

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

IFLS Library System **Virtual Meeting via Zoom**

DATE/TIME:

Wednesday
May 25, 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 Zoom Meeting

<https://us02web.zoom.us/j/87811846836?pwd=emo4aFpMVkZjRHBFU1MyMzAzeHl0Zz09>

Meeting ID: 878 1184 6836

Passcode: 9WmhmLyS

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

Meeting ID: 878 1184 6836

Passcode: 40151852

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 – March 23, 2022 **#021-22**
- VIII. * Financials - Approve: Check Registers: March/April 2022 **#023-22**
Approve: Financial Reports: March/April 2022 **#024-22**
- IX. **12:45 pm** * 2021 Audit Report and Presentation **#025-22**
- X. Director's Report of Agenda Items and Monthly Activities **#026-22**
- XI. * IFLS 2022 Budget Revision **#027-22**
- XII. * Report from IFLS Personnel Committee
-Director Evaluation Process/Timeline **#022-22**
- XIII. Reports
 - IFLS Staff Reports **#028-22**
 - Board Member Reports
- XIV. * Adjournment

Handouts: 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
March 23, 2022**

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday, March 23, 2022, via Zoom. Tripp called the meeting to order at 12:30 pm.

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

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

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Bun Hanson (Barron County); **Mike Prichard** (Polk County); **Kris Sampson** (Pierce County); **Josh Sterling** (Eau Claire); **vacancy** (Pierce County).

OTHERS PRESENT:

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

APPROVE AGENDA:

MOTION #07⁽²²⁾: To approve the Agenda as presented. Brue/Holte
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Daus noted that the Eau Claire library is celebrating 125 years of service. It was started by the Ladies Auxiliary on March 24, 1897.

(Marshall joined meeting at 12:32 pm.)

Tripp read a thank you note received from the Prescott Public Library thanking the IFLS board for their donation in memory of Bob Mercord.

Marshall announced that the local library board granted funds for a YA (Young Adult) section remodel. It was also noted that Phillips Public Library had a Max Kade Institute traveling exhibit which covered German migration and settlement in Wisconsin.

Eggert appreciated the photo of Ricky Riggins helping at the Durand Library for St. Patrick's Day as Ricky O-Riggins the local leprechaun.

MINUTES:

MOTION #08⁽²²⁾: To approve the Board of Trustee minutes dated January 26, 2022 (Doc. #09-22). Brue/Riggins
RESULT: Carried.

The Board acknowledged that the Personnel Committee minutes dated January 26, 2022 (Doc. #09-22) were received.

FINANCIAL REPORTS:

MOTION #09⁽²²⁾: To approve the Check Registers for January/February 2022 (Doc. #11-22). Pavelski/Daus
RESULT: Carried.

Questions were asked about the KW2 media campaign grant, Innovative Interfaces for annual payments and subscriptions, and EBSCO Publishing subscriptions.

MOTION #10⁽²²⁾: To approve the December 2021 Financial Report (Doc. #12-22). Holte/Duerkop
RESULT: Carried.

Button noted that the board reviewed the income and expenses for 2021 to the previous year at the January meeting. Button noted that page 15 includes the final balance sheet of 2021 and summarizes the IFLS and MORE funds at the end of 2021. At the end of 2021, IFLS had \$663,728.50 in funds. Of those funds, \$38,822.50 were uncommitted. MORE had \$115,901.27 in uncommitted funds at the end of 2021.

IFLS is in the process of doing a revised 2022 budget to bring to the Board in May instead of September. The \$38,822.50 of uncommitted funds will be reassigned in the revised budget.

Pages 18 and 19 of the meeting packet show the line items that came in under the budget for 2021. Many are COVID-related. IFLS also received extra Cares funds and grant money.

Tripp inquired if there is a recommendation from the auditors where reserves and uncommitted funds should be.

Button noted that the State wants to see us spending our money. Reserves are necessary since we own the building. There are also reserves for payouts for retirements and personnel changes

in health insurance options. Button added that the auditor would say we are comfortably covered.

Brue inquired what is Miscellaneous Income comprised of. Button responded that every once in a while, an LSTA Grant will allow overhead costs of 10%. The grant to add Fairchild and Durand to MORE allowed overhead costs. A LAWDS grant also covered overhead costs.

LEAN WISCONSIN is an arrangement with IFLS, Northern Waters Library Service, and Wisconsin Valley Library Service for consolidated tech services shared between the three systems. It provides tech infrastructure, support, and servers.

MOTION #11⁽²²⁾: To approve the January/February 2022 Financial Report (Doc. #13-22).
Schendel/Holte
RESULT: Carried.

Questions were asked about delivery service costs and how they were billed. There were also questions about annual subscription costs.

Button did note that she has changed the way income and expenses are reflected in the financials. It might take two years for the financials to make sense going forward since a comparison to the previous year is provided. There has been a change showing money for MORE Management and Catalog/Processing. In turn, Salaries/Wages & Benefits is different. In the past MORE and Catalog/Processing was shown separately. Everything is all there it is just in a different location. It is now showing both expenses and income.

IFLS INVESTMENT REPORT AND REVIEW OF INVESTMENT POLICY:

MOTION #12⁽²²⁾: To approve review of the IFLS Investment Policy (Doc. #14-22) with no changes. Brue/Duerkop
RESULT: Carried.

The Investment Policy of acceptable investment practices is standard for governmental organizations. The objective is the preservation of principal and liquidity shall be maintained sufficient for the library system to meet all disbursement requirements when due.

Button noted that all funds are kept between two accounts: Associated Bank and the Pooled Investment Fund (PIF).

Button noted that it would be surprising if IFLS made \$2,000 in Interest Income in 2022. In years past, Interest Income used to be \$50,000.

Button added that IFLS has security agreements with Associated Bank for investments over the FDIC amounts.

DIRECTOR'S REPORT:

Thompson and Button just wrapped up review of member library annual reports and the system Annual Report and Statement of Compliance. Button is beginning to prep for the annual audit.

Newly hired staff will begin at the end of March. Cecelia Cole comes from UW-Barron (University of Wisconsin Eau Claire – Barron County) and Katelyn Noack comes from Mondovi Public Library, and previously Cadott Public Library. The interview teams consisted of nine on each panel with a mix of IFLS staff and library staff. Library staff are excited about both candidates.

Unfortunately, Maureen Welch, is retiring from IFLS at the end of the month. Welch has been a great asset to IFLS for quite some time and will be missed. Tripp, speaking on behalf of the IFLS Board, thanked Maureen for her services and wished her well.

Achterhof inquired about the implications of Sand Creek not spending the required minimum amount of \$2,500 on library materials due to an \$18 bookkeeping error. Thompson was not sure how the State will handle. The library may not be able to participate in any grant programs or the Division may write a letter ensuring that Sand Creek spends the minimum on library materials. Thompson noted this is the second time this has happened within the system in the last 14-15 years. Thompson added that as long as a compliance plan is on file, it will not affect IFLS or other libraries.

Markgraf noted that Cecelia Cole is an excellent hire and will do a wonderful job.

Pavelski inquired about the Trustee Orientation. Thompson noted that it is typically held at the January meeting as new trustees join the IFLS Board. Since we are waiting for Pierce County appointments, we will wait until that occurs. A link was provided in the meeting packet to the IFLS Trustee page on the website that includes the presentation and resources from last year.

IFLS ANNUAL REPORT AND STATEMENT OF COMPLIANCE FOR 2021:

MOTION #13⁽²²⁾: To approve IFLS Annual Report and Statement of Compliance for 2021 (Doc. #16-22). Daus/Brue
RESULT: Carried.

The IFLS Annual Report and Statement of Compliance for 2021 was included in the meeting packet. This report shares how IFLS spent our funds over the year. There is a breakdown of expenses by programs. There are also checkboxes for system membership and certification of statutory compliance. One member library was out of compliance for not spending the minimum \$2,500 on library materials. This was due to a bookkeeping error at the library. The library noted the noncompliance on their annual report as well.

SYSTEM EFFECTIVENESS STATEMENTS FROM MEMBER LIBRARIES:

As part of the member library annual reports, library boards are required to provide a statement of whether the system either did or did not provide effective leadership and adequately meet the needs of the library. Over the past five years, 100% of IFLS member libraries checked yes that effective leadership was provided. Library boards are able to provide comments of the library board's response. Those comments were provided in the meeting packet.

**APPROVAL OF EXECUTIVE COMMITTEE OFFICERS
AND PERSONNEL COMMITTEE MEMBERS FOR 2022:**

Tripp reached out to trustees of the Executive Committee to assign positions and other trustees to serve on the 2022 Personnel Committee. Tripp thanked trustees and appreciates their willingness to serve.

Executive Committee positions include Josh Sterling as Vice President, Jan Daus as Treasurer, Jackie Pavelski as Secretary, and Sue Duerkop as Member-at-large.

Personnel Committee appointments include Sue Duerkop as Chair, Judy Achterhof, Mary Alice Larson, Sue Marshall, and Ricky Riggins.

MOTION #14⁽²²⁾: To approve the Executive Committee positions and Personnel Committee appointments for 2022. Marshall/Brue
RESULT: Carried.

IFLS EMPLOYEE HANDBOOK:

Tripp noted that the Employee Handbook was presented to the Board at their January meeting. The Board made a motion to authorize IFLS staff to put together final refinements, attorney suggestions, and suggestions from the Personnel Committee and to bring back a final document for Board approval.

MOTION #15⁽²²⁾: To approve the IFLS Employee Handbook (Doc. #18-22). Holte/Daus
RESULT: Carried.

Duerkop appreciates the IFLS staff work on refining a great document. The Employee Handbook is clear and complete. Tripp noted that there no such thing as a perfect document. Tripp believes the manual was a successful effort and accomplishes what they set out to do.

Thanks were offered to the IFLS staff and Personnel Committee who spent time on this important document.

CERTIFICATES FOR OUTGOING TRUSTEES:

Gardner prepared Certificates of Recognition for Jeanne Tobias and Kris Sampson who represented Pierce County on the IFLS Board of Trustees.

REPORTS:

Daus inquired if Maureen Welch's duties were being split between the two newly hired positions. Thompson noted that with increase state funding for 2022, IFLS was able to create an additional position. Welch's duties would be split three ways. Some of the day-to-day interloan would go to Gail Spindler. Other duties would be shuffled to the two new positions. With the two positions, it is hoped activities such as Adult Services can be added.

Achterhof inquired if the library email migrations by the tech staff from Google G Suites over to Microsoft Office 365 will meet the July 1, 2022, deadline.

(Markgraf left the meeting at 1:45 pm.)

Thompson noted that Kris Schwartz and Brad Jensen have been really busy with the migrations. In addition, computer purchases have picked up since they could not get them last year. Thompson has not heard of issues or concerns in meeting the deadline but will keep an eye on it.

Kilde's report mentioned a Spring Webinar Series: Where Does the Money Come From? Public Library Funding in Wisconsin. Thompson will talk attendees through how public libraries are funded. Tripp presented a webinar on Advocacy recently.

Brue met a couple of weeks ago with some classmates from Durand. As they were chatting, they were excited that Durand was a part of the MORE system. They asked Brue to send a thank you to IFLS.

Thompson noted that in chat, Jill Markgraf noted that the Eau Claire Public Library has interviewed two people for the director position. She also mentioned the library building project continues to progress on schedule. Pavelski agreed that the building project was going well. She added that their current temporary location is working well also.

Tripp inquired about meeting locations for future meetings. Thompson noted that the May meeting will stay virtual via Zoom. There has been a standing invite to Phillips. Maybe the Board could go to Phillips in July or September.

ADJOURNMENT:

Lieffring moved and Pavelski 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

Check Register

March 2022

#023-22

Date	Num	Name	Memo	Amount
Mar 22				
03/01/2022	Auto Pay	Delta Dental	Mar '22 Dental & Vision	-938.78
03/07/2022	Auto Pay	AT&T	Feb Phone/Fax Line	-20.55
03/09/2022	Auto Pay	Kwik Trip, Inc.	Feb Gas/System Vehicle	-115.55
03/15/2022	Auto Pay	Baker Tilly Virchow, Krause & Co. LLP	2021 Audit/in Progress	-735.00
03/17/2022	Auto Pay	Xcel Energy	1/25 - 2/24 Gas & Electric Svc	-684.76
03/20/2022	Auto Pay	CenturyLink	Feb Phone	-1.36
03/24/2022	Auto Pay	Associated Credit Card	Feb Credit Card *see attached	-16,276.10
03/24/2022	Auto Pay	Employee Trust Funds, Dept of	Apr '22 Health Ins.	-19,540.06
03/02/2022	WIRE	Internal Revenue Service	P/R #4	-7,756.12
03/09/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #5	-1,450.00
03/15/2022	WIRE	Wisconsin Department of Revenue	P/R #4	-1,274.10
03/16/2022	WIRE	Internal Revenue Service	P/R #5	-7,756.04
03/23/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #6	-1,450.00
03/30/2022	WIRE	Internal Revenue Service	P/R #6	-7,756.08
03/31/2022	WIRE	Wisconsin Department of Revenue	P/R #5	-1,274.10
03/31/2022	WIRE	Wisconsin Retirement System	Feb WRF	-8,567.88
03/09/2022	DD1805-1821	IFLS Staff	Direct Deposit	-22,793.26
03/23/2022	DD1822-1838	IFLS Staff	Direct Deposit	-22,793.24
03/10/2022	42517	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Feb	-759.34
03/10/2022	42518	Bruce Public Lib	Delivery Damage/1 item	-36.00
03/10/2022	42519	KW2	LSTA/LAWD's Grant/Feb Exps	-3,611.25
03/10/2022	42520	L.E. Phillips Memorial Public Library	Delivery Damage/1 item	-24.99
03/10/2022	42521	Menomonie Public Library	Delivery Damage/1 item	-24.80
03/10/2022	42522	ProQuest	2022 Ancestry for Libraries	-17,936.17
03/10/2022	42523	Season 2 Season	Jan Snow Removal	-210.00
03/10/2022	42524	Securian Financial Group, Inc.	Apr Life Ins.	-483.17
03/10/2022	42525	Thompson, John	1/1 - 3/1 Lib Visits & Lib Leg Day	-818.04
03/10/2022	42526	Krejci, Bridget	Lib Visits/Ladysmith & Durand	-94.86
03/10/2022	42527	Marcive, Inc.	MORE/Feb Database Maint.	-131.40
03/10/2022	42528	OverDrive, Inc.	MORE OverDrive Titles	-1,757.35
03/31/2022	42529	Bayscan Technologies	2 Billable Scanners & Lib Supplies	-4,840.48
03/31/2022	42530	CCI Solutions	Billable/Supplies for Libs	-6,862.39
03/31/2022	42531	Kapco	Billable/Supplies for Libs	-2,898.63
03/31/2022	42532	Maug Cleaning Solutions, Inc.	Cleaning Svc 2/14 - 3/13	-360.00
03/31/2022	42533	OCLC, Inc	MORE/IFLS OCLC on Acct	-4,239.39
03/31/2022	42534	South Central Library System	Statewide Delivery Svc/Jan-Jun	-8,231.50
03/31/2022	42535	Waltco Inc.	Mar Delivery Svc	-29,077.05
03/31/2022	42536	Library Ideas	MORE/Feb Freeding Usage	-702.00
03/31/2022	42537	NCC Group Software Resilience (NA) LLC	MORE/Annual Software Insurance	-315.00
03/31/2022	42538	OverDrive, Inc.	MORE/OverDrive S Billable NR	-13,313.52
Mar 22 TOTAL				-217,910.31

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04/13/22

Accrual Basis

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (3/24/2022)

Date	Name	Memo	Num	Amount
Feb 22				
02/01/2022	Dell Marketing L.P.	Staff Comp/24" Monitor	IFLS Comp	207.19
02/01/2022	CDW-G	Billable/Dresser USB Hub	Comp Equip	31.85
02/01/2022	Dell Marketing L.P.	Billable/Boyceville Comp	Comp Equip	803.89
02/02/2022	Menards	New Microwave/Staff room	Office Furn	79.00
02/02/2022	Chippewa Valley Sporting ...	IFLS Logo Shirts/B Jensen	IFLS Logo	87.57
02/02/2022	Dell Marketing L.P.	Billable/Baldwin 7 Comps	Comp Equip	5,627.23
02/03/2022	Dell Marketing L.P.	Billable/Glenwood Adapter	Comp Equip	44.39
02/03/2022	Dell Marketing L.P.	Billable/Park Falls Scanner	Comp Equip	227.49
02/04/2022	CDW-G	Billable/Ogema Printer	Comp Equip	736.62
02/08/2022	Madison, City of	Lib Leg Day/Parking JT	Parking	9.00
02/08/2022	Marriott Hotel	Lib Leg Day/JT Hotel	Lodging	82.00
02/08/2022	Quill Corporation	Copy Paper & Misc Supplies	22933923	259.85
02/08/2022	Page Turner Adventures, Inc.	Billable/Recorded Progs for Libs	Programs	3,100.00
02/09/2022	Restaurants	Lib Visit/JT Balsam Lake	Lib Visit	8.06
02/15/2022	American Library Association	ALA Membership/J Thompson	ALA Member	228.00
02/15/2022	Rivistas Subscription Svc	Prof Mtls/22 Mag Subscriptions	Subscripts	906.42
02/15/2022	Rev.com	LSTA/"Talk About Race" Captioning	Captioning	81.25
02/17/2022	Dell Marketing L.P.	Billable/Somerset 3 Comps	Comp Equip	2,389.37
02/21/2022	CDW-G	Billable/2 Label Printers (1 Barron)	Comp Equip	721.88
02/23/2022	Innovative Users Group	MORE/IUG Conf K Setter	IUG Conf	50.00
02/23/2022	Innovative Users Group	MORE/IUG Conf L Roholt	IUG Conf	50.00
02/24/2022	Eau Claire Ford	Oil, Filter, Rear BPads & Rotors	Sys Vehicle	397.95
02/28/2022	FlowRoute.com	Feb Phone/on Acct	Feb Stmt	123.57
02/28/2022	USPS	Feb Postage	Feb Postage	23.52
Feb 22				16,276.10

IFLS Library System

Check Register

April 2022

Date	Num	Name	Memo	Amount
Apr 22				
04/01/2022	Auto Pay	Delta Dental	Apr '22 Dental & Vision	-938.78
04/06/2022	Auto Pay	Eau Claire, City of	1st Qtr Water & Sewer	-293.73
04/08/2022	Auto Pay	AT & T	Mar Phone/Fax Line	-20.55
04/11/2022	Auto Pay	Kwik Trip, Inc.	Mar Sys Vehicle Gas	-85.59
04/22/2022	Auto Pay	CenturyLink	Mar Phone	-1.34
04/24/2022	Auto Pay	Associated Credit Card	Mar Credit Card *see attached	-21,509.23
04/25/2022	Auto Pay	Employee Trust Funds, Dept of	May '22 Health Ins.	-20,368.56
04/15/2022	Autot Pay	Xcel Energy	2/24-3/27 Gas & Electric Svc	-531.45
04/17/2022	Online	Wisconsin Department of Revenue	Renewal/Business Tax Registration	-10.00
04/06/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #7	-1,450.00
04/13/2022	WIRE	Internal Revenue Service	P/R #7	-8,198.68
04/15/2022	WIRE	Wisconsin Department of Revenue	P/R #6	-1,274.10
04/20/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #8 (will Cr \$400)	-1,450.00
04/27/2022	WIRE	Internal Revenue Service	P/R #8	-7,921.36
04/30/2022	WIRE	Wisconsin Department of Revenue	P/R #7	-1,329.51
04/30/2022	WIRE	Wisconsin Retirement System	Mar WRF	-8,442.26
04/06/2022	DD1839-1857	IFLS Staff	Direct Deposit	-24,345.02
04/20/2022	DD1858-1875	IFLS Staff	Direct Deposit	-23,998.59
04/19/2022	42539	Hudson Public Lib	MORE Ecomm/thru Mar	-1,180.95
04/19/2022	42540	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Mar	-723.77
04/19/2022	42541	Menomonie Public Library	MORE Ecomm/thru Mar	-1,101.99
04/19/2022	42542	Frederic Public Lib	Delivery Damage/1 item	-30.00
04/19/2022	42543	KW2	LSTA/LAWD's Grant - final \$	-1,451.25
04/19/2022	42544	Maug Cleaning Solutions, Inc.	Cleaning Svc - 3/14-4/10	-360.00
04/19/2022	42545	OCLC, Inc	Apr OCLC on Acct	-3,856.04
04/19/2022	42546	Season 2 Season	Feb Snow Removal	-280.00
04/19/2022	42547	Securian Financial Group, Inc.	May Life Ins.	-405.55
04/19/2022	42548	Showcases	Billable/Supplies for Libs	-230.28
04/19/2022	42549	Thompson, John	3/3-4/14 Library Visits	-491.64
04/19/2022	42550	Waltco Inc.	Apr Delivery Svc	-30,220.70
04/19/2022	42551	Innovative Interfaces	Billable/CVTC Startup	-5,572.00
04/19/2022	42552	Marcive, Inc.	MORE/Mar Database Maint.	-410.40
04/19/2022	42553	OverDrive, Inc.	MORE/Mar High Demand	-2,200.06
Apr 22 TOTAL				-170,683.38

2:08 PM

05/10/22

Accrual Basis

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (4/24/2022)

Date	Name	Memo	Num	Amount
Mar 22				
03/01/2022	Intuit	Feb Direct Deposit Fees	Feb Stmt	35.87
03/01/2022	Melissa and Doug	MORE/Stamps for Passport Prog	Stamps	79.69
03/01/2022	Dell Marketing L.P.	Billable/Dresser Docking Station	Comp Equip	205.77
03/01/2022	Dell Marketing L.P.	Billable/Menomonie 3 Comps	Comp Equip	2,411.67
03/01/2022	Amazon.com Credit	Billable/Menomonie 2 Monitors	Comp Equip	349.98
03/02/2022	Brodart Co.	Sh Proc Supplies/Reading Labels	SS Supplies	30.33
03/02/2022	Dell Marketing L.P.	Billable/Amery 3 Comps	Comp Equip	2,411.67
03/02/2022	Amazon.com Credit	Billable/Amery 2 Printers	Comp Equip	440.00
03/03/2022	Quill Corporation	Billable/Supplies for Libs	Supplies	1,717.71
03/03/2022	Rev.com	Captioning-"Oceans of Possibil..."	Workshops	102.00
03/07/2022	Star Marking Systems	Replace Signature Stamp	31246	30.35
03/08/2022	The Local Store	3/3 Webinar Presenters-Gifts	Presenters	40.09
03/08/2022	USPS	Webinar Presenter - postage	Presenter	11.60
03/09/2022	Quill Corporation	MORE Passport & IFLS misc	23655912	43.06
03/09/2022	Rev.com	MORE/Captioning Catalog Video	MORE	96.00
03/10/2022	Menards	JT Shelving/New Building Spls	Shelving	279.99
03/10/2022	Glenwood City Public Lib	Billable/Glenwood 4 Comps	Comp Equip	4,110.72
03/10/2022	Amazon.com Credit	Billable/Glenwood Screen Filters	Comp Equip	335.92
03/10/2022	Dell Marketing L.P.	Billable/Cadott 3 Comps	Comp Equip	2,411.67
03/10/2022	Dell Marketing L.P.	Billable/Stanley 2 Comps	Comp Equip	1,607.78
03/11/2022	Sticker Mule	MORE/Stickers for Passport Prog	Stickers	156.00
03/14/2022	Minuteman Press	MORE/Posters "This Lib has MORE"	18x24 Pster	477.18
03/15/2022	Public Broadcasting Service	MORE/Ink Pads for Passport Prog	Stamp Pads	72.78
03/17/2022	Auto-Owners Insurance	Wrks Comp Ins 3/15/22-23	Wrks Comp	1,926.00
03/17/2022	Menards	Office Clock/Sh Svcs	Clock	15.99
03/17/2022	VetSource	Fraudulent charge/will remove	Fraud	82.64
03/21/2022	Minuteman Press	MORE/2600 Passport Packets	Passports	855.79
03/24/2022	FlowRoute.com	Mar Phone/on Acct	Mar	100.00
03/25/2022	Intuit	Mar Direct Dep & Annual Fee	Mar Stmt	563.37
03/25/2022	Zoom	Add'l Zoom Lic 3/25/22-23	Add'l Lic	303.49
03/28/2022	American Button	Kits/Button Machine Supplies	Kits	83.33
03/28/2022	Dell Marketing L.P.	IFLS Staff/Laptop Bags	IFLS	68.72
03/31/2022	USPS	Mar Postage	Mar Pstg	52.07
Mar 22				21,509.23

IFLS Library System
Balance Sheet
As of April 30, 2022

#024-22

	IFLS	MORE	2022 TOTAL	2021 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	19,882.86		19,882.86	18,573.42
1040 · Bank Mutual - Checking	404,867.80		404,867.80	13,176.19
1050/1106 · Investments/Bank Mutual & States PIF	1,310,970.11	759,451.01	2,070,421.12	2,150,841.79
Total Checking/Savings & Investments	1,735,720.77	759,451.01	2,495,171.78	2,182,591.40
Accounts Receivable				
1200 · Accounts Receivable	41,738.70		41,738.70	12,387.53
Total Accounts Receivable	41,738.70	0.00	41,738.70	12,387.53
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,884.76		1,884.76	1,903.46
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	1,959.76	0.00	1,959.76	1,978.46
TOTAL ASSETS	1,779,419.23	759,451.01	2,538,870.24	2,196,957.39
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	27,161.82	4,122.01	31,283.83	45,558.79
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	27,161.82	4,122.01	31,283.83	45,558.79
Other Current Liabilities				
2100 · Payroll Liabilities	1,294.63		1,294.63	1,420.76
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	1,294.63	0.00	1,294.63	1,420.76
Total Current Liabilities	28,456.45	4,122.01	32,578.46	46,979.55
Total Liabilities	28,456.45	4,122.01	32,578.46	46,979.55
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	1,087,234.28	355,427.73	1,442,662.01	1,157,267.73
Total Equity (End of Year)	1,750,962.78	755,329.00	2,506,291.78	2,149,977.84
TOTAL LIABILITIES & EQUITY	1,779,419.23	759,451.01	2,538,870.24	2,196,957.39

IFLS Library System

Revenue and Expense Statement

January through April 2022

	Jan - Apr 22	Jan - Apr 21
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,387,411.00	1,200,056.00
5200 · Interest Income/General Funds	738.62	397.03
5263 · MORE Management Income	144,000.00	11,600.00
5264 · Catalog/Processing Income	79,885.66	0.00
5280 · Technology Income	4,095.05	0.00
5300 · Miscellaneous Income	119.24	52.02
Total Income	1,616,249.57	1,212,105.05
Expense		
6500 · Salaries/Wages & Benefits	386,012.87	208,842.80
6580 · Leave Payouts at Retirement	1,145.98	0.00
8070 · New Furnishings/Equipment <\$500	633.25	0.00
8530 · Bank & Direct Deposit Fees	703.87	646.49
8540 · Annual Audit	4,570.00	5,000.00
8620 · Collection/Electronic Resources	26,244.66	25,529.25
8630 · Wis Pub Lib Consortium Membshp	6,586.00	5,855.00
8670 · Professional Memberships	868.00	916.50
8690 · Librarian Workshops - General	941.96	1,139.27
8700 · CE/Collaboration Projects	0.00	100.00
8710 · CE Grants - General	0.00	225.00
8714 · Accessibility Audits	461.86	0.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	711.64	325.00
8735 · Library Consulting Expenses	372.00	300.00
8740 · Field Visits	1,491.57	425.77
8741 · Field Visits - Tech Support	18.36	0.00
8755 · Programming Kits	219.75	0.00
8812 · ILL Fees & Verification Sources	3,000.81	2,966.60
8850 · Delivery Service	78,490.08	61,527.11
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	969.65	906.42
9030 · Postage	147.01	429.30
9050 · Telephone	511.18	487.99
9060 · Supplies	312.64	266.94
9080 · Marketing & Advocacy PR	0.00	250.50
9123 · Building Overhead Expenses	5,938.51	4,797.41
9140 · Photocopier Costs	638.04	1,049.80
9160 · Computers	2,385.41	86.19

IFLS Library System
Revenue and Expense Statement
January through April 2022

	<u>Jan - Apr 22</u>	<u>Jan - Apr 21</u>
9190 · System Vehicle Expenses	695.08	142.09
9220 · Insurance	1,614.37	1,528.43
9240 · Contingency	152.09	11.56
Total Expense	<u>649,174.18</u>	<u>349,491.79</u>
Net Ordinary Income	967,075.39	862,613.26
Pass-thru Income/Expense		
Pass-thru Income		
5275 · DPI/Grow w/Google Grant Inc	0.00	21,562.50
5474 · LSTA 2022 Income	259,359.57	0.00
5620 · Shared Cataloging Svc Income	0.00	41,547.00
5702 · Billable Project Income	47,098.20	38,547.24
Total Pass-thru Income	<u>306,457.77</u>	<u>101,656.74</u>
Pass-thru Expense		
8830 · Shared Cataloging Service	0.00	53,103.64
8940 · Projects Billable to Libraries	58,963.06	45,710.45
9800 · DPI/Grow with Google Grant Exp	0.00	6,346.05
9979 · LSTA Expenses	127,335.82	9,447.52
Total Pass-thru Expense	<u>186,298.88</u>	<u>114,607.66</u>
Net Pass-thru Income	<u>120,158.89</u>	<u>-12,950.92</u>
Year-to-date Income less Expense (IFLS Funds)	<u>1,087,234.28</u>	<u>849,662.34</u>
 MORE Shared System Income less Expense		
5670 · MORE Shared System Income	903,400.00	797,632.00
9500 · MORE Shared Automation Expenses	547,972.27	490,026.61
Year-to-date Income less Expense (MORE Funds)	<u>355,427.73</u>	<u>307,605.39</u>
 Year-to-date Income less Expense (ALL Funds)	<u>1,442,662.01</u>	<u>1,157,267.73</u>

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,387,411.00	1,387,413.00	-2.00	100.0%
5200 · Interest Income/General Funds	738.62	2,000.00	-1,261.38	36.93%
5263 · MORE Management Income	144,000.00	432,000.00	-288,000.00	33.33%
5264 · Catalog/Processing Income	79,885.66	74,599.00	5,286.66	107.09%
5280 · Technology Income	4,095.05	6,000.00	-1,904.95	68.25%
5300 · Miscellaneous Income	119.24	200.00	-80.76	59.62%
Total Income	1,616,249.57	1,902,212.00	-285,962.43	84.97%
Expense				
6500 · Salaries/Wages & Benefits	386,012.87	1,364,999.00	-978,986.13	28.28%
6580 · Leave Payouts at Retirement	1,145.98	20,800.00	-19,654.02	5.51%
8070 · New Furnishings/Equipment <\$500	633.25	1,000.00	-366.75	63.33%
8530 · Bank & Direct Deposit Fees	703.87	1,000.00	-296.13	70.39%
8540 · Annual Audit	4,570.00	7,995.00	-3,425.00	57.16%
8620 · Collection/Electronic Resources	26,244.66	47,300.00	-21,055.34	55.49%
8630 · Wis Pub Lib Consortium Membshp	6,586.00	6,586.00	0.00	100.0%
8670 · Professional Memberships	868.00	4,000.00	-3,132.00	21.7%
8690 · Librarian Workshops - General	941.96	6,500.00	-5,558.04	14.49%
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	461.86	5,000.00	-4,538.14	9.24%
8716 · Community Engagement Support	0.00	12,000.00	-12,000.00	0.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	711.64	9,000.00	-8,288.36	7.91%
8735 · Library Consulting Expenses	372.00	1,000.00	-628.00	37.2%
8740 · Field Visits	1,491.57	8,000.00	-6,508.43	18.65%
8741 · Field Visits - Tech Support	18.36	1,000.00	-981.64	1.84%
8755 · Programming Kits	219.75	700.00	-480.25	31.39%
8812 · ILL Fees & Verification Sources	3,000.81	9,100.00	-6,099.19	32.98%
8850 · Delivery Service	78,490.08	315,063.00	-236,572.92	24.91%
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	969.65	1,500.00	-530.35	64.64%
9030 · Postage	147.01	780.00	-632.99	18.85%
9050 · Telephone	511.18	8,320.00	-7,808.82	6.14%
9060 · Supplies	312.64	900.00	-587.36	34.74%

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

	<u>Jan - Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9080 · Marketing & Advocacy PR	0.00	2,000.00	-2,000.00	0.0%
9123 · Building Overhead Expenses	5,938.51	24,930.00	-18,991.49	23.82%
9140 · Photocopier Costs	638.04	1,950.00	-1,311.96	32.72%
9160 · Computers	2,385.41	6,900.00	-4,514.59	34.57%
9190 · System Vehicle Expenses	695.08	3,700.00	-3,004.92	18.79%
9220 · Insurance	1,614.37	5,725.00	-4,110.63	28.2%
9240 · Contingency	152.09	-500.00	652.09	-30.42%
Total Expense	<u>649,174.18</u>	<u>2,097,118.00</u>	<u>-1,447,943.82</u>	<u>30.96%</u>
Net Ordinary Income	967,075.39	-194,906.00	1,161,981.39	
Pass-thru Income/Expense				
Pass-thru Income				
5474 · LSTA 2022 Income	259,359.57	0.00	259,359.57	
5702 · Billable Project Income	47,098.20	150,000.00	-102,901.80	31.4%
Total Pass-thru Income	306,457.77	150,000.00	156,457.77	
Pass-thru Expense				
8940 · Projects Billable to Libraries	58,963.06	150,000.00	-91,036.94	39.31%
9979 · LSTA Expenses	127,335.82	0.00	127,335.82	
Total Pass-thru Expense	186,298.88	150,000.00	36,298.88	
Net Pass-thru Income	120,158.89	0.00	120,158.89	
Year-to-date Income less Expense (IFLS Funds)	<u>1,087,234.28</u>	<u>-194,906.00</u>	<u>1,282,140.28</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	547,972.27	963,399.00	-415,426.73	56.88%
Year-to-date Income less Expense (MORE Funds)	<u>355,427.73</u>	<u>-60,000.00</u>	<u>415,427.73</u>	
Year-to-date Income less Expense (ALL Funds)	<u>1,442,662.01</u>	<u>-254,906.00</u>	<u>1,697,568.01</u>	

My Online Resource (MORE)
Balance Sheet
As of April 30, 2022

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 759,451.01
1200-1 · Accts Receivable-MORE	-
1507-1 · 2022 Prepaid Expense-MORE	-
	<u> </u>
TOTAL ASSETS	<u><u>\$ 759,451.01</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	4,122.01
	<u> </u>
Total Liabilities	4,122.01
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	355,427.73
Total Equity/MORE Fund Balance	<u>755,329.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 759,451.01</u></u>

IFLS Library System
Revenue less Expense - MORE
January through April 2022

	<u>Jan -Apr '22</u>	<u>Jan - Apr '21</u>
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	<u>903,400.00</u>	<u>797,632.00</u>
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	144,000.00	101,599.68
9500-12 · MORE/III Annual Maintenance	145,220.32	139,481.36
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	315.00	150.00
9500-22 · MORE/High-demand Hold Project	2,449.26	1,364.30
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,306.38	11,890.92
9500-24 · MORE/Conferences	1,400.00	1,250.00
9500-31 · MORE/New Products/	0.00	0.00
9500-44 · MORE/Decision Center	33,120.05	31,846.20
9500-32 · MORE/Mgmt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	13,831.82	13,560.61
9500-4 · MORE/New Participant Expenses	852.52	0.00
9500-40 · MORE/Overdrive Content	12,064.11	12,795.07
9500-45 · MORE/Freading eBook Svc	2,170.50	3,672.00
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	2,669.26	0.00
9500-6 · MORE/Database Cleanup/Maint	3,063.23	2,667.33
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	<u>547,972.27</u>	<u>490,026.61</u>
Total MORE Expense	<u>547,972.27</u>	<u>490,026.61</u>
Year-to-date MORE Income less Expense	<u><u>355,427.73</u></u>	<u><u>307,605.39</u></u>
 Plus 12/31/21 MORE Uncommitted Fund Balance	 115,901.27	
Plus 12/31/21 MORE Reserve/Committed Balance	<u>284,000.00</u>	
 MORE Fund Balance	 <u><u>755,329.00</u></u>	

LEAN WISCONSIN

Budget Report - March 2022

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	\$132,636.00	(\$479.46)	\$6,334.68	\$0.00	\$126,301.32
1XX	Collaboration Management Tools		(\$2,045.79)			
2XX	Technology Management Tools		\$20.00			
3XX	Infrastructure Services and Licensing		\$753.76			
4XX	Core Services Licensing		\$522.57			
5XX	Other Joint-use Licensing		\$270.00			
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	\$207.54	\$15,311.41	\$0.00	\$29,188.59
1XX	Resource Development	\$18,000.00				
2XX	LM - Infrastructure					
3XX	LM - Licensing\Services					
4XX	CPA - WVLS	\$26,500.00	\$207.54	\$2,376.41		
5XX	Contingency					
6-6800	CAPITAL	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00
1XX	New Projects					
TOTAL		\$192,126.00	(\$271.92)	\$21,646.09	\$0.00	\$170,479.91
Beginning March 2022 Balance		\$284,063.79		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		\$271.92		Expenditures - 2022 Budget		(\$21,646.09)
Expenditures - 2022 New/Unplanned		\$0.00		Expenditures - 2022 New/Unplanned		\$0.00
Ending March 2022 Balance		\$284,335.71		2022 Year to Date Balance		\$284,335.71
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	\$ 2,116.31
3-2021-???	ARPA 2021 (IT)	\$ 195,791.00		3-2021-???	ARPA 2021 (IT)	\$ 13,340.12
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		\$ (21,646.09)
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		\$ 116,348.51

LEAN WISCONSIN

Budget Report - April 2022

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	\$132,636.00	\$96,978.80	\$103,313.48	\$0.00	\$29,322.52
1XX	Collaboration Management Tools		\$711.54			
2XX	Technology Management Tools		\$849.00			
3XX	Infrastructure Services and Licensing		\$753.76			
4XX	Core Services Licensing		\$94,664.50			
5XX	Other Joint-use Licensing					
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	\$0.00	\$15,311.41	\$0.00	\$29,188.59
1XX	Resource Development	\$18,000.00				
2XX	LM - Infrastructure					
3XX	LM - Licensing\Services					
4XX	CPA - WVLS	\$26,500.00	\$0.00	\$2,376.41		
5XX	Contingency					
6-6800	CAPITAL	\$8,000.00	\$900.67	\$900.67	\$0.00	\$7,099.33
1XX	New Projects		\$900.67			
TOTAL		\$192,126.00	\$97,879.47	\$119,525.56	\$0.00	\$72,600.44
Beginning April 2022 Balance		\$284,335.71		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		(\$97,879.47)		Expenditures - 2022 Budget		(\$119,525.56)
Expenditures - 2022 New/Unplanned		\$0.00		Expenditures - 2022 New/Unplanned		\$0.00
Ending April 2022 Balance		\$186,456.24		2022 Year to Date Balance		\$186,456.24
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	\$ 96,768.81
3-2021-???	ARPA 2021 (IT)	\$ 195,791.00		3-2021-???	ARPA 2021 (IT)	\$ 13,340.12
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		\$ (119,525.56)
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		\$ 18,469.04



Reporting and insights from 2021 audit: IFLS Library System

December 31, 2021

Executive summary

May 17, 2022

To the Board of Trustees
IFLS Library System
Eau Claire, Wisconsin

We have completed our audit of the financial statements of IFLS Library System (the "System") for the year ended December 31, 2021, and have issued our report thereon dated May 17, 2022. This letter presents communications required by our professional standards.

Your audit should provide you with confidence in your financial statements. The audit was performed based on information obtained from meetings with management, data from your systems, knowledge of your System's operating environment and our risk assessment procedures. We strive to provide you clear, concise communication throughout the audit process and of the final results of our audit.

Additionally, we have included information on key risk areas IFLS Library System should be aware of in your strategic planning. We are available to discuss these risks as they relate to your organization's financial stability and future planning.

If you have questions at any point, please connect with us:

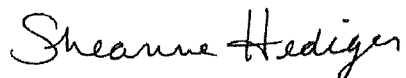
- Kimberly M. Shult, Partner: kimberly.shult@bakertilly.com or +1 (612) 876 4912
- Sheanne Hediger, Senior Manager: sheanne.hediger@bakertilly.com or +1 (612) 876 4599

Sincerely,

Baker Tilly US, LLP



Kimberly M. Shult, CPA



Sheanne Hediger, CPA

Responsibilities

Our responsibilities

As your independent auditor, our responsibilities include:

- Planning and performing the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Reasonable assurance is a high level of assurance.
- Assessing the risks of material misstatement of the financial statements, whether due to fraud or error. Included in that assessment is a consideration of the System's internal control over financial reporting.
- Performing appropriate procedures based upon our risk assessment.
- Evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management.
- Forming and expressing an opinion based on our audit about whether the financial statements prepared by management, with the oversight of those charged with governance:
 - Are free from material misstatement
 - Present fairly, in all material respects and in accordance with accounting principles generally accepted in the United States of America
- Performing tests related to compliance with certain provisions of laws, regulations, contracts and grants, as required by *Government Auditing Standards*
- Our audit does not relieve management or those charged with governance of their responsibilities.

We are also required to communicate significant matters related to our audit that are relevant to the responsibilities of those charged with governance, including:

- Internal control matters
- Qualitative aspects of the System's accounting practice including policies, accounting estimates and financial statement disclosures
- Significant unusual transactions
- Significant difficulties encountered
- Disagreements with management
- Circumstances that affect the form and content of the auditors' report
- Audit consultations outside the engagement team
- Corrected and uncorrected misstatements
- Other audit findings or issues

Audit status

Significant changes to the audit plan

There were no significant changes made to either our planned audit strategy or to the significant risks and other areas of emphasis identified during the performance of our risk assessment procedures.

Audit approach and results

Planned scope and timing

Audit focus

Based on our understanding of the System and environment in which you operate, we focused our audit on the following key areas:

- Key transaction cycles
- Areas with significant estimates

Our areas of audit focus were informed by, among other things, our assessment of materiality. Materiality in the context of our audit was determined based on specific qualitative and quantitative factors combined with our expectations about the System's current year results.

Key areas of focus and significant findings

Significant risks of material misstatement

A significant risk is an identified and assessed risk of material misstatement that, in the auditor's professional judgment, requires special audit consideration. Within our audit, we focused on the following areas below.

Significant risk areas	Testing approach	Conclusion
Management override of controls	Incorporate unpredictability into audit procedures, emphasize professional skepticism and utilize audit team with industry expertise	Procedures identified provided sufficient evidence for our audit opinion
Improper revenue recognition due to fraud	Confirmation or validation of certain revenues supplemented with detailed predictive analytics based on non-financial data and substantive testing of related receivables	Procedures identified provided sufficient evidence for our audit opinion

Other areas of emphasis

We also focused on other areas that did not meet the definition of a significant risk, but were determined to require specific awareness and a unique audit response.

Other areas of emphasis		
Cash and investments	Revenues and receivables	General disbursements
Payroll	Pension asset and OPEB liability	Financial reporting and required disclosures
Capital assets	Net position and fund balance calculations	

Internal control matters

We considered the System's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing an opinion on the financial statements. We are not expressing an opinion on the effectiveness of the System's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the System's internal control to be a significant deficiency:

– Inadequate segregation of duties

A properly designed system of internal control includes adequate staffing as well as policies and procedures to properly segregate duties. This includes systems that are designed to limit the access or control of any one individual to your government's assets or accounting records, and to achieve a higher likelihood that errors or irregularities in your accounting processes would be discovered by your staff in a timely manner.

At this time, due to staffing and financial limitations, the proper internal controls are not in place to achieve adequate segregation of duties. As a result, errors, irregularities or fraud could occur as part of the financial reporting process that may not be discovered by someone in your organization. Therefore, we are reporting a material weakness related to the internal control environment.

– **Missing key controls**

There are certain controls that are not currently in place related to significant transaction cycles. As a result, there is a risk that erroneous or unauthorized transactions or misstatements could occur without the knowledge of management or the governing body. Our recommendations for strengthening controls are listed below.

Controls over accounts payable/disbursements

- Persons processing accounts payable and those with access to the system should be separate from those ordering or receiving goods or services.

Controls over payroll

- Persons preparing the payroll should be independent of other personnel duties or restricted from access to the payroll account.

Controls over monthly and year-end accounting

- Account reconciliations prepared throughout the year should be performed by someone independent of processing transactions in the account.

Since the controls listed above or other compensating controls are not currently in place, errors or irregularities could occur as part of the accounting processes that might not be discovered by management or the governing body. Therefore, the absence of these controls is considered to be a significant deficiency.

We recommend that a designated employee review the segregation of duties, risks, and these potential controls and determine whether additional controls should be implemented. This determination should take into consideration a cost / benefit analysis. It is very important that the governing body provide the appropriate level of financial oversight to the System's day to day activities.

Required communications

Qualitative aspect of accounting practices

- Accounting policies: Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we have advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by System are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing accounting policies was not changed during 2021. We noted no transactions entered into by the System during the year for which accounting policies are controversial or for which there is a lack of authoritative guidance or consensus or diversity in practice.
- Accounting estimates: Accounting estimates, including fair value estimates, are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, the degree of subjectivity involved in their development and because of the possibility that future events affecting them may differ significantly from those expected. The following estimates are of most significance to the financial statements:

Estimate	Management's process to determine	Baker Tilly's conclusions regarding reasonableness
Other postemployment benefits liability and related deferrals	Evaluation of information provided by the Wisconsin Postretirement Life Insurance Plan	Reasonable in relation to the financial statements as a whole
Net pension asset and related deferrals	Evaluation of information provided by the Wisconsin Retirement System	Reasonable in relation to the financial statements as a whole
Depreciation	Evaluate estimated useful life of the asset and original acquisition value	Reasonable in relation to the financial statements as a whole

There have been no significant changes made by management to either the processes used to develop the particularly sensitive accounting estimates, or to the significant assumptions used to develop the estimates, noted above.

- Financial statement disclosures: The disclosures in the financial statements are neutral, consistent and clear.

Significant unusual transactions

There have been no significant transactions that are outside the normal course of business for the System or that otherwise appear to be unusual due to their timing, size or nature.

Significant difficulties encountered during the audit

We encountered no significant difficulties in dealing with management and completing our audit.

Disagreements with management

Professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Audit report

There have been no departures from the auditors' standard report.

Audit consultations outside the engagement team

We encountered no difficult or contentious matters for which we consulted outside of the engagement team.

Uncorrected misstatements and corrected misstatements

Professional standards require us to accumulate misstatements identified during the audit, other than those that are clearly trivial, and to communicate accumulated misstatements to management. The schedule within the Appendix summarizes the uncorrected misstatements that we presented to management, other than those that are clearly trivial, that, in our judgment, may not have been detected except through our auditing procedures. In our judgment, none of the uncorrected misstatements, either individually or in the aggregate, indicate matters that could have had a significant effect on the System's financial reporting process.

Management has determined that the effects of the uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the basic financial statements under audit.

Other audit findings or issues

We encountered no other audit findings or issues that require communication at this time.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the System's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Management's consultations with other accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing or accounting matters.

Written communications between management and Baker Tilly

The Appendix includes copies of other material written communications, including a copy of the management representation letter.

Compliance with laws and regulations

We did not identify any non-compliance with laws and regulations during our audit.

Fraud

We did not identify any known or suspected fraud during our audit.

Going concern

Pursuant to professional standards, we are required to communicate to you, when applicable, certain matters relating to our evaluation of the System's ability to continue as a going concern for a reasonable period of time but no less than 12 months from the date the financial statements are issued or available to be issued, including the effects on the financial statements and the adequacy of the related disclosures, and the effects on the auditor's report. No such matters or conditions have come to our attention during our engagement.

Independence

We are not aware of any relationships between Baker Tilly and the System that, in our professional judgment, may reasonably be thought to bear on our independence.

Related parties

We did not have any significant findings or issues arise during the audit in connection with the System's related parties.

Other matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information which accompanies the financial statements but is not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Board of Trustee resources

Visit our resource page for regulatory updates, trending challenges and opportunities in your industry and other timely updates.

Visit the resource page at <https://www.bakertilly.com/insights/audit-committee-resource-page>.

Management representation letter

Baker Tilly US, LLP
3410 Oakwood Mall Drive
Suite 200
Eau Claire, WI 54701

Dear Baker Tilly US, LLP:

We are providing this letter in connection with your audit of the financial statements of the IFLS Library System as of December 31, 2021 and for the year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the IFLS Library System and the respective changes in financial position in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter.
- 2) The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America and include all properly classified funds and other financial information of the primary government required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

- 5) Significant assumptions we used in making accounting estimates, if any, are reasonable.
- 6) All events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America require adjustment or disclosure have been adjusted or disclosed. No other events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.
- 7) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 8) We believe the effects of the uncorrected financial statement misstatements listed here are immaterial, both individually and in the aggregate, to the basic financial statements as a whole. The System has elected not to implement GASB Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* related to the health insurance OPEB. At December 31, 2021, the unrecorded liability was \$49,000, and the beginning net position was overstated by \$49,000. In addition, the System has not recorded the equity interest in the LEAN WI joint venture, causing an understatement of assets of \$116,346, an overstatement of expenses of \$14,846 and an understatement in beginning of year net position of \$72,271 in the governmental activities' statement of activities. Finally, revenue was recognized in the general fund for grant reimbursements received beyond 60 days after year end resulting in an overstatement of revenues in the general fund of \$96,197.
- 9) We are not aware of any known actual, possible, pending, or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with accounting principles generally accepted in the United States of America, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 10) Guarantees, whether written or oral, under which the System is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of Board of Trustees or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) We have disclosed to you results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

- 13) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.
- 15) We have no knowledge of known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) There are no known related parties or related party relationships and transactions of which we are aware.

Other

- 17) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 18) We have a process to track the status of audit findings and recommendations.
- 19) We have identified to you any previous financial audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 20) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for our report.
- 21) The System has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 22) We are responsible for compliance with federal, state, and local laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits, debt contracts, and IRS arbitrage regulations; and we have identified and disclosed to you all federal, state, and local laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- 23) There are no:
 - a) Violations or possible violations of budget ordinances, federal, state, and local laws or regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance, except those already disclosed in the financial statement, if any.
 - b) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.

- c) Nonspendable, restricted, committed, or assigned fund balances that were not properly authorized and approved.
- 24) The IFLS Library System has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 25) The IFLS Library System has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.
- 26) We have no component units or material joint ventures with an equity interest, or other joint ventures or related organizations that would require disclosure in the financial statements.
- 27) The financial statements properly classify all funds and activities.
- 28) Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
- 29) The IFLS Library System has no derivative financial instruments such as contracts that could be assigned to someone else or net settled, interest rate swaps, collars or caps.
- 30) Provisions for uncollectible receivables, if any, have been properly identified and recorded.
- 31) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 32) Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
- 33) Deposits and investments are properly classified, valued, and disclosed (including risk disclosures, collateralization agreements, valuation methods, and key inputs, as applicable).
- 34) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated/amortized. Any known impairments have been recorded and disclosed.
- 35) We have complied with the implementation of GASB No. 49 and believe that there is no liability to accrue related to pollution remediation at this time.
- 36) We have appropriately disclosed the IFLS Library System's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy. We have also disclosed our policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available.
- 37) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

38) With respect to the supplementary information, (SI):

a) We acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

b) If the SI is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

39) We assume responsibility for, and agree with, the information provided by the Wisconsin Retirement System as audited by the Legislative Audit Bureau relating to the net pension asset/liability and related deferred outflows and deferred inflows and have adequately considered the reasonableness of the amounts and disclosures used in the financial statements and underlying accounting records. We also assume responsibility for the census data that has been reported to the plan.

40) The auditing standards define an annual report as "a document, or combination of documents, typically prepared on an annual basis by management or those charged with governance in accordance with law, regulation, or custom, the purpose of which is to provide owners (or similar stakeholders) with information on the entity's operations and the entity's financial results and financial position as set out in the financial statements." Among other items, an annual report contains, accompanies, or incorporates by reference the financial statements and the auditor's report thereon. We do not prepare an annual report.

Sincerely,

IFLS Library System

Signed: John Thompson

Signed: Guli Button

Dated: 5/17/2022

IFLS Library System
SUMMARY OF UNCORRECTED FINANCIAL STATEMENT MISSTATEMENTS

December 31, 2021

	Financial Statements Effect - Debit (Credit) to Financial Statement Total					
	<u>Total Assets/ Deferred Outflows</u>	<u>Total Liabilities/ Deferred Inflows</u>	<u>Total Net Position/ Fund Balances</u>	<u>Total Revenues</u>	<u>Total Expenses/ Expenditures</u>	<u>Change in Net Position/ Fund Balances</u>
Governmental Activities	116,346	(49,000)	(23,271)	-	(14,846)	(14,846)
General Fund	-	(96,197)	-	96,197	-	96,197

Accounting changes relevant to IFLS Library System

Future accounting standards update

GASB Statement Number	Description	Potentially Impacts you	Effective Date
87	Leases	✓	12/31/22*
91	Conduit Debt	✓	12/31/22*
92	Omnibus 2020	✓	12/31/22*
93	Replacement of Interfund Bank Offered Rates	✓	12/31/22*
94	Public-Private and Public-Public Partnerships and Availability Payment Arrangements	✓	12/31/23
96	Subscription-Based Information Technology Arrangements	✓	12/31/23
97	Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans	✓	12/31/22
99	Omnibus 2022	✓	12/31/23

*The statements listed above through Statement No. 93 had their required effective dates postponed by one year with the issuance of Statement No. 95, *Postponement of Effective Dates of Certain Authoritative Guidance*, with the exception of Statement No. 87 which was postponed by one and a half years. The effective date reflected above is the required revised implementation date.

Further information on upcoming [GASB pronouncements](#).

Ready or not – the new lease standard is here!

GASB's new single model for lease accounting is effective for next year's audit (fiscal years ending June 30, 2022 and later). This standard requires governments to identify and evaluate contracts that convey control of the right to use another entity's nonfinancial asset for a period of time in an exchange or exchange-like transaction. Contracts meeting the criteria for control, term and other items within the standard will result in recognizing a right to use asset and lease liability or a receivable and deferred inflow of resources. The standard specifies that leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated).

The implementation process can be broken down into a four-step methodology:



Now is the time to evaluate where your government is in this process and the timeline to complete implementation. The third step for lease evaluation, data extraction and review is typically the most time-consuming step; organizations should begin this process well before year end to ensure adequate lead time. A key decision that will need to be made is whether a lease administration software package is necessary. Depending on the volume and complexity of your lease activity, spreadsheets may not be sufficient to track and calculate all the required information.

We are available to discuss this further and help you develop an action plan. Baker Tilly also has complimentary resources available online including:

- GASB 87 lease identification questionnaire
- GASB 87 lease assistance tool
- Variety of GASB 87 podcasts and articles

Access tools and learn more about [GASB 87](#).

Future accounting for subscription-based IT arrangements

Subscription-based IT arrangements include contracts that convey control of the right to use another party's IT software. It would not include any licensing arrangements that provide a perpetual license, which would still be accounted for as an intangible asset. Subscription-based IT arrangements are becoming more and more popular with IT vendors. This standard mirrors the new lease standard. The System will be able to utilize the systems put into place to implement the lease standard to properly account for these contracts. Common examples of these contracts in the utility industry include:

- Leasing space in the cloud
- GIS systems
- SCADA systems
- Some work order or inventory systems as well as some general ledger or billing systems

The System should work with its IT department and department managers to determine a population listing of contracts that would fall under this standard to determine the potential future impact to financial reporting.

Uncorrected misstatements

Financial statement effects – debit (credit) to financial statement total:

Opinion unit	Total assets/ deferred outflows	Total liabilities/ deferred inflows	Net position/ fund balance	Total revenues	Total expenses/ expenditures	Change in net position/ fund balance
Governmental activities	\$ 116,346	\$ (49,000)	\$ (23,271)	\$ -	\$ (14,846)	\$ (14,846)
General Fund	-	(96,197)	-	96,197	-	96,197

The System has elected not to record their net OPEB liability related to the Wisconsin Group Health Insurance Plan. In addition, the System has not recorded the equity interest in the LEAN WI joint venture. In the general fund there was revenue recognized in 2021 but not received within 60 days of year end, therefore, it should be considered unavailable revenue. The effects of these are reflected in the table above.

Two-way audit communications

As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

- a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.
- b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:
 - Identify types of potential misstatements.
 - Consider factors that affect the risks of material misstatement.
 - Design tests of controls, when applicable, and substantive procedures.
- c. We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations and provisions of contracts or grant programs. For audits performed in accordance with *Government Auditing Standards*, our report will include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose.
- d. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*.

We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations, and provisions of contracts or grant programs. For audits done in accordance with *Government Auditing Standards*, our report will include a paragraph that states that the purpose of the report is solely to describe (a) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (b) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance and, (c) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

We are very interested in your views regarding certain matters. Those matters are listed here:

- a. We typically will communicate with your top level of management unless you tell us otherwise.
- b. We understand that the governing board has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.
- c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.
- d. We anticipate that the System will receive an unmodified opinion on its financial statements.
- e. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?
- f. Have you had any significant communications with regulators or grantor agencies?
- g. Are there other matters that you believe are relevant to the audit of the financial statements?

Also, is there anything that we need to know about the attitudes, awareness and actions of the governing body concerning:

- a. The entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?
- b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may do preliminary financial audit work during the months of December or January. Our final financial fieldwork is scheduled during the spring or early summer to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our financial audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 2-4 weeks after final fieldwork, but may vary depending on a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to hear from you.



IFLS Library System

Financial Statements and
Supplementary Information

December 31, 2021

IFLS Library System

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December 31, 2021

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Independent Auditors' Report

To the Board of Trustees of
IFLS Library System

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and major fund of the IFLS Library System (the System), as of and for the year ended December 31, 2021 and the related notes to the financial statements, which collectively comprise the System's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the System as of December 31, 2021 and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (GAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the System and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Other Matters

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the System's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the System's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the System's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the System's basic financial statements. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 17, 2022 on our consideration of the System's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the System's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the System's internal control over financial reporting and compliance.

Baker Tilly US, LLP

Eau Claire, Wisconsin
May 17, 2022

IFLS Library System

Management's Discussion and Analysis (Unaudited)
Year Ending December 31, 2021

Management's Discussion and Analysis

This Management's Discussion and Analysis for the IFLS Library System (IFLS) financial performances provides an overview of IFLS' financial activities for the fiscal year January 1, 2021, to December 31, 2021.

Financial Highlights

- IFLS state aids remained the same for 2021.
- Total expenditures and transfers (excluding capital) from state aids and state aid carryover increased \$77,477 from \$1,180,247 to \$1,257,724 or 6.6%. Increases included Salaries and Fringes \$38,709, Accessibility Audits \$8,412 and Subsidies to MORE/Cataloging \$21,842.
- Total ordinary revenue increased \$43,589 from \$1,229,273 to \$1,272,862 or 3.5%. State aids remained the same. Interest earned on idle funds decreased \$7,699. Tech revenue decreased \$4,004 or 47.3%. Tech revenue comes from 10% setup fee charged to libraries purchasing computers and computer equipment. Federal Funds of \$52,179 were received to offset costs.
- Awarded six Library Services and Technology Act Grants (LSTA) spending a total of \$165,235. Also received Federal CARES and WI Sparsity Aid Grants totaling \$52,179 and a DPI grant of \$21,562.
- The Materials Processing Service is 100% billable to 5 libraries participating in 2021 - Roberts, Rice Lake, New Richmond, Amery and Menomonie.
- In 2021, the Contract Cataloging and Database Maintenance Service became a service of MORE and is now provided and billed to all MORE libraries. The former Cataloging Only Service (CABS), was 100% billable, served 19 libraries in 2020.
- In 2021, IFLS reported a \$287,120 WRS net pension asset compared to a \$154,092 net pension asset in 2020. This entry reflects the value of IFLS' portion of the Wisconsin Retirement Fund.

Using This Report

This annual financial report consists of:

Management's Discussion and Analysis
Basic Financial Statements

- A. Government-Wide Financial Statements
- B. Fund Financial Statements
- C. Notes to Financial Statements
- D. Required Supplementary Information

The basic financial statements include two kinds of statements that present different views of the System. The first two statements are government-wide financial statements that provide both long-term and short-term information about the System's overall financial status. The remaining statements are fund financial statements that focus on individual parts of the System and report the System's operations in more detail than the government-wide statements. The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data.

The statements are followed by required supplementary information that further explains and supports the information in the financial statements.

IFLS Library System

Management's Discussion and Analysis (Unaudited)
Year Ending December 31, 2021

Government-Wide Financial Statements

The government wide financial statements are intended to provide readers with a broad overview of the System's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the System's assets, deferred outflows, liabilities and deferred inflows, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the System is improving or deteriorating.

The *statement of activities* presents information showing how the System's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flow.

All of the functions of the System are principally supported by intergovernmental revenues. These governmental activities are broadly described in Section 43.24(2), *Wisconsin Statutes* and include the following:

- Written agreements with member libraries stating that they agree to provide the same services to any resident of the System area that they provide to local residents and to interlibrary loan materials to other libraries in the System.
- Backup reference, information and interlibrary loan services from the System resource library, L.E. Phillips Memorial Public Library, including the development of and access to specialized collections.
- Referral or routing of reference and interlibrary loan requests from libraries within the System to libraries within and outside the System.
- In-service training for participating public library personnel and trustees.
- Electronic delivery of information and physical delivery of library materials to participating libraries.
- Service agreements with all adjacent library Systems.
- Professional consultant services to participating public libraries.
- Promotion and facilitation of library service to users with special needs.
- Cooperation, planning and agreements with other types of libraries in the System area for the appropriate sharing of library resources to benefit the clientele of all libraries in the System area.
- Planning with the Division of Public Instruction and with libraries in the area in regard to library technology and the sharing of resources.
- Any other service programs designed to meet the needs of participating public libraries and the residents of the System area. Other service programs offered by IFLS are Youth Services, Collection Development, Shared Cataloging with Processing, Contract Cataloging and Technology Services.

IFLS Library System

Management's Discussion and Analysis (Unaudited)
Year Ending December 31, 2021

Fund Financial Statements

A fund (program) is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives of a program. IFLS, like other governmental agencies, uses fund accounting to ensure and demonstrate compliance with finances-related legal requirements. IFLS uses one fund that accounts for the System's three major areas: Ordinary Income/Expenditures, Other Income/Expenditures and MORE Income/Expenditures.

The 2021 Other Income/Expenditures Fund accounts for revenue and expenditures were for grants. The grant funds were for:

- Libraries Activating Workforce Development Skills (LAWD's Pt 1 & 2) \$63,931
- Inclusive, Diversity and Equity in Action (IDEA's Grant) \$23,750
- Resource Sharing (Durand and Fairchild on MORE) \$50,834
- WebJunction Virtual Courses \$12,360
- Professional Learning Scholarships \$14,360

Also included is the Shared Cataloging/Processing service which began January 1, 2013. There were three participating libraries in 2013 and five in 2014 through 2020. The option of Contract Cataloging was added in 2018. Ten libraries participated in 2019 and nineteen in 2020. In 2021 Contract Cataloging and Database Maintenance became a service billed through MORE. All MORE libraries are now billed for cataloging and database management services.

The MORE Income/Expenditures Fund accounts were for the revenue from new and continuing libraries participating in the MORE Shared Automated System.

Notes to Financial Statements

The notes provide additional information that is essential to an understanding the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 18-37 of the financial statements.

Financial Analysis of IFLS as a Whole (Government-Wide Analysis)

Net Position may serve over time as a useful indicator of IFLS' financial position. At the close of 2021, IFLS' net position totaled \$1,203,521, an increase of \$125,063 or 11.6%.

The reported assets include IFLS' property, building, car, computers and related equipment, office furnishings and software. Capital assets are reported net of depreciation and debt. \$234,797 or 19.5% of IFLS' net position reflects its investment in its land, building, equipment and software. The remaining net position includes funds restricted for future MORE activities of \$399,901, pensions of \$287,120 and \$281,703 in unrestricted funds, which are available for other future spending.

IFLS Library System

Management's Discussion and Analysis (Unaudited)
Year Ending December 31, 2021

Governmental activities are the only type of service provided by IFLS.

Statement of Net Position December 31, 2021 and 2020

	2021	2020
Assets:		
Current assets	\$ 2,300,015	\$ 1,966,630
Restricted, net pension	287,120	154,092
Capital assets	234,797	243,084
Total assets	2,821,932	2,363,806
Deferred outflows of resources	553,277	396,180,
Liabilities:		
Current liabilities	300,395	140,276
Long-term liabilities	182,064	161,157
Total liabilities	482,459	301,433
Deferred inflows of resources	1,689,229	1,380,095
Net position:		
Invested in capital assets, net of related debt	234,797	243,084
Restricted, MORE	399,901	374,749
Restricted, pensions	287,120	154,092
Unrestricted	281,703	306,533
Total net position	\$ 1,203,521	\$ 1,078,458

Net position increased by \$125,063 from 2020 to 2021. The unrestricted funds were allocated towards reserve funds for anticipated future capital and operational budget needs and potential future funding cuts. The investment in capital assets decreased \$8,287 or 3.4%.

IFLS Library System

Management's Discussion and Analysis (Unaudited)
Year Ending December 31, 2021

Change in Net Position December 31, 2021 and 2020		
	2021	2020
Revenues		
Program revenues		
Charges for services:		
MORE shared system	\$ 853,665	\$ 737,740
IFLS billable services	221,134	383,032
Total charges for services	1,074,799	1,120,772
Grants and contributions:		
State aids	1,200,056	1,200,056
Other grants	21,563	-
Federal grants	217,413	17,399
Total grants and contributions	1,439,032	1,217,455
General revenues:		
Interest income	1,238	8,937
Other	19,390	213
Total revenues	2,534,459	2,347,377
Expenses:		
IFLS library services	1,470,883	1,546,703
MORE shared system	938,513	798,051
Total expenses	2,409,396	2,344,754
Change in net position	125,063	2,623
Net position, beginning	1,078,458	1,075,835
Net position, ending	\$ 1,203,521	\$ 1,078,458

IFLS Library System

Management's Discussion and Analysis (Unaudited)
Year Ending December 31, 2021

Fund Statements

Revenues

State aids remained the same for 2021 at \$1,200,056. Additional revenues included interest on state aids, grants and miscellaneous funds. Interest income was less again in 2021 with a decrease of \$7,699. Federal/LSTA/Other grant funds were significantly higher in 2021 with a total of \$238,977. Technology Income decreased \$4,004 mainly due to computer unavailability. Funds transferred to MORE (MORE Subsidies) are no longer considered revenue to MORE. The MORE total operating budget charged to participating libraries increased 12.5%.

The MORE shared system became an IFLS service in 2005. In 2021, 54 MORE libraries paid \$853,665 for operating, startup and miscellaneous expenses and IFLS provided a subsidy for MORE operating expenses totaling \$110,000 for a total of \$963,665.

The Shared Cataloging and Processing Service income increased \$55,348 from 2020. \$142,000 was billed and transferred from MORE funds.

Expenditures

2021 expenditures totaled \$2,463,540 and increased \$214,474 or 9.5% from the 2020 amount. Funds transferred to MORE (MORE Subsidies) are no longer considered an expense to IFLS.

Notable changes to Operating expenses include:

- Salaries and Fringe Benefit expenses increased \$38,709 or 6%. Due to COVID we still had an unfilled Tech Support position. Since 2011, employees have been paying half of the required contribution for Wisconsin Retirement, in 2021 it was 6.75% of their wages. This amount is matched by IFLS funds.
- Payments to the Resource Library (Eau Claire) for collection development remained the same at \$23,000 in 2021.
- No payments for Retirement Leave or Unemployment Compensation were made in 2021. Retirement Leave payments are expected for 2022.
- IFLS Management costs paid by MORE libraries remained the same for 2021. This is based on a formula that fluctuates with changes in IFLS state aids.
- Some 2021 expenses were again reduced due to the effects of Coronavirus:
 - Field Visits to assist libraries – this includes staff help with new director orientation, building projects, library boards, one-on-one training, weeding, collection development and tech support, etc.
 - IFLS Staff Development, Conference attendance and State Meetings
 - IFLS Board and Personnel Meetings were all held virtually
- In 2021, CE Grants for librarians were \$3,000 from IFLS funds and \$14,360 from federal grant funds, an increase of \$13,964. 16 scholarships were for in-person conferences and 2 were for virtual events.
- LEAN WI/Shared Technology is a collaboration project with Wisconsin Valley Library Service in Wausau and Northern Waters Library Service in Ashland. LEAN WI costs increased from \$51,451 in 2020 to \$54,766 in 2021 or 6.4%. This line replaces many line items from pre-2018, Library Tech Projects, CINC Data Center, WISNET Annual Costs, Tech Support Travel and Computer Software Subscriptions.

IFLS Library System

Management's Discussion and Analysis (Unaudited)
Year Ending December 31, 2021

- New for 2021, IFLS paid \$8,412 to the Center for Independent Living for 12 Accessibility Audits. IFLS and 11 libraries had evaluations done. This includes assessing everything from the parking (and signage) to sidewalks and entrances to furniture, aisleways, door weight and restrooms for accessibility. A comprehensive report was provided to help library staff prioritize plans for addressing violations to the Americans with Disabilities Act code.
- Total Delivery costs for 2021 were \$269,458, this increased \$1,452 or .5%:
 - In-system (Waltco) delivery costs increased \$19,482 or 8.1%.
 - Cost of the statewide delivery service decreased \$8,021 due to a one-time COVID credit.
 - Cost of supplies and damaged items decreased \$10,009; due to the COVID quarantine requirements we purchased 600 new plastic binds in 2020 and none in 2021.
- The IFLS subsidy to MORE libraries was \$110,000 in 2021. This includes a \$20,000 subsidy for the Cataloging Partners. This is a \$21,842 increase over 2020.
- Building overhead expenses were \$18,046, an increase of \$3,957 or 28%. This was mainly due more staff working in the office; electricity, gas, cleaning and snow removal was higher.
- Capital expenses: In 2021 \$22,292 was spent to replace 2 furnaces and 3 air condition units.

Fund Balance

\$399,901 has been Restricted for the MORE Consortium. \$224,000 of it is reserved for future MORE Projects, \$60,000 has been commitment to the 2021 MORE Budget to offset costs. \$115,901 will be reassigned for future MORE use.

\$624,906 has been assigned by IFLS for the following future purposes:

- \$65,000 for Building Repair;
- \$15,000 for Shared System Startup Subsidies for new libraries joining MORE, a shared library automation system or to replace subsidies lost by Federal funding;
- \$50,000 for Shared Services Program with a possible building expansion;
- \$25,000 for Vehicle Replacement;
- \$150,000 for Personnel expenses including leave pay outs for retiring employees and funding health care for additional employees or other personnel expenses or unemployment pay outs;
- \$40,000 for replacement of Wide Area Network/Web Equipment;
- \$40,000 for System Equipment and Furnishings including computer equipment, copier, printer and a phone system. At least three staff computers are replaced or upgraded annually from the operating budget;
- \$40,000 for Technology Projects and Billable Reserves;
- \$15,000 for Computer Lab Equipment Replacement. There are 6 laptops and a wireless hub in the computer lab; and
- \$184,906 for the 2022 Operating Budget deficit.

\$14,132 were unassigned funds at the end of 2021. These funds will be moved to reserves or will be reassigned during 2022.

IFLS Library System

Management's Discussion and Analysis (Unaudited)
Year Ending December 31, 2021

Economic Factors and Next Year's Budget and Rates

The state aids for 2021 remained unchanged with a projected increase in 2022 to \$1,387,411. The 2021 funding level is still less than our funding between 2008-2011. 2022 will be highest aid payment since 2009. 2020 funding was established as the new base for the purposes of state funding.

State Aids Received:

2008	\$	1,209,417
2009		1,257,792
2010		1,211,470
2011		1,250,125
2012-2017		1,125,114
2018		1,162,585
2019-2021		1,200,056

Beginning in 2020 IFLS like others faced unprecedented challenges with COVID. Some expenditures were not made or greatly reduced while new needs required some reallocation of funds. It is anticipated this will continue for a period of 2022. Moving forward IFLS staff will be working in a more hybrid model than in years prior.

System directors and staff from the Division for Libraries and Technology have been meeting on a weekly basis. They have been collaborating within the framework/spirit of the system redesign project. One of the focuses has been allocating increased Federal funding that has been received outside of the typically LSTA grants. The projects have focused on multisystem or statewide projects.

The system is scheduled to see additional state aid for 2022 and 2023. With retirements anticipated over the next several years additional emphasis will be placed on insuring a high level of service to our member libraries.

Contacting the System's Financial Management

This financial report is designed to provide a general overview of the System's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director or Business Manager, IFLS Library System, 1538 Truax Blvd, Eau Claire, WI 54703. General information about the System and its programs or services can be found on the System's website at <http://www.iflswb.org>.

IFLS Library SystemStatement of Net Position
December 31, 2021**Assets**

Current:

Cash and investments	\$ 2,138,077
Accounts receivable	102,675
Prepaid items	59,263

Total current assets 2,300,015

Noncurrent

Restricted assets:

Net pension asset	287,120
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Capital assets:

Land	50,000
Other capital assets, net of depreciation	184,797

Total noncurrent assets 521,917

Total assets 2,821,932

Deferred Outflows of Resources

Pension related amounts	475,447
OPEB related amounts	77,830

Total deferred outflows of resources 553,277

Liabilities

Current:

Accounts payable	34,898
Accrued payroll and related liabilities	27,454
Unearned revenue	133,475
Current portion of other long-term obligations	104,568

Total current liabilities 300,395

Noncurrent

Noncurrent portion of other long-term obligations	182,064
---	---------

Total noncurrent liabilities 182,064

Total liabilities 482,459

Deferred Inflows of Resources

Pension related amounts	631,933
OPEB related amounts	16,738
Unearned revenue	1,040,558

Total deferred inflows of resources 1,689,229

Net Position

Net investment in capital assets	234,797
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Restricted for:

MORE consortium	399,901
Pensions	287,120

Unrestricted	281,703
--------------	---------

Total net position \$ 1,203,521

See notes to financial statements

IFLS Library System

Statement of Activities

Year Ended December 31, 2021

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Library services	\$ 1,470,883	\$ 221,134	\$ 1,439,032	\$ -	\$ 189,283
MORE	938,513	853,665	-	-	(84,848)
	<u>\$ 2,409,396</u>	<u>\$ 1,074,799</u>	<u>\$ 1,439,032</u>	<u>\$ -</u>	<u>104,435</u>
General Revenues					
Interest and investment earnings					1,238
Miscellaneous					<u>19,390</u>
Total general revenues					<u>20,628</u>
Change in net position					125,063
Net Position, Beginning					<u>1,078,458</u>
Net Position, Ending					<u>\$ 1,203,521</u>

See notes to financial statements

IFLS Library System

Balance Sheet - Governmental Fund

December 31, 2021

Assets

Cash and investments	\$ 2,138,077
Accounts receivable	102,675
Prepaid items	<u>59,263</u>
Total assets	<u>\$ 2,300,015</u>

Liabilities, Deferred Inflows of Resources and Fund Balances

Liabilities

Accounts payable	\$ 34,898
Accrued liabilities	27,454
Unearned revenue	<u>133,475</u>
Total liabilities	<u>195,827</u>

Deferred Inflows of Resources

Unearned revenue	<u>1,040,558</u>
Total deferred inflows of resources	<u>1,040,558</u>

Fund Balances

Nonspendable:	
Prepaid items	24,691
Restricted for:	
MORE consortium	399,901
Assigned	624,906
Unassigned	<u>14,132</u>
Total fund balances	<u>1,063,630</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 2,300,015</u>

See notes to financial statements

IFLS Library System

Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position
December 31, 2021

Total Fund Balances, Governmental Funds		\$ 1,063,630
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in government activities are not financial resources and therefore are not reported in the fund statements. Capital assets at year end consist of:		
Capital assets	\$ 648,307	
Accumulated depreciation/amortization	<u>(413,510)</u>	234,797
The net pension asset does not relate to current financial resources and is not reported in the governmental funds.		
		287,120
Deferred outflows and deferred inflows of resources do not relate to current financial resources and are not reported in the governmental funds.		
Pension related amounts		(156,486)
OPEB related amounts		61,092
Long-term liabilities, including bond and notes payable, are not due in the current period and, therefore, are not reported in the fund statements.		
Long-term liabilities at year end consist of:		
Net OPEB Liability	(143,888)	
Vested employee benefits	<u>(142,744)</u>	<u>(286,632)</u>
Total Net Position, Governmental Activities		<u>\$ 1,203,521</u>

See notes to financial statements

IFLS Library System

Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund
Year Ended December 31, 2021

Revenues

Federal grants	\$ 217,414
State library system aid	1,200,056
Other grants	21,563
MORE consortium income	853,665
Shared cataloging service income	87,252
Investment income	1,238
Other income	153,271

Total revenues	<u>2,534,459</u>
----------------	------------------

Expenditures

Administration	180,863
Pass-thru/federal grants	165,235
Pass-thru/other grants	21,563
Billable/cooperative purchases	116,512
Billable/shared cataloging service	51,700
Consult/continuing education	104,477
Delivery service	303,689
Library collection development	28,713
Library services to youth	58,179
MORE consortium	938,513
Public information	49,617
Reference/Interlibrary loan	153,040
Services to special users	48,191
Shared system	56,343
Technology	186,905

Total expenditures	<u>2,463,540</u>
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Net change in fund balance	70,919
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Fund Balance, Beginning	<u>992,711</u>
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Fund Balance, Ending	<u><u>\$ 1,063,630</u></u>
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See notes to financial statements

IFLS Library System

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of
Governmental Funds to the Statement of Activities
Year Ended December 31, 2021

Net Change in Fund Balances, Total Governmental Funds	\$	70,919
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. The following differs in its presentation:

Depreciation is reported in the system-wide statements	(8,287)
--	---------

Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:

Change in vested employee benefits	(2,974)
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Change in net OPEB liability (and OPEB related deferred outflows and deferred inflows of resources)	(20,536)
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Change in net pension asset/liability (and pension related deferred outflows and deferred inflows of resources)	85,941
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Change in Net Position of Governmental Activities	\$	125,063
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See notes to financial statements

IFLS Library System

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December 31, 2021

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IFLS Library System

Notes to Financial Statements
December 31, 2021

1. Summary of Significant Accounting Policies

The accounting policies of the IFLS Library System (the System) conform to generally accepted accounting principles as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

Reporting Entity

IFLS Library System is organized as a Wisconsin Public Library System under Section 43.19 of the Wisconsin Statutes. The System provides delivery, resource sharing, consultation services, cataloging and processing services and technology assistance to the libraries in its ten-county area. The System is governed by a twenty-member board of trustees appointed by member county boards. The reporting entity for the System is based upon criteria set forth by the Governmental Accounting Standards Board. All functions of the System for which it exercises oversight responsibility are included.

This report includes all the funds of the System. The reporting entity for the System consists of the primary government and its component units. Component units are legally separate organizations for which the primary government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The System has not identified any organizations that meet these criteria.

Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the System. All of the System's activities are reported as governmental activities. Governmental activities generally are financed through intergovernmental revenues and other non-exchange revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The System does not allocate indirect expenses to functions in the statement of activities. Program revenues include 1) charges to customers, other libraries or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Items not included among program revenues are reported as general revenues. Internally dedicated resources are reported as general revenues rather than as program revenues.

Fund Financial Statements

Financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues and expenditures. Consistent with the requirement to maintain the minimum number of funds, the System accounts for all transactions in the general fund which is considered a major fund.

Measurement Focus, Basis of Accounting and Financial Statement Presentation**Government-Wide Financial Statements**

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the System considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Intergovernmental aids and grants are recognized as revenues in the period the System is entitled the resources and the amounts are available. Amounts owed to the System which are not available are recorded as receivables and unavailable revenues. Amounts received before eligibility requirements (excluding time) are met are recorded as liabilities. Amounts received in advance of meeting time requirements are recorded as deferred inflows.

Revenues susceptible to accrual include interest and charges for services that meet the availability criteria described above. All other general revenues are recognized when received in cash or when measurable and available under the criteria described above.

All Financial Statements

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

IFLS Library System

Notes to Financial Statements
December 31, 2021

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position or Equity

Deposits and Investments

Investment of System funds is restricted by Wisconsin state statutes. Available investments are limited to:

1. Time deposits in any credit union, bank, savings bank or trust company.
2. Bonds or securities of any county, city, drainage district, technical college district, town or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, by the University of Wisconsin Hospitals and Clinics Authority or the Wisconsin Aerospace Authority.
3. Bonds or securities issued or guaranteed by the federal government.
4. The local government investment pool.
5. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
6. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
7. Repurchase agreements with public depositories, with certain conditions.

The System has adopted an investment policy. That policy follows state statutes for allowable investments. The policy addresses custodial credit risk and credit risk by stating that preservation of principal shall be the paramount objective and liquidity shall be maintained sufficient for the System to meet all disbursement requirements when due. Return on investments shall be maximized only to the extent that the first two objectives are met.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF) and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one days' notice. At December 31, 2021, the fair value of the System's share of the LGIP's assets was substantially equal to the System's share as reported in these statements.

See Note 2. For further information.

Receivables

General accounts receivable have been adjusted for all known uncollectible accounts. No allowance is necessary at year end.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

IFLS Library System

Notes to Financial Statements
December 31, 2021

Restricted Assets

Mandatory segregations of assets are presented as restricted assets. Such segregations are required by external parties. Restricted assets have been reported in conjunction with the net pension asset since this balance must be used to fund employee benefits.

Capital Assets

Government-Wide Statements

Capital assets, which include property, plant and equipment, are reported in the government-wide financial statements. Capital assets are defined by the System as assets with an initial, individual cost of more than \$5,000 for general capital assets and \$20,000 for intangibles and an estimated useful life of one year or more. All capital assets are recorded at historical cost or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated acquisition value at the date of donation.

Depreciation and amortization of exhaustible capital assets is reported in the statement of activities. Accumulated depreciation is reflected in the statement of net position. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Buildings	50 years
Computers	5 years
Vehicles	5 years
Furniture and equipment	5-10 years
MORE computer equipment	5 years
Intangibles	3-7 years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net position/fund balance that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that future time.

Compensated Absences

IFLS Library System allows all staff to earn twelve vacation days after one year of employment and one additional day per year through year fourteen to a total of twenty-five days. MLS staff hired after November 20, 1991 and before January 1, 2000, earns twenty vacation days after one year of employment and one additional day per year through year six to a total of twenty-five days.

Employees shall not accumulate more than the amount of vacation leave earned in 12 months employment. Upon retirement or termination of employment, employees have the option of receiving accrued vacation wages in a lump sum cash payment or through continued payroll checks.

IFLS Library System

Notes to Financial Statements
December 31, 2021

Upon retirement from IFLS Library System, employees who meet the retirement requirements of the Wisconsin Retirement System (WRS) receive a pay-out of one-half of their accumulated sick leave. They can also use the pay-out to purchase health and/or dental insurance. Sick leave is valued at the employee's rate of pay at retirement. A maximum accumulation of 864 hours is allowed.

All vested vacation and sick leave pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements and are payable with expendable available resources.

Payments for vacation and sick leave will be made at rates in effect when the benefits are used. Accumulated vacation and sick leave liabilities at December 31, 2021 are determined on the basis of current salary rates and include salary related payments.

Long-Term Obligations

All long-term obligations to be repaid from System resources are reported as liabilities in the government-wide statements. The long-term obligations consist primarily of the net OPEB liability and employee benefits.

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements.

Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net position/fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

Equity Classifications

Government-Wide Statements

Equity is classified as net position and displayed in three components:

- a. **Net Investment in Capital Assets** - Consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. **Restricted Net Position** - Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. **Unrestricted Net Position** - All other net position that do not meet the definition of restricted or net investment in capital assets.

When both restricted and unrestricted resources are available for use, it is the System's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Statements

Governmental fund balances are displayed as follows:

- a. **Nonspendable** - Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.
- b. **Restricted** - Consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- c. **Committed** - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority. Fund balance amounts are committed through a formal action (motion) of the Board. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which will be subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Board that originally created the commitment.
- d. **Assigned** - Includes spendable fund balance amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed. The Board may take official action to assign amounts for a specific purpose. Assignments may take place after the end of the reporting period.
- e. **Unassigned** - Includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed or assigned for those purposes.

The System considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the System would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

See Note 2. For further information.

Pension

For purposes of measuring the net pension asset (liability), deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

IFLS Library System

Notes to Financial Statements
December 31, 2021

Postemployment Benefits Other Than Pensions (OPEB)

The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. This includes for purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to other post-employment benefits, OPEB expense and information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIF's fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

2. Detailed Notes on All Funds

Deposits and Investments

The System's deposits and investments at year end were comprised of the following:

	Carrying Value	Bank Balance	Associated Risks
Demand deposits	\$ 1,192,297	\$ 1,233,019	Custodial credit risk
LGIP	945,705	945,705	Credit risk
Petty cash	75	-	N/A
Total deposits and investments	<u>\$ 2,138,077</u>	<u>\$ 2,178,724</u>	

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts) and \$250,000 for demand deposit accounts (interest-bearing and noninterest-bearing). In addition, if deposits are held in an institution outside of the state in which the entity is located, insured amounts are further limited to a total of \$250,000 for the combined amount of all deposit accounts.

Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual entities. This coverage has been considered in computing custodial credit risk.

The System maintains collateral agreements with its bank. At December 31, 2021, the bank had obtained a collateral confirmation in the amount of \$793,339 to secure the System's deposits.

Custodial Credit Risk

Deposits - Custodial credit risk is the risk that in the event of a financial institution failure, the System's deposits may not be returned to the System.

The System does not have any deposits exposed to custodial credit risk.

IFLS Library System

Notes to Financial Statements
December 31, 2021

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The System had investments in the external Wisconsin Local Government Investment Pool which is not rated.

See Note 1. For further information on deposit and investment policies.

Receivables

All receivables are expected to be collected in less than one year.

Governmental funds report *unavailable* or *unearned revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of *unavailable revenue* and *unearned revenue* reported in the governmental funds were as follows:

	<u>Unearned</u>
2022 state aid received in 2021	\$ 1,040,558
2022 South Central LS payment received in 2021	<u>133,475</u>
Total unearned revenue	<u><u>\$ 1,174,033</u></u>

IFLS Library System

Notes to Financial Statements
December 31, 2021

Capital Assets

Capital asset activity for the year ended December 31, 2021 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital assets not being depreciated/amortized:				
Land	\$ 50,000	\$ -	\$ -	\$ 50,000
Total capital assets not being depreciated/ amortized	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>
Capital assets being depreciated/amortized:				
Buildings	\$ 360,356	\$ -	\$ -	\$ 360,356
Computers	23,776	-	-	23,776
MORE intangibles	133,830	-	28,855	104,975
Vehicles	25,210	-	-	25,210
Furniture and equipment	15,430	-	-	15,430
MORE computer equipment	68,560	-	-	68,560
Total capital assets being depreciated/ amortized	<u>627,162</u>	<u>-</u>	<u>28,855</u>	<u>598,307</u>
Less accumulated depreciation/ amortization for:				
Buildings	(167,431)	(8,128)	-	(175,559)
Computers	(23,776)	-	-	(23,776)
MORE intangibles	(133,830)	-	28,855	(104,975)
Vehicles	(25,210)	-	-	(25,210)
Furniture and equipment	(15,271)	(159)	-	(15,430)
MORE computer equipment	(68,560)	-	-	(68,560)
Total accumulated depreciation/ amortization	<u>(434,078)</u>	<u>(8,287)</u>	<u>28,855</u>	<u>(413,510)</u>
Capital assets being depreciated/ amortized net of depreciation/ amortization	<u>\$ 193,084</u>	<u>\$ (8,287)</u>	<u>\$ -</u>	<u>\$ 184,797</u>

Depreciation/amortization expense was charged to functions as follows:

Library services	\$ 8,287
MORE	-
Total depreciation/amortization expense	<u>\$ 8,287</u>

IFLS Library System

Notes to Financial Statements
December 31, 2021

Long-Term Obligations

Long-term obligations activity for the year ended December 31, 2021 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Amounts Due Within One Year
Net OPEB liability	\$ 91,023	\$ 52,865	\$ -	\$ 143,888	\$ -
Vested employee benefits	139,770	80,288	77,314	142,744	104,568
Total long-term liabilities	<u>\$ 230,793</u>	<u>\$ 133,153</u>	<u>\$ 77,314</u>	<u>\$ 286,632</u>	<u>\$ 104,568</u>

Fund Balances

Governmental fund balances reported on the fund financial statements at December 31, 2021 include the following:

Assigned

General fund:

Building	\$ 65,000
Shared system startup assistance/subsidy	15,000
Shared services program/building expenses	50,000
Vehicle replacement	25,000
Personnel	150,000
WAN/web equipment replacement	40,000
System equipment/furnishings	40,000
Computer lab replacement	15,000
Tech projects/billable reserves	40,000
2022 budget	<u>184,906</u>
Total	<u>\$ 624,906</u>

3. Other Information

Employees Retirement System

Plan Description

The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The System provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, expected to work at least 1,200 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

IFLS Library System

Notes to Financial Statements
December 31, 2021

Vesting

For employees beginning participation on or after January 1, 1990 and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998 and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided

Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and State executive participants) if hired on or before 12/31/2016) are entitled to retirement benefit based on a formula factor, their average earnings and creditable service

Final average earnings is the average of the participant's three highest years' earnings. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at age 55 (50 for protective occupations) and receive an actuarially reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the Floor) set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

<u>Years</u>	<u>Core Fund Adjustment</u>	<u>Variable Fund Adjustment</u>
2011	(1.2) %	11.0 %
2012	(7.0)	(7.0)
2013	(9.6)	9.0
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	0.0	(10.0)
2020	1.7	21.0

IFLS Library System

Notes to Financial Statements
December 31, 2021

Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for General category employees, including Teachers, Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$48,815 in contributions from the System.

Contribution rates for the plan year reported as of December 31, 2021 are:

<u>Employee Category</u>	<u>Employee</u>	<u>Employer</u>
General (executives and elected officials)	6.75 %	6.75 %
Protective with social security	6.75	11.65
Protective without social security	6.75	16.25

Pension Asset, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2021, the System reported an asset of \$287,120 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2020 and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2019 rolled forward to December 31, 2020. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The System's proportion of the net pension asset was based on the System's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2020, the System's proportion was 0.00459897%, which was a decrease of 0.00017991% from its proportion measured as of December 31, 2019.

For the year ended December 31, 2021, the System recognized pension expense of \$(37,125).

At December 31, 2021, the System reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 415,550	\$ 89,508
Changes of actuarial assumptions	6,512	-
Net differences between projected and actual earnings on pension plan investments	-	539,044
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	3,381
Employer contributions subsequent to the measurement date	53,385	-
Total	<u>\$ 475,447</u>	<u>\$ 631,933</u>

IFLS Library System

Notes to Financial Statements
December 31, 2021

\$53,385 reported as deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

	Deferred Outflows of Resources and Deferred Inflows of Resources (Net)
Years ending December 31:	
2022	\$ (54,202)
2023	(15,410)
2024	(98,452)
2025	(41,807)

Actuarial Assumptions

The total pension liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial valuation date	December 31, 2019
Measurement date of net pension liability (asset)	December 31, 2020
Actuarial cost method	Entry age Normal
Asset valuation method	Fair Value
Long-term expected rate of return	7.0%
Discount rate	7.0%
Salary increases:	
Inflation	3.0%
Seniority/merit	0.1% - 5.6%
Mortality	Wisconsin 2018 mortality table
Post retirement adjustments*	1.9%

* No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.9% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate. Includes the impact of the known Market Recognition Account deferred gains/losses on the liability for dividend payments.

Actuarial assumptions are based upon an experience study conducted in 2018 using experience from 2015 - 2017. The total pension liability for December 31, 2020 is based upon a roll-forward of the liability calculated from the December 31, 2019 actuarial valuation.

Long-Term Expected Return on Plan Assets

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Core Fund Asset Class	Asset Allocation	Long-Term Expected Nominal Rate of Return	Long-Term Expected Real Rate of Return
Global equities	51.0 %	7.2 %	4.7 %
Fixed income	25.0	3.2	0.8
Inflation sensitive assets	16.0	2.0	(0.4)
Real estate	8.0	5.6	3.1
Privat equity/debt	11.0	10.2	7.6
Multi-asset	4.0	5.8	3.3
Total core fund	115.0 %	6.6 %	4.1 %
Variable Fund Asset Class			
U.S. equities	70.0 %	6.6 %	4.1 %
International equities	30.0	7.4	4.9
Total variable fund	100.0 %	7.1 %	4.6 %

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.4%
Asset Allocations are managed within established ranges; target percentages may differ from actual monthly allocations.

Single Discount Rate

A single discount rate of 7.00% was used to measure the total pension liability for the current and prior year. This single discount rate was based on the expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 2.00%. (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's 20-year Municipal GO AA Index as of December 31, 2020. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.) Because of the unique structure of WRS, the 7.00% expected rate of return implies that a dividend of approximately 1.9% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the investment rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

IFLS Library System

Notes to Financial Statements
December 31, 2021

Sensitivity of the System's Proportionate Share of the Net Pension Asset (Liability) to Changes in the Discount Rate

The following presents the System's proportionate share of the net pension asset (liability) calculated using the discount rate of 7.00%, as well as what the System's proportionate share of the net pension asset (liability) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00%) or 1-percentage-point higher (8.00%) than the current rate:

	1% Decrease to Discount Rate (6.00%)	Current Discount Rate (7.00%)	1% Increase to Discount Rate (8.00%)
System's proportionate share of the net pensions asset (liability)	\$ (273,298)	\$ 287,120	\$ 698,743

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

At December 31, 2021, the System reported a payable to the pension plan which represents contractually required contributions outstanding as of the end of the year.

Risk Management

The IFLS Library System is exposed to various risks of loss related to torts; theft of, damage to or destruction of assets; errors and omissions; workers compensation and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial coverage in any of the past three years. There were no significant reductions in coverage compared to the prior year.

Commitments and Contingencies

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments are only reported in governmental funds if it has matured. Claims and judgments are recorded in the government-wide statements as expenses when the related liabilities are incurred.

From time to time, the System is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the System's financial position or results of operations.

The System has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

IFLS Library System

Notes to Financial Statements
December 31, 2021

Local Retiree Life Insurance Fund (LRLIF)

Plan Description

The LRLIF is a multiple employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post employment life insurance benefits for all eligible employees.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Retiree Life Insurance Financial Report, which can be found at <https://etfonline.wi.gov/ETFGASBPublicWeb/gasb75Local.do>.

Benefits Provided

The LRLIF plan provides fully paid-up life insurance benefits for post age 64 retired employees and pre 65 retirees who pay for their coverage.

Contributions

The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a post retirement benefit.

Employers are required to pay the following contribution based on employee contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

Contribution rates for the plan year reported as of December 31, 2021 are:

<u>Coverage Type</u>	<u>Employer Contribution</u>
50% Post Retirement Coverage	40% of employee contribution
25% Post Retirement Coverage	20% of employee contribution

IFLS Library System

Notes to Financial Statements
December 31, 2021

Member contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating members must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active). The member contribution rates in effect for the plan year are as listed below:

Life Insurance Employee Contribution Rates For the Plan Year	
<u>Attained Age</u>	<u>Basic</u>
Under 30	\$0.05
30-34	0.06
34-39	0.07
40-44	0.08
45-49	0.12
50-54	0.22
55-59	0.39
60-64	0.49
65-69	0.57

During the reporting period, the LRLIF recognized \$521 in contributions from the employer.

OPEB Liabilities, OPEB Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs

At December 31, 2021, the System reported a liability of \$143,888 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of December 31, 2020 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of January 1, 2020 rolled forward to December 31, 2020. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The System's proportion of the net OPEB liability was based on the System's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2020, the System's proportion was 0.026158%, which was an increase of 0.004782% from its proportion measured as of December 31, 2019.

For the year ended December 31, 2021, the System recognized OPEB expense of \$20,536.

IFLS Library System

Notes to Financial Statements
December 31, 2021

At December 31, 2021, the System reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 6,865
Changes of actuarial assumptions	55,974	9,873
Net differences between projected and actual earnings on pension plan investments	2,096	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	19,199	-
Employer contributions subsequent to the measurement date	561	-
Total	<u>\$ 77,830</u>	<u>\$ 16,738</u>

\$561 reported as deferred outflows related to OPEB resulting from the LRLIF Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended December 31, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

	Deferred Outflows of Resources and Deferred Inflows of Resources (Net)
Years ending December 31:	
2022	\$ 11,267
2023	11,040
2024	10,807
2025	9,897
2026	11,300
Thereafter	6,220

Actuarial Assumptions

The total OPEB liability in the January 1, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial valuation date	January 1, 2020
Measurement date of net OPEB liability	December 31, 2020
Actuarial cost method	Entry age normal
20-year tax-exempt municipal bond yield	2.12%
Long-term expected rate of return	4.25%
Discount rate	2.25%
Salary increases:	
Inflation	3.0%
Seniority/merit	0.1% - 5.6%
Mortality:	Wisconsin 2018 mortality table

Actuarial assumptions are based upon an experience study conducted in 2018 that covered a three-year period from January 1, 2015 to December 31, 2017. The total OPEB liability for December 31, 2020 is based upon a roll-forward of the liability calculated from the January 1, 2020 actuarial valuation.

Long-Term Expected Return on Plan Assets

The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A-Bonds (as a proxy and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

**Local OPEB Life Insurance
Asset Allocation Targets and Expected Returns
As of December 31, 2020**

Asset Class	Index	Target Allocation	Long-Term Expected Geometric Real Rate of Return %
U.S. Credit Bonds	Barclays Credit	50 %	1.47 %
U.S. Mortgages	Barclays MBS	50	0.82
Inflation			2.20
Long-Term Expected Rate of Return			4.25

The long-term expected rate of return and expected inflation rate remained unchanged from the prior year at 4.25% and 2.2% respectively. The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation.

Single Discount Rate

A single discount rate of 2.25% was used to measure the total OPEB liability for the current year, as opposed to a discount rate of 2.87% for the prior year. The significant change in the discount rate was primarily caused by the decrease in the municipal bond rate from 2.74% as of December 31, 2019 to 2.12% as of December 31, 2020. The Plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total OPEB liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient. The plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through December 31, 2036.

The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made according to the current employer contribution schedule and that contributions are made by plan members retiring prior to age 65.

IFLS Library System

Notes to Financial Statements
December 31, 2021

Sensitivity of the System's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the System's proportionate share of the net OPEB liability calculated using the discount rate of 2.25%, as well as what the System's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.25%) or 1-percentage-point higher (3.25%) than the current rate:

	1% Decrease to Discount Rate (1.25%)	Current Discount Rate (2.25%)	1% Increase to Discount Rate (3.25%)
System's proportionate share of the net OPEB liability	\$ 195,729	\$ 143,888	\$ 104,682

At December 31, 2021 the System reported a payable to the OPEB plan, which represents contractually required contributions outstanding as of the end of the year.

Shared Automation System

As of January 1, 2005, MORE is an IFLS service funded by charging participating libraries. Excess charges over expenditures are classified as reserved for future MORE expenditures.

Dissolution of MORE requires the approval of the IFLS Board and MORE member libraries; a minimum of one year's notice must be given. Additional provisions for the dissolution are detailed in the participation agreement which can be found on the System's website at: <https://docs.iflweb.org/more/files/administration/Participation%20Agreement.pdf>

Effect of New Accounting Standards on Current-Period Financial Statements

The Governmental Accounting Standards Board (GASB) has approved the following:

- Statement No. 87, *Leases*
- Statement No. 91, *Conduit Debt Obligations*
- Statement No. 92, *Omnibus*
- Statement No. 93, *Replacement of Interbank Offered Rates*
- Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*
- Statement No. 96, *Subscription-Based Information Technology Arrangements*
- Statement No. 97, *Certain Component Unit Criteria and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASB Statement No. 14 and No. 84 and a supersession of GASB Statement No. 32*
- Statement No. 99, *Omnibus 2022*

When they become effective, application of these standards may restate portions of these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

IFLS Library System

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budgets and Actual General Fund
Year Ended December 31, 2021

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
Revenues				
Federal grants	\$ -	\$ 165,235	\$ 217,414	\$ 52,179
State library system aid	1,200,056	1,200,056	1,200,056	-
Other grants	-	21,563	21,563	-
MORE consortium income	777,631	812,631	853,665	41,034
Shared cataloging service income	83,097	83,097	87,252	4,155
Investment income	4,000	1,000	1,238	238
Other income	167,800	117,800	153,271	35,471
Total revenues	2,232,584	2,401,382	2,534,459	133,077
Expenditures				
Administration	183,239	193,562	180,863	12,699
Pass-thru/federal grants	-	165,235	165,235	-
Pass-thru/other grants	-	21,563	21,563	-
Billable/cooperative purchases	150,000	100,000	116,512	(16,512)
Billable/shared cataloging service	83,097	83,097	51,700	31,397
Consult/continuing education	128,729	125,937	104,477	21,460
Delivery service	323,010	321,743	303,689	18,054
Library collection development	29,439	29,427	28,713	714
Library services to youth	59,856	59,216	58,179	1,037
MORE consortium	952,631	965,131	938,513	26,618
Public information	51,608	51,843	49,617	2,226
Reference/interlibrary loan	155,017	154,386	153,040	1,346
Inclusive services	45,954	49,716	48,191	1,525
Shared system	72,018	67,870	56,343	11,527
Technology	258,537	206,164	186,905	19,259
Total expenditures	2,493,135	2,594,890	2,463,540	131,350
Net change in fund balance	(260,551)	(193,508)	70,919	264,427
Fund Balance, Beginning	992,711	992,711	992,711	-
Fund Balance, Ending	\$ 732,160	\$ 799,203	\$ 1,063,630	\$ 264,427

See notes to required supplementary information

IFLS Library System

Schedule of Employer's Proportionate Share of the Net Pension Asset (Liability) -
Wisconsin Retirement System (WRS)
Year Ended December 31, 2021

WRS Fiscal Year End Date (Measurement Date)	System's Proportion of the Net Pension Asset (Liability)	System's Proportionate Share of the Net Pension Asset (Liability)	System's Covered Payroll	System's Proportionate Share of the Net Pension Asset (Liability) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
12/31/20	0.00459897%	\$ 287,120	\$ 723,197	39.70%	105.26%
12/31/19	0.00477888%	154,092	751,416	20.51%	102.96%
12/31/18	0.00484128%	(172,237)	737,282	23.36%	96.45%
12/31/17	0.00481808%	143,054	720,332	19.86%	102.93%
12/31/16	0.00478490%	(39,439)	705,537	5.59%	99.12%
12/31/15	0.00474189%	(77,055)	670,901	11.49%	98.20%
12/31/14	0.00466494%	114,584	665,296	17.22%	102.74%

Schedule of Employer Contributions
Wisconsin Retirement System (WRS)
Year Ended December 31, 2021

System's Fiscal Year End Date	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/21	\$ 53,385	\$ 53,385	\$ -	\$ 790,890	6.75%
12/31/20	48,816	48,816	-	723,198	6.75%
12/31/19	49,218	49,218	-	751,416	6.55%
12/31/18	49,398	49,398	-	737,282	6.70%
12/31/17	48,983	48,983	-	720,332	6.80%
12/31/16	46,565	46,565	-	705,537	6.60%
12/31/15	45,621	45,621	-	670,901	6.80%

See notes to required supplementary information

IFLS Library System

Schedule of Employer's Proportionate Share of the Net OPEB Liability -
Local Retiree Life Insurance Fund (LRLIF)
Year Ended December 31, 2021

LRLIF Fiscal Year End Date (Measurement Date)	System's Proportion of the Net OPEB Liability	System's Proportionate Share of the OPEB Liability	System's Covered Payroll	System's Proportionate Share of the Net OPEB Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability
12/31/20	0.02615800%	\$ 143,888	\$ 746,000	19.29%	31.36%
12/31/19	0.02137600%	91,023	748,000	12.17%	37.58%

Schedule of Employer Contributions
Local Retiree Life Insurance Fund (LRLIF)
Year Ended December 31, 2021

System's Fiscal Year End Date	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/21	\$ 561	\$ 561	\$ -	\$ 790,890	0.07%
12/31/20	483	483	-	787,000	0.06%

See notes to required supplementary information

IFLS Library System

Notes to Required Supplementary Information
Year Ended December 31, 2021

Budgetary Information

Budgetary information is derived from the annual operating budget and is presented using the same basis of accounting for each fund as described in Note 1.

Budgetary expenditure control is exercised at the function level. Reported budget amounts are as amended by System board action.

Wisconsin Retirement System

The amounts determined for each fiscal year were determined as of the calendar year-end that occurred within the fiscal year.

The System is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Changes in benefit terms. There were no changes of benefit terms for any participating employer in the Wisconsin Retirement System.

Changes in assumptions. No significant change in assumptions were noted from the prior year.

Local Retiree Life Insurance Fund

The amounts determined for each fiscal year were determined as of the calendar year-end that occurred within the fiscal year.

The System is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Changes in benefit terms. There were no changes of benefit terms for any participating employer in the LFLIF.

Changes in assumptions. The single discount rate changed from 2.87% to 2.25%. Please refer to the Actuarial Assumptions section in Note 3 for additional details.

SUPPLEMENTARY INFORMATION

IFLS Library System

Schedule of Expenditures of Federal Awards
Year Ended December 31, 2021

Federal Grantor/Program Title	Assistance Listing Number	Pass-Through Agency	Pass-Through Agency ID	Program or Award Amount	(Accrued)/ Deferred Beginning Balance	Cash Received	Expenditures	Accrued/ (Deferred) Ending Balance
Institute of Museum and Library Services								
Grants to States	45.310							
LSTA - LEAN WI - CARES Act		LEAN WI	N/A	\$ 47,310	\$ -	\$ 47,310	\$ 47,310	\$ -
LSTA - LEAN WI - Sparsity Aid		LEAN WI	N/A	4,869	-	4,869	4,869	-
LSTA - Resource Sharing		WI DPI	N/A	50,834	-	50,834	50,834	-
LSTA - Community Engagement (Web Junction)		WI DPI	N/A	12,360	-	12,360	12,360	-
LSTA - Libs Activating Workforce Dev (LAWD's 1)		WI DPI	N/A	5,844	-	5,844	5,844	-
LSTA - Professional Learning Scholarships		WI DPI	N/A	28,997	-	-	14,360	14,360
LSTA - Project IDEA		WI DPI	N/A	26,080	-	-	23,750	23,750
Total grants to states				176,294	-	121,217	159,327	38,110
Laura Bush 21st Century Librarian Program	45.313							
Libs Activating Workforce Dev (LAWD's 2)		WI DPI	N/A	187,168	-	-	58,087	58,087
Total federal awards				\$ 363,462	\$ -	\$ 121,217	\$ 217,414	\$ 96,197

See notes to schedules of expenditures of federal and state awards

IFLS Library System

Schedule of Expenditures of State Awards
Year Ended December 31, 2021

State Agency/Program Title	State ID Number	Program or Award Amount	(Accrued)/ Deferred Beginning Balance	Cash Received	Expenditures	Accrued/ (Deferred) Ending Balance
Wisconsin Department of Public Instruction						
Public Library Systems Aid	255.002	\$ 1,200,056	\$ 900,042	\$ 1,200,056	\$ 1,200,056	\$ (900,042)
Total state awards		<u>\$ 1,200,056</u>	<u>\$ 900,042</u>	<u>\$ 1,200,056</u>	<u>\$ 1,200,056</u>	<u>\$ (900,042)</u>

See notes to schedules of expenditures of federal and state awards

IFLS Library System

Notes to Schedules of Expenditures of Federal and State Awards
Year Ended December 31, 2021

Basis of Presentation

The accompanying schedules of expenditures of federal and state awards (the Schedules) include the federal and state grant activity of the IFLS Library System under programs of the federal and state government for the year ended December 31, 2021. The information in these Schedules is presented in accordance with the requirements of the Wisconsin Department of Public Instruction. Because the Schedules present only a selected portion of the operations of the IFLS Library System, they are not intended to and do not present the financial position or changes in net position of the IFLS Library System.

Summary of Significant Accounting Policies

Expenditures reported on the schedules are reported on modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

The underlying accounting records for grant programs are maintained on the modified accrual basis of accounting. Under the modified accrual basis, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the liability is incurred.

Pass-Through Grantors

Federal funds have been passed through the following grantor:

WI DPI - Wisconsin Department of Public Instruction

LEAN WI - Libraries and Enterprise Applications Nexus of Wisconsin

OTHER AUDITORS' REPORTS

**Independent Auditors' Report on Internal Control
Over Financial Reporting and on Compliance
and Other Matters Based on an Audit of
Financial Statements Performed in Accordance
With *Government Auditing Standards***

To the Board of Trustees of
IFLS Library System

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of the IFLS Library System (the System), as of and for the year ended December 31, 2021 and the related notes to the financial statements, which collectively comprise the System's basic financial statements and have issued our report thereon dated May 17, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the System's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the System's internal control. Accordingly, we do not express an opinion on the effectiveness of the System's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a deficiency in internal control, described in the accompanying schedule of findings and responses as item 2021-001, that we consider to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the System's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The System's Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on the System's response to the finding identified in our audit and described in the accompanying schedule of findings and responses. The System's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Baker Tilly US, LLP

Eau Claire, Wisconsin
May 17, 2022

IFLS Library System

Schedule of Findings and Responses

Year Ended December 31, 2021

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with GAAP: unmodified

Internal control over financial reporting:

Material weakness(es) identified? yes X no

Significant deficiency(ies) identified? X yes none reported

Noncompliance material to financial statements noted? yes X no

Section II - Financial Statement Findings Required to be Reported in Accordance With *Government Auditing Standards*

Finding 2021-001: Internal Control Environment

Repeat of Prior Year Finding 2020-001

Criteria: A system of internal control should be in place to achieve a high level of reliability that errors or irregularities in your processes would be discovered by your staff. A critical component of a solid internal control system is ensuring that individuals have access to only one phase of an accounting process.

Condition: There is a lack of controls over accounts payable/disbursements, payroll and monthly and year-end accounting due to a lack of segregation of duties in the accounting functions.

Cause: The System has not assigned duties to have appropriate controls in place.

Effect: Because of the lack of internal controls, it is less likely that errors or irregularities would be discovered internally and your accounting records may be misstated.

Recommendation: The System's board and management should consider whether additional compensating controls are feasible. In the absence of hiring additional staff, the board of trustees should rely more heavily on their direct knowledge of the System's operations and regular contact with management to control and safeguard assets.

Management's Response: The System, including the board of trustees, is aware that the System has a lack of segregation of duties. Because of its size, the System does not feel it is cost effective to hire the number of employees needed for an adequate segregation of duties. The System board relies on their direct knowledge of the System's operations and regular contact with management to control and safeguard assets. Management is also very involved in the day-to-day operations of the System and compensating controls have been implemented where practical.

Director's Report

Agenda Items

IX. 12:45 pm * 2021 Audit Report and Presentation

Our auditors will be presenting an overview of the 2021 audit results.

XI. * IFLS 2022 Budget Revision

With the changes in staffing Juli and I have developed an updated version of the 2022 budget. Included is \$20,000 for a copier purchase and some building maintenance projects (TBD). Additional revisions may occur during our 2023 budget development process.

XII. * Report from IFLS Personnel Committee

The committee will be meeting the morning of the board meeting and will be sharing their report/recommendation at today's meeting.

-Director Evaluation Process/Timeline (see attached for the overview of the process used in the past.)

Director's Monthly Activities

Building Projects—Ellsworth (<https://www.facebook.com/ellsworthlibrarywi>) began demolition work earlier this month and the work at Eau Claire (<https://ecpubliclibrary.info/storybuilder/project-updates/>) continues to progress. Several libraries including Cadott, Balsam Lake, and Stanley are discussing additional library space.

Director Opening/Hiring—Plum City is currently recruiting for a new director. Frederic has hired Amanda Blackmon as their new director.

WAPL Conference—I attended the WAPL conference from May 11-13. I attended workshops on strategic planning, facilitation, and hiring. I also attend a reception at the Waukesha Public Library.

Webinar-- **Spring Webinar Series #2: Where Does the Money Come From?**

Wisconsin Public Library Funding with John Thompson.

- [Recording of Where Does the Money Come From](#)
- [Where Does the Money Come From slides and resources](#)

Consulting—Director hiring, space planning, funding, and library law.

John Thompson (May 17, 2022)

IFLS Library System

2022 Approved/2022 Revised Budget

For board review at
5/25/2022 meeting
027-22

Line #	Staff	Line Item	2022 Approved Budget	2022 Revised Budget (May)	Notes
1		Current Year Income			
2	JB	5100 · Current Year State Aids	1,387,413.00	1,387,413.00	
3	JB	5200 · Interest Income/General Funds	2,000.00	2,000.00	
4	JB	5263 · MORE Management Income	432,000.00	432,000.00	
5	JB	5264 · Catalog/Processing Svc Inc	74,599.00	79,886.00	5k for Spls, 74,600 for Pers
6	JB	5280 · Technology Income	6,000.00	6,000.00	10% Setup Fees
7	JB	5300 · Miscellaneous Income	200.00	200.00	
8		Total Income	1,902,212.00	1,907,499.00	
9		Current Year Expenses			
10	JB	Total 6500-60 · Salaries/Fringes	1,364,999.00	1,374,999.00	
11	JB	6580 · Leave Payouts @ Retirement	20,800.00	16,000.00	3 potential payouts @ Retire - continued Health insurance
12	JG	8070 · New Furnishings/Equipment <\$500	1,000.00	1,700.00	2 Catlg Carts & re new staff
13	JB	8530 · Bank fees/Direct Deposit	1,000.00	1,000.00	
14	JB	8540 · Annual Audit	7,995.00	7,370.00	new Tech/Adm Fee '22+ & Add'l \$ for Statements '23
15	MW	8620 · Collection/Electronic Resources	26,300.00	26,300.00	Ancestry & Novelist
16	MW	8620-1 · Coll/Electronic Resources	21,000.00	-	reconsider for '23 (Gale/Udemy)
17	MW	8630 · Wis Pub Lib Consortium Memb	6,586.00	6,586.00	
18	JT	8670 · Professional Memberships	4,000.00	4,000.00	WLA, ALA, SRLAAW
19	LL	8690 · Librarian Workshops - General	6,500.00	6,500.00	
20	LL	8700 · CE Colaboration Projects	300.00	300.00	
21	LL	8710 · CE Grants - WLA Conference	1,000.00	1,000.00	
22	LL	8714 · Accessibility Audits	5,000.00	5,000.00	approx 6 libs per year
23	LL	8716 · Community Engagement Support	12,000.00	12,000.00	
24	JT	8720 · IFLS Staff Dvlpmnt & Prof Mtgs	9,000.00	9,000.00	
25	JT	8735 · Library Consulting Expenses	1,000.00	1,000.00	Survey Subscrip, Spls
26	JT	8740 · Field Visits	5,000.00	5,000.00	
27	JB	8740-1 · MORE Training Travel	3,000.00	3,000.00	
28	KS	8741 · Field Visits - Tech Support	1,000.00	1,000.00	
29	LL	8755 · Programming Kits	700.00	700.00	
30	MW	8812 · ILL Fees & Verification Sources	9,100.00	9,100.00	
31	MW	Total 8850 · Delivery Service	315,063.00	330,063.00	8.7% inc on 9/2021 w/add'l
32	JT	8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	
33	KS	Total 8864 · Wide-Area Network (WAN)	10,370.00	10,370.00	

IFLS Library System

2022 Approved/2022 Revised Budget

Line #	Staff	Line Item	2022 Approved Budget	2022 Revised Budget (May)	Notes
34	JB	8890 · IFLS Contrib - MORE Operating	120,000.00	120,000.00	2022 - \$20k-Catg Partners 2022 - \$100,000 re MORE Budget
35	KS	8898 · LEAN WI/Shared Tech WVLS	60,000.00	60,000.00	
36	JT	8950 · Campaign for Wisconsin Libraries	1,200.00	1,200.00	
37	JT	8960 · Long Range Planning Meetings	500.00	500.00	
38	KS	8971 · Web Development	1,100.00	1,100.00	
39	JT	Total 9010 · IFLS Committee Meetings	2,400.00	2,400.00	
40	JT	Total 9020 · Professional Materials	1,500.00	1,500.00	
41	JG	9030 · Postage	780.00	780.00	
42	JB	Total 9050 · Telephone	8,320.00	8,320.00	
43		Total 9060 · Supplies	900.00	5,900.00	5k billed for Processing Spls
44	RK	Total 9080 · Marketing & Advocacy	2,000.00	2,000.00	
45	JB	Total 9123 · Building Overhead Expenses	24,930.00	25,930.00	
46	JG	Total 9140 · Photocopier Costs	1,950.00	1,950.00	
47	KS	Total 9160 · Computers	6,900.00	6,900.00	
48	JB	Total 9190 · System Vehicle Expenses	3,700.00	3,700.00	
49	JB	Total 9220 · Insurance	5,725.00	5,725.00	
50	JT	9240 · Contingency	1,000.00	1,000.00	
51	JB	9241 · Credit Card Reward Program	(1,500.00)	(1,500.00)	
52	JB	9245 · Capital		20,000.00	Pkg Lot Cracks, Copier, Front Entrance Door/Concrete '22
53		Total Expense	2,097,118.00	2,122,393.00	
54		Net Ordinary Income	(194,906.00)	(214,894.00)	
55		Pass-thru Income/Expense			
56		Pass-thru Income			
57		5702 · Billable Project Income	150,000.00	150,000.00	
58		5620 · Catalog/Processing Svc Income	-	-	move to income
59		2011-15 LSTA and Other Grant Income		-	
60		Total Pass-thru Income	150,000.00	150,000.00	

IFLS Library System

2022 Approved/2022 Revised Budget

Line #	Staff	Line Item	2022 Approved Budget	2022 Revised Budget (May)	Notes
61		Pass-thru Expense			
62		8940 · Projects Billable to Libraries	150,000.00	150,000.00	
63		8830 · Catalog/Processing Svc Expenses	-	-	move to personnel & spls
64		2011-15 LSTA and Other Grant Expenses		-	
65		Total Pass-thru Expense	150,000.00	150,000.00	
66		Net Pass-thru Income	-	-	
67		Total Income less Expense	(194,906.00)	(214,894.00)	
68					
69		TOTAL IFLS Carryover Funds Beg of Year	476,954.00	663,728.50	Actual from '21 close
70					
71		Plus/Minus Net Income/Loss	(194,906.00)	(214,894.00)	
72		Less Funds in Reserve (see below)	270,000.00	442,391.70	
73		IFLS Uncommitted Carryover End of Year	12,048.00	6,442.80	
74					
75		IFLS Reserve Funds at year end:			
76		Building/Land Reserves	65,000.00	65,000.00	
77		Shared System Startup Assistance	10,000.00	10,000.00	
78		Shared Svcs Prog/Bldg Expansion	50,000.00	50,000.00	
79		Vehicle Replacement	25,000.00	25,000.00	
80		Personnel	40,000.00	40,000.00	
81		WAN/Web Equipment Replacement	20,000.00	20,000.00	
82		System Equipment/Furnishings	20,000.00	20,000.00	
83		Computer Lab Replacement	10,000.00	10,000.00	
84		Technology Project/Billable Reserves	30,000.00	30,000.00	
85		Future Year Budgets	-	172,391.70	Est for 2023 budget
86		IFLS Reserve Total	270,000.00	442,391.70	
87					
88					
89		MORE Carryover Beg of Year	332,249.00	399,901.27	
90		5670 · MORE Shared System Income	903,399.00	903,399.00	Inc IFLS Subsidy \$ of \$120k
91		9500 · MORE Shared Automation Exps	963,399.00	963,399.00	Inc Mgmt \$ pd to IFLS \$432k
92		MORE Net Income/Expense	(60,000.00)	(60,000.00)	
93		MORE Funds End of Year	272,249.00	339,901.27	\$224,000 in Reserves/MORE

2022 Personnel Committee/Board of Trustees Director Evaluation Process & Timeline

May 2022

Director evaluation process Resource: [TE 6](#): Evaluating the Director

Evaluation options

- Email to one or more groups asking if any concerns
 - Library Directors
 - IFLS Staff
 - IFLS Board
- Evaluation survey (Survey Monkey) to one or more groups
 - Library Directors last conducted in 2021
 - IFLS Staff last conducted in 2020
 - IFLS Board last conducted in 2020
- Committee discussion with the director
- Other

July 2022

Discuss director evaluation results

Preliminary staffing discussion

Conduct director wage research, if needed

- Potential Peers
 - Wisconsin System directors
 - Eau Claire job market

September 2022

Recommendations to IFLS Board

- 2023 Director wage
- Director's 2023 staffing and wage and benefit plan

Recent Evaluation Methodology

2021 – Survey Monkey Evaluation by Library Directors

2020—Survey Monkey Evaluation by IFLS Board and IFLS Staff

2019—Survey Monkey Evaluation by Library Directors

2018—Survey Monkey Evaluation by IFLS Board and IFLS Staff

2017—Survey Monkey Evaluation by Library Directors

2016—Email sent to IFLS Board, IFLS Staff, and Library Directors requesting feedback or concerns

2015—Survey Monkey Evaluation by IFLS Board, IFLS Staff, Library Directors

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
 Submitted by Leah Langby - May 17, 2022

American Rescue Plan Act (ARPA) Grant (with NWLS and WVLS)

Funding for this grant was finally released. I have ordered pop-up canopies for nine libraries, hybrid programming kits for six libraries, and work continues on eleven book bikes. Hosted a webinar (see below), and have been answering queries from [Wisconsin Public Radio](#).

Continuing Education/Professional Development Highlights:

- [Wisconsin Libraries Talk About Race](#) statewide project: discussions and webinars are wrapping up. Starting evaluation and planning for the next grant cycle. IFLS is fiscal agent.
- *Bringing the Library to Your Community* April 4 with Heather Acerro from the Rochester (MN) Public Library, in conjunction with the ARPA grant. (57 live, 20 recording views)
- *Where Does the Money Come From? Public Library Funding in Wisconsin* with the inimitable John Thompson. Part of the [Spring Webinar Series](#), sponsored with IFLS, WVLS, SWLS, and NWLS. (76 live, 37 recording views).
- Others in [Spring Webinar Series](#) (hosted by WVLS): *Creating a Positive Work Culture* on 4/19 (59 live); and *Public Libraries and Fake News: How to Educate and Inform in an Age of Misinformation* on 5/5 (34 live and 70 recording views).

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

- In-person inservices to follow up CliftonStrengths Assessments: Completed in Rice Lake, Bloomer, Rusk County, and Phillips. Somerset will have theirs later this month.
- Plans for 2022/23 scholarship funding (from LSTA):
 - New Richmond and Cumberland will receive CliftonStrengths assessments and inservice training.
 - Released applications/information for up to 4 scholarships to the [Association for Rural and Small Libraries Conference](#)
 - Scholarships for additional opportunities (including the WLA Conference) coming.

Accessibility Audits

- Six libraries have had their Accessibility Audits, two remain. I am meeting with library directors once they receive their reports to offer resources and assistance.

Consulting Highlights

- Consulting about: personnel issues, book challenges, collection development, and LGBTQ+ resources, new youth services orientations in Ogema and Milltown.
- Provided a 2-hour inservice for circulation staff at LEPMPL about de-escalation

For IFLS Staff

- Continuing to work through the Compassion Resilience Toolkit during monthly staff meetings with Reb Kilde and Kathy Setter.
- Coordinating IFLS staff engagement with CliftonStrengths (assessments, training, and working out details for upcoming inservice and coaching opportunities).

IT Director Report

IFLS Board of Trustees, May 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 most of the 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.

Public Services Consultant Report

Katelyn Noack

Introduction

Hello, my name is Katelyn Noack, and I am the new public services consultant here at IFLS. My first day was March 28th, and I have been greatly enjoying working at IFLS! A little professional background, I was previously the director of the Mondovi Public Library for about four years, during which time I decided to go back to school and obtain my master's degree. I am two-thirds of the way through my master's program and anticipate graduating next spring, in 2023. Before Mondovi, I was the director of the Cadott Community Library for roughly a year and a half, and prior to that I was a student at the University in Eau Claire and worked at McIntyre Library on campus. I like to say that my career started early, as I was a circulation worker at Brown County Public Library-Central Branch in Green Bay during high school, so I have been working in a library for over 11-years. Personally, I am a proud fur-mama with an eleven-year-old black cat named Nyx, and a one-year-old golden retriever named River. I currently live in Chippewa Falls with my fiancé, but we will be moving into our first home next month in Boyd! In my free time I like to hang out with my family, crochet, take nature walks, and relax.

I. Library Visits

Park Falls (General Check-In)

Phillips (General Check-In)

Stanley (General Check-In)

Ogema (General Check-In)

Somerset (Strategic Planning)

New Richmond (General Check-In)

I am planning more visits for the upcoming months so that I can meet our librarians in person and see their communities and spaces. This will help me tailor suggestions for services in the future and aid in making myself more approachable to member libraries.

II. Consulting

Somerset is starting to develop a strategic plan. I am having regular meetings with them to aid in setting up the process, collect data, and answer questions.

I am developing a strategic planning toolkit for the IFLS website to aid libraries learn about and begin strategic planning independently.

III. Collaborations/Adult Services

I have been working with Leah to explore feasibility for several partnerships and opportunities. We have had exploratory meetings with the Chippewa Valley Museum for collaboration and resource sharing ideas; Wisconsin Area Health Education Centers (AHEC) about public health or social work internships; and, along with background research, have talked with LEPMPL's Community Resource Specialist about social work students from local Universities interning at libraries.

IV. Committee Meetings

Libraries Activating Workforce Development Meeting
Wisconsin Public Library Consortium Board Meeting
State Delivery Meetings
MORE Operations Committee
IFLS Directors Check-In

V. Delivery

Conducted the biennial delivery survey with libraries and participated in a statewide delivery study collecting the same information.

I have been working with Gail to aid CVTC in their transit to utilizing WALTCO as their courier service.

Resource Sharing and Collection Consultant's Report

Cecelia Cole, May 2022 - IFLS Board of Trustees

Introduction:

Greetings, IFLS Board members! I'm incredibly honored and excited to join the IFLS team. Since I began my position at the end of March 2022, I've learned an immense amount through processing of interlibrary loan requests, assisting library staff and patrons by answering Help Desk tickets and support emails, engaging in new collaborations and projects, and absorbing as much collective wisdom as possible from my wonderful IFLS colleagues. I look forward to applying and building my expertise in resource sharing and collection development to serve the libraries of IFLS Library System.

If you'd like to read more about my background and interests, feel free to take a look at the [IFLS Weekly Digest from April 15, 2022](#).

Projects:

- **Challenge Support and Intellectual Freedom Resources webpage:** Due to an increasing number of challenges to materials in public and school libraries around the United States, including Wisconsin, library directors and staff should be prepared to address concerns, questions, and complaints about items in the collection. With assistance and input from several IFLS staff members, I created this resource page intended to help library staff prepare for and respond to materials challenges and requests for reconsideration.
- **Statewide Electronic Resources Survey:** IFLS participated in a statewide survey of electronic resources provided by [Badgerlink](#). Results of the survey will help inform the Department of Public Instruction of any potential additions or improvements to the Badgerlink collection.
- **Upcoming Projects:**
 - Challenge Support and Intellectual Freedom webinar for IFLS library staff
 - Review of IFLS electronic resources following results of the statewide survey, including participation in a statewide focus group.
 - Collection Development Resources webpage providing information on policies, diversity audits, and more.

Consultations:

- **Materials Challenges and Intellectual Freedom support:** With the assistance and input from several IFLS staff members, I have provided guidance to several libraries regarding challenges to library materials and intellectual freedom conversations.
- **CVTC joining MORE:** We have started conversations with Chippewa Valley Technical College library staff regarding ILL and Overdrive support for their MORE transition in July.

Professional Development:

- **Webinars:**
 - Overdrive - *Getting Started with Libby* (May 2022)
 - Overdrive - *Making the Most of Your OverDrive Advantage Account* (May 2022)
 - WebJunction - *Book Challenges and Intellectual Freedom: Proactive Planning for Public Libraries* (May 2022)

MORE Administrator's Report

Lori Roholt

May 2022 – IFLS Board of Trustees

New MORE-member libraries

Chippewa Valley Technical College Library (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 the MORE resource-sharing and automation consortium. LSTA grant funds will be available this year and next year that could enable these libraries to join MORE.

2023 MORE Budget

Budget discussions are underway for MORE, in preparation for Directors Council to approve the 2023 MORE budget at their July meeting. The group's major decision-making will center on adding or adjusting current products and services, the use of carryover funds. Earlier this year, MORE Directors Council approved a new cost-sharing formula that uses a 3-year average of collection size and circulation, rather than a single year's worth of data. Using an average will help stabilize costs to libraries year-to-year.

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, to ensure that all materials in each member library's collection are easy to find and fun to discover online.

- This spring, we initiated a project to make MORE-member libraries' collections more visible to other libraries via OCLC, facilitating particularly out-of-state interlibrary loan services.
- Catalogers at IFLS and at cataloging partner libraries added 47,634 title records in 2021, and are on track to match or exceed that number in 2022.

Other MORE Activities

- Aside from her work with MORE's newest member libraries, MORE Project Manager Kathy Setter has once again coordinated a group supply order that saves member libraries time and money
- An ad hoc committee has been considering ways to better address damaged materials, one of the thornier issues MORE-member library staff encounter as libraries share resources

BOARD REPORT FROM REBECCA KILDE: PR & COMMUNICATION COORDINATOR

MAY 2022

Contact: kilde@ifls.lib.wi.us

SERVICES TO LIBRARIES: CONSULTING ON BRANDING AND MARKETING

I'm working with Prescott on a new logo. Marketing Monthly shares marketing tips and tricks customized for our libraries to over 100 readers. Here's a link to [browse the archives](#).

SERVICES TO LIBRARIES: EXPLORE MORE PASSPORT PROGRAM

This is the pilot for our first-ever system-wide marketing project, and the web page has had over 1,300 visits. We'll know more about how the program did on the ground after we collect statistics at the end of the program on July 15.

Anecdotally it seems to be doing well. According to what I've been hearing it's accomplishing its goals of getting people back into the library and demonstrating the scope of the MORE network. And it's fun! I hope you'll all give it a try!

Details are on the website (iflsweb.org/exploremore2022/) or stop in to your local library to pick up a passport and start your adventure.

From Melba, staff at St. Croix Falls Public Library

I have to share my fun experience this morning!

About 5 ladies gathered for a photo outside by our totem in the garden. When they first came in they went into the children's area. I approached and said "you ladies look like you're on a tour outing!" They laughed and said they were on the Passport tour, with a goal of 8-10 places today. They came from Eau Claire, one was from Colorado. They had the stops for the day all mapped out, including our Natl. Park headquarters in St Croix Falls, and next stop Osceola.

Many indoor pics taken, much interest in our solar features, stories shared of their own Libraries and towns and communities, and a meandering walk thru our spaces with many positive comments especially on our Community Create Space and the STEM kits.

A good 45 mins+ later, they concluded they won't meet the goal for the day. A thoroughly delightful way to promote our MORE Libraries, and a fun day at work!

From Sheryl, Balsam Lake

Hi John--I'm really having fun planning my trips to the MORE libraries and getting my passport stamped. All 10 Polk County libraries have been visited, as well as 5 more double-stamp libraries this past week. My daughter ran the Pine Line Marathon in Medford on Saturday and our trip to cheer her on gave me a chance to visit the beautiful Park Falls library in the old 1906 fire engine house, the Phillips library and their suggested side trip of the Wisconsin Concrete Park, the Ogema and Bruce libraries, and the Ladysmith library which had an abundance of wonderful window seating overlooking the river. I have also met the nicest librarians, so kudos to the minds behind this fun spring-summer activity. -- Sheryl Kieselhorst

Unsolicited email from Jeanie

This program is such a wonderful idea! My girls and I visited 4 of the libraries in Barron County today. We took 7 hours, drove 100 miles, made a few crafts, played with so many fun toys, checked out 12 books and 6 DVDs, and had the absolute best time! So many cool things happening at these libraries that we never would have known about as we typically stay pretty close to home and normally use the library in Bloomer. We can't wait to explore some more!

REFINING THE WEBSITE

The website redesign is three years old already! We're starting a process to assess and improve the website. You can see a preview on the [Continuing Education](#) page. We'll keep you informed about any changes.

Please take a moment to let me know about your experience on the website as a trustee. Are there things that have been particularly useful? Things missing? Things you'd like to change? I'm always interested in your perspective.

JUST THE NUMBERS

Website

Overall use of the website is up. I'm looking at the first four months of this year with previous years. Here's what I've found.

- Visits to the website dropped consistently from 21,088 in 2019 to 18,343 in 2021 (no surprise there, almost all numbers dropped in 2020 and 2021). Visits in 2022 are up to 27,128.
- Direct entries (they got to the website with a bookmark or by typing in the url) increased from 14,396 in 2019 to 18,529 this year.
- Visits from search engines increased from 4,903 in 2019 to 6,691 in 2022, after a low of 3,412 in 2020. This is good news because it means that the SEO strategies I've been using are working.
- The [Article Index](#), which houses training and informational resources from all IFLS departments, has seen a lot of popularity since we added it in 2019. It's consistently our most popular destination, which reflects the excellent content created by IFLS staff. This page even saw increases during 2020-21. In the current 4-month period this page was accessed over 12,000 times. This compares with 3,251 visits on the old website in the first half of 2019, and 8,159 visits in the same 4-month period in 2020.
- In the first 4 months of 2022 our top five pages were: The home page, the staff page, the jobs listing, the Explore MORE passport page, the article index.

E-newsletters

I send out two newsletters each month. *The News from IFLS* goes to a general audience. *Marketing Monthly*'s audience is mostly librarians in our system.

- 48% of subscribers to *The News* are highly engaged, and open and click often. 20% rarely open or engage. Our average open rate hovers right around industry standard. Our click rate is a couple percentage points higher than average. Please freely share *The News* with anyone you think might be interested by using the "Share with a Friend" link that appears in several places on the e-letter.
- *Marketing Monthly* is a more targeted e-letter, intended mostly for librarians in our system that do library marketing. 69% of its 109 subscribers are highly engaged, and only 13% rarely open emails. Both the open rate and click rate are higher than industry standards.

Social Media

For me this is the least important of all of my statistical analysis. That said, IFLS has an engagement rate (percentage of total likes, shares or comments to total audience) of 3.44%. That's very good.

DO YOU GET THE NEWS FROM IFLS?

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

Website Services

With the launch of the successful and highly anticipated LeanWI contract with **Princh**, a wireless printing service, **Anne Hamland** created a template for adding Princh information to websites for libraries in WVLS, IFLS, and NWLS.

The LeanWI website service continues to grow and is now serving 85 websites with the **Larsen Family Public Library** (Webster, WI in NWLS) and the **Friday Memorial Library** (New Richmond, WI in IFLS) joining the website service in April and March. Shell Lake Public Library (NWLS) will go live shortly.

Anne Hamland
Public Library Services Consultant
Wisconsin Valley Library Service
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 **Executive Committee**
 **Personnel Committee**

Updated: May 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***