassing, or interfering behavior including but not limited to inhibiting another employee's work performance, unprofessional language, or other unprofessional behavior.
- L. Making false or malicious statements concerning other employees, supervisors, or the IFLS Library System.
- M. Use of alcohol or illegal drugs during working hours, while on IFLS Library System property, while in an IFLS Library System vehicle, or while in a personal vehicle for work purposes, or reporting for work under the influence of alcohol or illegal drugs.
- N. No weapons of any kind are allowed in the IFLS Library System offices or the IFLS Library System vehicle.

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

215 DISMISSAL

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

220 PERFORMANCE EVALUATIONS AND COMMUNICATION

IFLS Library System encourages open communications between employees and their supervisors, as well as between peers.

Performance evaluations must be conducted annually by the employee's direct supervisor and discussed fully with the employee. Employees are encouraged to request further guidance at any time.

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

225 ADVANCEMENT, PROMOTION, TRANSFER

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

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

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

230 SCHEDULE OF PAYDAYS

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

235 PAYROLL DEDUCTIONS AND ERRORS IN PAY

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

240 WORK WEEK AND EMPLOYEE CLASSIFICATIONS

IFLS Library System allows flex-time subject to the needs of the organization with consideration of an employee's past and current performance, disciplinary record, and commitment to complying with IFLS Library System policies. This means employee's work hours can be adjusted within the following guidelines:

- Employees schedule their work hours with their supervisor or the IFLS Library System Director.
- Work hours conform to job requirements.
- Employees coordinate their schedule with fellow employees.

The past approval of a flex-time schedule does not limit IFLS Library System's right to modify or terminate an employee's flex-time schedule. IFLS Library System reserves the right to require an employee to work a schedule that helps IFLS Library System meet its mission or for other reasons in its discretion. The standard full-time work week is 35-40 hours.

EXEMPT AND NON-EXEMPT CLASSIFICATIONS

Federal and state wage and hour law groups employees into two categories: exempt and non-exempt.

- **Exempt employees** are eligible for overtime compensation. An employee can be classified as exempt when the employee performs the work of a bona fide administrator, executive, or professional employee (or some other recognized overtime exemption under federal and state law) and is generally paid on a salary basis.
- **Non-exempt employees** are eligible for overtime compensation at the rate of one and one-half (1.5) times the regular rate of pay for hours worked in excess of 40 hours in a workweek. For nonexempt employees, the standard workweek at IFLS Library System begins at 12:00 a.m. on Saturday and runs through Friday at 11:59 p.m.

Employees may be required to work overtime when requested to do so. However, employees working overtime without approval of a supervisor will be subject to appropriate disciplinary action.

DAILY TIME RECORDS

All non-exempt employees are required to maintain, on a daily basis on their timecards, a record of all hours worked, as well as the starting and ending times of each workday and meal periods. Under no circumstances may any employee perform “off the clock” work (i.e., work that is not recorded on the timecard and therefore not paid). Similarly, no supervisor or manager of IFLS Library System is authorized to direct any employee to perform “off the clock” work. If an employee believes IFLS Library System has failed to pay employee for all hours worked or at the wrong rate, or if employee believes IFLS Library System has made an impermissible deduction from wages, please contact employee’s supervisor and the IFLS Library System Director immediately and IFLS Library System will promptly investigate any such concern. Employees who violate this policy, or who submit incomplete, inaccurate, or false time records will be subject to appropriate disciplinary action, up to and including immediate termination, as well as potential civil and/or criminal liability.

SALARY DEDUCTION

In accordance with the Fair Labor Standards Act, exempt employees who are required to be paid on a salary basis generally may not have their salaries reduced for variations in the quantity or quality of work performed. They may, however, be disciplined for failing to timely or adequately perform their job duties or otherwise. Exempt employees who feel their pay has been improperly reduced should report the reduction to the IFLS Library System immediately.

A. Provisions Mandated by the Salary Basis Rules

Exempt employees must normally receive their full salary for any week in which they perform any work. However, exempt employees need not be paid for any workweek in which they perform no work. Salary deductions cannot be made as a result of absences due to: (1) jury duty; (2) attendance as a witness; (3) temporary military leave; (4) absences caused by the employer or operating requirements of business; or (5) partial day absences other than those discussed below. Such deductions are prohibited by IFLS Library System. Employees who violate this policy by making impermissible deductions will be subject to disciplinary action.

B. Permissible Salary Deductions

Deductions may be permissible for the following: (1) absences of one or more full days for personal reasons other than sickness or disability; (2) absences of one or more full days due to sickness or disability; (3) fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week; (4) unpaid disciplinary suspensions of one or more full days; and (5) deductions for the first and last weeks of employment, when only part of the week is worked by the employee.

C. Complaint Procedure

Exempt employees who believe their pay has been improperly reduced should report their concerns to their supervisor, IFLS Library System Director, or some other member of IFLS Library System's management employees who they feel comfortable speaking within order that IFLS Library System may promptly investigate and address such concerns. If a deduction was in fact improper, IFLS Library System will promptly reimburse the employee. Following the identification of any such problem, IFLS Library System will establish a practice to ensure no further issues arise.

D. Prohibition Against Retaliation

IFLS Library System prohibits retaliation against any individual who in good faith reports an improper deduction or who in good faith participates in an investigation related to such a report.

245 TELECOMMUTING OR PERMANENT REMOTE WORK

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

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

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

250 REST PERIODS

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

255 LUNCH PERIOD

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

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

260 NURSING MOTHERS

For up to one (1) year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk. To ensure privacy, IFLS Library System will provide a private room, other than a restroom, free from intrusion by co-workers or the public, to express milk. The room will be clearly designated and either have a lock or a sign on the door to indicate the room is in use. Nursing mothers will also have access to a refrigerator to store their breast milk. Employees are responsible for labeling their milk with their name and the date on which it was expressed. Employee should work with their supervisor to schedule break times, as needed. Breaks of more than 30 minutes in length will be unpaid and should be recorded. Employees who have any questions or concerns regarding this policy should contact the Business Manager.

265 RESIGNATION/RETIREMENT

These are the expectations for resignation/retirement procedures:

- Submit notice in writing, dated and signed, to the direct supervisor and include the effective date.
- The following notice is requested before leaving a position:
 1. 2 weeks for support staff positions
 2. 4 weeks for all other positions

Resigning/Terminating Employees:

- An exit interview must be conducted for all employees upon resignation. The IFLS Library System Personnel Committee must conduct the exit interview of the IFLS Library System Director.
- Upon termination, insurance premiums must be paid in such a manner as to provide for insurance coverage through the last day of the month following the month of the employee's last paycheck.
- Each terminating employee must have the option of receiving accrued vacation wages in
 1. Lump sum cash payment (minus taxes and other deductions due). This option does not extend the employee's termination date.
 2. Through continued payroll checks. This option extends the employee's termination date.

Retiring Employees (that meet the retirement requirements of the Wisconsin Retirement System):

- An exit interview must be conducted for all employees upon retirement. The IFLS Library System Personnel Committee must conduct the exit interview of the IFLS Library System Director.
- Upon retirement, insurance premiums must be paid in such a manner as to provide for insurance coverage through the last day of the month following the month of the employee's last paycheck.

- Each retiring employee must have the option of receiving accrued vacation wages in
 1. Lump sum cash payment (minus taxes and other deductions due). This option does not extend the employee's retirement date.
 2. Fund to purchase IFLS Library System health and/or dental insurance as available. This option does not extend the employee's retirement date. Maximum 18 months to purchase health and/or dental insurance as available.
 3. Through continued payroll checks. This option extends the employee's retirement date.
- Retiring employees will receive 50% of the value of their unused sick leave. Options available to the employee:
 1. Lump sum payments (minus taxes and other deductions due).
 2. Fund to purchase IFLS Library System health and/or dental insurance as available. This option does not extend the employee's retirement date.

CONFLICT RESOLUTION

305 RESOLUTION OF EMPLOYEE COMPLAINTS/GRIEVANCE PROCEDURE

Occasionally, an employee may have a concern related to employment matters. IFLS Library System wants all employees to feel that the channels of communication are open to them at all times and that they are encouraged to voice concerns when they arise. In some cases, an employee may not be satisfied with IFLS Library System's response.

The following grievance procedure is intended to provide a timely and orderly review of disputes regarding: (1) employee termination, (2) employee discipline, and (3) workplace safety. An employee may be accompanied by a representative at any step of this procedure.

Definitions.

"Days" means business days, which excludes Saturdays, Sundays, and federal holidays.

"Discipline" means all levels of progressive discipline. "Discipline" does not include:

- Placing an employee on paid administrative leave pending an internal investigation;
- Counseling or other pre-disciplinary action;
- Taking action to address work performance, including use of a performance improvement plan;
- Non-disciplinary demotion, transfer, or change in job assignment; or
- Other personnel actions taken by IFLS Library System that are not a form of progressive discipline.

"Governing Body" means the IFLS Library System Board of Trustees.

"Hearing Officer" means an impartial hearing officer. The Hearing Officer shall be selected by IFLS Library System from the Wisconsin Employment Relations Commission or other reasonable option.

"Termination" means action taken by IFLS Library System or its authorized agents or representatives to permanently separate an individual from employment with IFLS Library System, such as for a policy violation, performance deficiency, disrespect for authority, insubordination, failing to treat an employee or community member with dignity and respect, other misconduct, or any other reason in IFLS Library System's discretion. Notwithstanding the foregoing, "Termination" does not include:

- Voluntary quit or resignation;
- Layoff or failure to be recalled from layoff at the expiration of the recall period;
- Retirement;
- Non-disciplinary demotion;

- End or completion of temporary or seasonal employment or assignment; or
- Any other cessation of employment not involving an involuntary separation.

“Workplace” Safety means conditions of employment affecting an employee’s safety resulting from work exposure or any alleged violation of any safety or health standard established under federal, state, or local law, rule, or regulation relating to workplace safety, to the extent applicable to IFLS Library System and employee.

Steps of the Grievance Procedure

STEP 1: WRITTEN GRIEVANCE FILED WITH SUPERVISOR

The employee may submit a written grievance. An oral complaint may be submitted to the employee's supervisor within five working days of when the employee knows, or should have known, of the events giving rise to the grievance. The employee’s written grievance must include:

- The name and position of the employee making it;
- A statement of the issues involved;
- A detailed explanation of the facts relating to the issues;
- The dates the events giving rise to the grievance took place;
- A statement of the relief sought;
- All actions, policies, procedures, or directives being challenged;
- The past steps the employee has taken to review the matter, either orally or in writing, with the employee’s supervisor; and
- The employee’s signature and date of signature.

A meeting between the employee and the supervisor is recommended at this step. The grievance is deemed denied upon the earlier of written denial by the supervisor or within five working days after the supervisor’s receipt of the written grievance.

STEP 2: WRITTEN GRIEVANCE APPEALED TO IFLS LIBRARY SYSTEM DIRECTOR

If the first step fails to resolve the grievance, the employee must appeal the Step 1 denial by submitting the written grievance to the IFLS Library System Director within five working days of the Step 1 denial. A conference with the employee, the supervisor, and the IFLS Library System Director should be held within a reasonable period of time after receipt of the written grievance. The grievance is deemed denied upon the earlier of written denial by the IFLS Library System Director or within five working days after the IFLS Library System Director’s receipt of the written grievance.

STEP 3: WRITTEN GRIEVANCE APPEALED TO PERSONNEL COMMITTEE

If the second step fails to resolve the grievance, the employee must appeal the Step 2 denial by submitting the written grievance to the Personnel Committee within ten working days of the Step 2 denial along with the employee's written explanation for the appeal for review by the Personnel Committee at its next meeting. The employee must attend any open portion of the Personnel Committee meeting. The grievance is deemed denied upon the earlier of the written denial by the Personnel Committee or within ten working days after the Step 3 Personnel Committee meeting.

STEP 4: WRITTEN REQUEST FOR HEARING BEFORE HEARING EXAMINER

If the third step fails to resolve the grievance, the employee must appeal the Step 3 denial by submitting a Step 4 written request to the IFLS Library System Director for a hearing before a Hearing Officer. The Step 4 hearing request must be made within ten working days of the Step 3 denial along with the employee's written explanation for the appeal.

The Hearing Officer will determine what type of hearing is necessary. At hearing, the employee will have the burden of proof to show that IFLS Library System acted in an arbitrary and capricious manner. The Hearing Officer will determine whether the grievance and appeals are timely, decide disputed facts based upon a "preponderance of the evidence" standard, and shall decide if IFLS Library System acted in an arbitrary and capricious manner. The Hearing Officer is not given authority to modify the decision/action, in whole or in part, or to issue a remedy. Strict adherence to the rules of evidence is not required.

The Hearing Officer may require the employee and/or IFLS Library System to submit materials related to the grievance and witness lists in advance of any hearing in order to expedite the hearing. The Hearing Officer is encouraged to use appropriate means of narrowing the issues in dispute, including seeking and documenting such stipulations as to which parties may be able to agree.

The Hearing Officer shall prepare a written decision, as soon as reasonably practicable, but in no event more than 30 days after the date of any hearing. The written decision shall include: (a) a statement of pertinent facts surrounding the nature of the grievance; (b) a decision as to whether the grievance is sustained or denied, with the rationale for the decision; and (c) a statement outlining the timeline to appeal the decision under Step 5 of this grievance procedure. Copies of the decision shall be distributed to the employee and IFLS Library System.

If there is a dispute over the timeliness of the grievance or any appeal or the applicability of the grievance procedure to a particular issue, IFLS Library System shall have the discretion to bifurcate the hearing for the purpose of deciding those issues. The Hearing Officer is responsible for ensuring that the Hearing Officer is creating and preserving a record of the hearing that will enable review by the IFLS Library System Board of Trustees.

STEP 5: WRITTEN REQUEST FOR FINAL REVIEW BY IFLS LIBRARY SYSTEM BOARD OF TRUSTEES

Either the employee or IFLS Library System may make a written Step 5 request for final review by the IFLS Library System Board of Trustees. Any Step 5 request must be submitted to the IFLS Library System Board of Trustees within ten working days after the Hearing Officer's Step 5 findings are distributed to the employee and IFLS Library System. The Board shall not take new testimony or evidence but will determine whether the Hearing Officer reached

IFLS Library System Employee Handbook (March 2022)

Page - 27

a correct or incorrect result based upon a review of the grievance and record before the Hearing Officer. The Step 5 review will be scheduled for the Board's review within a reasonable period of time after its receipt of a Step 5 request for review.

The Board shall decide the matter by majority vote and its decision shall be final. The Board will then inform the employee and IFLS Library System of its decision in writing within 30 days after its decision.

TIMELINES

An employee may not file a grievance or appeal a grievance outside the time limits set forth in this grievance procedure. If an employee fails to meet the time limit for filing a grievance, it will be considered null and void. If an employee fails to meet the time limits for appealing a grievance, it shall be considered resolved based on the last denial (irrespective whether an actual or deemed denial based upon IFLS Library System's non-response or delayed response) or decision provided, whichever the case may be.

Any timeline may be extended by mutual written agreement of IFLS Library System and the employee. Without such agreement, a failure of the employee to adhere to any of the specified timelines shall preclude any further consideration of the grievance. Any further review of the grievance by IFLS Library System or action by IFLS Library System as to the grievance shall not constitute a waiver of the employee's failure to timely file or process the grievance.

If the last day on which an event is to occur is a Saturday, Sunday, or federal holiday, the time limit is extended to the next day which is not a Saturday, Sunday, or federal holiday. A grievance or request for an appeal is considered timely if received during normal IFLS Library System business hours or if postmarked by 11:59 p.m. on the due date.

COSTS

Employees will not be compensated for time spent in processing grievances through the various steps of the grievance procedure. Employees and IFLS Library System will bear their own costs for witnesses and all other out-of-pocket expenses, including attorney fees, incurred. The fees, costs, and expenses of the Hearing Officer, court reporter, and transcript of the hearing will be divided equally between the employee and IFLS Library System with the employee paying one-half of the fees, costs, and expenses of the Hearing Officer, the court reporter selected by the Hearing Officer, and the transcript prepared by the court reporter, and IFLS Library System paying the other one-half.

EMPLOYEE BENEFITS

INSURANCES AND PENSION PLANS

IFLS Library System offers a variety of employee benefits to eligible employees. Eligibility determinations are based upon the terms, conditions, limitations, and eligibility requirements of the specific benefit plans. The following is a brief overview of some of the benefits that were in place as of the date this section of the Employee Handbook was last updated. This overview is not intended to, and does not, modify, amend, or interpret any of the terms, conditions, limitations, or eligibility requirements of any such plan. Please refer to the official plans for details.

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

These are the benefits that are offered to IFLS Library System by ETF to eligible employees. For more details

1. go to etf.wi.gov.
2. Go to the “Help Me Figure Out Where to Start” section and click on “Benefits Available to Me”
3. Type in “IFLS Library System” to find us
4. Employee can click on each benefit to learn more

To determine if employee is eligible for an individual benefit, please consult with the IFLS Library System Business Manager.

WISCONSIN RETIREMENT SYSTEM PENSION PLAN (WRS)

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

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

GROUP LIFE INSURANCE

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

INCOME CONTINUATION INSURANCE (ICI)

This program is an income replacement plan that replaces a portion of an eligible employee's income when unable to work because of a covered sickness or injury. IFLS Library System pays 100% of the premium for coverage after 90 days of disability. Employees have the option to elect and pay for coverage with a shorter waiting period (30 or 60 days) at their own expense through payroll deduction.

WISCONSIN DEFERRED COMPENSATION PROGRAM (WDC)

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

HEALTH INSURANCE

Eligible employees that qualify for WRS are eligible for Health Insurance. IFLS Library System has elected the Local Traditional Health Plan (P12) offered through the Wisconsin Public Employers Group Health Insurance Program. It provides health and wellness benefits for employees that qualify for WRS. For employees working 35-40 hours per week, IFLS Library System will pay the maximum employer premium contribution allowed by ETF toward single or family coverage. For eligible employees working less than 35 hours per week, health benefits will be prorated. Employees will be required to pay a minimum of 10% of premiums.

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

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

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

415 NON-ETF BENEFITS

DENTAL INSURANCE

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

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

COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)

In the event of an employee's termination from employment or other qualifying event (generally related to the loss of health, dental, or vision insurance), COBRA allows an eligible employee and dependents to continue certain health, dental, and insurance coverage at their own expense for a certain period of time to the extent allowed under the law. Consult with the Business Manager for details.

420 WORKERS COMPENSATION INSURANCE

IFLS Library System provides worker's compensation insurance on behalf of its employees in accordance with applicable law. In the event employee believes they have sustained a work-related injury or condition, no matter how slight, employee must immediately report it to employee's supervisor in order that the injury-causing event may promptly be investigated and reported to IFLS Library System's worker's compensation insurance carrier.

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

An employee who is receiving worker's compensation may take available sick leave to make up the difference between the worker's compensation payments and regular wages. When the employee's sick leave account is exhausted, the employee will receive worker's compensation payments only. (For more details, see the Income Continuation Insurance information under the ETF Benefits header.) In all cases, it is the decision of the insurance carrier to initially accept or deny a claim and to pay, suspend, or deny payment of any worker's compensation benefit. Employees with temporary work restrictions must keep their supervisor timely advised as to their current medical treatment/restricted work status in order that the IFLS Library System can assess whether there is any suitable, temporary light duty work within the employee's work restrictions.

LEAVE BENEFITS

Maximum leave benefit is 8 hours per day.

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

505 VACATION LEAVE

Available to:

- All employees working 20 hours/week or more, prorated to the number of hours worked per week.

Exception:

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

Accrual:

- Paid vacation accrues immediately upon hire and is earned over the course of the service year. Vacation may be taken on an as-earned basis after the employee has been employed upon completion of the introductory period. Exceptions can be approved by the IFLS Library System Director.
- Maximum of twelve (12) days during the first year earned over the course of the service year, one additional day per year through year fourteen (14) to a total of twenty-five (25) days.
- Employees are expected to consider the needs of the IFLS Library System when planning their vacation time, and to communicate with their supervisor.
- Employees may not accumulate more than the amount of vacation leave earned in 12 month's employment, except with the prior written approval of the IFLS Library System Director.
- The taking of paid vacation does not result in an otherwise unexcused absence being excused.

Pay-out at Resignation/Retirement:

Refer to Section 265 of this IFLS Library System Employee Handbook Resignation/Retirement.

510 SICK LEAVE

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

Available to:

- All employees working 20 hours/week or more, prorated to the number of hours worked per week.

Accrual

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

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

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

Pay-out at retirement:

Refer to Section 265 of this IFLS Library System Employee Handbook Resignation/Retirement.

515 HOLIDAY LEAVE/PERSONAL DAYS

Available to:

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

Holiday Leave

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

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

Personal Days

Three personal days per year, awarded on January 1. Personal days cannot carry over to the following calendar year. Personal days do not need to be scheduled in advance. If an employee has used more personal days than they have earned at termination, employee owes the prorated balance back to IFLS Library System.

520 FUNERAL LEAVE

Available to:

- All employees working 20 hours/week or more, prorated to the number of hours worked per week.

Using this benefit:

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

525 JURY DUTY

Available to:

- All employees working 20 hours/week or more, prorated to the number of hours worked per week.

Using this benefit:

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

530 MILITARY LEAVE

Available to: All employees

Using this benefit:

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

535 COMPENSATORY LEAVE (COMP TIME)

Available to:

- All employees working 20 hours/week or more.

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

540 LEAVE WITHOUT PAY

Available to:

- Full-time and part-time employees

Using this benefit:

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

550 FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)

Available to:

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

HOW DOES IFLS LIBRARY SYSTEM APPLY FMLA LEAVE?

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

BEFORE EMPLOYEE USES THIS BENEFIT

- IFLS Library System requires the use of the employee's accrued paid leave such as sick and vacation leave during an FMLA leave under the federal FMLA.

USING THIS BENEFIT

- Employees requesting time off from work for reasons which qualify for FMLA leave must notify IFLS Library System of the need for the leave as soon as practicable and must supply sufficient information for IFLS Library System to understand that the leave is needed for FMLA-qualifying reasons.
- Upon an employee's request for FMLA leave, IFLS Library System will notify the employee as to the employee's eligibility for FMLA leave and whether the requested leave will be applied against any available leave time under the provisions of the Federal and State FMLAs.
- IFLS Library System generally requires an employee to provide a completed health care provider certification of serious health condition form and FMLA application form in support of a request for FMLA leave.
- If an employee is on worker's compensation leave, and the employee is also eligible for Federal FMLA leave, the worker's compensation leave and the Federal FMLA leave must run concurrently.
- The "12-month period" referenced in the Federal FMLA is defined for this policy as a "rolling" 12-month period and calendar year under the Wisconsin FMLA.
- FMLA unpaid leave must not be deemed a break in the employee's continuous service.

LIMITS TO REGULAR BENEFITS

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

BEFORE EMPLOYEE RETURNS TO WORK

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

OTHER BENEFITS

605 LONGEVITY

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

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

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

Longevity is no longer available as a benefit for IFLS Library System Employees hired after July 1, 2010.

610 EMPLOYEE ASSISTANCE PROGRAM

Employee assistance services that are part of the basic coverage of IFLS Library System's current insurance carrier are available to insured employees.

ACKNOWLEDGMENT FORM

After employee has read and signed this page, please detach the page from the Employee Handbook and return to the Business Manager.

I acknowledge that I have received a copy of IFLS Library System's Employee Handbook, and I agree to read it thoroughly. I agree that if there is any employment policy, procedure, benefit, or other provision described in the Employee Handbook that I do not understand, I will seek clarification from IFLS Library System. I understand that IFLS Library System is an "at-will" employer, and as such, my employment with IFLS Library System is not for a fixed term or definite period and may be terminated at any time by IFLS Library System or me, with or without cause, with or without notice, for any reason not prohibited by law.

I understand that nothing contained in the Employee Handbook may be construed as a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied. I also understand that the employment policies, procedures, and benefits described in the Employee Handbook may be amended, modified, or terminated at any time in IFLS Library System's sole discretion.

I understand that employees are not permitted to make unauthorized access, use, or disclosure of IFLS Library System's confidential information, files, or electronic information, communications, or storage systems and that I have no expectation of privacy in files stored in or communications made, sent, received, or stored in IFLS Library System's electronic information, communications, or storage systems, or any materials I bring on the work premises, in any IFLS Library System vehicle, or any personal vehicle on the premises or used for work purposes. Finally, I understand that employees are not authorized to be in possession, custody, or control of any IFLS Library System property after the separation of employment.

Employee's Signature

Date

Certificate of Recognition
Awarded to

Jeanne Tobias

WHEREAS, Jeanne Tobias served on the IFLS Library System Board of Trustees representing Pierce County from May 2020 - September 2021 AND

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



DATED this 15th day of March, 2022

IFLS Library System Board of Trustees

Certificate of Recognition
Awarded to

Kris Sampson

WHEREAS, Kris Sampson served on the IFLS Library System Board of Trustees representing Pierce County from January - December 2021 AND

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



DATED this 15th day of March, 2022

IFLS Library System Board of Trustees

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
 Submitted by Leah Langby - March 15, 2022

American Rescue Plan Act (ARPA) Grant

Once the funding is released, we will be ready to purchase book bikes, pop-up canopies, or hybrid programming kits for 26 libraries in IFLS, WVLS, and NWLS.

Continuing Education/Professional Development Highlights:

- January 19: *Advocacy 101*, Jim Tripp & Rebecca Kilde (53 attended live, 5 recording views)
- January 26 and 27 [Wild Wisconsin Winter Web Conference](#) (statewide project, hosted 8 of 16 sessions, well over 100 participants at nearly every session, very positive feedback)
- [Wisconsin Libraries Talk About Race](#)
 - On the planning and implementation team for this statewide project, IFLS is fiscal agent
 - 26 people across the state trained to facilitate discussions about race with peers, with discussions ongoing (I am hosting several)
 - Three webinars (2 completed, both with 100+ attendees, and 60+ views of the first webinar, which IFLS hosted)
- March 3: *Oceans of Possibilities in Your Backyard* about summer programming with Anne Moser, WI Water Library and Jenny Van Sickle, Great Lakes Indian Fish and Wildlife Commission. (68 attended live, 14 recording views)
- Upcoming webinars can be found on the IFLS website: <https://iflswb.org/calendar/>

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

Ten libraries (plus IFLS!) will be funded to use CliftonStrengths Assessments to help frame discussions about workplace culture, communication, and teamwork. Five libraries (in Bloomer, Ladysmith, Phillips, Rice Lake, and Somerset) will have all staff take the assessment and participate in an all-day inservice, provided by Western Technical College. Five libraries (Ellsworth, Hammond, Hudson, Menomonie, and Milltown) will have managers/director take the assessment and participate in a 3-session asynchronous course about using the assessment to improve their workplace. Managers at all 10 libraries will have the opportunity to participate in a small-group coaching session with a Strengths-Finder Coach from Western Technical College.

2022/23 funding will allow us to fund at least two more libraries to have inservices/assessments in the fall, and I plan to offer scholarships to the Association for Rural and Small Libraries conference and the Wisconsin Library Association Conference in the fall, as well.

Accessibility Audits

- Eight libraries (Altoona, Bloomer, Bruce, Chetek, Frederic, Hammond, Plum City, and Prescott) will receive audits from the Center for Independent Living Western Wisconsin in 2022. Four other libraries will receive audits if funding allows.
- Response to the 2021 Accessibility Audits was generally very positive and several libraries report making changes as a result. As one library reported: "I was surprised to discover that there are some improvements we could make that won't cost anything. Also it's very good to see a total list like that, and realize that we can fix things step by step."

Consulting Highlights

- New director/staff orientations: Turtle Lake, Woodville, New Richmond, Amery, Cornell
- Several questions about going fine-free, personnel issues, programming, and planning
- Assisted with coordinating recording/in-person help for Annual Report

IT Director Report

IFLS Board of Trustees, March 2022

Kris Schwartz, IT Director

Library email migrations

For about the last 11 years the libraries have been using free Google G Suite accounts administrated by IFLS for their library email accounts, calendars, and cloud drives. About 6 years ago Google discontinued the free G Suite program and started a new program Google Workplace for a monthly fee but allowed anyone who already had the free G Suite accounts to be “grandfathered” in and could continue using those accounts indefinitely. This year Google has decided to completely remove the legacy G Suite accounts and transition them to paid subscription Workspace accounts on July 1st 2022. The Workspace accounts are expensive per user, so we have decided to migrate all the library G Suite accounts over to our Microsoft Office 365 academic account. The Office 365 academic licensing was provided to library systems a few years ago by Microsoft free of charge for an unlimited number of accounts. Office 365 is the biggest competitor of Google Workspace and they offer a lot of the same apps so the transition from G Suite to Office 365 should be fairly smooth for library staff. The migrations must be done manually by IFLS IT staff which is a very big job. Brad has been working on this project for the past few weeks and has been able to successfully migrate quite a few libraries so far. Office 365 offers much simpler administration and has familiar applications like Microsoft Word and Excel integrated in with it which will make it easier for libraries to work with these programs seamlessly without having to convert documents from the Google format to the Microsoft format.

Mobile printing for library patrons

This year the Lean Wisconsin partnership was able to use grant money to procure licensing for a print management system called Princh. Princh will allow patrons to print to the library printer from their mobile devices and laptops and then come and pick the printed item up at the library. This has been a common request from libraries for years and up until recently there was not an affordable product that could allow patrons to print from their mobile devices seamlessly without requiring a driver to be installed. Princh uses a simple mobile app that can be installed on any mobile device that allows a patron to upload a document to a Princh console at the library and then library staff can release the job to the printer when the patron comes to pick it up. We will be helping libraries deploy this product over the next few weeks. This will be a great feature for libraries to be able to offer their communities.

Reference & Interlibrary Loan Coordinator's Report – March 2022

New Director Orientations

Christinna/Rusk County Community Library in Ladysmith (March 11)

Rachel/Amery Public Library (March 15)

Lori/Cornell Public Library (March 21)

Arin/Altoona Public Library (March 21)

The topics I try to cover in these orientations:

- 1) Interlibrary Loan/WISCAT including how the IFLS ILL Clearinghouse works, the Wisconsin ILL network of lending/borrowing libraries, an overview of searching/requesting through WISCAT as needed, if their library has or wants to consider patron initiated requesting through WISCAT, and the training materials available on the IFLS website.
- 2) Courier/Delivery including number of days, the courier schedule, and the forms & handling info on the IFLS website.
- 3) Electronic Resources – highlighting the variety of databases available through BadgerLink, and the ones purchased by IFLS and MORE: **Ancestry Library Edition** (in library use only again as of January 2022); **NoveList Plus** (NoveList Select in the MORE catalog); **Transparent Language, Foundations in WI** (in library use only); Flipster Magazines; Freeding ebooks; and the Wisconsin Digital Library/OverDrive collection. I point to the marketing resource links available on IFLS website.
- 4) Possible email lists to join such as WISCATILL listserv, the WPLC Announcement list, and WISPUBLIB.

I also stress (repeatedly) that no new director can learn/retain it all in an orientation session, and encourage them to reach out to IFLS staff with any questions.

Meetings/Webinars

System ILL Coordinators' meeting

System Delivery Managers' meeting

Standards for Statewide Delivery meeting

WPLC (Wisconsin Public Library Consortium) Selection Committee meeting

WPLC Board meeting

IFLS Directors Check In meeting

IFLS Directors Council meeting

WiLS (Wisconsin Library Service) Annual Membership meeting

Webinar: Advocacy 101

Webinar: Public Libraries & Healthier Communities

Webinar: OverDrive presented Transitioning to Libby

Webinar: Let's Talk about Race at Work

Webinar: Engaging in Sensitive Conversations & Handling Pushback

My Retirement

As I've been preparing training documentation for the new hires, reviewing paper & electronic files (what is relevant & needed), and cleaning out old email, I was continually reminded how privileged I've been to work in a job I love with the support of an amazing group of colleagues and friends. I'm looking forward to discovering new challenges (in between reading & watching DVDs), but I will miss working with the TEAM (staff, board, member libraries) that is IFLS. Thank you for all your teamwork.

Maureen Welch 3/15/2022

MORE Administrator's Report

Lori Roholt

March 2022 – IFLS Board of Trustees

New MORE-member libraries

MORE's newest member library, Durand Community Library, is hearing positive comments from their patrons as they start using the MORE Online Catalog. This patron sums up their experience:

"I was like a kid in the candy store for the first time. I overloaded on the sugar, but now I have learned to have the sugar in smaller doses. I love this site and am recommending it to everyone."

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, and planning is underway to create a smooth transition for staff and students, while expanding and streamlining their access to library resources.

Hawkins Area Library and Cornell Public Library are the two remaining IFLS-member libraries that are not members of MORE. LSTA grant funds may be available next year that could enable these libraries to join MORE.

MORE Libraries App

The MORE Libraries app is 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 895 devices.

MORE Cataloging and Bibliographic Services (CABS) Program update

In cooperation with cataloging partners L.E. Phillips, Chippewa Falls, and River Falls public libraries, IFLS's CABS program provides cataloging services for all MORE-member libraries. This year, we'll be working toward making MORE's combined holdings more visible online, beyond our local MORE Online Catalog.

IFLS Library System
Board of Trustees
March 23, 2022

Rebecca Kilde
PR & Communication Coordinator

I am submitting a very short report this month because I'm getting all the details together for the upcoming Explore MORE Passport Program. You can read about it in the last [News from IFLS](#). (A reminder that you can find the archived list of our newsletters on your IFLS Trustees page (<https://iflsweb.org/home/ifls-trustees/>))

Prescott has started a logo redesign process with me. The Friends of Somerset Public Library had me redesign their logo to coordinate with the library logo.
<https://www.somersetlibrary.org/friends-of-the-library/>

We should get a final report soon about the DPI's statewide job-seeker marketing project that we participated in developing. I'll make a report to you once I have that.

Please consider attending this upcoming webinar: Spring Webinar Series: **Where Does the Money Come From? Public Library Funding in Wisconsin**

Thu Apr 28th 1:00pm - 2:00pm

IFLS Director John Thompson will talk us through how public libraries are funded in Wisconsin, making clear the muddy waters of Act 150, county reimbursement, municipal funding, and other sources. Participants will come away with a better understanding of how libraries are funded, as well as some ideas about how this knowledge can help inform advocacy for maintaining or improving budgets. This webinar is designed for library directors and staff, as well as library board members and Friends.

[Register](#)

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 *Treasurer*

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 *M-A-L*, *Chair*

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

517 Elbert Drive
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 Lieffring

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)

Sue Marshall

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

Jackie Pavelski *Secretary*

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)

Josh Sterling *Vice President*

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 *President*

621 Fagstad Street
Menomonie, WI 54751
(715) 309-8083
Jimtripp23@gmail.com
Dunn County Board Member
(Term Exp: 12/2023)

Vacancy

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

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

Updated: March 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***