

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

Somerset Public Library
208 Hud Street, Somerset, WI 54025
(or via Zoom – Link below)

DATE/TIME:

Wednesday, September 28, 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.**

Join link:

<https://us02web.zoom.us/j/86829379842?pwd=KzhhWTVUK3N4bVZkSkJVOVd6V3k4dz09>

Meeting ID: 868 2937 9842

Passcode: jnQfN6SJ

Phone in: +1 312 626 6799

Meeting ID: 868 2937 9842

Passcode: 07293058

A G E N D A

- I. Call to Order
- II. Establish a Quorum
- III. Certification of Compliance with the Open Meeting Law
- IV. * Approve Agenda
- V. Citizen Comments *(Each person who wishes to speak is limited to no more than five minutes. There is a ten minute limit per topic and a twenty minute limit at any meeting for Citizen Comments. Contact IFLS office for additional information.)*
- VI. Announcements/Correspondence/Introductions
- VII. * Minutes - Approve: Board of Trustees – July 27, 2022 **#37(22)**
Acknowledge Receipt: Personnel Committee – May 25, 2022 **#29(22)**
Personnel Committee -- July 27, 2022 **#36(22)**
- VIII. * Financials - Approve: Check Registers: July-August 2022 **#38(22)**
Approve: Financial Reports: July-August 2022 **#39(22)**
- IX. Agenda Items and Director's Report of Monthly Activities **#40(22)**
- X. IFLS Staff Reports **#41(22)**
- XI. * Personnel Committee Report
 - 2022 IFLS Staff Additions
 - Wages and Benefits for 2023** **(Personnel Chair to provide recommendation.)**
 - Director's Salary for 2023** **(Personnel Chair to provide recommendation.)**

**** The IFLS Library System may go into closed session to consider matters relating to employment, promotion, compensation or performance evaluation of any public employee over which the IFLS Library System has jurisdiction or exercises responsibility, pursuant to Section 19.85(1)(c) of the Wisconsin Statutes. The committee will reconvene into open session.**

- XII. * Action on Closed Session
- XIII. * 2022 Revised/2023 Preliminary IFLS and MORE Budget **#42(22)**
- XIV. * IFLS Strategic/State Long Range Plan **#43(22)**
- XV. Board Member Reports
- XVI. * Adjournment

Handouts: Updated IFLS Trustee List
Wisconsin Library Association (WLA) Conference
<https://www.wisconsinlibraries.org/wla-annual-conference-home>

** Denotes Action Items*

The IFLS Library System will attempt to provide reasonable accommodations to the public who wish to attend meetings, provided reasonable notice of need is given. To request such accommodation, contact the System Office at (715) 839-5082.

**IFLS LIBRARY SYSTEM
Board of Trustees
July 27, 2022**

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday July 27, 2022, at the Phillips Public Library, 286 Cherry Street, Phillips, Wisconsin, and via Zoom. Tripp called the meeting to order at 1:26 pm.

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

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

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), **Marilyn Holte** (Chippewa County), **Mary Alice Larson** (Barron County), **Jill Markgraf** (Resource Library), **Sue Marshall** (Price County), **Barbara McAfee** (Polk County), **Jackie Pavelski** (Eau Claire County), **Ricky Riggins** (Pepin County), **Joel Seidlitz** (Chippewa County), **Jim Tripp** (Dunn County),

BOARD MEMBERS ABSENT:

Lyle Lieffring (Rusk County), **Sheila Lorentz** (Pierce County), **Mike Schendel** (St. Croix County), **Josh Sterling** (Eau Claire County), **Diane Vaughn** (Barron County), **Curtis Wandmacher** (Pierce County).

OTHERS PRESENT:

John Thompson (Director), **Juli Button** (Business Manager), **Joanne Gardner** (Administrative Associate/Recorder), **Becky Puhl** (Director, Phillips Public Library), **Deb Hyde** (Director, Park Falls Public Library), **Mary Hebda** (Director, Ogema Public Library).

APPROVE AGENDA:

MOTION #30⁽²²⁾: To approve the agenda as presented. Daus/Duerkop
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Gardner noted new trustees to this Board.

MINUTES:

MOTION #31⁽²²⁾: To approve the Board of Trustees minutes dated May 25, 2022 (Doc. #29-22). Brue/Marshall
RESULT: Carried.

The May 25, 2022, Personnel Committee minutes as noted on the agenda were not included in the meeting packet. Acknowledgement will be added to the September agenda.

FINANCIAL REPORTS:

MOTION #32⁽²²⁾: To approve the Check Registers for May/June 2022 (Doc. #31-22). Holte/Brue
RESULT: Carried.

Questions were asked about LSTA/ARPA funds for book bikes, Center for Independent Living library assessments, refunds of fraudulent charges on the credit card, payment to South Central Library System for a statewide backup system and digitization project.

MOTION #33⁽²²⁾: To approve the Financial Reports for May/June 2022 (Doc. #32-22). Daus/Marshall
RESULT: Carried.

(Riggins joined the meeting at 1:46 pm)

Button reminded the Board about the change in the way salaries and wages are being reported. Until there is a full year of this change, the comparison from 2022 to 2021 will be off.

Questions were asked about income versus expenses on the Revenue and Expense Statement, and again, this will track better into next year when comparing current year to previous year. Other questions were asked about billable projects to libraries, grants, and Grow with Google Grant Inc.

MID-YEAR INVESTMENT REPORT:

Button reported that there were more grants and higher state aids. Idle funds are put into one of two accounts. One is the Pooled Investment Fund (PIF) and the other a Select Investor account with Associated Bank.

Interest is reflected on page 18 of the meeting packet. \$2,000 was budgeted for 2022, and the year-to-date through June 2022 is at \$3,447.50.

**DIRECTOR'S REPORT OF AGENDA ITEMS
AND MONTHLY ACTIVITIES:**

Thompson is assisting Cadott and Ellsworth with building projects. Ellsworth should be done by the end of October. There are some supply issues with furniture and that will be the hold up.

Eau Claire is moving back to the renovated library in August and reopening the library in September in their new quarters.

Thompson will be presenting for Trustee Training Week and giving a preconference presentation in Tennessee in September for the Association for Small and Rural Libraries Conference.

Currently Rice Lake and Chetek have openings for library directors. Rice Lake is conducting interviews this week.

Gail Spindler will be retiring from IFLS in September. The deadline for applications closed on Monday. There are about a dozen applicants.

REPORTS:

Becky Puhl, Director of the Phillips Public Library, was hopeful board members will be participating in trustee training week. Things have been interesting in Phillips, but the library is doing well.

Mary Hebda, Director of the Ogema Public Library noted that keeping library staff is important. Small communities such as Ogema do not have as much to offer millennials on the move. The survey by IFLS regarding training for library directors is a step in the right direction.

Deb Hyde, Director of the Park Falls Public Library, noted the summer reading program went well. They are also facing a lot of staff turnover. High school staffing is working out well and can provide insight for changes. Hyde is looking forward to keeping the high-school staffing until they are college-bound.

Hyde noted that the Price County Books-By-Mail program lost funding two years ago. This year they received a gift from the Park Falls Library Board and applied and received \$20,000 in funds to promote the Books-by-Mail to residents of Price County. The grant will help them get through this year. Letters are being written to the townships asking for help in continuing to provide the service into next year.

Pavelski noted that the Chippewa Valley Book Festival is gearing up and there are programs and presentations that are worth the efforts to attend.

Pavelski noted that Leah Langby touched on the American Rescue Plan Act (ARPA) Grant in her report. Many cities and counties are providing numerous articles and it is well worth coordinating efforts. This is a valuable resource, and we can do more when done together. Tripp thanked Pavelski for mentioning the ARPA funds allocated to municipalities. There is money and libraries are one of the causes most people can get behind.

Brue and Achterhof visited most of the libraries in St. Croix County. All libraries reflected values of their communities. They had a delightful time making the visits and encouraged trustees to take tours of libraries in their respective county.

PERSONNEL COMMITTEE REPORT:

The Personnel Committee reviewed the Director Accountabilities for June 2021-June 2022 and July 2022-June 2023 and recommended the Board accept them.

MOTION #34⁽²²⁾ To accept the Director Accountabilities (Doc. #035-22). Brue/Marshall
RESULT: Carried.

Tripp noted that the Board of Trustees has the option to go into closed session to consider the director evaluation.

A survey was sent to IFLS Trustees and IFLS Staff (via Survey Monkey). In 2021, the survey was sent to library directors within the system.

14 of 20 trustees and 12 of 17 staff completed the survey. Duerkop provided the Personnel Committee a summary of the survey results and comments. The first two questions of the survey inquired about the management of IFLS as well as personal and professional attributes. Of the 364 responses, there was zero responses for Unsatisfactory or Needs Improvement noted. The third question asked about John's greatest strengths. Question four asked about suggestions for improvement. Questions 6-8 asked for information and if follow-up was requested. No follow-up was requested.

Another part of the survey included sending an email to the library directors asking if there were any concerns. Four directors replied, but only with praise.

The annual director evaluation was very positive again.

MOTION #35⁽²²⁾ To approve the Director Evaluation as reviewed by the Personnel Committee. Duerkop/Holte
RESULT: Carried.

Tripp commended the Personnel Committee for their work on the director evaluation. The committee diligently look to ways to evaluate the director. Thompson has had outstanding performance.

TRUSTEE ORIENTATION:

Thompson noted that IFLS is still waiting on trustee updates for Barron and Rusk County. In addition, the Division for Libraries and Technology has updated their website. Several links referencing the Division website are either missing or broken. The Division website provides an overview of libraries in Wisconsin and tabs for both the public library board members as well as system board members. The duties are similar in that the director evaluation and financials are the core functions.

IFLS has a website page with resources and links for trustee information as well as specific information for IFLS system trustees.

A handout was included in the meeting packet entitled System Board Roles and Responsibilities.

Thompson provided cupcakes for today's meeting made by his granddaughter.

Thompson offered appreciation and thanks to the Price County librarians for joining in today's meeting at the Phillips Public Library.

ADJOURNMENT:

Eggert made a motion to adjourn at 2:45 pm. Daus seconded.

Joanne Gardner, Recorder/Administrative Associate

These minutes of the Board of Trustees are approved:

☐ as printed.

☐ with corrections noted.

Presiding Officer

Dated

IFLS LIBRARY SYSTEM
Personnel Committee
May 25, 2022

MINUTES

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, May 25, 2022, via Zoom. Duerkop called the meeting to order at 11:01 am.

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

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

PERSONNEL COMMITTEE MEMBERS PRESENT:

Judy Achterhof (St. Croix County), **Sue Duerkop** (Polk County), **Mary Alice Larson** (Barron County), **Jim Tripp** (Dunn County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

Sue Marshall (Price County), **Ricky Riggins** (Pepin County).

OTHERS PRESENT:

John Thompson (Director); **Joanne Gardner** (Administrative Associate/Recorder).

APPROVE AGENDA:

MOTION #16⁽²²⁾ To approve the agenda as presented. Larson/Tripp
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

MOTION #17⁽²²⁾ To approve the Personnel Committee minutes dated January 26, 2022 (Doc. #009-22)/ Tripp/Larson
RESULT: Carried.

DIRECTOR EVALUATION PROCESS/TIMELINE FOR 2022:

(Achterhof joined meeting at 11:04 am.)

Duerkop reviewed the director evaluation procedure used dating back to 2015. There are three groups: library directors, IFLS Board, and IFLS staff. One year the library directors received an evaluation through Survey Monkey, while the IFLS Board and staff receive an email requesting feedback or concerns. It has alternated annually.

MOTION #18⁽²²⁾ To adopt the Director Evaluation timeline provided. Tripp/Achterhof
RESULT: Carried.

Duerkop noted two concerns from last year's director evaluation. Last year the library directors were sent the director evaluation via Survey Monkey. The survey noted that if you wanted the IFLS Personnel Committee to follow up on concerns, to provide contact information. 7-8 directors didn't read the question and just provided contact information. When Duerkop followed up, they noted there were no concerns, and just entered their contact information. Gardner suggested that respondents be asked a yes or no about concerns first, yes response would forward them to a question to provide contact information.

Another concern from last year's director evaluation was that an IFLS staff member wished for clearer anonymity with the evaluation.

Achterhof thought the methodology of annual director evaluation surveys was useful. The practice has been to send Survey Monkey to library directors and an email to board members and staff, and alternate from year-to-year.

After discussing different questions, options for contact if there are concerned, and the methodology, the committee agreed to leave as it is for 2022 with board and staff members receiving Survey Monkey and the library directors an email. The committee will consider the opportunity to receive feedback whether anonymously or other way. The committee agreed that for clarification on concerns and contact information, Gardner would edit survey for respondents to reply to a yes or no question first prior to leaving contact information.

METHOD OF SURVEYING GROUPS NOT RECEIVING MAIN SURVEY:

The committee agreed to reword the email to the library directors about the ability to mail comments anonymously.

ADJOURNMENT:

Motion to adjourn at 11:50 am. Achterhof/Larson

 Joanne Gardner, Recorder/Administrative Associate

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

IFLS LIBRARY SYSTEM
Personnel Committee
July 27, 2022

MINUTES

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, July 27, 2022, at the Phillips Public Library, 286 Cherry Street, Phillips, Wisconsin, as well as via Zoom. Duerkop called the meeting to order at 10:40 am.

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

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

PERSONNEL COMMITTEE MEMBERS PRESENT:

Judy Achterhof (St. Croix County), **Sue Duerkop** (Polk County), **Sue Marshall** (Price County), **Ricky Riggins** (Pepin County), **Jim Tripp** (Dunn County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

Mary Alice Larson (Barron County).

OTHERS PRESENT:

John Thompson (Director); **Joanne Gardner** (Administrative Associate/Recorder).

APPROVE AGENDA:

MOTION #26⁽²²⁾ To approve the agenda as presented. Marshall/Achterhof
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

MOTION #27⁽²²⁾ To approve the Personnel Committee minutes dated May 25, 2022 (Doc. #029-22). Achterhof/Marshall
RESULT: Carried.

SYSTEM DIRECTOR ACCOUNTABILITIES:

The committee reviewed the Director Accountabilities for July 2021-June 2022 as well as July 2022 – June 2023.

MOTION #28⁽²²⁾ To approve the System Director Accountabilities (Doc. #035-22).
Riggins/Achterhof
RESULT: Carried.

SYSTEM DIRECTOR EVALUATION:

Duerkop summarized the 2022 Performance Review of John Thompson, and that document was emailed to the Personnel Committee on July 26, 2022. A copy of the summary was also available at the meeting.

A total of 14 of 20 IFLS Trustees and 12 of 17 IFLS Staff completed the survey (via Survey Monkey). The survey consisted of 8 sections: 2 sections with specific points for evaluation; 3 questions which required individual comments; 1 section for personal information (optional); 1 section for those who wanted the Personnel Committee to follow up on a specific concern; and 1 section for follow up contact information.

In addition to the survey, an email was sent to all the library directors explaining the review process for 2022 and a chance to offer their input as well. Four library directors responded and praised John's leadership skills.

Questions 1 and 2 of the survey included specific points for evaluation. Of the 26 responses and 14 specific points, there were 264 responses. All responses ranked between Satisfactory and Excellent. There were zero unsatisfactory or needs improvement responses.

Question 3 asked participants to note John's greatest strengths. Duerkop categorized the responses received from Trustees and Staff. Trustees noted strengths included: organizational skills; listens well; provides professional advice; communication; management; leadership; knowledge; active involvement at all levels; consistent; approachable; patient; persistent; identification of needs. Staff noted strengths included: balancing the needs of system, member libraries, and staff; accessibility (available/approachable); knowledge; personable; professional; patient listener; good at mediation; supportive; compassionate; passionate; willing to discuss as well as advise; confident; experience; commitment to service; dependable.

Question 4 asked participants for suggestions for improvement. Neither the Trustees nor Staff offered suggestions for improvement. Trustees noted: take time for himself (avoid burnout); additional board communication on future planning needs or upcoming issues of concern; meeting modifications (shorter meetings-but comment also realizes the need for trustee concerns to be fully addressed) (move staff reports earlier in the agenda) (vary the board meetings). Staff noted: continuing with the balanced approach in IFLS leadership; more chocolate; support for John's workload and balancing time; be more specific with questions, interest, appreciation.

Question 5 asked if there were any other comments. Most Trustees and Staff skipped the question. Comments included gratitude for John.

Questions 6,7, and 8 allowed the option to include a name, to be followed up on concerns, and to provide contact information. There were no concerns or follow-up requested.

Achterhof noted that she has been on the IFLS Board for 10-12 years and noted that there has been a concern about burnout. She inquired what the Board can do. Thompson responded that he is working on it. Thompson has always reassured staff to not worry about work and take care of family first. Thompson is doing more this summer and his wife recently retired. Thompson has been taking library tours and included taking his granddaughter, who has one goal to become a librarian. Achterhof noted that trustees have been accustomed to what John does and need to be aware that another person in that role may not do everything he does. Achterhof noted that the Board should not set up unrealistic expectations.

Thompson noted that with the hiring of Katelyn Noack and Cecelia Cole, this has allowed Thompson the ability to shift some responsibilities and helps to even out the workload. IFLS used to have an administrative consultant position which was filled by Sandy Robbers. When Robbers became director, that position was not filled.

With Maureen Welch's recent retirement and Gail Spindler also planning retirement, there is a lot of knowledge going with people. Thompson needs to be conscious looking forward as staff who reach retirement age are retiring.

Thompson noted that visits to libraries is a way to keep himself recharged, connected, and grounded. It also affords the opportunity to avoid the fatigue of solving problems all the time.

Duerkop inquired if the committee wished to go into closed session. The committee didn't see the need to go into closed session.

MOTION #29⁽²²⁾ To approve the System Director Evaluation as presented by Duerkop.
Marshall/Achterhof
RESULT: Carried.

Duerkop will share her summary of the Director evaluation with the Board.

ADJOURNMENT:

Motion to adjourn at 11:17 am. Achterhof/Riggins

Joanne Gardner, Recorder/Administrative Associate

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

IFLS Library System

Check Register

July 2022

#038(22)

Date	Num	Name	Memo	Amount
Jul 22				
07/01/2022	Auto Pay	Delta Dental	Jul '22 Dental & Vision	-955.94
07/08/2022	Auto Pay	AT&T	Jun Phone/Fax Line	-20.55
07/11/2022	Auto Pay	Kwik Trip, Inc.	Jun Gas	-95.49
07/12/2022	Auto Pay	Eau Claire, City of	2nd Qtr Water & Sewer	-309.21
07/15/2022	Auto Pay	Xcel Energy	5/24-6/23 Gas & Electric	-264.14
07/22/2022	Auto Pay	CenturyLink	Jun Phone	-1.44
07/24/2022	Auto Pay	Associated Credit Card	Jun Credit Card *see attached	-10,487.71
07/25/2022	Auto Pay	Employee Trust Funds, Dept of	Aug '22 Health Ins.	-20,368.56
07/06/2022	WIRE	Internal Revenue Service	P/R #13	-11,840.22
07/13/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #14	-1,150.00
07/15/2022	WIRE	Wisconsin Department of Revenue	P/R #13	-1,917.07
07/20/2022	WIRE	Internal Revenue Service	P/R #14	-7,899.42
07/27/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #15	-1,150.00
07/31/2022	WIRE	Wisconsin Department of Revenue	P/R #14	-1,288.32
07/31/2022	WIRE	Wisconsin Retirement System	Jun WRF	-14,317.10
07/13/2022	DD1966-1983	IFLS Staff Payroll	Direct Deposit	-23,843.33
07/27/2022	DD1984-2001	IFLS Staff Payroll	Direct Deposit	-23,843.36
07/15/2022	42606	L.E. Phillips Memorial Public Library	MORE Ecomm/Thru Jun	-824.24
07/15/2022	42607	Jensen, Brad	Jan-Jun Cell Phone Usage	-120.00
07/15/2022	42608	Schwartz, Kristopher	Jan-Jun Cell Phone Usage	-120.00
07/15/2022	42609	Setter, Kathy	Jan-Jun Cell Phone Usage	-120.00
07/15/2022	42610	Thompson, John	Jan-Jun Cell Phone Usage	-120.00
07/15/2022	42611	L.E. Phillips Memorial Public Library	1st Qtr Contract Payment	-5,750.00
07/15/2022	42612	Maug Cleaning Solutions, Inc.	6/6-7/3 Cleaning Svc	-360.00
07/15/2022	42613	Securian Financial Group, Inc.	Jul Life Ins	-437.55
07/15/2022	42614	Western Tech College	LSTA/IFLS Clifton Strengths/Leadership	-15,194.31
07/15/2022	42615	Wisconsin Library Association	Legislative Advocate Fee	-1,387.00
07/15/2022	42616	L.E. Phillips Memorial Public Library	MORE/1st Qtr High Demands	-1,026.65
07/15/2022	42617	Marcive, Inc.	MORE/Jun Database Maint.	-164.07
07/15/2022	42618	OverDrive, Inc.	MORE/OverDrive Titles	-5,344.88
07/27/2022	42619	Marie's on Fayette	Board Mtg Lunch in Phillips	-120.00
07/28/2022	42620	Center For Independent Living Menom	Assessments/Bloomr & Presscott	-1,447.38
07/28/2022	42621	CESA #10	CINC Maint 7/1/22 - 6/30/23	-4,864.00
07/28/2022	42622	Eau Claire Business Interiors	New Office Chaire/JThompson	-464.00
07/28/2022	42623	Krejci, Bridget	MORE Training/Durand	-44.88
07/28/2022	42624	L.E. Phillips Memorial Public Library	2nd Qtr Contract Payment	-5,750.00
07/28/2022	42625	Noack, Katelyn	Lib Visit/Augusta	-25.50
07/28/2022	42626	OCLC, Inc	Jun OCLC on Acct	-7,456.85
07/28/2022	42627	South Central Library System	LSTA/2022 Backup Collab	-345.00
07/28/2022	42628	Waltco Inc.	Jul Delivery Svc	-31,931.30
07/28/2022	42629	Bibliocommons Inc.	MORE/BiblioCore & Apps/Aug-Dec '22	-25,823.64
07/28/2022	42630	L.E. Phillips Memorial Public Library	MORE/2nd Qtr High Demands	-1,312.11
07/28/2022	42631	Jensen, Brad	Tech Visits/FCrk & Elk Mnd	-23.46
July 22 TOTAL				-230,328.68

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (7/24/2022)

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Num</u>	<u>Amount</u>
Jun 22				
06/01/2022	WLA	WLA Membership/R Kilde	Renewal	52.50
06/01/2022	Dell Marketing L.P.	Billable/Hawkins Comp	Comp Equip	857.31
06/02/2022	Auto-Owners Insurance	Property & Gen Liability Ins - 1 yr	Renewal	2,745.00
06/02/2022	Dell Marketing L.P.	Billable/Turtle Lk Power Cord	Comp Equip	44.39
06/02/2022	Dell Marketing L.P.	Billable/Prescott Monitor	Comp Equip	137.99
06/08/2022	CDW-G	IFLS Comps/6' & 20' CAT6 Cables/Labels	IFLS Comps	166.52
06/08/2022	First Choice	Comp Equip/Recycling Fee	Recycling	5.00
06/14/2022	Dell Marketing L.P.	Billable/Bloomer 3 Comps	Comp Equip	2,226.00
06/15/2022	GFL Environmental	Jun Garbage Svc	208216	34.80
06/15/2022	Auto-Owners Insurance	Add'l WComp due re Payroll Audit	Add'l WComp	164.00
06/15/2022	Chicago Books & Journals	Prof Mtls/Intellectual Freedom Manual	Prof Mtls	85.84
06/16/2022	FlowRoute.com	Jun Phone/on Acct	on Acct	100.00
06/16/2022	Assoc of Rural & Small Libs (ARSL)	ARSL Conf Reg/J Thompson	Conf Reg	345.00
06/18/2022	Tockify	Subscription/Website Calendar	Renewal	81.60
06/18/2022	Digital River.com	MORE/RDA Tool Kit	Renewal	197.00
06/20/2022	CDW-G	Billable/Dresser 3 Power Strips	Comp Equip	47.40
06/25/2022	Intuit	Jun Direct Deposit Fees	Jun Stmt	37.98
06/30/2022	USPS	Jun Postage	Jun Pstg	33.43
06/30/2022	Misc (Fraud)	Charges in Error (credited in July)	Fraud	3,125.95
Jun 22 TOTAL				<u>10,487.71</u>

IFLS Library System
Check Register
August 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Aug 22				
08/01/2022	Auto Pay	Delta Dental	Aug '22 Dental & Vision	-938.78
08/05/2022	Auto Pay	Circle K Gas Card	Jul/System Vehicle Gas	-10.83
08/08/2022	Auto Pay	AT&T	Jul Phone & Fax Line	-20.55
08/10/2022	Auto Pay	Kwik Trip, Inc.	Jul Gas	-75.11
08/15/2022	Auto Pay	Xcel Energy	6/23-7/25 Gas & Electric	-290.20
08/20/2022	Auto Pay	Lumen	Jul Phone Usage	-1.43
08/24/2022	Auto Pay	Associated Credit Card	Jul Credit Card *see attached	-5,993.33
08/24/2022	Auto Pay	Employee Trust Funds, Dept of	Sept '22 Health Ins.	-20,368.56
08/03/2022	WIRE	Internal Revenue Service	P/R #15	-7,899.36
08/10/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #16	-1,150.00
08/15/2022	WIRE	Wisconsin Department of Revenue	P/R #15	-1,288.32
08/17/2022	WIRE	Internal Revenue Service	P/R #16	-7,899.40
08/24/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #17	-1,150.00
08/31/2022	WIRE	Wisconsin Department of Revenue	P/R #16	-1,288.32
08/31/2022	WIRE	Wisconsin Retirement System	Jul WRF	-8,630.43
08/31/2022	WIRE	Internal Revenue Service	P/R #17	-7,899.40
08/10/2022	DD2002-2019	IFLS Staff	Direct Deposit	-23,843.34
08/24/2022	DD2020-2037	IFLS Staff	Direct Deposit	-23,843.34
08/10/2022	42632	CA Friday Memorial Library	MORE Ecomm/thru July	-1,038.02
08/10/2022	42633	Hudson Public Lib	MORE Ecomm/thru July	-1,438.12
08/10/2022	42634	L.E. Phillips Memorial Public Library	MORE Ecomm/thru July	-649.26
08/10/2022	42635	Daus, Jan	July Board Meeting	-132.60
08/10/2022	42636	Duerkop, Sue	July Board Meeting	-116.28
08/10/2022	42637	Pavelski, Jackie	July Board Meeting	-132.60
08/10/2022	42638	Tripp, Jim	July Board Meeting	-96.90
08/10/2022	42639	Action Mechanical LLC	Electrical/Staff Room & Sign Lights	-484.00
08/10/2022	42640	Boulder Junction Public Library	LSTA/ARPA Book Bike Accessories	-373.46
08/10/2022	42641	EO Johnson Co.	4th Qtr Copier Contract	-210.00
08/10/2022	42642	Krejci, Bridget	MORE Training/Dresser	-77.52
08/10/2022	42643	Maug Cleaning Solutions, Inc.	7/4 - 7/31/22 Cleaning Svc	-360.00
08/10/2022	42644	OCLC, Inc	Aug OCLC & LSTA/WebJunction	-16,706.73
08/10/2022	42645	Securian Financial Group, Inc.	Sept Life Ins	-437.55
08/10/2022	42646	Superior Sealers, LLC	Parking Lot/Crack Seal & Lines	-169.00
08/10/2022	42647	Library Ideas	MORE Freading Usage/Jun & Jul	-1,442.50
08/10/2022	42648	Marcive, Inc.	MORE/Jul Database Maint.	-965.88
08/10/2022	42649	OverDrive, Inc.	MORE/Jul OverDrive Titles	-3,009.48
08/23/2022	42650	DEMCO, Inc.	Billable/Supplies for Libs	-36,347.48
08/23/2022	42651	Jensen, Brad	Tech Support/Elk Mound	-16.83
08/23/2022	42652	Waltco Inc.	Aug Delivery Svc	-31,271.91
Aug 22 TOTAL				-208,066.82

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (8/24/2022)

Date	Name	Memo	Num	Amount
Jun 30 - Jul 31, 22				
06/30/2022	Misc (Fraud)	L Roholt Card/Refund Fraud Charges	Fraud Rfund	-3,125.95
07/01/2022	Quill Corporation	Copy Paper, & Misc Spls	26041775	166.95
07/01/2022	Dell Marketing L.P.	Billable/Barron Laptop	Comp Equip	895.16
07/01/2022	Amazon.com Credit	IFLS Comp/USB Sec Keys	IFLS Comp	32.00
07/01/2022	Dell Marketing L.P.	Billable/Elk Mound 3 Comps	Comp Equip	2,414.07
07/01/2022	Dell Marketing L.P.	Will Credit/Elk Mound 3 Comps	Comp Equip	1,978.65
07/01/2022	Dell Marketing L.P.	Billable/Chetek Stands	Comp Equip	185.67
07/01/2022	Dell Marketing L.P.	Billable/Hawkins Stands	Comp Equip	61.89
07/01/2022	Dell Marketing L.P.	Billable/Turtle Lk Stands	Comp Equip	61.89
07/01/2022	Dell Marketing L.P.	Billable/Bloomer Stands	Comp Equip	185.67
07/06/2022	ScreenCast-O-Matic.com	Workshops/Video Editing	1328918	19.80
07/10/2022	Divi-Bars	Websites/Divi Bars Subscript	Renewal	15.00
07/11/2022	CDW-G	Billable/Barron Comp Misc	Comp Equip	57.95
07/12/2022	American Library Association	ALA Membership/C Cole	Membership	75.00
07/12/2022	WLA	WLA Membership/C Cole	Membership	136.50
07/12/2022	American Library Association	Wkshp/Collection Diversity Audits/CC	e-Learning	71.10
07/14/2022	Dell Marketing L.P.	Billable/Fall Creek 2 Comps	Comp Equip	1,707.54
07/15/2022	Festival Foods	Librarian Picnic/Refreshments	Picnic	216.93
07/20/2022	Dell Marketing L.P.	Billable/Bloomer 2 Laptops	Comp Equip	1,790.32
07/22/2022	Dell Marketing L.P.	Billable/Ellsworth 3 Comps	Comp Equip	435.42
07/22/2022	Dell Marketing L.P.	Billable Refund/Elk Mound Comps	Comp Equip	-1,978.65
07/25/2022	Dell Marketing L.P.	Billable/Bruce Comp	Comp Equip	145.14
07/27/2022	American Library Association	ALA Membership/L Langby	Membership	210.00
07/31/2022	GFL Environmental	Jul Garbage Svc	234913	34.80
07/31/2022	FlowRoute.com	Jul Phone/on Acct	on Acct	116.67
07/31/2022	Intuit	Jul Direct Deposit Fees	Jul Stmt	37.98
07/31/2022	USPS	Jul Postage	Jul Pstg	45.83
Jun 30 - Jul 31, 22 TOTAL				<u>5,993.33</u>

#039(22)

9/21/2022
4:22 PMIFLS Library System
Balance Sheet
As of August 31, 2022

	IFLS	MORE	2022 TOTAL	2021 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	23,202.68		23,202.68	22,482.50
1040 · Bank Mutual - Checking	119,953.37		119,953.37	33,748.83
1050/1106 · Investments/Bank Mutual & States PIF	1,219,252.15	540,702.95	1,759,955.10	1,523,286.98
Total Checking/Savings & Investments	1,362,408.20	540,702.95	1,903,111.15	1,579,518.31
Accounts Receivable				
1200 · Accounts Receivable	4,936.34		4,936.34	21,881.72
Total Accounts Receivable	4,936.34	0.00	4,936.34	21,881.72
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	3,324.69		3,324.69	3,172.13
1499 · Undeposited Funds	0.00		0.00	0.00
1507/1508 · 2022-2023 Prepaid Expenses	2,432.00	0.00	2,432.00	37,003.59
Total Other Current Assets	5,831.69	0.00	5,831.69	40,250.72
TOTAL ASSETS	1,373,176.23	540,702.95	1,913,879.18	1,641,650.75
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	26,306.79	4,211.14	30,517.93	21,543.72
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	26,306.79	4,211.14	30,517.93	21,543.72
Other Current Liabilities				
2100 · Payroll Liabilities	1,288.32		1,288.32	8,546.18
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	1,288.32	0.00	1,288.32	8,546.18
Total Current Liabilities	27,595.11	4,211.14	31,806.25	30,089.90
Total Liabilities	27,595.11	4,211.14	31,806.25	30,089.90
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	681,852.62	136,590.54	818,443.16	618,850.77
Total Equity (End of Year)	1,345,581.12	536,491.81	1,882,072.93	1,611,560.88
TOTAL LIABILITIES & EQUITY	1,373,176.23	540,702.95	1,913,879.18	1,641,650.78

IFLS Library System
Revenue and Expense Statement
January through August 2022

	Jan - Aug 22	Jan - Aug 21
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,387,411.00	1,200,056.00
5200 · Interest Income/General Funds	9,272.60	842.22
5263 · MORE Management Income	288,000.00	11,600.00
5264 · Catalog/Processing Income	79,885.66	0.00
5277 · Fed Grant Indirect Funds	19,148.83	0.00
5280 · Technology Income	5,393.41	4,154.29
5300 · Miscellaneous Income	60.09	2,796.17
Total Income	1,789,171.59	1,219,448.68
Expense		
6500 · Salaries/Wages & Benefits	828,102.27	464,057.61
6580 · Leave Payouts at Retirement	5,752.78	0.00
8070 · New Furnishings/Equipment <\$500	1,933.19	0.00
8530 · Bank & Direct Deposit Fees	857.90	781.53
8540 · Annual Audit	7,245.00	7,370.00
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	1,477.00	1,077.50
8690 · Librarian Workshops - General	1,199.51	2,367.71
8700 · CE/Collaboration Projects	0.00	100.00
8710 · CE Grants - General	0.00	225.00
8714 · Accessibility Audits	5,078.88	2,652.31
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	2,270.01	325.00
8735 · Library Consulting Expenses	372.00	300.00
8740 · Field Visits	2,102.81	2,264.63
8741 · Field Visits - Tech Support	99.79	0.00
8755 · Programming Kits	377.42	0.00
8812 · ILL Fees & Verification Sources	5,950.86	5,822.78
8850 · Delivery Service	200,895.20	160,396.92
8855 · Collection Dev Grant-LEPhillips	11,500.00	11,500.00
8864 · Wide-Area Network (WAN)	4,864.00	6,117.00
8890 · IFLS Contrib - MORE Operating	119,965.00	90,000.00
8892 · IFLS Contrib - MORE Cataloging	0.00	20,000.00
8950 · Campaign for Wisconsin Libs	1,387.00	1,126.00
8971 · Web Development	900.61	885.44
9010 · IFLS Committee Meetings	598.38	0.00
9020 · Professional Materials	1,055.49	906.42
9030 · Postage	295.02	528.98
9050 · Telephone	1,495.76	1,300.90
9060 · Supplies	4,702.58	413.08
9080 · Marketing & Advocacy PR	64.27	250.50
9123 · Building Overhead Expenses	10,701.93	12,631.17

IFLS Library System
Revenue and Expense Statement
January through August 2022

	<u>Jan - Aug 22</u>	<u>Jan - Aug 21</u>
9140 · Photocopier Costs	1,217.90	1,679.65
9160 · Computers	5,958.93	897.34
9190 · System Vehicle Expenses	2,359.93	1,219.28
9220 · Insurance	3,283.44	3,130.76
9240 · Contingency	-1,170.98	1,646.55
Total Expense	<u>1,265,724.54</u>	<u>833,358.31</u>
Net Ordinary Income	523,447.05	386,090.37
Pass-thru Income/Expense		
Pass-thru Income		
5275 · DPI/Grow w/Google Grant Inc	0.00	21,562.50
5474 · LSTA 2022 Income	520,113.54	0.00
5620 · Shared Cataloging Svc Income	0.00	226,884.13
5670 · MORE Shared System Income	903,400.00	923,165.48
5702 · Billable Project Income	169,525.28	125,499.99
Total Pass-thru Income	1,593,038.82	1,297,112.10
Pass-thru Expense		
8830 · Shared Cataloging Service	0.00	106,459.07
8940 · Projects Billable to Libraries	131,614.05	74,573.13
9500 · MORE Shared Automation Expenses	766,809.46	785,350.58
9800 · DPI/Grow with Google Grant Exp	0.00	21,562.50
9979 · LSTA 2021 Grant Expenses	143,649.11	76,406.42
9980 · LSTA 2022 Grant Expenses	255,970.09	0.00
Total Pass-thru Expense	<u>1,298,042.71</u>	<u>1,064,351.70</u>
Net Pass-thru Income	<u>294,996.11</u>	<u>232,760.40</u>
Net Income	<u><u>818,443.16</u></u>	<u><u>618,850.77</u></u>

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through August 2022

	Jan - Aug 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	9,272.60	2,000.00	7,272.60	463.63%
5263 · MORE Management Income	288,000.00	432,000.00	-144,000.00	66.67%
5264 · Catalog/Processing Income	79,885.66	79,886.00	-0.34	100.0%
5277 · Fed Grant Indirect Funds	19,148.83	0.00	19,148.83	
5280 · Technology Income	5,393.41	6,000.00	-606.59	89.89%
5300 · Miscellaneous Income	60.09	200.00	-139.91	30.05%
Total Income	1,789,171.59	1,907,499.00	-118,327.41	93.8%
Expense				
6500 · Salaries/Wages & Benefits	828,102.27	1,374,999.00	-546,896.73	60.23%
6580 · Leave Payouts at Retirement	5,752.78	16,000.00	-10,247.22	35.96%
8070 · New Furnishings/Equipment <\$500	1,933.19	1,700.00	233.19	113.72%
8530 · Bank & Direct Deposit Fees	857.90	1,000.00	-142.10	85.79%
8540 · Annual Audit	7,245.00	7,370.00	-125.00	98.3%
8620 · Collection/Electronic Resources	26,244.66	26,300.00	-55.34	99.79%
8630 · Wis Pub Lib Consortium Membshp	6,586.00	6,586.00	0.00	100.0%
8670 · Professional Memberships	1,477.00	4,000.00	-2,523.00	36.93%
8690 · Librarian Workshops - General	1,199.51	6,500.00	-5,300.49	18.45%
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	5,078.88	5,000.00	78.88	101.58%
8716 · Community Engagement Support	0.00	12,000.00	-12,000.00	0.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	2,270.01	9,000.00	-6,729.99	25.22%
8735 · Library Consulting Expenses	372.00	1,000.00	-628.00	37.2%
8740 · Field Visits	2,102.81	8,000.00	-5,897.19	26.29%
8741 · Field Visits - Tech Support	99.79	1,000.00	-900.21	9.98%
8755 · Programming Kits	377.42	700.00	-322.58	53.92%
8812 · ILL Fees & Verification Sources	5,950.86	9,100.00	-3,149.14	65.39%
8850 · Delivery Service	200,895.20	330,063.00	-129,167.80	60.87%
8855 · Collection Dev Grant-LEPhillips	11,500.00	23,000.00	-11,500.00	50.0%
8864 · Wide-Area Network (WAN)	4,864.00	10,370.00	-5,506.00	46.91%
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	1,387.00	1,200.00	187.00	115.58%
8960 · Long Range Planning Meeting	0.00	500.00	-500.00	0.0%
8971 · Web Development	900.61	1,100.00	-199.39	81.87%
9010 · IFLS Committee Meetings	598.38	2,400.00	-1,801.62	24.93%
9020 · Professional Materials	1,055.49	1,500.00	-444.51	70.37%
9030 · Postage	295.02	780.00	-484.98	37.82%

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through August 2022

	Jan - Aug 22	Budget	\$ Over Budget	% of Budget
9050 · Telephone	1,495.76	8,320.00	-6,824.24	17.98%
9060 · Supplies	4,702.58	5,900.00	-1,197.42	79.71%
9080 · Marketing & Advocacy PR	64.27	2,000.00	-1,935.73	3.21%
9123 · Building Overhead Expenses	10,701.93	25,930.00	-15,228.07	41.27%
9140 · Photocopier Costs	1,217.90	1,950.00	-732.10	62.46%
9160 · Computers	5,958.93	6,900.00	-941.07	86.36%
9190 · System Vehicle Expenses	2,359.93	3,700.00	-1,340.07	63.78%
9220 · Insurance	3,283.44	5,725.00	-2,441.56	57.35%
9240 · Contingency	-1,170.98	-500.00	-670.98	234.2%
9245 · Capital Expenditures	0.00	20,000.00	-20,000.00	0.0%
Total Expense	1,265,724.54	2,122,393.00	-856,668.46	59.64%
Net Ordinary Income	523,447.05	-214,894.00	738,341.05	
Pass-thru Income/Expense				
Pass-thru Income				
5474 · LSTA 2022 Income	520,113.54	576,812.00	-56,698.46	90.17%
5670 · MORE Shared System Income	903,400.00	903,399.00	1.00	100.0%
5702 · Billable Project Income	169,525.28	150,000.00	19,525.28	113.02%
Total Pass-thru Income	1,593,038.82	1,630,211.00	-37,172.18	97.72%
Pass-thru Expense				
8940 · Projects Billable to Libraries	131,614.05	150,000.00	-18,385.95	87.74%
9500 · MORE Shared Automation Expenses	766,809.46	963,399.00	-196,589.54	79.59%
9979 · LSTA 2021 Grant Expenses	143,649.11	143,650.00	-0.89	100.0%
9980 · LSTA 2022 Grant Expenses	255,970.09	433,162.00	-177,191.91	59.09%
Total Pass-thru Expense	1,298,042.71	1,690,211.00	-392,168.29	76.8%
Net Pass-thru Income	294,996.11	-60,000.00	354,996.11	
Net Income	818,443.16	-274,894.00	1,093,337.16	

My Online Resource (MORE)
Balance Sheet
As of August 31, 2022

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 540,702.95
1200-1 · Accts Receivable-MORE	-
1507-1 · 2022 Prepaid Expense-MORE	-
	<u> </u>
TOTAL ASSETS	<u><u>\$ 540,702.95</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	4,211.14
	<u> </u>
Total Liabilities	4,211.14
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	136,590.54
Total Equity/MORE Fund Balance	<u>536,491.81</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 540,702.95</u></u>

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

	<u>Jan -Aug '22</u>	<u>Jan - Aug '21</u>
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income	0.00	35,533.48
5670-2 · MORE Operating Income	903,400.00	887,632.00
Total MORE Income	<u>903,400.00</u>	<u>923,165.48</u>
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	288,000.00	191,599.36
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	3,065.00	2,150.00
9500-22 · MORE/High-demand Hold Project	5,947.33	8,900.48
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,306.38	11,890.92
9500-24 · MORE/Conferences	1,551.46	1,411.46
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	27,058.70	26,358.43
9500-4 · MORE/New Participant Expenses	852.52	2,500.00
9500-40 · MORE/Overdrive Content	24,490.81	20,243.39
9500-45 · MORE/Freading eBook Svc	5,950.50	6,610.00
9500-46 · MORE/Electronic Periodicals	17,628.23	17,811.69
9500-48 · MORE/i-Tiva Telephony Subscription	11,019.57	10,595.74
9500-49 · MORE/Data Scoping Project	0.00	0.00
9500-50 · MORE Discovery/Online Catalog	48,237.25	45,462.50
9500-51 · MORE Discovery/BiblioApps	12,256.98	9,391.38
9500-53 · MORE/Database Quality Control	0.00	142,000.00
9500-5 · MORE/Publicity	2,908.98	0.00
9500-6 · MORE/Database Cleanup/Maint	4,885.38	3,932.67
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>766,809.46</u>	<u>785,350.58</u>
Total MORE Expense	<u>766,809.46</u>	<u>785,350.58</u>
Year-to-date MORE Income less Expense	<u><u>136,590.54</u></u>	<u><u>137,814.90</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>536,491.81</u></u>	

LEAN WISCONSIN

Budget Report - August 2022

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	\$132,636.00	(\$135,095.85)	\$50,645.83	\$0.00	\$81,990.17
1XX	Collaboration Management Tools		\$1,362.80			
2XX	Technology Management Tools		\$20.00			
3XX	Infrastructure Services and Licensing		(\$22,549.65)			
4XX	Core Services Licensing		(\$93,064.00)			
5XX	Other Joint-use Licensing		(\$20,865.00)			
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	\$0.00	(\$3,729.45)	\$30,060.90	\$0.00	(\$30,060.90)
1XX	Resource Development					
2XX	LM - Infrastructure		(\$3,729.45)			
3XX	LM - Licensing\Services					
4XX	CPA - WVLS			\$9,093.65		
5XX	Contingency					
6-6800	CAPITAL	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00
1XX	New Projects					
TOTAL		\$147,626.00	(\$138,825.30)	\$80,706.73	\$0.00	\$66,919.27
Beginning August 2022 Balance		\$91,640.77		Beginning January 2022 Balance		\$302,512.28
Receipts - Backup and Archive Project		\$0.00		Receipts - Backup and Archive Project		\$5,000.00
Receipts - Partner Shares		\$0.00		Receipts - Partner Shares		\$0.00
Receipts - CPA		\$0.00		Receipts - CPA		\$3,660.52
Transfers - Expenses to 3-Grants		\$167,026.88		Transfers - Expenses to 3-Grants		\$265,231.71
Debit of Prepaid Service Credit		\$0.00		Debit of Prepaid Service Credit		\$0.00
Expenditures - 2022 Budget		(\$28,201.58)		Expenditures - 2022 Budget		(\$345,938.44)
Expenditures - 2022 New/Unplanned		\$0.00		Expenditures - 2022 New/Unplanned		\$0.00
Ending August 2022 Balance		\$230,466.07		2022 Year to Date Balance		\$230,466.07
Segregated Monies - Grants				Unrealized Technology Grant Transfers		
Account #	Name	Balance		Account #	Name	Balance
3-2022-251	LSTA 2021 Sparsity	\$ 98,629.00		3-2022-251	LSTA 2021 Sparsity	\$ -
3-2022-251	ARPA 2021 (IT)	\$ 167,026.88		3-2022-251	ARPA 2021 (IT)	\$12,138.12
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)	\$ 13,788.92
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		\$ 8,660.52
6-6650	Infrastructure & Core Svc - IFLS	\$ 11,100.00		Expenses		\$ (345,938.44)
6-6650	Infrastructure & Core Svc - NWLS	\$ 7,920.00		Transfers		\$ 265,231.71
6-6650	Infrastructure & Core Svc - WVLS	\$ 19,692.76		Reserves		\$ (171,931.21)
6-6650	Contingency - D/R	\$ 16,718.45		Balance		\$ 62,478.87

Director's Report

Agenda Items

XI. * **Personnel Committee Report**

- 2022 IFLS Staff Additions – A verbal report will be shared at the Board Meeting.
- Wages and Benefits for 2023** (***Personnel Chair to provide recommendation.***)
- Director's Salary for 2023** (***Personnel Chair to provide recommendation.***) *The Board may go into closed session to discuss the wage recommendation from the Personnel Committee.*

XIII. * **2022 Revised/2023 Preliminary IFLS and MORE Budget--** The IFLS Budget includes funding to support wage recommendations, anticipated increases in benefit costs, increased delivery costs, and maintaining our service levels.

XIV. * **IFLS Strategic/State Long Range Plan**—The 2023 Strategic Plan includes a new key work plan directions -- Support Library Recruitment and Retention Efforts. Staff will continue to work on developing resources and training to support this effort.

Director's Report of Monthly Activities

Building Projects—Ellsworth is winding down the construction phase of their project and are waiting on furnishings. Supply chain issues have slowed their efforts. Eau Claire has reopened their renovated space. If you are in the area, I encourage you to make a visit.

ARSL Conference—I attended the Association for Rural and Small Libraries (ARSL) Conference in Chattanooga TN the week of September 12th. I presented a three-hour pre-conference on library building projects. I also attended workshops on policy development, diversity plan development, marketing for small libraries, and library building projects.

Trustee Training Week-- <https://www.wistrusteetraining.com/archive> The various one-hour webinars are archived on the website including my presentation on Making Sense & Cents of a Library Building Project: The Library Trustee Role.

New Directors—Heather Wiarda--Amery; Rachel Thomas—Rice Lake (Formerly of Amery); Emily Resendiz—Chetek; and Stacey Brown—Bloomer.

Consulting—Space planning, budget

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
 Submitted by Leah Langby September 20, 2022

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

We are running into some supply chain issues with the book bikes, and I am trying to get more information from the supplier and work with the DPI staff to ensure we meet our deadlines.

Continuing Education/Professional Development Highlights:

- *Wisconsin Homeschooling Parents Association 101: Library Edition* webinar, 26 attended live, 13 watched the recording
- *Trustee Training Week*: Organized by staff at South Central Library System, supported by IFLS and other systems. 5 webinars, attended live by 529 people (mostly library directors and trustees). Feedback was excellent. [Recordings available!](#)
- *Youth Services In-Person Check-in*: 21 attended, included a tour, discussion of summer programs, and a facilitated discussion about ways to de-escalate and respond to challenges to library materials and programs (Cecelia Cole joined us)
- *Mental Health in Customer Interactions* webinar with Libby Richter (LEPMPL Social Worker), 41 attended live, 14 have watched the recording so far
- Coming up this fall (check the [IFLS calendar](#) for details): *Wisconsin Tech Days*, *Disinformation Virtual Escape Room*, *Marketing Is Not a Dirty Word*, *Beyond the Desk* (in-person workshop for support staff), *The Reluctant Library Advocate* virtual workshop series

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

We have \$22,097 from LSTA funding to put toward scholarships in 2022/23.

- The Director of Balsam Lake attended the Association for Rural and Small Libraries Conference
- Applications are out for fall opportunities, including iSchool courses, a Justice at Work in Public Libraries course, and the Wisconsin Library Association Annual Conference.
- In late 2022/early 2023, I'll put together options for the winter and spring.

Consulting Highlights

- Orientation meetings with new Youth services librarians in Luck and Amery
- Orientation meetings with new director in Elmwood
- Provided *De-escalation Training* for 7 circulation staff at LEPMPL
- Provided consulting about inclusive policies, equity/inclusion training opportunities, challenges to materials, hiring/job descriptions for youth services librarian

Other

- Attended training: Reasonable Suspicion and Assertive Communication (in-person training provided for LEPMPL staff by Chippewa Valley Tech College); an excellent webinar about First Amendment Audits, and another excellent webinar about Collection Audits/Assessments.
- Assisted with Business Manager interviews

Public Services Consultant Report

Katelyn Noack

I. Library Visits

Plum City (New Director)
Spring Valley (General Check-In)
Elmwood (New Director)
Frederic (New Director)
Luck (General Check-In)
Milltown (General Check-In)

II. Consulting

I have continued to meet with Somerset PL about their strategic planning process.
I assisted several new directors (Plum City and Frederic) with ideas for programming, both outreach, adult, and summer reading programming.
I have started to take on a larger role with answering some administrative questions in regard to library law, open meetings law, and records retention.

III. Collaborations/Adult Services

Leah and I have done more work on a Misinformation Escape Room for libraries. This Escape Room is a learning opportunity for libraries to then conduct similar programming about misinformation with their patrons. We are also talking about ways to show library directors that they are appreciated, as burnout has been brought up in several meetings by directors.

IV. Committee Meetings

Libraries Activating Workforce Development Meeting
Wisconsin Public Library Consortium Board Meeting
State Delivery Meetings
IFLS Directors Check-In
MORE Directors Council
Wisconsin Small Libraries (WLA) Meeting & Scholarship Selection
IFLS Advisory Council Meeting

V. Policy Compendium

I am working on developing a compendium of example policies for a range of municipal sizes for libraries to examine and utilize when developing or revising existing policies. In the past there was a policy archive on the WI DPI website, but it was out of date and currently phased out of use.

VI. Delivery

Our courier company has been experiencing staffing issues, so I have been working with them daily to try and return our services to previous standards while staying in constant communication with our member libraries. Waltco has brought in workers from other regional terminals to assist during this transition period.

Resource Sharing and Collection Consultant's Report

Cecelia Cole, September 2022 - IFLS Board of Trustees

Project Highlights:

- **Collection Management Tool Evaluation:** I assisted Lori Roholt in evaluation of our current collection management tool, Decision Center, and a possible new tool, LibraryIQ. Lori developed a survey to determine current usage of Decision Center and we reviewed/discussed the survey results together. I also reviewed the LibraryIQ demo recordings ahead of the MORE Directors Council meeting where libraries would determine which product they would prefer to use moving forward.

Consultations:

- **Materials Challenges and Intellectual Freedom Support:** Leah Langby and I have continued to provide guidance to libraries regarding challenges to library materials and intellectual freedom conversations.
- **Collection Development and OverDrive E-materials:** (in person) Cumberland PL, August 2022
- **OverDrive E-materials:** (virtual) Prescott PL, August 2022
- **Collection Development, Item Locations, and Weeding:** (virtual) Plum City, September 2022

Staff Training Sessions:

- **WISCAT Training:** (in person) Eau Claire PL, August 2022
- **Intellectual Freedom & Book Challenges:** (in person with Leah Langby) Youth Services Check-in at Eau Claire PL, September 2022

New Director Orientations:

- **Barron PL:** (in person) August 2022
- **Eau Claire PL:** (in person) August 2022
- **Plum City PL:** (virtual) September 2022
- **Elmwood PL:** (virtual) September 2022

Committee Meetings:

- **WISCAT User Group:** August 2022
- **WPLC Selection Committee:** September 2022
- **MORE Directors Council:** September 2022
- **WLA Intellectual Freedom SIG:** September 2022

Professional Development:

- **Webinars:**
 - *Managing Implicit Bias in Your Library* – Libraries Learn, July 2022
 - *Empower Your Library Against Book Bans* – Metro New York Library Council, July 2022
 - *First Amendment Audits- How to Respond* – CVMIC, August 2022
 - *From Diversity to Inclusion: How to audit your collection and why* – Niche Academy, August 2022
 - *Collection Diversity Audits: 10 Steps to Success* – ALA eLearning Solutions, September 2022

IT Director Report

IFLS Board of Trustees, September 2022

Kris Schwartz, IT Director

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.

With the grant we were able to pre-pay for about 5 years of bring your own device (mobile) licensing for each library in the systems. After the end of the approximately 5-year term if we cannot find grant money to continue the Princh service libraries can continue the service on their own. The current pricing for Princh depends on the libraries service area:

Small	< 5,000 population served	\$249/yr
Medium	5,001 – 10,000 served	\$399/yr
Large	10,001 – 25,000 served	\$499/yr
X-Large	> 25,000 served	\$699/yr

MORE Administrator's Report

Lori Roholt

September 2022 – IFLS Board of Trustees

New MORE-member libraries

Thanks to the availability and award of LSTA grant funds for adding public libraries to a resource-sharing and automation system like MORE, preliminary activities are underway to add Cornell Public Library to MORE. This will leave just one IFLS-member library as a non-MORE library: Hawkins Area Library in Rusk County.

2023 MORE Budget

At their meeting on July 17, MORE Directors Council approved a 2023 MORE Budget to include another multi-year term for our online catalog service from vendor BiblioCommons, an additional product for staff- and patron-facing learning resources called Niche Academy, and additional funds for electronic content from OverDrive. Directors Council opted to discontinue Freading, an ebook service separate from OverDrive, for MORE in 2023. Overall, the MORE budget increased 4.12% over 2022.

Earlier this year, MORE Directors Council approved a 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.

Looking ahead:

In addition to adding Cornell Public Library to MORE, the consortium will be:

- Adjusting the handling of damaged materials among libraries to help streamline a perennially thorny issue in resource-sharing
- Bidding farewell to cataloger Bethany Bulgrin, who will be leaving IFLS's Bibliographic Services team for full-time employment at L.E. Phillips Memorial Public Library
- Developing training modules for staff using the new Niche Academy subscription
- Continuing to ensure a mutually beneficial relationship between CVTC Library and MORE-member public libraries

September 2022 Board Report

From Rebecca Kilde, PR and Communications Coordinator

STARTING BEHIND-THE-SCENES WEBSITE UPDATE

What we're doing

This is a general housekeeping update of the website. We're trying to make the website easier to use and clean up some old formatting issues. Some changes will be very visible, some will be more behind-the-scenes. Take a look at the newly formatted [Challenge Support & Intellectual Freedom Resources](#) or the [Continuing Education](#) pages. The table of contents sidebar will make it easier to navigate all the information on the page.

What else would you like to see?

Take a look at the [For IFLS Trustees](#) page. What else would you like to see on this page? E-mail Rebecca at kilde@ifls.lib.wi.us

WE'RE ALREADY PLANNING NEXT YEAR'S PASSPORT PROGRAM!

The Explore MORE Passport Program was a success, and we're already planning next year's program! Here's a link to the [report](#) that I shared with our MORE library directors.

LOGOS & LIBRARY CARDS

I designed a new logo for Prescott Public Library and am working on one for Amery. We're ramping up our annual Library card bulk order, which saves time and money for our member libraries.



Website Services

Began updating website content for fall programs and services.

Worked with Page Turner Adventures to provide usage statistics for libraries participating in the group discounted contract.

Continued work redesigning the Rhinelander District Library, Ellsworth Public Library, Prescott Public Library and Phelps Public Library.

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



IFLS Library System 2022 (Sept) Revised/2023 Preliminary Budget

42(22)
For board review at
9/28/2022 meeting

Line #	Staff	Line Item	2022 Approved Budget	2022 Revised Budget (May)	2022 Revised Budget (Sept)	2023 Budget Estimates	Notes
1		Current Year Income					
2	JB	5100 · Current Year State Aids	1,387,413.00	1,387,413.00	1,387,413.00	1,499,828.00	
3	JB	5200 · Interest Income/General Funds	2,000.00	2,000.00	10,000.00	8,000.00	
4	JB	5263 · MORE Management Income	432,000.00	432,000.00	432,000.00	446,500.00	inc. \$10k for mtgs, trvl, misc
5	JB	5264 · Catalog/Processing Svc Inc	74,599.00	79,886.00	79,886.00	83,885.00	4 Libs participate - 5% inc
6	JB	5280 · Technology Income	6,000.00	6,000.00	6,000.00	6,000.00	10% Setup Fees
7	JB	5277 · Fed Grant Indirect Funds	-	-	19,000.00	-	
8	JB	5300 · Miscellaneous Income	200.00	200.00	200.00	200.00	
9		Total Income	1,902,212.00	1,907,499.00	1,934,499.00	2,044,413.00	
10		Current Year Expenses					
14	JB	Total 6500-60 · Salaries/Fringes	1,364,999.00	1,374,999.00	1,359,996.00	1,474,885.00	
15	JB	6580 · Leave Payouts @ Retirement	20,800.00	16,000.00	18,000.00	36,278.00	3 payouts @ Retirement
16	JG	8070 · New Furnishings/Equipment <\$500	1,000.00	1,700.00	2,000.00	2,000.00	2 Catlg Carts '22 & re new staff & add'l Mtg Owl
17	JB	8530 · Bank fees, QBooks/Direct Dep	1,000.00	1,000.00	1,100.00	1,600.00	New QBooks Subsc '23
18	JB	8540 · Annual Audit	7,995.00	7,370.00	7,245.00	8,000.00	new Tech/Adm Fee '22+ & Add'l \$ for Statements '23
19	CC	8620 · Collection/Electronic Resources	26,300.00	26,300.00	26,300.00	27,700.00	Ancestry, Novelist, Transparent Lang & Foundations in WI
20	CC	8620-1 · Coll/Electronic Resources	21,000.00	-	-	21,000.00	reconsider for '23 (Gale/Udemy)
21	CC	8630 · Wis Pub Lib Consortium Memb	6,586.00	6,586.00	6,586.00	6,953.00	
22	JT	8670 · Professional Memberships	4,000.00	4,000.00	3,500.00	4,000.00	WLA, ALA, SRLAAW
23	LL	8690 · Librarian Workshops - General	6,500.00	6,500.00	6,500.00	6,000.00	
24	LL	8700 · CE Colaboration Projects	300.00	300.00	300.00	300.00	
25	LL	8710 · CE Grants - WLA Conference	1,000.00	1,000.00	1,000.00	-	
26	LL	8702 · Crisis Prevention Training	-	-	-	-	
27	LL	8714 · Accessibility Audits	5,000.00	5,000.00	5,080.00	5,000.00	approx 6 libs per year
28	KN	8716 · Comm/Lib Engagement Support	12,000.00	12,000.00	2,000.00	12,000.00	moved to 2023
29	JT	8720 · IFLS Staff Dvlpmt & Prof Mtgs	9,000.00	9,000.00	9,000.00	9,000.00	
30	JT	8735 · Library Consulting Expenses	1,000.00	1,000.00	1,000.00	1,700.00	Survey Monkey, Spls, New Librarian Orientation Kits
31	JT	8740 · Field Visits	5,000.00	5,000.00	4,000.00	5,000.00	
32	JB	8740-1 · MORE Training Travel	3,000.00	3,000.00	3,000.00	3,000.00	
33	KS	8741 · Field Visits - Tech Support	1,000.00	1,000.00	1,000.00	1,000.00	
34	LL	8755 · Programming Kits	700.00	700.00	700.00	700.00	
35	CC	8812 · ILL Fees & Verification Sources	9,100.00	9,100.00	9,100.00	9,500.00	
41	KN	Total 8850 · Delivery Service	315,063.00	330,063.00	338,563.00	349,908.00	Gas surcharges
42	JT	8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	23,000.00	23,000.00	
46	KS	Total 8864 · Wide-Area Network (WAN)	10,370.00	10,370.00	4,864.00	3,432.00	Some moved to LEAN \$

IFLS Library System
2022 (Sept) Revised/2023 Preliminary Budget

For board review at
9/28/2022 meeting

Line #	Staff	Line Item	2022 Approved Budget	2022 Revised Budget (May)	2022 Revised Budget (Sept)	2023 Budget Estimates	Notes
47	JB	8890 · IFLS Contrib - MORE Operating	120,000.00	120,000.00	120,000.00	125,000.00	2023 - \$20k-Catg Partners 2023 - \$105,000 re MORE Budget
48	KS	8898 · LEAN W/Shared Tech WVLS	60,000.00	60,000.00	60,000.00	58,050.00	
49	JT	8950 · Campaign for Wisconsin Libraries	1,200.00	1,200.00	1,390.00	1,450.00	
50	JT	8960 · Long Range Planning Meetings	500.00	500.00	-	500.00	
51	KS	8971 · Web Development	1,100.00	1,100.00	1,100.00	1,100.00	
56	JT	Total 9010 · IFLS Committee Meetings	2,400.00	2,400.00	1,500.00	1,800.00	
60	JT	Total 9020 · Professional Materials	1,500.00	1,500.00	1,407.00	1,500.00	
61	JP	9030 · Postage	780.00	780.00	780.00	850.00	
66	JB	Total 9050 · Telephone	8,320.00	8,320.00	3,960.00	3,960.00	
70		Total 9060 · Supplies	900.00	5,900.00	5,900.00	6,400.00	
75	RK	Total 9080 · Marketing & Advocacy	2,000.00	2,000.00	1,000.00	2,000.00	
87	JB	Total 9123 · Building Overhead Expenses	24,930.00	25,930.00	25,930.00	24,930.00	
92	JP	Total 9140 · Photocopier Costs	1,950.00	1,950.00	1,550.00	1,900.00	
96	KS	Total 9160 · Computers	6,900.00	6,900.00	10,000.00	6,900.00	
101	JB	Total 9190 · System Vehicle Expenses	3,700.00	3,700.00	3,800.00	3,700.00	
106	JB	Total 9220 · Insurance	5,725.00	5,725.00	5,725.00	6,225.00	
107	JT	9240 · Contingency	1,000.00	1,000.00	1,000.00	1,000.00	
108	JB	9241 · Credit Card Reward Program	(1,500.00)	(1,500.00)	(1,600.00)	(1,500.00)	
109	JB	9245 · Capital		20,000.00	5,000.00	20,000.00	Pkg Lot Cracks, Copier, Floor/carpet, Landscape, Front Door/Concrete
110		Total Expense	2,097,118.00	2,122,393.00	2,082,276.00	2,277,721.00	
111		Net Ordinary Income	(194,906.00)	(214,894.00)	(147,777.00)	(233,308.00)	
112		Pass-thru Income/Expense					
113		Pass-thru Income					
114		5702 · Billable Project Income	150,000.00	150,000.00	175,000.00	150,000.00	
115		5620 · Catalog/Processing Svc Income	-	-	-	-	move to income
116		LSTA and Other Grant Income		-	576,812.00		
117		Total Pass-thru Income	150,000.00	150,000.00	751,812.00	150,000.00	
118		Pass-thru Expense					
119		8940 · Projects Billable to Libraries	150,000.00	150,000.00	175,000.00	150,000.00	
120		8830 · Catalog/Processing Svc Expenses	-	-	-	-	move to personnel & spls
121		LSTA and Other Grant Expenses		-	576,812.00		
122		Total Pass-thru Expense	150,000.00	150,000.00	751,812.00	150,000.00	
123		Net Pass-thru Income	-	-	-	-	
124		Total Income less Expense	(194,906.00)	(214,894.00)	(147,777.00)	(233,308.00)	

IFLS Library System
2022 (Sept) Revised/2023 Preliminary Budget

For board review at
9/28/2022 meeting

Line #	Staff	Line Item	2022 Approved Budget	2022 Revised Budget (May)	2022 Revised Budget (Sept)	2023 Budget Estimates	Notes
125							
126		TOTAL IFLS Carryover Funds Beg of Year	476,954.00	663,728.50	663,728.50	525,951.50	Est add'l \$10k at '22 close
127							
128		Plus/Minus Net Income/Loss	(194,906.00)	(214,894.00)	(147,777.00)	(233,308.00)	
129		Less Funds in Reserve (see below)	270,000.00	442,391.70	493,308.00	270,000.00	
130		Funds from Reserves (for use)		-	-		
131		Funds from Reserves (for use)		-	-		
132							
133		IFLS Uncommitted Carryover End of Year	12,048.00	6,442.80	22,643.50	22,643.50	
134							
135		IFLS Reserve Funds at year end:					
136		Building/Land Reserves	65,000.00	65,000.00	65,000.00	65,000.00	
137		Shared System Startup Assistance	10,000.00	10,000.00	10,000.00	10,000.00	
138		Shared Svcs Prog/Bldg Expansion	50,000.00	50,000.00	50,000.00	50,000.00	
139		Vehicle Replacement	25,000.00	25,000.00	25,000.00	25,000.00	
140		Personnel	40,000.00	40,000.00	40,000.00	40,000.00	
141		WAN/Web Equipment Replacement	20,000.00	20,000.00	20,000.00	20,000.00	
142		System Equipment/Furnishings	20,000.00	20,000.00	20,000.00	20,000.00	
143		Computer Lab Replacement	10,000.00	10,000.00	10,000.00	10,000.00	
144		Technology Project/Billable Reserves	30,000.00	30,000.00	30,000.00	30,000.00	
145		Future Year Budgets	-	172,391.70	223,308.00	-	
146		IFLS Reserve Total	270,000.00	442,391.70	493,308.00	270,000.00	
147							
148							
149		MORE Carryover Beg of Year	332,249.00	399,901.27	399,901.27	339,901.27	
150		5670 · MORE Shared System Income	903,399.00	903,399.00	903,399.00	940,629.00	
151		5670 · MORE Inc/Fairchild & Durand		-	-		
152		9500 · MORE Shared Automation Exps	963,399.00	963,399.00	963,399.00	1,005,729.00	
153		MORE Net Income/Expense	(60,000.00)	(60,000.00)	(60,000.00)	(65,100.00)	
154		MORE Funds End of Year	272,249.00	339,901.27	339,901.27	274,801.27	\$224,000 in Reserves/MORE



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

	GENERAL INFORMATION	
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Library System

IFLS Library System

Describe significant needs and problems that influenced the development of this and other system plans.

The system continues to seek ways to more effectively provide the highest quality services while trying to limit the amount of fees charged to our member libraries. Administration of libraries continues to increase in complexity and the pool of candidates for library director positions seems to be diminishing. The needs for consulting services and training have increased due to significant turnover in library staff positions in the past few years.

IFLS continues to seek a balance between virtual services/support and the increased desire by some to return to in-person trainings and meetings. Both methods have their advantages and we see to continue to provide high quality service to our member libraries.

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

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

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

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

IFLS requested input on from our member library directors in updating our 2022-2023 Strategic Plan via email. We requested responses based on these two questions:

- Please share any ideas you have for ways that IFLS could improve services to member libraries:
- Please share any thoughts for IFLS to consider when preparing our 2023 budget:

In addition, we asked our Advisory Council on budget and planning priorities. Based on their input we adding a key work plan directive to see how we can support recruitment and retention efforts. These efforts will include library boards and staff.

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

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

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

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

The system has a 13 person advisory committee consisting of one representative from each of the 10 counties, the resource library director and two multitype at large members representing academic, school or special libraries. The two year terms are staggered for the members. Each year six or seven terms expire. The representative serving determines if they wish to continue. If they don't the individual county library directors select their representative. The agenda and minutes are posted on the IFLS website <https://iflweb.org/knowledge-base/advisory-council/> and provided to the IFLS Board. A representative from the group tries to attend the IFLS Board meeting to provide an update. A bylaw review will be conducted in 2023 with the consideration to look at the multitype membership to provide more flexibility in determining representation.

	ASSURANCES	
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The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2023**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

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

Membership Agreements

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

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

Resource Library Agreement

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

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

Reference Referral, Interlibrary Loan, and Technology

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

List ongoing activities related to this requirement:

Technology

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

Administers the MORE shared system (ILS).

Subscribes to and promotes electronic databases.

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

Participates in WPLC projects including the statewide buying pool.

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

ILS Improvement--Add Cornell into the MORE Consortium

Reference Referral & Interlibrary Loan Improvement--Continue to evaluate service models based on staff transitions

Continue to seek out statewide technology collaborations

Inservice Training

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

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

List ongoing activities related to this requirement.

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

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

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

Provide remote access to workshops and webinars as appropriate.

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

Provide regular virtual check-ins for youth service staff as well as library directors.

Continue statewide and regional CE collaborations

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

Identify the names and email addresses of continuing education staff employed by the system for continuing education services:

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

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

Delivery and Communication

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

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

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

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

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

Survey, monitor and evaluate the courier volume.

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

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

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

Further strengthen our advocacy/communication/PR training and support. Deploy and maintain a updated IFLS website.

Review and enhance communication tools for IFLS staff and member libraries.

Monitor/evaluate courier performance and viability.

	ASSURANCES (cont'd)	
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Service Agreements

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

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

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

Other Types of Libraries

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

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

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

Library Technology and Resource Sharing Plan

- ☐ Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2023, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See [the Library System Technology and Resource Sharing plan webpage](#) for the most current version of the system library technology and resource sharing plan.

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

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

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

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

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

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

	ASSURANCES (cont'd)	
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Professional Consultation

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

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

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

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

Public Services Consultant -- Library Administration; Planning; Personnel; Programming; Library Law; Adult Services; Workforce Development

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

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

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

Business Manager -- Financial management/accounting

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

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

Recruitment and retention support

New Director orientation and mentoring

Inclusive Services

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

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

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

Trying to approach all activities with a lens of equity, diversity, and inclusion.

Working with the IFLS Board to adopt the Inclusive Services Statement

Offering a facilitated cohort option to library directors and/or staff who want to work through the Inclusive Services Assessment and Guide together and meet regularly to discuss progress, questions, and challenges.

Continue to work with the statewide IDEA team on the Wisconsin Libraries Talk About Race project

Other Service Programs

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

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

Administration

- ☒ The system will not expend more than 20 percent of state aid received in the plan year for administration.
- ☒ The system will submit the 2022 system audit to the Division no later than September 30, 2023.

Budget

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

COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2021 resource library contract.*

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

Activity	Amount
1. Participate in the CINC (Chippewa Valley Internetworking Consortium). This consortium provides a fiber-based, inexpensive, high-bandwidth network for IFLS and five of our member libraries.	10,000
2. LEAN WI Technology Services Partnership (See WVLS Report for Benefit Analysis)	
3. WPLC Participation	1,250,000
4. MORE Shared ILS and Cataloging Support	500,000
5. Delivery Coordination among IFLS and 53 member libraries along with the Statewide Network and Minitex	\$1,200,000
6. Continuing Education Collaborations with other library systems and DPI	\$40,000
7.	
8.	
9.	
10.	
Cost Benefit Total	\$1,760,000

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year 2023.

Name of System Director <i>John Thompson</i>	Signature of System Director ➤	Date Signed Mo./Day/Yr.
Name of System Board President <i>James Tripp</i>	Signature of System Board President ➤	Date Signed Mo./Day/Yr.

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

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

PUBLIC LIBRARY SYSTEM 2023 ANNUAL PROGRAM BUDGET					
Program	2023 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference, and Interlibrary Loan*					
1.					
2.					
3.					
4.					
5. Electronic Resources					
Program Total	\$0	\$0	\$0	\$0	\$0
Continuing Education and Consulting Service*					
1.					
2.					
Program Total	\$0	\$0	\$0	\$0	\$0
Delivery Services					\$0
Inclusive Services					\$0
Library Collection Development					\$0
Direct Payment to Members for Nonresident Access					\$0
Direct Nonresident Access Payments Across System Borders					\$0
Youth Services					\$0
Public Information					\$0
Administration					\$0
Subtotal	\$0	\$0	\$0	\$0	\$0
Other System Programs					
1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$0	\$0	\$0	\$0	\$0

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

Strategic Plan

2023-2024

**Inspiring and
Facilitating
Library
Success**

Serving the 53 libraries of Barron, Chippewa, Dunn, Eau Claire,
Pepin, Pierce, Polk, Price, Rusk and St. Croix Counties

Introduction

During 2021 IFLS conducted a survey of our member libraries to ask about the importance and satisfaction with our current services as well as determine what gaps may exist. The survey was completed by 125 individuals including all 53 library directors. In addition, we asked about their aspirations for the role of the library in the community and services they wish to provide for their communities. These aspirational ideas will be the basis for our planning as we move forward into 2023.

The strategic priorities remain from our 2022-2023 plan with the addition of a recruitment and retention priority and a focus for 2023 will be individual action steps that fit within those priorities.

The IFLS Board of Trustees reviewed and approved the Public Library System Plan and Certification of Intent to Comply for 2023 at their September 28, 2022, meeting.

IFLS Overview

10 member counties
53 public libraries along with one branch location
Population Served: 463,025
Square Miles: 7,969
2022 State Aid: \$1,387,411

IFLS Services

Advocacy and Promotion

- Marketing and communication resources & consulting
- Website design
- Training in Divi, a WordPress website template
- Library Legislative Day
- Relationships with local government

Administration

- Annual reports
- Budgeting & Financial consulting
- Board development
- Library Director hiring
- Building projects & Planning
- Library law

Adult Services

- Collection development
- Program Support
- Kits

Collaborative Services & Networking

- Facilitating communication between libraries
- Mentor program
- Community area networks
- Public-private partnerships
- Local, county government and nonprofit agencies

Continuing Education

- Webinars & Workshops
- Professional development resources
- In-services at your library
- Director certification

Delivery

- Local courier
- Statewide delivery

Inclusive Services

- ADA compliance
- Best practices & resource sharing
- Grant-writing
- Partnerships
- Planning & Evaluation of programs and services

Integrated Library System (MORE)

- Consortium administration
- Training & support
- Circulation
- Cataloging & Bibliographic Services (CABS) and Shared Services
 - Centralized cataloging
 - Centralized materials processing (shared services members only)

- Database cleanup
- Serials
- Acquisitions
- Online catalog
- Statistics

Interlibrary Loan & Reference Services

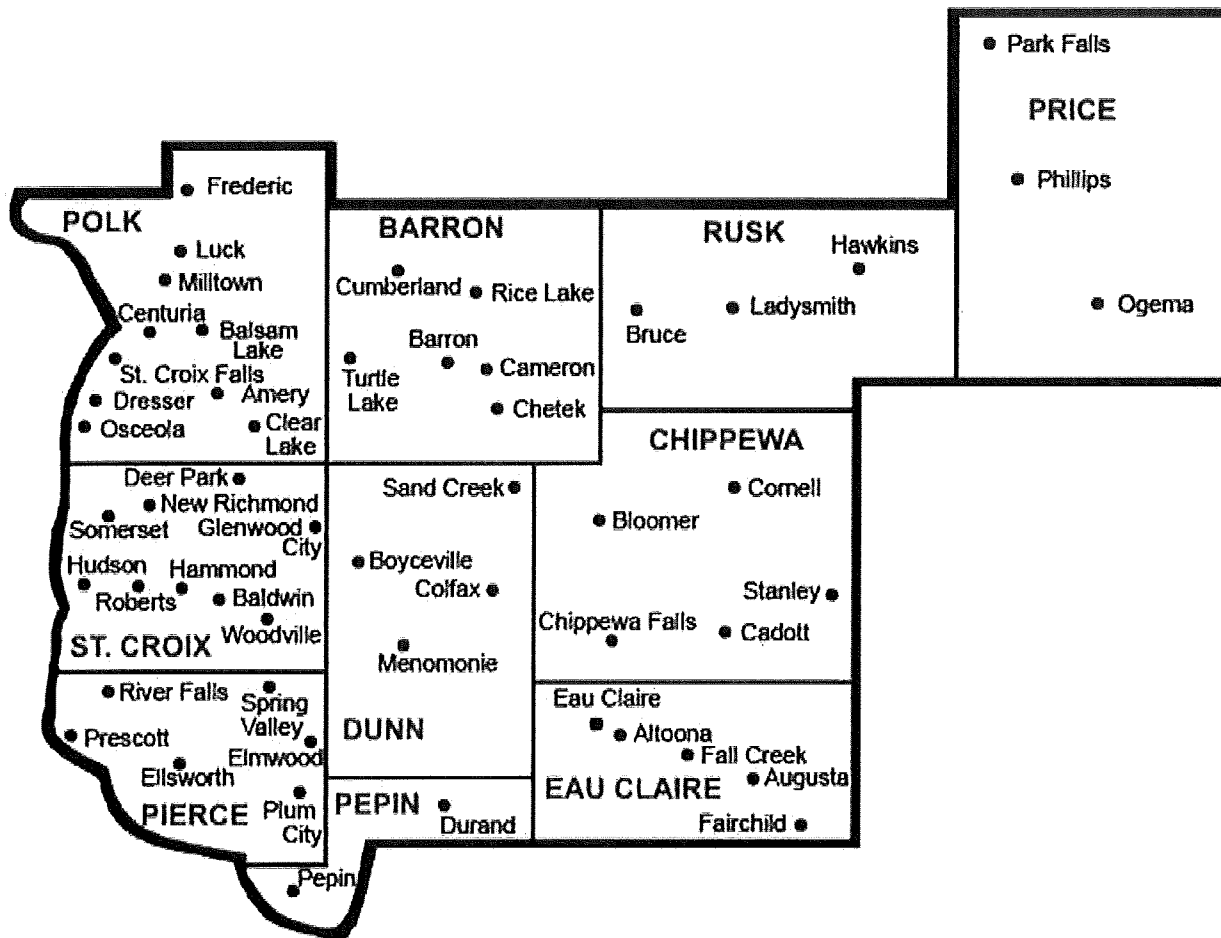
- Best practices
- Training
- ILL Clearinghouse
- Subject requests
- Electronic resources (databases & e-content)
- OverDrive Support & Advantage selecting

Technology

- Technology purchasing and setup
- Troubleshooting
- Pharos - Public computer time management
- Security
- Networking and bandwidth
- Training
- Help desk

Youth Services

- Programming & kits to borrow
- Collection development
- Advocacy
- Early literacy
- Child and teen development
- Collaboration & Partnerships
- Planning & Evaluation
- Resource sharing & best practices



Vision:

We envision a network of amazing libraries. IFLS staff and our partner libraries collaborate to provide outstanding, engaged, and inclusive services that contribute to informed, connected, and literate communities.

Mission:

To inspire and facilitate library success by providing member libraries with the tools to serve, empower, and lead their communities.

Core Values:

- Serve
- Empower
- Lead

Strategic Priorities:

★ Support

- Consultation
- Training & Professional Development
- Board Development
- Technology
- Collaboration & Partnerships
- Collaborative Services
- Create Service Efficiencies
- Group Purchasing

★ Innovate and Lead

- Emerging Trends
- Pilot & Experiment
- Statewide Participation
- IFLS Partnerships & Collaborations
- Leadership Modeling
- Resource Creation

★ Advocate and Promote Awareness

- Consultation
- Resource & Toolkit Development Support
- Training
- Staff & Board Development
- Legislative Communications
- Branding
- Website & Social Media Support
- Statistics & Data
- Support Community Engagement

Key Work Plan Directions

- Increase Advocacy & Awareness Support
- Enhance Board Development Support
- Support Library Recruitment and Retention Efforts
- Study ILS Improvements
- Evaluate System Capacity
- Monitor Courier Performance and Viability

2022 IFLS Board of Trustees

Judith Achterhof

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

Mary Ellen Brue

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

Jan Daus *Treasurer*

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

Sue Duerkop *M-A-L*, *Chair*

1799 172nd Avenue
Centuria, WI 54824
(715) 220-2458
sduerkopb4a@gmail.com
Polk County Citizen Member
(Term Exp: 12/2024)

Pat Eggert

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

Marilyn Holte

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

Kathy Krug

613 North 3rd Street
Cameron, WI 54822
(715) 205-1387
kathy.krug@co.barron.wi.us
Barron County Board Member
(Term Exp: 12/2023)

Mary Alice Larson

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

Lyle Lieftring

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

Sheila Lorentz

W7965 390th Avenue
Ellsworth, WI 54011
(715) 792-2922
Sheila.lorentz@co.pierce.wi.us
Pierce County Board Member
(**Term Exp: 12/2024)

Jill Markgraf

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

Sue Marshall

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

Barbara McAfee

347 East Louisiana
St Croix Falls, WI 54024
(612) 840-9255
Barbara.mcafee@polkcountywi.gov
Polk County Board Member
(Term Exp: 12/2023)

Jackie Pavelski *Secretary*

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

Ricky Riggins

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

Michael Schendel

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

Joel Seidlitz

4255 County Highway T
Chippewa Falls, WI 54729
(715) 864-4566
jseidlitz@co.chippewa.wi.us
Chippewa County Board Member
(Term Exp: 12/2023)

Josh Sterling *Vice President*

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

Jim Tripp *President*

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

Curtis Wandmacher

303 S. Maple Street
Ellsworth, WI 54011
(715) 273-4647
wandmacher@sbcglobal.net
Pierce County Citizen Member
(Term Exp: 12/2022)

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

Updated: September 2022