

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

Virtual Meeting via Zoom
(See link below to join)

DATE/TIME:

Wednesday, November 16, 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/89805001880?pwd=RVJNOHN5NGdRWjErNG9UZUNKYUxQZz09>

Meeting ID: 898 0500 1880

Passcode: HLkyjK4j

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

Meeting ID: 898 0500 1880

Passcode: 97297072

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 – September 28, 2022 **#045(22)**
Acknowledge Receipt: Personnel Committee – September 28, 2022 **#044(22)**
- VIII. * Financials - Approve: Check Registers: September-October 2022 **#048(22)**
Approve: Financial Reports: September-October 2022 **#049(22)**
- IX. Director's Report of Agenda Items and Monthly Activities **#050(22)**
- X. Reports:
 - IFLS Staff Reports **#051(22)**
 - Reb Kilde, PR and Communications Coordinator – Library Advocacy
 - Board Member Reports
- XI. * IFLS Strategic/State Long Range Plan with 2023 Budget **#052(22)**
- XII. * 2023 Resource Library Agreement **#053(22)**
- XIII. * 2023 IFLS Board Meetings
- XIV. * Nominations Committee for 2023 Election of Executive Committee
- XV. * Adjournment

* 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
September 28, 2022**

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday September 28, 2022, at the Somerset Public Library, 208 Hud Street, Somerset, Wisconsin, and via Zoom. Tripp called the meeting to order at 12:31 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), **Kathy Krug** (Barron County), **Mary Alice Larson** (Barron County), **Sue Marshall** (Price County), **Jackie Pavelski** (Eau Claire County), **Ricky Riggins** (Pepin County), **Michael Schendel** (St. Croix County), **Joel Seidlitz** (Chippewa County), **Josh Sterling** (Eau Claire County), **Jim Tripp** (Dunn County), **Curtis Wandmacher** (Pierce County).

BOARD MEMBERS ABSENT:

Lyle Lieftring (Rusk County), **Sheila Lorentz** (Pierce County), **Jill Markgraf** (Resource Library), **Barbara McAfee** (Polk County).

OTHERS PRESENT:

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

APPROVE AGENDA:

MOTION #40⁽²²⁾: To approve the agenda as presented. Marshall/Brue
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Tripp shared an article from the September 23, 2022, Eau Claire Leader Telegram on advocacy and access to materials. This highlights the need for awareness of the challenges facing

libraries on their collections. Leah Langby and Cecelia Cole have been preparing librarians for challenges and harassments. Tripp encouraged trustees to advocate to support and protect libraries.

(Eggert arrived at 12:38 pm.)

Tripp noted that Chapter 43 of the Wisconsin Statutes provides the right to vote and those who understand role of libraries and not succumb to political pressure

MINUTES:

MOTION #41⁽²²⁾ To approve the Board of Trustees minutes dated July 27, 2022
(Doc. #37-22). Eggert/Pavelski
RESULT: Carried.

The Board acknowledged receipt of the Personnel Committee minutes dated May 25, 2022, and July 27, 2022.

FINANCIAL REPORTS:

MOTION #42⁽²²⁾ To approve the Check Registers for July-August 2022 (Doc. #38-22).
Daus/Brue
RESULT: Carried.

Questions were asked on contract payments to the L.E. Phillips Memorial Public Library in Eau Claire, credit card transactions for computers for Elk Mound, OCLC, Inc. and WebJunction.

(Sterling arrived at 12:45 pm.)

MOTION #43⁽²²⁾ To approve the Financial Reports for July-August 2022 (Doc. #39-22).
Duerkop/Brue
RESULT: Carried.

Button noted that there are occasions where the difference from the current year to 2021 are not comparable. This is typically due to timing or COVID-related. Button further noted that MORE management income has been added to the Salaries/Wages & Benefits line. Starting next year and future years will be more comparable.

Button noted that the Annual Budget vs. Actual Income and Expenses (pages 20-21) compare the budget to the actual income and expenses.

Questions were asked about expenses for the CE/Collaboration Projects, CE Grants, and Community Engagement Support. Thompson noted that there was not a specific plan when the 2022 was created. Monies were reduced and re-budgeted for 2023 once a plan is fleshed out. These projects will help libraries with community planning and better engage with communities.

Duerkop inquired about pass thru income and expenses for LSTA grants. Button noted that there is some carryover from 2021. It also includes a combination of monies for several grants

including Ideas, scholarship, LAWDS, ARPA for statewide backup, and WebJunction. There has been a lot more LSTA pass-thru's than in the past. Pass-thru Income and Expenses match, although there are some outstanding expenses and some grants that have not finished yet.

DIRECTOR'S REPORT OF AGENDA ITEMS AND MONTHLY ACTIVITIES:

Ellsworth's building project is winding down the construction phase and waiting on when the furniture will arrive and be installed.

Thompson attended the ribbon cutting for Eau Claire renovations. There has been a total transformation of that space and includes a drive-up return and pickup window. They also have a mechanical sorter. It is hoped the IFLS Board can take advantage of meeting there in 2023.

Thompson spent a week in Tennessee for the Association for Rural and Small Libraries (ARSL) conference. He presented a three-hour pre-conference on building projects in addition to attending workshops.

Thompson has been time talking with new directors and involved in staff hiring. Pavelski commented that she toured the Eau Claire library and had concerns about the drive-up book-drop with only being able to return one book at a time and how that will work when the weather turns cold.

IFLS STAFF REPORTS:

Written staff reports were provided in the meeting packet. The trustees thanked staff for putting together their reports.

PERSONNEL COMMITTEE REPORT:

Duerkop noted that the Personnel Committee met this morning. There are three new staff being hired. A Cataloger for Bibliographic Services, an Interlibrary Loan Coordination, and a Business Manager. Adam Fuller will begin as the Business Manager on October 3rd. He will train with Button prior to her retirement mid-October. There was much appreciation expressed for Button's over 30 years of service. Her patience with nonfinancial board members was valued greatly. Button offered appreciation to the Board. Katie Shay will begin working October 15th as the Interlibrary Loan Coordinator. The Cataloger position is being advertised as the position just opened.

Thompson displayed the wage and benefit recommendation as presented by Thompson and reviewed by the Personnel Committee.

MOTION #44⁽²²⁾ To approve a wage increase of 5% for all staff hired before 9/15/2022, except three positions (Electronic Resources, Public Services, and Communication/Marketing). New staff hired after 9/15/2022 will be considered for a mid-year wage adjustment. A fourth personal day will be added for 2023. IFLS will switch to the local government plan from

Employee Trust Funds that includes both health and dental benefits.
Brue/Marshall
RESULT: Carried.

The wage recommendation is covered in the 2023 Preliminary Budget being presented today for approval.

There are three exceptions to the 5% increase for the Electronic Resources, Public Services, and Communication/Marketing positions. In reviewing the wages, Thompson wanted them to be comparable to the level of responsibility. The Electronic Resources and Public Services positions are more similar in levels of responsibility than when originally hired. The Communication/Marketing position would align better with current market conditions.

The Personnel Committee is recommending a 5% salary increase for the System Director in 2023 and the same benefits as staff.

Tripp noted that the Board has the option to go into closed session to consider matters relating to the System Director salary. The Board was in favor of remaining in open session.
Tripp – option closed session.
Continue open session.

MOTION #45⁽²²⁾ To approve an increase to the System Director salary by 5% for 2023 and the same benefits as approved for IFLS staff. Daus/Brue
RESULT: Carried.

Tripp thanked the Personnel Committee and IFLS Staff for their work on this committee.

2022 REVISED/2023 PRELIMINARY IFLS AND MORE BUDGET:

The 2022 Revised/2023 Preliminary IFLS and MORE Budget document was provided in the meeting packet. The columns left to right, include the 2022 approved budget, 2022 revised May budget, 2022 revised September budget, and the 2023 budget estimates.

Line 15 includes three leave payouts at retirement to cover unpaid sick and vacation time.

The 2023 budget estimate reflects the salary increases as approved today.

IFLS is anticipating unspent money at the end of 2022. We are budgeted to use some dollars to cover 2023 expenses. IFLS budgets conservatively with listing expenses high and revenues low. Line 145 shows the carryover funds for future year budgets.

Thompson noted that IFLS should not have a lot of uncommitted funds. IFLS maintains a Reserve Funds to be used for future budget years. The Board can shift those dollars between line items in the Reserve Funds. The baseline for Reserve Funds is typically held at \$270,000.

MOTION #46⁽²²⁾ To approve the 2022 Revised/2023 Preliminary IFLS and MORE Budget (Doc. #42-22). Eggert/Brue

RESULT: Carried.

Button noted that billable pass-thru income and expenses varies on what the libraries purchase. The income and expenses for billables always match in amounts.

Button was thanked for her efforts in providing readable and useful financial documents to the Board.

IFLS STRATEGIC/STATE LONG RANGE PLAN:

MOTION #47⁽²²⁾ To approve the IFLS Strategic/State Long Range Plan (Doc. #43-22).
Duerkop/Marshall

RESULT: Carried.

The Board was provided the System Plan for calendar year 2023 which provides assurance that the system intends to comply with all statutory requirements for public library systems for 2023. Page 43 is blank and will be completed prior to submitting to the Division for Libraries. Button will insert the financial information from the budget as approved today. The Board will see the final document as submitted to the Division at their November meeting.

IFLS' Strategic Plan for 2023-2024 is also provided with the filing of the System Plan. The strategic plan was sent out to member libraries for feedback as well as being discussed by the IFLS Advisory Council of Librarians.

Page 49 of the strategic plan includes the Key Work Plan Directives. They include increase advocacy & awareness support, enhance board development support, support library recruitment and retention efforts, study ILS improvements, evaluate system capacity, and monitor courier performance and viability.

The Board discussed a way to share out what all the libraries are doing. Thompson noted that the Advisory Council typically provides a summary of what's going on at all libraries in each respective council member's county, which is then in turn included in the Advisory Minutes shared with the Board. An Advisory member would attend each board meeting and share out information as well. This practice will likely start back up again in 2023.

Brue and Achterhof spent a day visiting all the St. Croix County libraries and compiled a report on their activities.

BOARD MEMBER REPORTS:

Achterhof provided an update on the Hudson Area Joint Library in St. Croix County. This year 3 out of the 4 members voted to pull out.

Daus attended the Eau Claire open house. There is an abundance of natural light. A third floor with an art gallery and community room was added. The library did not increase the flooring space for books. The open house was well-attended, and maps and brochures were available. Pavelski added that they opened a bookstore in lieu of conducting book sales. A terrace was added and includes a roof garden.

It was suggested that the Board could possibly meet at the Eau Claire library in May, when the auditor would make their presentation as well.

Button was thanked and appreciation expressed as she served the Board well over her many years of dedicated service.

Once the Board meeting is adjourned, a tour of the Somerset Library will be provided for those interested.

ADJOURNMENT:

Brue made a motion to adjourn at 1:58 pm. Schendel 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
September 28, 2022

MINUTES

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, September 28, 2022, at the Somerset Public Library, 208 Hud Street, Somerset, Wisconsin, as well as via Zoom. Duerkop called the meeting to order at 10:35 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), **Sue Marshall** (Price County), **Jim Tripp** (Dunn County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

Ricky Riggins (Pepin County).

OTHERS PRESENT:

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

APPROVE AGENDA:

MOTION #36⁽²²⁾ To approve the agenda as presented. Achterhof/Marshall
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

MOTION #37⁽²²⁾ To approve the Personnel Committee minutes dated July 27, 2022 (Doc. #36-22). Marshall/Achterhof
RESULT: Carried.

**WAGES AND BENEFITS DISCUSSION AND
RECOMMENDATION FOR 2023:**

Thompson emailed the 2023 Wage and Benefit Recommendation to members of Personnel Committee.

MOTION #38⁽²²⁾ To recommend a wage increase of 5% for all staff hired before 9/15/2022, except three positions (Electronic Services, Public Services, and Communication/Marketing). New staff hired after 9/15/2022 will be considered for a mid-year wage adjustment. A fourth personal day will be added for 2023. IFLS will switch to the local government plan from Employee Trust Funds that includes both health and dental benefits.
Achterhof/Marshall
RESULT: Carried.

Thompson noted a wage adjustment to the three positions to reflect the market adjustments and realignment of duties. The responsibilities and duties of the Electronic Services and Public Services positions have merged closer together.

The 2023 wage and benefit recommendations made today are incorporated into the proposed budget for 2023.

Thompson recommended to continue the fourth personal day for all staff. The Personnel Policy provides three per year. A fourth personal day was added for 2022 and Thompson proposes continuing that for 2023. Duerkop noted that if it is continued for a third year, it should be considered for a change in the Personnel Manual.

IFLS provides separate health and dental insurance. For improved benefit administration and cost reduction it is proposed to switch to the local government plan from Employee Trust Fund that includes both health and dental benefits.

DIRECTOR'S SALARY FOR 2023:

Duerkop inquired if the committee wished to go into closed session to consider matters relating to the System Director salary. The committee was in favor of remaining in open session.

It was noted that a 5% increase for the System Director was incorporated into the proposed 2023 budget. Tripp noted that based on the proposed wages and benefits for staff, he was comfortable to provide the System Director with a 5% wage increase as well as the changes in benefits.

Marshall inquired that in comparison to other system directors in Wisconsin, where does Thompson compare. Thompson replied he would be at the bottom of the top three. There are sixteen system directors, and 3-4 earn a higher wage than Thompson. He is the second longest tenured in the state.

MOTION #39⁽²²⁾ To increase the IFLS Library System Director salary by 5% for 2023.
Achterhof/Marshall
RESULT: Carried.

2022 IFLS STAFF ADDITIONS:

There are three positions to be filled yet in 2022. The Interlibrary Loan position was filled and did not work out, so that position required another hire which will begin mid-October. The Business Manager (Juli Button) is retiring mid-October and Adam Fuller was hired to replace Button. Fuller begins October 3, 2022. IFLS will need to hire a cataloger to replace an employee who left to work fulltime at the Eau Claire library.

(Riggins joined the meeting at 11:22 am.)

ADJOURNMENT:

Motion to adjourn at 11:25 am. Marshall/Achterhof

Joanne Gardner, Recorder/Administrative Associate

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

Presiding Officer

Dated

IFLS Library System
Check Register
October 2022

#048(22)

Date	Num	Name	Memo	Amount
Oct 22				
10/01/2022	Auto Pay	Delta Dental	Oct '22 Dental & Vision	-938.78
10/08/2022	Auto Pay	AT&T	Sept Phone	-20.55
10/10/2022	Auto Pay	Kwik Trip, Inc.	Oct Gas	-50.33
10/11/2022	Auto Pay	Eau Claire, City of	3rd Qtr Water/Sewer	-343.41
10/13/2022	Auto Pay	Xcel Energy	8/22 - 9/21 Gas & Electric Svc	-295.67
10/24/2022	Auto Pay	Employee Trust Funds, Dept of	Nov '22 Health Ins.	-19,919.00
10/24/2022	Auto Pay	Associated Credit Card	Sept Credit Card *see attached	-21,000.10
10/20/2022	Autopay	Lumen	Sept Phone	-1.39
10/05/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #20	-1,050.00
10/12/2022	WIRE	Internal Revenue Service	P/R #20	-7,486.74
10/15/2022	WIRE	Wisconsin Department of Revenue	P/R #22	-1,512.74
10/19/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #21	-1,050.00
10/26/2022	WIRE	Internal Revenue Service	P/R #21	-7,583.82
10/31/2022	WIRE	Wisconsin Department of Revenue	P/R #20	-1,235.88
10/31/2022	WIRE	Wisconsin Retirement System	Sept WRF	-8,845.24
10/05/2022	DD2075-2091	Ifis Staff	Payroll #21	22,814.01
10/19/2022	DD2092-2109	Ifis Staff	Payroll #22	23,082.66
10/05/2022	42661	Balsam Lake Public Lib	LSTA/ARSL Conf Scholarship	-2,100.00
10/05/2022	42662	Bayscan Technologies	Scanner-Billable Chetek/Boyceville/Baldwin	-950.00
10/05/2022	42663	Brue, Mary Ellen	Board Mileage	-27.03
10/05/2022	42664	Daus, Jan	Board Mileage	-91.80
10/05/2022	42665	Deer Park Public Lib	LSTA/Webinar Scholarship	-20.00
10/05/2022	42666	DEMCO, Inc.	Billable/Centuria Supplies	-42.76
10/05/2022	42667	Duerkop, Sue	Board Mileage	-30.60
10/05/2022	42668	Eggert, Pat	Board Mileage	-56.10
10/05/2022	42669	Gardner, Joanne	Board Mtg. Mileage & Treats	-88.77
10/05/2022	42670	Langby, Leah	Field Visits New Lib Director/Presenter Gift	-50.76
10/05/2022	42671	Maug Cleaning Solutions, Inc.	8/29-9/25 Cleaning Service	-360.00
10/05/2022	42672	Noack, Katelyn	Field Visit-New Lib Director Collect Damaged Bins	-192.27
10/05/2022	42673	OCLC, Inc	Sept OCLC on Acct	-4,092.59
10/05/2022	42674	Pavelski, Jackie	Board Mileage	-91.80
10/05/2022	42675	Rice Lake Public Library	Delivery Damage/1 item	-27.99
10/05/2022	42676	Securian Financial Group, Inc.	Nov. Life Ins.	-404.03
10/05/2022	42677	Thompson, John	4/15-9/26 Confs & Lib visits	-1,747.26
10/05/2022	42678	Waltco Inc.	Sept Delivery	-30,088.57
10/05/2022	42679	Marcive, Inc.	MORE/Sept Database Maint.	-118.86
10/05/2022	42680	OverDrive, Inc.	Sept. Overdrive Titles	-3,538.77
10/19/2022	42681	L.E. Phillips Memorial Public Library	MORE Ecomm/Thru Sept	-639.53
10/19/2022	42682	Menomonie Public Library	MORE Ecomm/Thru Sept	-1,137.99
10/19/2022	42683	Krejci, Bridget	LSTA/ Cornell Startup Travel	-28.56
10/19/2022	42684	OCLC, Inc	IFLS/MORE Oct OCLC on acct	-4,057.27
10/19/2022	42685	Season 2 Season	5/9/22-9/28/22 Lawn Care	-1,490.00
10/19/2022	42686	South Central Library System	Jul-Dec Statewide Delivery	-8,231.50

IFLS Library System
Check Register
October 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10/19/2022	42687	Library Ideas	MORE/Sept Freading USAGE	-712.50
10/19/2022	42688	OverDrive, Inc.	MORE Billable/Cumberland/ High Demand /Advanta	-11,303.95
10/31/2022	42697	Jensen, Brad	Tech Support/Bldwn Ldysmth Elswrth	-124.89
10/31/2022	42698	Krejci, Bridget	Mileage/Beyond Desk Workshop Rice Lake	-42.84
10/31/2022	42699	Langby, Leah	Workshops/Presenter Gifts	-65.00
10/31/2022	42700	Roto Rooter Service	October Service Call	-225.00
10/31/2022	42701	Sneezing Cow, Inc.	Keynote Speaker Rice Lake & Eau Claire	-2,081.60
10/31/2022	42702	Waltco Inc.	Oct Delivery	-29,705.41
10/31/2022	42703	Winnefox Library System	Tech Days Sponsorship	-57.19
10/31/2022	42704	Wis Dept of Public Instruction	John Thompson Certification Renewal	-50.00
10/31/2022	42705	OverDrive, Inc.	MORE Billable/Milltown	-3,433.58
10/31/2022	42706	Rooney Printing Co.	MORE/10K Brochures	-1,046.00
Oct 22 Totals				<u>-133,989.75</u>

3:41 PM

11/10/22

Accrual Basis

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (10/24/2022)

Date	Name	Memo	Num	Amount
Sep 22				
09/01/2022	Restaurants	Lunch for Staff & Interview Team	Lunch	354.54
09/01/2022	Swank Movie Licensing USA	Billable/Movie Lic for Libs	Movie Lic	7,372.00
09/01/2022	Festival Foods	Interview Staff Lunch/Misc	Lunch	60.85
09/06/2022	3CX Phone System	Phone System Annual Fee	Annual Fee	265.00
09/06/2022	Univ of Michigan	ILL Fee	ILL Fee	25.00
09/06/2022	Dell Marketing L.P.	2 Laptops & Dock Stations	IFLS COMPS	3,138.86
09/07/2022	Wisconsin Library Assoc	Webinar/K Noack	15321	20.00
09/08/2022	Eau Claire Ford	Oil/Filter Chg, Tire & Car Wash	Maint	123.10
09/09/2022	Wisconsin Library Assoc	WLA Conf Reg/J Thompson	WLA Conf	375.00
09/09/2022	Basic Bundle	WordPress Website Function		46.92
09/09/2022	Restaurants	Gails Retirement Lunch	Lunch	106.73
09/09/2022	Wisconsin Library Assoc	WLA Conf Reg/K Setter	Conf Reg	375.00
09/09/2022	Wisconsin Library Assoc	WLA Membership/K Setter	Membership	158.34
09/12/2022	Wisconsin Library Assoc	WLA Conf Reg/B Krejci	Conf Reg	365.00
09/12/2022	Dell Marketing L.P.	Billable/Colfax Comp	Comp Equip	860.32
09/12/2022	Amazon.com Credit	Billable/Chetek Printer	Comp Equip	234.03
09/13/2022	Wisconsin Library Associati...	WLA Membership/DFaulhaber	Renewal	165.00
09/13/2022	Wisconsin Library Assoc	WLA Conf Reg/R Kilde	Conf Reg	375.00
09/13/2022	CDW-G	Billable/Fairchild Printer	Comp Equip	858.72
09/14/2022	GFL Environmental	Sept Garbage	272520	34.80
09/15/2022	Rev.com	9/15 Webinar Captioning	Captioning	93.00
09/15/2022	Dell Marketing L.P.	Billable/Chetek Computer	Comp Equip	315.63
09/16/2022	Restaurants	ARSL Conf/J Thompson Meals	Conf Meals	126.03
09/16/2022	Gas/BP	ARSL Conf/J Thompson Gas	Conf Travel	208.17
09/16/2022	Hotels	ARSL Conf/J Thompson Hotels	Conf Hotels	1,087.96
09/16/2022	Parking	ARSL Conf/J Thompson Parking	Conf Parkng	8.00
09/16/2022	PayPal Inc.	CABS Catalog Fee	Cabs Fee	39.78
09/19/2022	Wisconsin Library Assoc	LSTA/Scholarships for Libs	Webinar	100.00
09/19/2022	Dell Marketing L.P.	Billable/Hudson 2 Comps	Comp Equip	1,707.54
09/20/2022	FlowRoute.com	Sept Phone on Acct	On Acct	100.00
09/20/2022	Amazon.com Credit	Meeting Owl Case	IFLS Comp	118.75
09/21/2022	Rev.com	Billable/Winnefox Captioning	Captioning	135.00
09/21/2022	Dell Marketing L.P.	Billable/Stanley Comp	Comp Equip	815.38
09/22/2022	Gas/Holiday	Gas for Fied Visit	Gas	42.33
09/23/2022	Wisconsin Library Associati...	WLA Membership/J Tripp	Membership	50.00
09/25/2022	Intuit	Sept Direct Dep Fees	Sept Stmt	37.98
09/26/2022	Wisconsin Library Assoc	WLA Conf Reg/L Langby	Conf Reg	375.00
09/26/2022	Dell Marketing L.P.	Billable/Boyceville Comp Equip	Comp Equip	145.14
09/27/2022	Dell Marketing L.P.	Billable/Augusta 2 Comp	Comp Equip	125.38
09/27/2022	USPS	Postage	Postage	7.85
09/30/2022	USPS	Sept Postage	Postage	46.97
Sep 22				21,000.10

IFLS Library System
Check Register
September 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Sep 22				
09/01/2022	Auto Pay	Delta Dental	Sept '22 Dental & Vision	-938.78
09/06/2022	Auto Pay	Holiday Credit Office	Aug Gas	-69.15
09/08/2022	Auto Pay	AT&T	Aug Phone	-20.55
09/12/2022	Auto Pay	Kwik Trip, Inc.	Sept Gas	-75.58
09/14/2022	Auto Pay	Xcel Energy	7/25-8/23 Gas & Electric	-279.18
09/20/2022	Auto Pay	Lumen	Aug Phone Usage	-1.46
09/24/2022	Auto Pay	Associated Credit Card	Aug Credit Card *see attached	-16,212.42
09/26/2022	Auto Pay	Employee Trust Funds, Dept of	Oct '22 Health Ins.	-21,197.06
09/07/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #19	-1,150.00
09/14/2022	WIRE	Internal Revenue Service	P/R #18	-7,901.92
09/15/2022	WIRE	Wisconsin Department of Revenue	P/R #17	-1,288.32
09/21/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #19	-1,150.00
09/28/2022	WIRE	Internal Revenue Service	P/R #19	-9,331.70
09/30/2022	WIRE	Wisconsin Department of Revenue	P/R #18	-1,288.85
09/30/2022	WIRE	Wisconsin Retirement System	Aug WRF	-8,630.43
09/07/2022	DD2038-2055	IFLS Staff Payroll	Direct Deposit	-23,856.51
09/21/2022	DD2056-2074	IFLS Staff Payroll	Direct Deposit	-27,174.64
09/09/2022	42653	EO Johnson Co.	Copy Overage	-16.09
09/09/2022	42654	Innovative Interfaces	MORE Billable/EC SIP2 License	-2,518.67
09/09/2022	42655	Jensen, Brad	Tech Support/Menom & Boycvlle	-41.14
09/09/2022	42656	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Aug	-317.26
09/09/2022	42657	Maug Cleaning Solutions, Inc.	Aug Cleaning Svc	-360.00
09/09/2022	42658	Securian Financial Group, Inc.	Oct Life Ins.	-404.03
09/09/2022	42659	Library Ideas	MORE/Aug Freading Usage	-850.50
09/09/2022	42660	Marcive, Inc.	MORE/Aug Database Maint.	-321.88
Sep 22 TOTAL				<u>-125,396.12</u>

10:53 AM

10/06/22

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (9/24/2022)

Date	Name	Memo	Num	Amount
Aug 22				
08/01/2022	Auto-Owners Insurance	System Vehicle Ins/1 yr	Renewal	1,077.21
08/01/2022	GFL Environmental	Aug Garbage	253792	34.80
08/01/2022	Quill Corporation	Misc Office Supplies	26723176	62.98
08/01/2022	AccuCut	Rollers & Tray/Accucut Machine	Kits	147.55
08/01/2022	Niche Academy/Intuit	MORE/Aug-Dec '22 Subscription	MORE 2022	2,750.00
08/01/2022	Dell Marketing L.P.	Billable/Brue Comp	Comp Equip	708.63
08/01/2022	Dell Marketing L.P.	Billable/Ellsworth 3 Comps	Comp Equip	2,125.89
08/01/2022	Dell Marketing L.P.	Billable/Elk Mound 2 Comps	Comp Equip	1,707.54
08/03/2022	Dell Marketing L.P.	Staff/1 Comp & 2 Docking Stations	IFLS Comp	1,885.06
08/03/2022	Apple	Staff/1 MacBook Computer	IFLS Comp	1,279.00
08/04/2022	Quill Corporation	New Office Chair/B Jensen	26741970	162.74
08/04/2022	CDW-G	Billable/Bruce Comp Access	Comp Equip	56.69
08/09/2022	Associated Bank	Redeem YTD CCard Rewards	YTD Rewards	-1,600.00
08/09/2022	Zazzle	Name Tags	Misc	13.64
08/11/2022	Dell Marketing L.P.	Billable/St Crx Falls 6 Comps	Comp Equip	5,122.62
08/12/2022	Innovative Users Group	MORE Group Membership/Renewal	1 year	110.00
08/12/2022	Amazon.com Credit	IFLS Comp/1 Laptop Bag	IFLS Comp	30.39
08/12/2022	Restaurants	Lib Visits/J Thompson	Lib Visit	16.18
08/15/2022	WLA	WLA Membership/B Krejci	15170	135.00
08/15/2022	Vistaprints	100 Business Cards/C Cole	Printing	50.63
08/17/2022	FlowRoute.com	Aug Phone/on Acct	on Acct	100.00
08/19/2022	Scheels	MORE/Passport Prog Prizes	Passport	9.98
08/19/2022	Kwik Trip, Inc.	MORE/Passport Prog Prizes	Prizes	30.00
08/19/2022	Rand McNally Store	MORE/Passport Prog Prizes	Prizes	52.65
08/19/2022	CDW-G	IFLS Comp/Adapter	IFLS Comp	17.99
08/25/2022	Intuit	Aug Direct Dep Fees	Aug Stmt	37.98
08/26/2022	Associated Credit Card	Fraud Chg/will Credit	Fraud	58.85
08/30/2022	USPS	Aug Postage	Postage	28.42
Aug 22				16,212.42

049(22)

11/11/2022
11:34 AMIFLS Library System
Balance Sheet
As of October 31, 2022

	IFLS	MORE	2022 TOTAL	2021 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	27,280.35		27,280.35	24,239.83
1040 · Bank Mutual - Checking	43,669.57		43,669.57	76,047.57
1050/1106 · Investments/Bank Mutual & States PIF	1,033,073.96	484,469.88	1,517,543.84	1,310,447.29
Total Checking/Savings & Investments	1,104,023.88	484,469.88	1,588,493.76	1,410,734.69
Accounts Receivable				
1200 · Accounts Receivable	27,244.68		27,244.68	18,943.61
Total Accounts Receivable	27,244.68	0.00	27,244.68	18,943.61
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,905.11		2,905.11	2,372.63
1499 · Undeposited Funds	4,946.48		4,946.48	0.00
1507/1508 · 2022-2023 Prepaid Expenses	2,432.00	0.00	2,432.00	37,203.59
Total Other Current Assets	10,358.59	0.00	10,358.59	39,651.22
TOTAL ASSETS	1,141,627.15	484,469.88	1,626,097.03	1,469,329.52
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	31,978.18	2,676.20	34,654.38	31,029.17
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	31,978.18	2,676.20	34,654.38	31,029.17
Other Current Liabilities				
2100 · Payroll Liabilities	7,509.10		7,509.10	1,454.25
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	7,509.10	0.00	7,509.10	1,454.25
Total Current Liabilities	39,487.28	2,676.20	42,163.48	32,483.42
Total Liabilities	39,487.28	2,676.20	42,163.48	32,483.42
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	438,411.37	81,892.41	520,303.78	444,135.99
Total Equity (End of Year)	1,102,139.87	481,793.68	1,583,933.55	1,436,846.10
TOTAL LIABILITIES & EQUITY	1,141,627.15	484,469.88	1,626,097.03	1,469,329.52

IFLS Library System
Revenue and Expense Statement
January through October 2022

	<u>Jan - Oct 22</u>	<u>Jan - Oct 21</u>
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,387,411.00	1,200,056.00
5200 · Interest Income/General Funds	16,861.34	1,002.53
5263 · MORE Management Income	324,000.00	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	8,442.61	4,154.29
5300 · Miscellaneous Income	161.09	3,327.37
Total Income	1,835,910.53	1,220,140.19
Expense		
6500 · Salaries/Wages & Benefits	1,021,925.42	565,675.49
6580 · Leave Payouts at Retirement	9,755.12	0.00
8070 · New Furnishings/Equipment <\$500	1,933.19	0.00
8530 · Bank & Direct Deposit Fees	935.97	849.05
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	1,850.34	1,507.85
8690 · Librarian Workshops - General	4,847.10	3,644.26
8700 · CE/Collaboration Projects	0.00	100.00
8710 · CE Grants - General	0.00	3,000.00
8714 · Accessibility Audits	5,078.88	4,824.15
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	5,923.81	1,060.00
8735 · Library Consulting Expenses	372.00	300.00
8740 · Field Visits	3,815.05	3,779.30
8741 · Field Visits - Tech Support	224.68	0.00
8755 · Programming Kits	377.42	0.00
8812 · ILL Fees & Verification Sources	7,525.68	7,261.06
8850 · Delivery Service	268,948.67	214,621.79
8855 · Collection Dev Grant-LEPhillips	11,500.00	17,250.00
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	1,057.16	0.00
9020 · Professional Materials	1,055.49	906.42
9030 · Postage	359.63	569.84
9050 · Telephone	2,003.25	1,774.84
9060 · Supplies	4,790.30	559.13
9080 · Marketing & Advocacy PR	64.27	369.90
9123 · Building Overhead Expenses	14,080.20	14,556.69

IFLS Library System
Revenue and Expense Statement
January through October 2022

	<u>Jan - Oct 22</u>	<u>Jan - Oct 21</u>
9140 · Photocopier Costs	1,443.99	1,679.65
9160 · Computers	9,734.84	3,956.27
9190 · System Vehicle Expenses	2,756.33	1,219.28
9220 · Insurance	3,703.02	3,930.26
9240 · Contingency	-631.02	2,071.55
9245 · Capital Expenditures	0.00	11,758.50
Total Expense	<u>1,552,623.06</u>	<u>1,024,107.97</u>
Net Ordinary Income	283,287.47	196,032.22
Pass-thru Income/Expense		
Pass-thru Income		
5275 · DPI/Grow w/Google Grant Inc	0.00	21,562.50
5473 · LSTA 2021 Income	0.00	202,512.93
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	211,115.70	131,837.06
Total Pass-thru Income	<u>1,634,629.24</u>	<u>1,505,962.10</u>
Pass-thru Expense		
8830 · Shared Cataloging Service	0.00	135,288.63
8940 · Projects Billable to Libraries	173,880.72	101,714.69
9500 · MORE Shared Automation Expenses	821,507.59	852,317.76
9800 · DPI/Grow with Google Grant Exp	0.00	21,562.50
9979 · LSTA 2021 Grant Expenses	143,649.11	146,974.75
9980 · LSTA 2022 Grant Expenses	258,575.51	0.00
Total Pass-thru Expense	<u>1,397,612.93</u>	<u>1,257,858.33</u>
Net Pass-thru Income	<u>237,016.31</u>	<u>248,103.77</u>
Net Income	<u><u>520,303.78</u></u>	<u><u>444,135.99</u></u>

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through October 2022

	Jan - Oct 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	16,861.34	10,000.00	6,861.34	168.61%
5263 · MORE Management Income	324,000.00	432,000.00	-108,000.00	75.0%
5264 · Catalog/Processing Income	79,885.66	79,886.00	-0.34	100.0%
5277 · Fed Grant Indirect Funds	19,148.83	19,000.00	148.83	100.78%
5280 · Technology Income	8,442.61	6,000.00	2,442.61	140.71%
5300 · Miscellaneous Income	161.09	200.00	-38.91	80.55%
Total Income	1,835,910.53	1,934,499.00	-98,588.47	94.9%
Expense				
6500 · Salaries/Wages & Benefits	1,021,925.42	1,359,996.00	-338,070.58	75.14%
6580 · Leave Payouts at Retirement	9,755.12	18,000.00	-8,244.88	54.2%
8070 · New Furnishings/Equipment <\$500	1,933.19	2,000.00	-66.81	96.66%
8530 · Bank & Direct Deposit Fees	935.97	1,100.00	-164.03	85.09%
8540 · Annual Audit	7,245.00	7,245.00	0.00	100.0%
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	1,850.34	3,500.00	-1,649.66	52.87%
8690 · Librarian Workshops - General	4,847.10	6,500.00	-1,652.90	74.57%
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	5,080.00	-1.12	99.98%
8716 · Community Engagement Support	0.00	2,000.00	-2,000.00	0.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	5,923.81	9,000.00	-3,076.19	65.82%
8735 · Library Consulting Expenses	372.00	1,000.00	-628.00	37.2%
8740 · Field Visits	3,815.05	7,000.00	-3,184.95	54.5%
8741 · Field Visits - Tech Support	224.68	1,000.00	-775.32	22.47%
8755 · Programming Kits	377.42	700.00	-322.58	53.92%
8812 · ILL Fees & Verification Sources	7,525.68	9,100.00	-1,574.32	82.7%
8850 · Delivery Service	268,948.67	338,563.00	-69,614.33	79.44%
8855 · Collection Dev Grant-LEPhillips	11,500.00	23,000.00	-11,500.00	50.0%
8864 · Wide-Area Network (WAN)	4,864.00	4,864.00	0.00	100.0%
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	1,390.00	-3.00	99.78%
8960 · Long Range Planning Meeting	0.00	0.00	0.00	0.0%
8971 · Web Development	900.61	1,100.00	-199.39	81.87%
9010 · IFLS Committee Meetings	1,057.16	1,500.00	-442.84	70.48%
9020 · Professional Materials	1,055.49	1,407.00	-351.51	75.02%
9030 · Postage	359.63	780.00	-420.37	46.11%
9050 · Telephone	2,003.25	3,960.00	-1,956.75	50.59%

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through October 2022

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
9060 · Supplies	4,790.30	5,900.00	-1,109.70	81.19%
9080 · Marketing & Advocacy PR	64.27	1,000.00	-935.73	6.43%
9123 · Building Overhead Expenses	14,080.20	25,930.00	-11,849.80	54.3%
9140 · Photocopier Costs	1,443.99	1,550.00	-106.01	93.16%
9160 · Computers	9,734.84	10,000.00	-265.16	97.35%
9190 · System Vehicle Expenses	2,756.33	3,800.00	-1,043.67	72.54%
9220 · Insurance	3,703.02	5,725.00	-2,021.98	64.68%
9240 · Contingency	-631.02	-600.00	-31.02	na
9245 · Capital Expenditures	0.00	5,000.00	-5,000.00	0.0%
Total Expense	1,552,623.06	2,082,276.00	-529,652.94	74.56%
Net Ordinary Income	283,287.47	-147,777.00	431,064.47	
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	211,115.70	175,000.00	36,115.70	120.64%
Total Pass-thru Income	1,634,629.24	1,655,211.00	-20,581.76	98.76%
Pass-thru Expense				
8940 · Projects Billable to Libraries	173,880.72	175,000.00	-1,119.28	99.36%
9500 · MORE Shared Automation Expenses	821,507.59	963,399.00	-141,891.41	85.27%
9979 · LSTA 2021 Grant Expenses	143,649.11	143,650.00	-0.89	100.0%
9980 · LSTA 2022 Grant Expenses	258,575.51	483,409.00	-224,833.49	53.49%
Total Pass-thru Expense	1,397,612.93	1,765,458.00	-367,845.07	79.16%
Net Pass-thru Income	237,016.31	-110,247.00	347,263.31	
Net Income	520,303.78	-258,024.00	778,327.78	

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

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 484,469.88
1200-1 · Accts Receivable-MORE	-
1507-1 · 2022 Prepaid Expense-MORE	-
	<u> </u>
TOTAL ASSETS	<u><u>\$ 484,469.88</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	2,676.20
	<u> </u>
Total Liabilities	2,676.20
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	81,892.41
Total Equity/MORE Fund Balance	<u>481,793.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 484,469.88</u></u>

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

	Jan -Oct '22	Jan - Oct '21
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	903,400.00	923,165.48
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	324,000.00	236,599.20
9500-12 · MORE/III Annual Maintenance	145,220.32	139,555.55
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	9,723.30	12,871.03
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	9,000.00
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	33,724.78	32,722.23
9500-4 · MORE/New Participant Expenses	852.52	3,704.89
9500-40 · MORE/Overdrive Content	30,493.99	19,921.86
9500-45 · MORE/Freading eBook Svc	6,663.00	7,930.00
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	4,028.98	0.00
9500-6 · MORE/Database Cleanup/Maint	5,305.78	4,288.11
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	821,507.59	852,317.76
Total MORE Expense	821,507.59	852,317.76
Year-to-date MORE Income less Expense	81,892.41	70,847.72
Plus 12/31/21 MORE Uncommitted Fund Balance	115,901.27	
Plus 12/31/21 MORE Reserve/Committed Balance	284,000.00	
MORE Fund Balance	481,793.68	

Director's Report

Agenda Items

XI. * IFLS Strategic/State Long Range Plan with 2023 Budget

The enclosed document includes the narrative/checklist approved at the September Board meeting and the 2023 Budget as approved allocated to the various programs.

XII. * 2023 Resource Library Agreement

This is our annual agreement with L.E. Phillips Memorial Public Library. The dates have been updated but the remaining information is the same as the 2022 agreement.

XIV. * Nominations Committee for 2023 Election of Executive Committee

The committee will be appointed/approved at the meeting.

Monthly Activities

WLA Conference

I attended the 2022 Fall Wisconsin Library Association Conference in Lake Geneva. It was well attended by libraries within IFLS. I attended presentations on Strong & Energized Boards, Dressing for Maximum Performance, and Fundraising/Capital Campaigns. These presentations provided some tips that will help with future consulting. I spent much of the conference networking with vendors, staff from IFLS libraries, and other library professionals.

Building Projects

The Ellsworth's construction phase is wrapping up and waiting on the arrival of their furnishings. Currently Stanley and Cadott are in the initial stages of their respective building projects. The Village of Balsam Lake is considering architectural proposals to remodel the Village Hall/Library.

Consulting Topics

Budgets, Buildings/Space Planning, County Planning, Library Boards, Personnel and Staffing.

John Thompson (11-8-2022)

November 2022 Board Report

From Rebecca Kilde, PR and Communications Coordinator

IFLS Trustees and Advocacy

Background: The Wisconsin Library Association's advocacy team in partnership with public libraries has done a great job of building nonpartisan support for libraries in Wisconsin. Ongoing and personal communications are the hallmark of their efforts.

Advocacy is one of the primary tasks for trustees (see the attached Trustee Essential 13). **2023 is a budget producing year in Wisconsin**, and your participation has a lot of impact! IFLS will be guiding you with suggested advocacy tasks as we move through the legislative cycle.

What you can do this month

Write a handwritten thank-you note to the people that won the November 8 election. This can be very simple! Let them know that you're a library system trustee, and that you're looking forward to keeping in touch. If you'd like, you could invite them to meet you for visit your local library (make sure to talk to the library director!), and tell them why it's such a great resource in your community.

Find addresses for incumbents in Wisconsin's state legislature here: <https://legis.wisconsin.gov/>

- We have about 30 brand new people filling seats in Madison. Their contact info won't be available on the site until January, but don't wait until then! A lot of newly-minted officials will be traveling around over the next couple months. To find local addresses for all candidates use this spreadsheet: <https://elections.wi.gov/candidate-tracking-reports> (It's on this webpage: <https://elections.wi.gov/candidate-tracking-reports>)
- Send one to Tony Evers, a good friend to libraries!
- Extra added bonus: include your local officials!

Add-on:

- Get on the contact list for all those folks, too. Then you'll know when they're coming to your neighborhood.

Library Legislative Day: February 7, 2023

We'd love it if you could join us at this one-day event in Madison! Don't worry if you don't know what to do: the event organizers build in all the information you'll need.

- Registration opens on December 5.

- The [website page](#) will be updated with all the information you need. They also have last year's information up.
- Would you like to meet for dinner the night before? Reb will work out details if there's interest.

What else?

- Amery's new logo is approved! They're working on a plan to launch the design, so keep an eye on their [website](#).
- The WLA conference was inspiring! I made some great connections and came back with practical and actionable ideas to improve my work. I appreciate the opportunity to attend this conference.
- Multiple systems are on board to run their own Passport Programs next year. We'll be working together to promote and support each other.

Library Advocacy

13

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it’s important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See [*Trustee Essential #27: Trustee Orientation and Continuing Education*](#) for information on where to turn to stay informed about these issues.

Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))
- Wisconsin Library Association (WLA): wla.wisconsinlibraries.org
- Wisconsin Library Trustees and Friends (WLTF): wla.wisconsinlibraries.org/wlwf
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): www.ala.org/altaff
- Who Are My Legislators webpage: legis.wisconsin.gov/w3asp/waml/waml.aspx
- Resources on ethics and standards of conduct for local officials: gab.wi.gov/ethics
- Contact information for your United States Senators: www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI
- Contact information for your United States Representatives: clerk.house.gov/member_info/index.aspx

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy*, by Milton Mitchell, former Director of the Indianhead Federated Library System.

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby November 10, 2022

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

Working with a new supplier and the original vendor, as well as DPI, to try to get the remaining 8 book bikes finished and delivered by the deadline.

Continuing Education/Professional Development Highlights:

Recent offerings:

- [Tech Days—Wisconsin Libraries 2022](#): statewide offering of 4 webinars on a variety of tech-related offerings, held September 20 and 21 this year. IFLS averaged 20 live attendees from our region at each session, many are accessing the recording as well.
- *Marketing Is Not a Dirty Word* webinar with Reb Kilde, 27 attended live (14 from IFLS region); 12 views of recording.
- *Beyond the Desk* (in-person workshop for support staff): we held this in-person workshop for non-manager staff in both Rice Lake and Eau Claire. 36 attended in Rice Lake, 37 in Eau Claire. The workshop was 4 hours, with sessions about communication, MORE/Sierra, and Reference and Readers Advisory, plus a special luncheon speaker, Michael Perry. About half of the attendees participated in a discussion session at the end of the day, as well. Many grateful comments! To reduce barriers, IFLS reimbursed libraries for mileage if needed and covered the cost of lunch.

Upcoming offerings:

- *The Reluctant Library Advocate* virtual workshop series—cosponsored with 3 other systems—using improvisation skills to get more comfortable with advocating for the library.
- Thinking about 2023 offerings, will be using survey data to help make plans. I am involved with planning the following statewide projects:
 - *11th Annual Wild Wisconsin Winter Web Conference* (2 days, 14 webinars, I coordinate one 3-webinar track)
 - *Privacy Tutorial* for frontline staff, being created by UW Madison's iSchool. IFLS will host on our Niche Academy platform.
 - *Wisconsin Libraries Talk About Race Year 2*—offerings will take place in spring of 2023.

Cohorts:

We are starting two cohorts: A *New Director Cohort* (with Katelyn and I and John as his schedule allows) and a *New Youth Youth Services Librarian Cohort* (with me). We will meet virtually to start to facilitate discussions, resource-sharing, and community-building.

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

- 2 people taking iSchool course about children's literature (ongoing)
- 8 full scholarships and 3 partial scholarships to the Wisconsin Library Association Conference (November 1-4)
- 1 full scholarship to the Association of Rural and Small Libraries Conference (Oct. 14-17)

Consulting Highlights

- Orientation meetings with new Youth services librarians in Clear Lake, Milltown, and Balsam Lake

- Orientation meetings with new directors in Amery, Bloomer, and Chetek
- Check-ins with newer staff/directors in Altoona, Frederic, and Amery
- Provided consulting about personnel, challenges to materials and intellectual freedom, collection/space planning, and certification

Wisconsin Library Association Conference

I was so grateful to be able to attend this conference. It was wonderful to be able to connect and visit with library people from all over the state that are concerned and excited about the same things (communities, access to information and resources, amazing authors, and more). I love connecting with people I've been working with on projects over the past 18 years!

Some session highlights for me included:

Keynotes from [Jason Reynolds](#), Alison Macrina, Kevin Henkes, and Barbara Lawton

Sessions about Story Corps, a few about library management, welcoming queer teens, short and long term support after a community tragedy, and an outstanding session about materials challenge readiness.

IT Director Report

IFLS Board of Trustees, November 2022

Kris Schwartz, IT Director

Email security training for library staff

Last year library systems in Wisconsin were awarded a grant for internet and email security training provided through a company called Infosec IQ. With the emergence of numerous versions of ransomware that are generally delivered via phishing emails this is very important and useful training for the libraries. The training is sent out via email campaigns and includes a short video and a test after the video to gather data on what information was retained. The training provided helps library staff to recognize what to look for in an email that will tell them the email is phishing. After the campaign is complete, we are given data on how staff scored on the tests overall and can use that data to create future campaigns that are less general and more focused on where the training is needed. We have run multiple campaigns over the past year and have been trying to keep the content relevant to Phishing and Social Engineering that libraries would see routinely in their email. The feedback and data we have received has been very helpful in focusing the campaigns where they will be the most useful.

Public Services Consultant Report

Katelyn Noack

I. Assisting Interlibrary Loan

Many of my projects were put temporarily on hold as I aided ILL staff during the transition period. It was fun to learn a new part of what we do at IFLS, and the work took up several hours each day. Now with our new hire, I have recently transitioned back to my regular duties and hope to make promising headway on my existing projects soon.

II. Consulting

Somerset PL and I met again to discuss their Strategic Plan, which is advancing at a steady pace. They have started focus groups and hope to release a questionnaire by January.

III. New Directors

Leah and I are starting a new director cohort group, as there were about 8 new directors in 2022. We have our first meeting on 11/10 and will be meeting regularly for as long as desired.

I connected with a few of the new directors (Elmwood and Plum City) a few times to check in and Plum City has expressed interest in monthly check-ins. I have met with them twice (once per month) and had offered advice on various internal situations and policy updates.

The New Director Orientation was put on pause during my ILL time, but I am excited to get back to it!

IV. Collaborations/Adult Services

Work continues with Leah on the Misinformation Escape Room. The program was postponed due to technical difficulties, but we hope to host it in the coming months.

V. Committee Meetings

Libraries Activating Workforce Development Meeting

Wisconsin Public Library Consortium Board Meeting (I was selected as the Technology Backup Collaborations Steering Liaison for 2023)

State Delivery Meetings

CVTC Library Advisory Committee Meeting

MORE Directors Council / MORE Executive Committee

VI. Delivery

The staffing issues have cleared up at Waltco. I visited the terminal and had a meeting with our sales manager during October to pass along our concerns and figure out solutions. Communication has been far better in the past few weeks, and we hope that the service continues to improve and align with library expectations.

Resource Sharing and Collection Consultant's Report

Cecelia Cole, November 2022 - IFLS Board of Trustees

Interlibrary Loan (ILL) Highlights:

- Gail Spinder, ILL and Courier Operations Consultant, retired in mid-September after over 30 years with IFLS. We'll miss you Gail!
- While the position was being filled between mid-September to mid-October, Katelyn Noack (Public Services Consultant), Sarah Szymanski (Delivery Clerk and Shared Services Processor), and I shared the responsibilities of interlibrary loan and delivery in order to maintain services to our libraries.
- While handling the majority of ILL borrowing requests, troubleshooting, and correspondence, I also developed comprehensive training resources in preparation for new staff.
- In mid-October we hired Katie Shay, our new ILL and Courier Operations Consultant. Welcome Katie!
- I am currently in the process of training Katie and will continue to assist her as she's learning the responsibilities of the position.
- We have now transitioned to a completely paperless ILL workflow, including handling of all requests and recording/tracking of statistics.

Consultations:

- **OverDrive E-materials:** (help desk/email) Balsam Lake, October 2022
- **OverDrive E-materials:** (help desk/email) Milltown, October 2022
- **OverDrive E-materials:** (help desk/email) Eau Claire, October 2022
- **OverDrive E-materials:** (help desk/email) Hudson, November 2022

Professional Development:

- **Webinars:**
 - *Updating Your Collection: Selecting and Deselecting Materials with Native Content* – SCLS Professional Development – October 2022



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

GENERAL INFORMATION

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.

	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)(l) 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

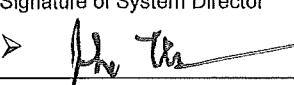

Summary of Activities Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2021 resource library contract.

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	\$3,000,000

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 John Thompson	Signature of System Director > 	Date Signed Mo./Day/Yr. 9-28-2022
Name of System Board President James Tripp	Signature of System Board President > 	Date Signed Mo./Day/Yr. 9-28-2022

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

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

PUBLIC LIBRARY SYSTEM 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. Technology/Shared Svcs	\$505,204	\$1,747	\$0	\$676,385	
2. Ref & Interlibrary Loan	\$127,121	\$0	\$0	\$0	
3. MORE Consortium/ILS	\$0	\$0	\$0	\$769,600	
4.					
5. Electronic Resources	\$58,200	\$0	\$0	\$236,129	
Program Total	\$690,525	\$1,747	\$0	\$1,682,114	\$2,374,386
Continuing Education and Consulting Service*					
1. CE & Consulting	\$213,667				
2.					
Program Total	\$213,667	\$0	\$0	\$0	\$213,667
Delivery Services	\$399,818				\$399,818
Inclusive Services	\$50,018				\$50,018
Library Collection Development	\$32,772				\$32,772
Direct Payment to Members for Nonresident Access	\$0				\$0
Direct Nonresident Access Payments Across System Borders	\$0				\$0
Youth Services	\$61,506			\$5,000	\$66,506
Public Information	\$51,522			\$5,000	\$56,522
Administration	\$0	\$239,561		\$200	\$239,761
Subtotal	\$595,636	\$239,561	\$0	\$10,200	\$845,397
Other System Programs					
1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$1,499,828	\$241,308	\$0	\$1,692,314	\$3,433,450

*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).

Indianhead Federated Library System
2023 Preliminary Budget (Approved by the Board on 9/28/22) Sent w/State Plan
4-Oct-22

Line Item Description	Staff	2022 Preliminary Budget	2022 Revised Budget	2023 Preliminary Budget	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting Services	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
REVENUES:															
1 State Aids	JB	1,387,413	1,387,413	1,499,828	-	337,432	216,472	-	136,621	399,818	213,667	50,018	61,506	51,522	1,499,828
2 Interest Income	JB	2,000	10,000	8,000	6,253	1,747	-	-							8,000
3 MORE Management Inc (MORE to ILS)	JB	432,000	432,000	446,500			446,500								446,500
4 Material Processing Svc Income (4 Libs)	JB	74,599	79,886	83,885			83,885								83,885
5 Federal Grant Indirect Funds	JB	-	19,000	-											-
6 Miscellaneous Income	JB	6,200	6,200	6,200	200	6,000									6,200
7 SUBTOTAL REVENUES		1,902,212	1,934,499	2,044,413	6,453	345,179	746,857	-	136,621	399,818	213,667	50,018	61,506	51,522	2,044,413
Pass-thru Income:															
8 Grant Income (Pass-thru)	JB	-	576,812	-			-	-				-	-		-
9 MORE Shared Sys Income (Billed to Libs)	LR	783,399	783,399	815,629			-	815,629							815,629
10 MORE Shared Sys Income (ILS to MORE)	JT	120,000	120,000	125,000				125,000							125,000
11 Pass-thru (billable) Income	MISC	150,000	175,000	150,000		80,000	60,000	-					5,000	5,000	150,000
SUBTOTAL PASS-THRU REVENUES		1,053,399	1,655,211	1,090,629	-	80,000	60,000	940,629	-	-	-	-	5,000	5,000	1,090,629
Carry over of State Aids/Interest (est)	JB	476,954	683,729	525,952	405,952	50,000	60,000				10,000				525,952
Carry over of MORE Funds/Interest (est)	JB	332,249	399,901	339,901				339,901							339,901
TOTAL REVENUE		3,764,814	4,653,340	4,000,895	412,405	475,179	866,857	1,280,530	136,621	399,818	223,667	50,018	66,506	56,522	4,000,895
EXPENSES:															
Percentage of Hours by Program					8.9%	13.6%	44.9%	in Sh Sys	8.5%	4.2%	9.6%	2.3%	0.8%	3.3%	100.0%
Salaries & Fringes (% of time in Program)	ALL	1,364,999	1,359,996	1,474,885	163,199	215,348	596,934		120,335	48,522	170,334	42,255	58,730	45,713	1,474,885
Sick Leave Payout	JB	20,800	18,000	36,278	36,278										36,278
Audit	JB	7,995	7,245	8,000	8,000										8,000
Bank Fees, Qbooks/Direct Deposit	JB	1,000	1,100	1,600	1,600										1,600
New Furnishings/Equip <\$500	JG	1,000	2,000	2,000	2,000										2,000
Collection/Electronic Resources	MW	26,300	26,300	27,700		27,700									27,700
- Collection/Electronic Resources	MW	21,000	-	21,000		21,000								-	21,000
Wis Pub Lib Consortium Membership	MW	6,586	6,586	6,953		6,953									6,953
Professional Memberships	JT	4,000	3,500	4,000							4,000				4,000
Librarian Workshops/All	LL	6,500	6,500	6,000							3,000	2,000	1,000		6,000
CE Collaboration Projects	LL	300	300	300							300	-	-		300
Library Accessibility Audits	LL	5,000	5,080	5,000							-	5,000			5,000
Community Engagement Support	LL	12,000	2,000	12,000							12,000				12,000
CE Grants - WLA Conference	LL	1,000	1,000	-							-				-
IFLS Staff Dvlpmt & Prof Mtgs	JT	9,000	9,000	9,000							9,000				9,000

Line Item Description	Staff	2022 Preliminary Budget	2022 Revised Budget	2023 Preliminary Budget	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Inclusive Services	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
32 Library Consulting Expenses	JT	1,000	1,000	1,700							1,700					1,700
33 Field Visits	JT	9,000	8,000	9,000		1,000	3,000				5,000					9,000
34 Story/Programming Kits & Dies	LL	700	700	700										700		700
35 ILL Fees & Verification Sources	MW	9,100	9,100	9,500					9,500							9,500
36 Resource Lib (LEPhillips) Collection Grants	JT	23,000	23,000	23,000					4,000				19,000			23,000
37 Delivery Service - Walco Service	MW	295,000	320,000	330,000						330,000						330,000
38 Delivery Service - State-wide Service	MW	16,463	16,463	16,308						16,308						16,308
39 Delivery Service - Bags/Lost/Misc.	MW	3,600	2,100	3,600						3,600						3,600
40 Wide-Area Network Costs:	KS															
41 T-1 Line Annual Cost	KS	3,000	-	-		-										-
42 WAN/CINC Maintenance	KS	7,370	4,864	3,432		3,432										3,432
43 IFLS to MORE Library Subsidy	JB	120,000	120,000	125,000			125,000									125,000
44 LEANWI/Shared Tech w/WVLS	KS	60,000	60,000	58,050		58,050										58,050
45 Long Range Planning Meetings	JT	500	-	500	500											500
46 Campaign for Wisconsin Libraries	JT	1,200	1,390	1,450											1,450	1,450
47 Web Development	KS	1,100	1,100	1,100											1,100	1,100
48 IFLS Committee Mtgs/Roundtables:	JT	2,400	1,500	1,800	1,400		400									1,800
49 Professional Materials	JT	1,500	1,407	1,500							1,500					1,500
50 Postage - General	JG	780	780	850	76	115	381		72	36	81	20	7	28	33	850
51 Telephone - Local, Long Dist, 800# Svc	JB	2,000	2,000	2,000	179	271	897		170	85	192	47	16	66	77	2,000
52 Telephone - MORE (notice calls)	JB	2,000	1,000	1,000	-	-	1,000		-	-	-	-	-	-	-	1,000
53 Telephone - Cell Phone Service	JB	4,320	960	960	240	360	360									960
54 Supplies - General Office	JG	900	900	900	900											900
55 Supplies - Processing Svc	DF	-	5,000	5,500			5,500									5,500
56 Marketing & Advocacy PR	RK	2,000	1,000	2,000											2,000	2,000
57 Building/Land Overhead Costs	JB	24,930	25,930	24,930	2,227	3,384	11,186		2,125	1,059	2,390	582	197	820	960	24,930
58 Copier Maint. Agreement & Paper	JG	1,950	1,550	1,900	170	258	853		162	81	182	44	15	63	73	1,900
59 Computer - IFLS Hardware & Software	KS	6,900	10,000	6,900		6,900										6,900
60																
61 System Vehicle - Gas/Main/Insurance	JB	3,700	3,800	3,700							3,700					3,700
62 Insurance - Workers Comp	JB	2,800	2,800	3,000	288	407	1,346		256	127	288	70	24	99	116	3,000
63 Insurance - Bldg/Equip. Liab, Bond	JB	2,925	2,925	3,225	3,225											3,225
64 Contingency & Credit Card Reward Exp	JT	(500)	(600)	(500)	(500)											(500)
65 SUBTOTAL EXPENSES		2,097,118	2,077,276	2,257,721	219,761	345,179	746,857	-	136,621	399,818	213,667	50,018	32,772	61,506	51,522	2,257,721

Line Item Description	Staff	2022 Preliminary Budget	2022 Revised Budget	2023 Preliminary Budget	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Inclusive Services	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
Pass-thru Expenses:																
Pass-thru/MORE Expenses (less Mgmt)	LR	531,399	531,399	559,229				559,229			-					559,229
Pass-thru/MORE Mgmt Fee (MORE to IFLS)	LR	432,000	432,000	446,500			-	446,500								446,500
Pass-thru/Grant Expenses	JB	-	576,812	-	-	-	-	-				-		-		-
Pass-thru/Misc Billable Expenses	MISC	150,000	175,000	150,000		80,000	80,000	-			-			5,000	5,000	150,000
SUBTOTAL PASS-THRU EXPENSES		1,113,399	1,715,211	1,155,729	-	80,000	80,000	1,005,729	-	-	-	-	-	5,000	5,000	1,155,729
TOTAL EXPENSES		3,210,517	3,792,487	3,413,450	219,761	425,179	806,857	1,005,729	136,621	399,818	213,667	50,018	32,772	66,506	56,522	3,413,450
Percentage of Expenses by Program			ok		6.4%	12.5%	23.6%	29.5%	4.0%	11.7%	6.3%	1.5%	1.0%	1.9%	1.7%	100.0%
Capital and Reserves:																
Capital Expenditures		-	5,000	20,000	20,000											20,000
Reserves - MORE Hardware/Software	JB	224,000	224,000	224,000				224,000								224,000
Reserves - MORE Future Yr	JB	-	65,100	-												-
Reserves - Building/Land	JB	65,000	65,000	65,000	65,000											65,000
Reserves - MORE Startup Assist/Subsidy	JB	10,000	10,000	10,000			10,000									10,000
Reserves - Shared Svcs Prog/Bldg Expan	LR	50,000	50,000	50,000			50,000									50,000
Reserves - Vehicle Replacement	JB	25,000	25,000	25,000	25,000											25,000
Reserves - Personnel	JB	40,000	40,000	40,000	40,000											40,000
Reserves - WAN/Web Equip Replacement	GF	20,000	20,000	20,000		20,000										20,000
Reserves - System Equipment/Furnishings	JB	20,000	20,000	20,000	20,000											20,000
Reserves - Tech Project/Billable Reserves	JB	30,000	30,000	30,000		30,000										30,000
Reserves - Future Yr Operating Budgets	JB	-	223,308	-	-											-
Reserves - Computer Lab Replacement	GF	10,000	10,000	10,000							10,000					10,000
TOTAL Carryover Funds for the Next Year		60,297	73,445	73,445	22,644	(0)	(0)	50,801	0	(0)	0	0	(0)	0	(0)	73,445

End-of-Year Carryover Breakdown:

IFLS Carryover Reserves	270,000	270,000	270,000
IFLS Carryover Committed	223,308	223,308	223,308
IFLS Carryover Uncommitted	44,532	22,644	22,644
MORE Carryover Reserves	224,000	224,000	224,000
MORE Carryover Committed	65,100	65,100	65,100
MORE Carryover Uncommitted	15,765	15,765	15,765

RESOURCE LIBRARY AGREEMENT**2023**

This agreement is between the IFLS Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "IFLS," and the L.E. Phillips Memorial Public Library, Eau Claire, hereinafter called "LEPMPL."

WHEREAS, IFLS is organized under authority of Chapter 43 to provide for the improvement of public library services to the residents of Barron, Chippewa, Dunn, Eau Claire, Pepin, Pierce, Polk, Price, Rusk, and St. Croix counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that "each public library system shall have at least one system resource library" and

WHEREAS, LEPMPL is a member in good standing of IFLS and of the MORE shared automation system and meets all the statutory requirements to serve as a resource library,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

1. LEPMPL shall serve as resource library for IFLS.

As the resource library, LEPMPL shall develop and maintain resources to serve the needs of the entire system such as provide backup reference and interlibrary loan services including the development of and access to specialized collections. This agreement meets the requirements of Section 43.24(2)(b) Wisconsin Statutes.

Terms and conditions of compensation for such services are as follows:

- a) Resource Library Grant (\$23,000)

IFLS shall pay LEPMPL \$5,750 quarterly to provide the needed resources and access to all residents of IFLS Library System. This grant shall cover expenditures for system resident access to downloadable e-resources; specialized collection development including in demand popular materials and unique items; access payments for all system residents including residents of Fairchild; back up reference and interlibrary loan service; and resource library services. LEPMPL shall submit a year end summary of the grant expenditures.

- b) Delivery

IFLS shall fund 5-day a week, twice a day pick-up and drop-off of materials to LEPMPL to facilitate efficient delivery of materials to and from the library and among IFLS member libraries.

2. This agreement shall be in effect from January 1, 2023 to December 31, 2023.

This agreement may be amended at any time by mutual agreement of both parties. The parties shall meet and confer with each other on possible modifications to this agreement in the event of changes in interlibrary loan services, or the state telecommunications network that have an effect on the terms and conditions of this agreement.

President, LEPMPL Board of Trustees

Date_____

President, IFLS Board of Trustees

Date_____