

**BOARD OF TRUSTEES**

**MEETING LOCATION:**

Virtual Meeting via Zoom  
[www.ifls.lib.wi.us](http://www.ifls.lib.wi.us)

**DATE/TIME:**

Wednesday, January 25, 2023  
12:30 pm

Join Zoom Link: <https://us02web.zoom.us/j/86730929374?pwd=bjliakNjTVQ3d3RpNHB2dGR4RG41dz09>

Meeting ID: 867 3092 9374

Passcode: WCSV0irB

One tap mobile: +1 312 626 6799 US (Chicago)

Meeting ID: 867 3092 9374

Passcode: 13881175

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

**A G E N D A**

- I. Call to Order
- II. Establish a Quorum
- III. Certification of Compliance with the Open Meeting Law
- IV. \* Approve Agenda
- V. Public Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten-minute limit per topic and a twenty-minute limit at any meeting for Public Comments. Contact IFLS office for additional information related to Public Comments.*)
- VI. Announcements/Correspondence/Introductions
- VII. \* Election of 2023 Officers **#001(23)**
- VIII. \* Minutes - Approve: Board of Trustees: November 16, 2022 **#054(22)**
- IX. \* Financials - Approve: Check Registers: November 2022, December 2022 **#002(23)**  
**Review Only/Not Final: 2022 Annual Budget Report #003(23)**  
**(To be shared at meeting).**
- X. Director's Report of Agenda Items and Monthly Activities **#004(23)**
- XI. IFLS Staff Reports **#005(23)**
- XII. \* Committee Appointments (Executive, Personnel)
- XIII. Wisconsin Library Association (WLA) Membership <https://wla.memberclicks.net/trustee-memberships>
- XIV. Reports
  - Board Member Reports
  - Sunshine Fund Report for 2022 **#006(23)**
- XV. \* Adjournment  
*Handout: 2023 IFLS Trustee List and 2023 Board Meeting Dates*

\* Denotes Action Items

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

## MEMORANDUM

**TO:** IFLS Board of Trustees

**FROM:** Joanne Gardner, Administrative Associate

**DATE:** January 18, 2023

**RE: ELECTION OF OFFICERS**

The Nomination Committee consisted of Judy Achterhof, Pat Eggert, and Mary Alice Larson. The committee met via Zoom on January 11th and agreed upon the following slate of candidates to serve on the Executive Committee Ballot. The By-laws of the IFLS Library System Board of Trustees permits nominations from the floor.

Two votes will need to be taken. The five candidates gaining the most votes will be declared the Executive Committee. A second vote will be held to determine which Executive Committee member will be Board President for 2023. The remaining Executive Committee positions will be determined as agreed upon by the Executive Committee members.

The slate of candidates is:

- Judy Achterhof, St. Croix County
- Jan Daus, Eau Claire County
- Sue Duerkop, Polk County
- Pat Eggert, Dunn County
- Jackie Pavelski, Eau Claire County
- Joel Seidlitz, Chippewa County
- Josh Sterling, Eau Claire County

**2023 Executive Committee  
Ballot**

2023 Executive Committee Nominations:

_____	Judy Achterhof
_____	Jan Daus
_____	Sue Duerkop
_____	Pat Eggert
_____	Jackie Pavelski
_____	Joel Seidlitz
_____	Josh Sterling
_____	Other _____
_____	Other _____

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

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

**IFLS LIBRARY SYSTEM  
Board of Trustees  
November 16, 2022**

**MINUTES**

The Board of Trustees of the IFLS Library System met on Wednesday November 16, 2022, via Zoom. Tripp called the meeting to order at 12:30 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), **Sue Duerkop** (Polk County), **Pat Eggert** (Dunn County), **Marilyn Holte** (Chippewa County), **Kathy Krug** (Barron County), **Mary Alice Larson** (Barron County), **Jill Markgraf** (Resource Library), **Sue Marshall** (Price County), **Jackie Pavelski** (Eau Claire County), **Ricky Riggins** (Pepin County), **Michael Schendel** (St. Croix County), **Joel Seidlitz** (Chippewa County), **Jim Tripp** (Dunn County), **Curtis Wandmacher** (Pierce County).

**BOARD MEMBERS ABSENT:**

**Jan Daus** (Eau Claire County), **Lyle Lieftring** (Rusk County), **Sheila Lorentz** (Pierce County), **Barbara McAfee** (Polk County), **Josh Sterling** (Eau Claire County).

**OTHERS PRESENT:**

**John Thompson** (Director), **Adam Fuller** (Business Manager), **Joanne Gardner** (Administrative Associate/Recorder), **Reb Kilde** (PR & Communications Coordinator).

**APPROVE AGENDA:**

**MOTION #48<sup>(22)</sup>:** To approve the agenda as presented. Seidlitz/Achterhof  
**RESULT:** Carried.

**PUBLIC COMMENTS:**

There were no public comments.

**ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:**

Thompson introduced Adam Fuller who was hired to replace Juli Button as Business Manager.

Tripp noted that he was recently elected to the Wisconsin Library Trustees and Friends Association.

**MINUTES:**

**MOTION #49**<sup>(22)</sup> To approve the Board of Trustees minutes dated September 28, 2022  
(Doc. #045-22). Holte/Eggert  
**RESULT:** Carried.

**MOTION #50**<sup>(22)</sup> To acknowledge receipt of the Personnel Committee minutes dated September 28, 2022 (Doc. #044-22). Pavelski/Riggins  
**RESULT:** Carried.

**FINANCIAL REPORTS:**

**MOTION #51**<sup>(22)</sup> To approve the Check Registers for September-October 2022  
(Doc. #048-22). Marshall/Seidlitz  
**RESULT:** Carried.

Questions were asked about South Central Library delivery service.

**MOTION #52**<sup>(22)</sup> To approve the Financial Reports for September-October 2022  
(Doc. #049-22). Holte/Marshall  
**RESULT:** Carried.

Questions were asked about the income and expenses and the consolidation of salaries and wages into one line for IFLS and MORE. Income also reflected an additional \$187,000 in State Adis and catalog/processing income.

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

Thompson attended the Wisconsin Library Association conference. It was well attended by libraries with IFLS and our staff. Lake Geneva wasn't the ideal location yet provided a great turnout and engaging conversations. Reb Kilde presented on the MORE Passport Program. Katie Shay was part of a presentation about the Chippewa Valley Technical College (CVTC) 2-year degree program.

Thompson is busy with building projects. Ellsworth's construction phase is wrapping up and are waiting on the arrival of their furnishings and hope to open in January 2023.

**REPORTS:**

Thompson noted that staff will be providing an “in-person” staff member along with the printed reports to the meetings.

Reb Kilde is happy to be here at today’s meeting to speak about library advocacy. The Wisconsin Library Association (WLA) advocacy team has done an excellent job of building nonpartisan support for libraries in Wisconsin.

2023 is a budget producing year for the 2024-2025 biennial state budget. Now is the time to push on for advocacy efforts. The WLA advocacy team provides great tips.

Trustees are asked to get out some paper and write a handwritten note to your elected officials during the November 8 election. There are approximately 30 freshmen in the state. Kilde provided information on what to write and links to find addresses in her report. A note to Governor Tony Evers would be good as he has been a good friend to libraries.

Library Legislative Day will be held on February 7, 2023. Joining the one-day event in Madison would be helpful. The event organizers build in all the information you’ll need. Last year, over 300 Library Love stories were provided. Kilde hopes to do the same for 2023.

Achterhof inquired about what IFLS can do for local support and advocacy for local and county issues of libraries. Achterhof noted as an example, the St. Croix County Act 150 payments. Thompson noted that when directors reach out to IFLS staff for advocacy, we do provide support, training, and resources that are available. Directors need to take advantage of those opportunities as IFLS cannot force directors to be advocates for themselves. IFLS can provide infographics, statistics, and whatever we can provide for backup support. Ultimately, directors must be willing to stand up and advocate.

Kilde noted that for the 2023 biennium, they will be sending monthly advocacy to-do lists for library directors. If board members want to be included, let Kilde know.

Thompson provide the link from the IFLS website to the Advocacy 101 webinar done by Jim Tripp and Reb Kilde.

Written staff reports were provided in the meeting packets. Tripp noted that the printed reports are always well-received and appreciated.

Achterhof inquired about The Reluctant Library Advocate virtual workshop series. Jill Markgraf noted that with series is cosponsored with 3 other systems-using improvisation skills to get more comfortable with advocating for the library. The first two sessions are not recorded. The third session on December 7<sup>th</sup> is recorded and more structured than the first two sessions and provides more practical and strategic elements. Dates and times of these sessions are available on the IFLS website calendar.

**IFLS STRATEGIC/STATE LONG  
RANGE PLAN WITH 2023 BUDGET:**

At the September Board meeting, the 2023 Strategic/State Long Range Plan was approved as well as the 2023 budget. Once the budget passed, Juli Button and Adam Fuller inserted the approved budget into the state required breakdown (page 40 of meeting packet). In essence, the plan and budget as approved in September were combined into the state required plan and format and submitted to the state.

**MOTION #53<sup>(22)</sup>** To approve the IFLS Strategic/State Long Range Plan with 2023 Budget (Doc. #052-22). Brue/Marshall  
**RESULT:** Carried.

Tripp inquired if there were any significant changes from previous years to this year in the planning portion of the document. Thompson noted that support was added for library personnel dealing and coping with local library situations and prevention of job-related burnout. The focus moving forward is on retention, recruitment, and keeping people grounded.

**2023 RESOURCE LIBRARY AGREEMENT:**

**MOTION #54<sup>(22)</sup>** To approve the 2023 Resource Library Agreement (Doc. #053-22). Pavelski/Krug  
**RESULT:** Carried.

Thompson noted that a copy of the 2023 Resource Library Agreement was provided in the meeting packet. The only change is the dates. The agreement was emailed to Director Nancy Kerr and Shelly Collins-Fuerbringer at L.E. Phillips Memorial Public Library, Eau Claire earlier this month.

Tripp explained the value and exchange of value for the Resource Library Agreement.

**2023 IFLS BOARD MEETINGS:**

Board members agreed to continue meeting on the fourth Wednesday of the month bi-monthly beginning in January. The scheduled start time would remain at 12:30 pm.

**NOMINATIONS COMMITTEE FOR 2023  
ELECTION OF EXECUTIVE COMMITTEE:**

Tripp selected Pat Eggert, Judy Achterhof, and Mary Alice Larson to serve on the 2023 Nominations Committee.

**MOTION #55<sup>(22)</sup>** To approve the Nomination Committee for 2023 consisting of Pat Eggert, Judy Achterhof, and Mary Alice Larson. Holte/Seidlitz  
**RESULT:** Carried.

**ADJOURNMENT:**

Pavelski made a motion to adjourn at 1:24 pm. Seidlitz seconded. Motion carried.

Tripp wished everyone a good holiday and stay safe and warm. Staff were thanked for putting the meeting together.

\_\_\_\_\_  
Joanne Gardner, Recorder/Administrative Associate

These minutes of the Board of Trustees are approved:

☐ as printed.

☐ with corrections noted.

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Dated



**IFLS Library System  
Check Register  
November 2022**

#002(23)

Date	Num	Name	Memo	Amount
Nov 22				
11/01/2022	Auto Pay	Delta Dental	NOV '22 Dental & Vision	-875.48
11/04/2022	Auto Pay	Holiday Credit Office	Sept Gas	-60.00
11/07/2022	Auto Pay	AT&T	715Z38-00032226	-20.55
11/09/2022	Auto Pay	Lumen	Oct Phone	-1.41
11/10/2022	Auto Pay	Kwik Trip, Inc.	11196	-87.39
11/10/2022	Auto Pay	Employee Trust Funds, Dept of	Dec '22 Health Ins.	-23,233.00
11/14/2022	Auto Pay	Xcel Energy	9/21 - 10/22 Gas & Electric Svc	-366.28
11/23/2022	Autopay	Associated Credit Card	Oct Credit Card *see attached	-30,776.13
11/17/2022	AutoPay	Holiday Credit Office	Oct Gas	-85.00
11/02/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #22	-1,450.00
11/09/2022	WIRE	Internal Revenue Service	P/R#22	-7,939.30
11/15/2022	WIRE	Wisconsin Department of Revenue	P/R #21	-1,284.54
11/16/2022	WIRE	Wisconsin Deferred Comp. Program	P/R#23	-1,450.00
11/23/2022	WIRE	Internal Revenue Service	P/R#23	-7,938.80
11/29/2022	WIRE	Wisconsin Retirement System	Nov WRF	-9,795.05
11/30/2022	WIRE	Wisconsin Department of Revenue	P/R #22	-1,339.26
11/30/2022	WIRE	Wisconsin Retirement System	Oct WRF	-8,532.77
11/30/2022	WIRE	Wisconsin Deferred Comp. Program	P/R#24	-1,450.00
11/02/2022	DD2110-2128	IFLS Staff Payroll	Direct Deposit	-24,079.28
11/16/2022	DD2129-2147	IFLS Staff Payroll	Direct Deposit	-24,056.71
11/30/2022	DD2148-2166	IFLS Staff Payroll	Direct Deposit	-29,688.74
11/07/2022	42699	Gilles, Jenna	VOID: 10/26-10/27 Beyond Desk Workshop	0.00
11/15/2022	42700	Bruce Public Lib	10/26-10/27 Beyond Desk Workshop-Colleen W	-29.58
11/15/2022	42701	CA Friday Memorial Library	10/26-10/27 Beyond Desk Workshop-Stephanie	-63.24
11/15/2022	42702	Chetek Public Library	10/26-10/27 Beyond Desk Workshop-Merilee Re	-17.34
11/15/2022	42703	Deer Park Public Lib	10/26-10/27 Beyond Desk Workshop-Kay Leitz I	-49.98
11/15/2022	42704	Durand Public Library	10/26-10/27 Beyond Desk Workshop-Mickey We	-32.64
11/15/2022	42705	EO Johnson Co.	101503	-210.00
11/15/2022	42706	Gilles, Jenna	10/26-10/27 Beyond Desk Workshop	-61.20
11/15/2022	42707	Glenwood City Public Lib	10/26-10/27 Beyond Desk Workshop-Cindi Milur	-44.88
11/15/2022	42708	Jensen, Brad	Tech Support/PRK Falls Ladysmith	-7.91
11/15/2022	42709	Langby, Leah	WLA Conf Expenses	-13.07
11/15/2022	42710	Libby Richter	10/26-10/27 Beyond Desk Workshop	-61.71
11/15/2022	42711	Maug Cleaning Solutions, Inc.	9/26-10/23 Cleaning Service	-360.00
11/15/2022	42712	Menomonie Public Library	10/26-10/27 Beyond Desk Workshop-Stephanie	-44.88
11/15/2022	42713	OCLC, Inc		-4,158.57
11/15/2022	42714	Securian Financial Group, Inc.	Dec. Life Ins.	-245.75
11/15/2022	42715	Setter, Kathy	WLA Conf Expenses	-40.00
11/15/2022	42716	Stephanie Schulz	10/26-10/27 Beyond Desk Workshop	-61.71
11/15/2022	42717	Superior Sealers, LLC	Parking Lot/Crack Seal & Lines	-506.00
11/15/2022	42718	Thompson, John	9/27-11/10 Confs & Lib visits	-597.72
11/15/2022	42719	Hudson Public Lib	MORE Ecomm/Thru Oct	-1,112.10
11/15/2022	42720	L.E. Phillips Memorial Public Library	MORE Ecomm/Thru Oct	-1,262.56

## IFLS Library System

## Check Register

November 2022

Date	Num	Name	Memo	Amount
11/15/2022	42721	Marcive, Inc.	MORE/Oct Database Maint.	-301.54
11/29/2022	42741	Amery Public Lib	LSTA/B. Christensen @ WLA Conf	-1,244.35
11/29/2022	42742	Bayscan Technologies		-655.80
11/29/2022	42743	Bloomer Public Lib	LSTA/La Beau & Brown @ WLA Conf	-1,479.04
11/29/2022	42744	Boyceville Public Lib	LSTA/G Julson @ WLA Conf	-1,302.32
11/29/2022	42745	CA Friday Memorial Library	LSTA/J. Irwin @ WLA Conf	-1,196.27
11/29/2022	42746	Dresser Pubic Lib	LSTA/L. French @ WLA Conf	-799.86
11/29/2022	42747	EO Johnson Co.	101503	-176.94
11/29/2022	42748	Maug Cleaning Solutions, Inc.	10/24-11/22 Cleaning Service	-360.00
11/29/2022	42749	Menomonie Public Library	LSTA/S. May @ WLA Conf	-1,176.36
11/29/2022	42750	Noack, Katelyn	Chetek- Lib. Visit/ New Director	-55.08
11/29/2022	42751	PermaCard		-4,353.75
11/29/2022	42752	River Falls Public Lib	LSTA/Kiiskinen & BMisselt @ WLA Conf	-1,764.26
11/29/2022	42753	Roto Rooter Service	November Service Call	-125.00
11/29/2022	42754	Rusk County Community Library	LSTA/C. Swearigen @ WLA Conf	-1,205.96
11/29/2022	42755	Turtle Lake Public Library	LSTA/A. Lutz @ WLA Conf	-1,259.18
11/29/2022	42756	Waltco Inc.	2924	-27,804.73
11/29/2022	42757	Bibliocommons Inc.	MORE/BiblioCore & Apps/Jan-Dec'23	-62,421.39
11/29/2022	42758	Library Ideas	MORE/Oct Freading USAGE	-782.00
11/29/2022	42759	OverDrive, Inc.		-5,895.96
Nov 22 TOTAL				<u><u>-297,850.32</u></u>

9:35 AM

01/13/23

Accrual Basis

# IFLS Library System

## ASSOCIATED Credit Card Transaction Detail Report

### Electronic Auto Pay (11/24/2022)

Date	Name	Memo	Num	Amount
<b>Sep 29 - Oct 27, 22</b>				
10/01/2022	FlowRoute.com	Sept Phone on Acct	On Acct	50.00
10/01/2022	Pizza Planet	Somerset Meeting	Somrst Mtg	30.26
10/01/2022	Chippewa Valley Sporting ...	MORE/Passport Prog Prizes	Prize	44.00
10/01/2022	Rev.com	Captioning/Marketing Webinar	10/20 Webin	85.50
10/01/2022	Amazon.com Credit	Billable/Ifis Tech Comp Equip Headset	Comp Equip	62.49
10/01/2022	Dell Marketing L.P.	Billable/Baldwin 1 Laptop	Comp Equip	711.13
10/01/2022	Dell Marketing L.P.	Billable/Augusta 2- Computers	Comp Equip	1,582.16
10/01/2022	Dell Marketing L.P.	Billable/Boyceville 1 Computer	Comp Equip	708.63
10/01/2022	Dell Marketing L.P.	Billable/Baldwin 3 Computers	Comp Equip	2,805.33
10/04/2022	Amazon.com Credit	Billable/Chetek Label Printer	Comp Equip	245.00
10/05/2022	Quill Corporation	Misc Office& Janitorial Supplies	28165678	230.50
10/05/2022	Dell Marketing L.P.	Billable/Altoona 6-Laptops	Comp Equip	4,266.78
10/07/2022	Holiday Gas Station	MORE/Passport Prog Prizes	Prize	30.00
10/11/2022	Green Oasis	2022 Maintenance Mileage Surcharge	2022 Maint	21.85
10/11/2022	CDW-G	IFLS Comp/Adapter	IFLS Comp	25.04
10/12/2022	Quill Corporation	Janitorial Supplies	28312483	64.99
10/12/2022	Dell Marketing L.P.	Billable/Park Falls 2-Computers	Comp Equip	1,868.64
10/12/2022	Amazon.com Credit	Billable LSTA/Cornell Label Printer	Comp Equip	290.00
10/14/2022	Quill Corporation	Large Waste Bags Returned	28165678	-65.96
10/17/2022	GFL Environmental	Oct Garbage	298767	34.80
10/17/2022	Dell Marketing L.P.	Billable/Cameron 4-Computers	Comp Equip	3,737.28
10/18/2022	FlowRoute.com	Oct Phone on Acct	On Acct	50.00
10/19/2022	Dell Marketing L.P.	Billable/Amery 9-Comps 1-Laptop	Comp Equip	9,235.83
10/21/2022	CDW-G	IFLS Comp/Adapter	IFLS Comp	57.85
10/24/2022	Festival Foods	Meeting & Janitorial Supplies	Mtg Spls	66.29
10/24/2022	KP Katering	Librarian Workshop 10/27	10/27 Wrksh	506.80
10/24/2022	Target	Librarian Workshops Snacks 10/26-10/27	CE Workshop	39.11
10/24/2022	Dell Marketing L.P.	Billable/Ifis Comp 2-24" Monitors	Comp Equip	326.00
10/24/2022	CDW-G	Billable/Park Falls Crucial 240 GB SSD	Comp Equip	23.06
10/24/2022	Dell Marketing L.P.	Billable/Cumberland 3-Computers	Comp Equip	2,802.96
10/25/2022	Intuit	Oct Direct Dep Fees	Oct Stmt	40.09
10/25/2022	Dell Marketing L.P.	Billable/Ladysmith 2-Monitor Stands	Comp Equip	125.38
10/26/2022	WITC-Rice Lake	Librarian Workshop 10/26	10/26 Wrksh	664.55
10/27/2022	USPS	Oct Postage	Postage	9.79
<b>Sep 29 - Oct 27, 22</b>				<b>30,776.13</b>

# IFLS Library System

## Check Register

### December 2022

Date	Num	Name	Memo	Amount
Dec 22				
12/01/2022	Auto Pay	Delta Dental	Dec '22 Dental & Vision	-1,007.54
12/09/2022	Auto Pay	AT&T	Nov. Phone	-20.55
12/10/2022	Auto Pay	Kwik Trip, Inc.	11196	-158.87
12/13/2022	Auto Pay	Xcel Energy	10/22-11/20 Gas & Electric Svc	-453.26
12/20/2022	Auto Pay	Lumen	Nov Phone	-1.40
12/24/2022	Auto Pay	Associated Credit Card	Nov Credit Card *see attached	-13,629.67
12/27/2022	Auto Pay	Employee Trust Funds, Dept of	January '23 Health Ins.	-24,762.72
12/07/2022	WIRE	Internal Revenue Service	P/R#24	-10,908.96
12/14/2022	WIRE	Wisconsin Deferred Comp. Program	PR#25	-1,390.00
12/15/2022	WIRE	Wisconsin Department of Revenue	P/R #23	-1,339.52
12/21/2022	WIRE	Internal Revenue Service	PR#25	-8,440.06
12/27/2022	WIRE	Wisconsin Retirement System	Nov WRF	-14,174.28
12/28/2022	WIRE	Wisconsin Deferred Comp. Program	P/R#26	-1,390.00
12/31/2022	WIRE	Wisconsin Department of Revenue	PR#24&25	-3,250.11
12/14/2022	DD2167-2185	IFLS Staff Payroll	Direct Deposit	-25,029.63
12/28/2022	DD2186-2204	IFLS Staff Payroll	Direct Deposit	-22,854.50
12/12/2022	42760	Altoona Public Lib	MORE Ecomm Payments 2022	-663.31
12/12/2022	42761	Amery Public Lib	MORE Ecomm Payments 2022	-504.01
12/12/2022	42762	Augusta Public Lib	MORE Ecomm Payments 2022	-160.95
12/12/2022	42763	Barron Public Library	MORE Ecomm Payments 2022	-227.10
12/12/2022	42764	Bloomer Public Lib	MORE Ecomm Payments 2022	-464.82
12/12/2022	42765	Boyceville Public Lib	MORE Ecomm Payments 2022	-79.05
12/12/2022	42766	Bruce Public Lib	MORE Ecomm Payments 2022	-206.86
12/12/2022	42767	CA Friday Memorial Library	MORE Ecomm Payments 2022	-738.64
12/12/2022	42768	Cameron Public Library	MORE Ecomm Payments 2022	-59.53
12/12/2022	42769	Centuria Public Library	MORE Ecomm Payments 2022	-15.42
12/12/2022	42770	Chippewa Valley Technical Coll	MORE Ecomm Payments 2022	-22.74
12/12/2022	42771	Colfax Public Lib	MORE Ecomm Payments 2022	-168.62
12/12/2022	42772	Cumberland Public Library	MORE Ecomm Payments 2022	-192.86
12/12/2022	42773	DR Moon Memorial (Stanley) Lib	MORE Ecomm Payments 2022	-157.99
12/12/2022	42774	Dresser Pubic Lib	MORE Ecomm Payments 2022	-119.75
12/12/2022	42775	Durand Public Library	MORE Ecomm Payments 2022	-20.60
12/12/2022	42776	Elk Mound Comm. Library	MORE Ecomm Payments 2022	-33.43
12/12/2022	42777	Ellsworth Public Lib	MORE Ecomm Payments 2022	-214.63
12/12/2022	42778	Elmwood Public Library	MORE Ecomm Payments 2022	-30.83
12/12/2022	42779	Fairchild Public Library	MORE Ecomm Payments 2022	-4.73
12/12/2022	42780	Frederic Public Lib	MORE Ecomm Payments 2022	-70.08
12/12/2022	42781	Glenwood City Public Lib	MORE Ecomm Payments 2022	-60.23
12/12/2022	42782	Hudson Public Lib		-111.79
12/12/2022	42783	Jensen, Brad	Tech Support/Mult. Trips Amery/Cumberland	-112.07
12/12/2022	42784	Krejci, Bridget		-65.28
12/12/2022	42785	L.E. Phillips Memorial Public Library		-7,285.20
12/12/2022	42786	Luck Public Library -	MORE Ecomm Payments 2022	-360.69

# IFLS Library System

## Check Register

### December 2022

Date	Num	Name	Memo	Amount
12/12/2022	42787	Menomonie Public Library	MORE Ecomm Payments 2022	-457.32
12/12/2022	42788	OCLC, Inc	IFLS/MORE Dec OCLC on acct	-4,077.01
12/12/2022	42789	Osceola Public Lib	MORE Ecomm Payments 2022	-617.89
12/12/2022	42790	Park Falls Public Lib	MORE Ecomm Payments 2022	-334.80
12/12/2022	42791	Phillips Public Lib	MORE Ecomm Payments 2022	-313.59
12/12/2022	42792	Rice Lake Public Library	MORE Ecomm Payments 2022	-562.87
12/12/2022	42793	River Falls Public Lib	MORE Ecomm Payments 2022	-959.43
12/12/2022	42794	Securian Financial Group, Inc.	Jan. Life Ins.	-322.45
12/12/2022	42795	Shay, Katie	WLA Conf Mileage Expense	-202.92
12/12/2022	42796	Somerset Public Lib	MORE Ecomm Payments 2022	-482.87
12/12/2022	42797	Spring Valley Public Lib	MORE Ecomm Payments 2022	-26.47
12/12/2022	42798	St Croix Falls Public Lib	MORE Ecomm Payments 2022	-175.31
12/12/2022	42799	Turtle Lake Public Library	MORE Ecomm Payments 2022	-101.03
12/12/2022	42800	Wisconsin Valley Library Service	2022 LEAN WI Tech Partnership	-59,730.00
12/12/2022	42801	Woodville Public Lib	MORE Ecomm Payments 2022	-113.55
12/12/2022	42802	L.E. Phillips Memorial Public Library	MORE/3rd Qtr High Demands	-1,623.91
12/12/2022	42803	Library Ideas	MORE/Nov Freeding USAGE	-682.50
12/12/2022	42804	Library Systems Services	MORE/Library IQ Analytics	-5,000.00
12/12/2022	42805	Marcive, Inc.	MORE/Nov Database Maint.	-351.09
12/12/2022	42806	OverDrive, Inc.	Bill/Ellsworth Titles	-1,001.68
12/12/2022	42807	Rooney Printing Co.	MORE Billable/15000 Reg Forms	-803.00
12/28/2022	42808	Amery Public Lib	LSTA/ARPA Book Bike Accessories	-289.23
12/28/2022	42809	Baldwin Public Lib	LSTA/ARPA Book Bike Accessories	-96.99
12/28/2022	42810	Bloomer Public Lib	LSTA/ LaBeau Registration	-150.00
12/28/2022	42811	Boulder Junction Public Library	LSTA/ARPA Book Bike Accessories	-59.99
12/28/2022	42812	Cash		-16.27
12/28/2022	42813	Chetek Public Library	LSTA/ Resendiz's Registration	-135.00
12/28/2022	42814	Chippewa Falls Public Lib	LSTA/ARPA Book Bike Accessories	-272.89
12/28/2022	42815	Culligan		-463.90
12/28/2022	42816	Jensen, Brad	Jul-Dec Cell Phone Usage	-120.00
12/28/2022	42817	Krejci, Bridget		-134.64
12/28/2022	42818	Maug Cleaning Solutions, Inc.	11/21-12/18 Cleaning Service	-360.00
12/28/2022	42819	Ogema Public Lib	Delivery Damage/1 item	-18.00
12/28/2022	42820	Osceola Public Lib	LSTA/ARPA Book Bike Accessories	-257.58
12/28/2022	42821	Schwartz, Kristopher	Jul-Dec Cell Phone Usage	-120.00
12/28/2022	42822	Setter, Kathy	Jul-Dec Cell Phone Usage	-120.00
12/28/2022	42823	Southwest Wisconsin Library Sys.	Fall'22 Webinar Expenses	-183.93
12/28/2022	42824	Summit Companies	Annual Fire Exting Inspection	-53.00
12/28/2022	42825	Superior Public Library	LSTA/ARPA Book Bike Accessories	-75.55
12/28/2022	42826	Thompson, John		-343.38
12/28/2022	42827	Waltco Inc.	2924	-29,705.41
12/28/2022	42828	Wisconsin Valley Library Service	Webinar Partnership	-83.94
12/28/2022	42829	OverDrive, Inc.		-13,894.54
				<u><u>-265,856.21</u></u>

9:12 AM

01/13/23

Accrual Basis

# IFLS Library System

## ASSOCIATED Credit Card Transaction Detail Report

### Electronic Auto Pay (12/24/2022)

Date	Name	Memo	Num	Amount
<b>Oct 28 - Nov 28, 22</b>				
10/28/2022	Panera Bread	Library Workshop 10/27	Wrk Shp	147.10
10/28/2022	CDW-G	Billable/Park Falls Drive Bay Adapter	Comp Equip	1.26
10/28/2022	Dell Marketing L.P.	Billable/Ladysmith Comp	Comp Equip	326.00
10/31/2022	Quill Corporation	Office Supplies/Paper	28598443	15.07
10/31/2022	Festival Foods	Postage	Postage	9.00
10/31/2022	Dell Marketing L.P.	Billable/Ladysmith Comp	Comp Equip	1,417.26
10/31/2022	CDW-G	Billable/Ellsworth Comp. Equip.	Comp Equip	384.22
10/31/2022	Dell Marketing L.P.	Billable/Cumberland Laptop	Comp Equip	826.95
10/31/2022	Dell Marketing L.P.	Billable/Cumberland Laptop	Comp Equip	1,017.15
11/01/2022	Love's	Staff/Conf Meal	WLA Conf	7.32
11/02/2022	Grand Geneva Resort	Staff/Conf Meal	WLA Conf	17.00
11/02/2022	Grand Geneva Resort	Staff/Conf Meal	WLA Conf	17.00
11/02/2022	Rosatis Pizza	Staff/Conf Meal	WLA Conf	26.62
11/02/2022	Next Door Pub & Pizzeria	Staff/Conf Meal	WLA Conf	11.00
11/03/2022	Dell Marketing L.P.	Billable/Clear Lake Scanner	Comp Equip	112.79
11/03/2022	Fairfield Inn & Suites	Staff/Conf Stay	WLA Conf	135.07
11/04/2022	Grand Geneva Resort	Refund/Staff Room Tax	RM Tax Ref	-32.67
11/04/2022	Grand Geneva Resort	Staff/Conf Stay	WLA Conf	384.00
11/04/2022	Grand Geneva Resort	Staff/ Conf Stay	WLA Conf	384.00
11/04/2022	Panera Bread	Staff/Conf Meal	WLA Conf	23.75
11/04/2022	Grand Geneva Resort	Staff/ Conf Stay	WLA Conf	384.00
11/04/2022	Panera Bread	IFLS Staff Inservice	Staff Mtg.	265.01
11/05/2022	GFL Environmental	Nov Garbage	318329	38.28
11/07/2022	Grand Geneva Resort	Staff/ Conf Stay	WLA Conf	384.00
11/07/2022	Grand Geneva Resort	Staff/Conf Stay	WLA Conf	416.67
11/08/2022	Vistaprints	50 Note Cards	Printing	54.18
11/09/2022	Menards	Maint. Supplies	Maint. Supl	10.11
11/09/2022	CDW-G	Billable/Cumberland Comp. Equip.	Comp Equip	23.06
11/09/2022	CDW-G	Billable/Cumberland Comp. Equip.	Comp Equip	1.26
11/09/2022	Dell Marketing L.P.	Billable/New Richmond Comp	Comp Equip	4,592.27
11/09/2022	Dell Marketing L.P.	Billable/Dresser Comp	Comp Equip	934.32
11/09/2022	FlowRoute.com	Refund New Acct. Setup	Refund	-40.00
11/14/2022	USPS	Nov Postage	Postage	39.94
11/15/2022	PayPal Inc.	Digital Font	Marketing	10.00
11/17/2022	CDW-G	Billable/Colfax Printer	Comp Equip	868.26
11/21/2022	Festival Foods	Postage	Postage	9.55
11/22/2022	Rigamajig	Program Kit Materials	Kits	130.00
11/23/2022	Amazon.com Credit	Program Kit Materials	Kits	27.25
11/25/2022	Intuit	Nov Direct Dep Fees	Nov Stmt	94.95
11/26/2022	FlowRoute.com	Nov Phone/on Acct	on Acct	156.67
<b>Oct 28 - Nov 28, 22</b>				<b>13,629.67</b>

IFLS Board of Trustees

*January 25, 2023*

**Director's Report**

**Agenda Items**

**VII. \* Election of 2023 Officers**

The IFLS Board will be voting on a board president and executive committee. The process involves the board voting (via a Zoom Poll) on the members who will become the Executive Committee (5 Person Committee) based on the slate of candidates from the Nominations Committee as well as any nominations from the floor. The board president will then be elected from the individuals elected to the Executive Committee. The newly elected president will then preside over the remainder of the meeting.

**XII. \* Committee Appointments (Executive, Personnel)**

The newly elected board president in consultation with the newly elected Executive may appoint the remaining officers—Vice-President, Treasurer, Secretary for the Executive Committee. The remaining individual will serve as the member at large. The newly elected chair in consultation with the board may appoint the 5-member (One member shall be a member of the Executive Committee) Personnel Committee during this meeting. Appointment of the Personnel Committee may occur at the March meeting.

## Monthly Activities

**New Directors**—Currently Cornell is advertising for a new director. Ginny Julson (Boyceville) has announced her retirement effective in early April 2023.

**Building Projects**—Both Stanley and Cadott are in the process of developing preliminary drawing stage. Stanley is looking at an addition and renovation to their existing historic building and Cadott is looking at a new building. The Village of Balsam Lake is studying renovations to their municipal building which includes the library.

Ellsworth will be officially open in their new space on Tuesday, January 24<sup>th</sup>.

**Wisconsin Public Library Facility Assessment Survey**—I am serving as the Project Resource Lead, for a Statewide project. Winding Rivers Library System is serving as the Fiscal/Contracting agency with FEH Design who received the project bid.

### Project Synopsis--

- Manage the development and implementation of statewide data gathering tools to determine the current library facilities/conditions as well as the current barriers and the resources needed to assess and improve library facilities. This may include, surveys, focus groups, and listening sessions.
- Review existing data and available tools such as Wisconsin Annual Public Library Survey, public library system plans, Wisconsin library system and library standards, Wisconsin Public Library Trustee essentials, etc. These data can be supplied by representatives from the Division for Libraries and Technology. Additionally, review building support programs/services available in other states.
- Development and dissemination of updates and draft reports to regional library system directors, the Division/State Library Agency, and library community.
- In conjunction with the Project Resource Lead and select members of the library community develop and implement a findings and recommendation report for to determine if new tools and/or improvements to existing resources are needed.

**Consulting--** Policy Development, Buildings and Space Planning, Personnel, and County Funding.

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*John Thompson (January 18, 2023)*



**Public Services Consultant Report**

Katelyn Noack

**I. Library Visits**

Bloomer (New Director Visit)

Barron (New Director Visit)

Amery (New Director Visit)

Deer Park (Regular Library Visit)

**II. Consulting**

Somerset's community survey is completed, and they are releasing it in January.

John and I are going to talk to the Fall Creek planning committee about starting the strategic planning process.

Chetek is beginning the strategic planning process and updating the policy manual.

Bloomer has been making policy updates as well.

**III. New Directors**

Developed a page on our website containing webinars that new directors may find especially helpful.

New Directors Cohort Meetings: Had our second one this month, with about half of the cohort attending. They seemed to get a lot out of the meeting and there were some follow-up emails regarding expenditure approvals, the next meeting is in March.

New Director Orientation Webpage: The new orientation website is in alpha testing with IFLS staff. In a few weeks it will beta test with some new directors and then after revisions, be ready for release and use!

**IV. Collaborations/Adult Services**

Misinformation Escape Room with Leah

Starting to work on a Public Library 101 Inservice for Amery PL staff with Leah (for March)

**V. Committee Meetings**

Libraries Activating Workforce Development Meeting (Transitioning into something new!)

Wisconsin Public Library Consortium Board Meeting

State Delivery Meetings

MORE Directors Council

**VI. Delivery**

There was turnover with the terminal manager again, but the new person started after New Year's and seems to be doing very well. Communication has improved and I am feeling cautiously optimistic.

**VII. Other Tidbits**

Helping with the upcoming annual report workshops

Working on compiling sample policies from member libraries to develop a policy archive. Early stages, but I hope to have the project completed before summer.

Personally, I am taking a library law class through UWM by Tomas Lipinski, and I am excited about the knowledge that I will obtain to better assist our libraries!

# IT Director Report

*IFLS Board of Trustees, January 2023*

*Kris Schwartz, IT Director*

## NWLS Network Migrations to the Data Center and IFLS IP change

For the past few years Northern Waters Library System (NWLS) has been in the process of onboarding their libraries into the Lean Wisconsin network. The library migrations to the Badgernet Headend at the CVTC data center are complete and we are currently working on migrating the NWLS Wide Area Network (WAN) over to the data center. This is a big move and requires a lot of planning and coordination between NWLS, IFLS, and Wiscnet. During the investigation with Wiscnet on the NWLS WAN migration it was also discovered that when IFLS was first moved to the data center we had been provided with an internal device interface IP address from Wiscnet by mistake that we have been using as our WAN IP. I am working with Wiscnet to solve this issue in unison with the NWLS migration as IFLS will need to be re-assigned a WAN IP address in order for the NWLS migration to take place. The WAN IP address is the core access point for all the libraries in 2 of 3 partner systems in Lean Wisconsin to the public internet and changing the WAN IP is no small task. We have several IFLS libraries that are not using Badgernet and use Internet Protocol Security (IPSEC) tunnel connections through their local telco with our core router at the data center to be able to access Sierra, Pharos, and many of our Active Directory services. IPSEC requires a direct mapping to a public WAN IP which is currently mapped to the WAN IP that Wiscnet originally assigned us from the libraries using IPSEC tunnels. Wiscnet has assigned us a new subnet to use for our WAN IP and we are trying to find a way to migrate to the new WAN IP with as little disruption to libraries as possible. I am hoping to find a way to do this so we can update the IPSEC tunnels at the libraries one by one over a few weeks or months. This new subnet of WAN IP addresses will allow us to also segregate our WAN connections to help with security and troubleshooting any issues in the future.

**IFLS Library System Board of Directors**  
**Library Development and Youth Services Coordinator's Report of Activities**  
Submitted by Leah Langby January 17, 2023

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

As of this week, all participating libraries (from 3 systems) have their materials (book bikes and accessories, canopies, virtual programming equipment). This was quite a nail-biter, with some significant supplier issues. We are now working on evaluation and claims.

**Continuing Education/Professional Development Highlights:**

**Recent offerings:**

- *The Reluctant Library Advocate* virtual workshop series—cosponsored with WVLS, SWLS, and NWLS. These three sessions were lightly attended (between 15 and 45 at each session), but our presenter (Jill Markgraf!) did a great job and the people who attended found it valuable.
- Katelyn and I tried out a virtual escape room that is about helping people learn about disinformation tactics with a small group of librarians. Pilot project that we probably won't repeat, though those who participated enjoyed it.

**Upcoming offerings:**

- Statewide projects:
  - [11<sup>th</sup> Annual Wild Wisconsin Winter Web Conference](#) (I am coordinating the Sustainability Track)
  - *Privacy Tutorial* for frontline staff, being created by UW Madison's iSchool. IFLS will host on our Niche Academy platform. This session has been created and approved, and I have uploaded it onto Niche. We will begin promoting it at the end of January.
  - *Wisconsin Libraries Talk About Race Year 2*—offerings will take place in spring of 2023.
- Youth Services Series: three webinars and three workshops to help libraries prepare for summer programming and beyond. Focusing on: setting priorities and goals, finding and working with community assets, and understanding child and teen development.

**Cohorts and Check-ins:**

*New Director Cohort:* Katelyn taking the lead—we have met twice and it is going well!

*New Youth Youth Services Librarian Cohort:* We met once, and will be meeting every other month.

*Director and Youth Services* check-ins continuing every other month, as well.

**Additional Projects**

- Updating youth services pages on IFLS website
- Purchasing new programming kits, updating existing ones, and improving access to them
- Check-ins with newer staff and consulting about a variety of topics, most frequently intellectual freedom.

**Professional Development**

- I participated in a *Libraries and Sustainability* book discussion group through the American Library Association. We read and discussed three chapters in the book with the chapter authors, as well as librarians from all over the country. Discussions about emergency/disaster preparedness and response; considering the sustainability triple bottom line in all library

operations (see below for a ven diagram!); and programming sustainability. It was worthwhile, and I've been trying to consider some of the ideas and concepts as I do my work and think about IFLS and library long and short term planning.



# Resource Sharing and Collection Consultant's Report

Cecelia Cole, January 2023 - IFLS Board of Trustees

## Project Highlights:

- **Checklist: Preparing for Materials Challenges at Your Library:** This checklist, which I created in collaboration with Leah Langby, Katelyn Noack, and John Thompson, is designed to guide library staff through four steps to prepare for materials challenges. The checklist is now live and located near the top of the [IFLS Challenge Support & Intellectual Freedom page](#).

## Consultations:

- **Collection Development Policy Review:** (virtual) Bloomer PL, November 2022
- **OverDrive E-materials:** (virtual) Prescott PL, December 2022
- **Collection Development, Item Locations, and Weeding:** (email, ongoing) Plum City, December 2022

## New Director Orientations:

- **Bloomer PL:** (virtual) November 2022

## Committee Meetings:

- **ILL Coordinators:** November 2022
- **MORE Directors Council:** November 2022
- **MORE Resource Sharing & Collection Development Committee:** December 2022
- **WISCAT User Group:** December 2022
- **WPLC Selection Committee:** January 2022

## Professional Development:

- **Webinars:**
  - *Persevering in the Face of Book Challenges* – BookList Webinars (ALA), November 2022
  - *Our Brave Communities: Facing Censorship Head On with ALA* – ALA Connect, December 2022
  - *Preparing for Challenges - How to be ready before you get one* – ALA, January 2022

## Annual Statistics: IFLS Libraries Usage of Wisconsin's Digital Library

Date	E-Audiobook Checkouts	E-Book Checkouts	Magazine Checkouts	Video Checkouts	Total
2019	260,908	287,699	*	478	549,085
2020	306,489	355,016	*	677	662,182
2021	335,657	355,906	17,006*	399	708,968
<b>2022</b>	<b>373,669</b>	<b>354,486</b>	<b>27,125*</b>	<b>132</b>	<b>755,412</b>

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

## Annual Statistics: IFLS Interlibrary Loan Clearinghouse

<b>Requests Received</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
January	1718	1744	2023	1098	1028
February	1606	1599	1555	1019	905
March	1897	1554	962	1061	1002
April	1612	1611	*	889	1166
May	1453	1452	*	773	1089
June	1462	1357	*	909	1127
July	1465	1573	59*	886	1031
August	1565	1415	877	1113	1175
September	1377	1553	817	955	1195
October	1607	1760	909	935	1131
November	1444	1255	804	956	1028
December	1405	1534	922	860	833
<b>Total</b>	<b>18,611</b>	<b>18,407</b>	<b>8,928</b>	<b>11,454</b>	<b>12,760</b>

\*April-July 2020 saw about 59 requests come through the ILL software to be handled despite statewide shutdown of interlibrary loan. Most of these requests were returned to requesting library or their System as unfilled but a few requests could be filled by digital materials.

<b>ANNUAL SUMMARY</b>					
<b>Requests Referred</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Holds on MORE	12,585	12,357	5,253	6,703	6,419
IFLS Public Libraries – non-shared system	238	318	137	118	32
IFLS School Libraries	38	34	9	2	1
IFLS Special Libraries	27	22	33	67	72
IFLS Academic Libraries	99	73	57	68	77
<b>Sub-Total Referred to IFLS Libraries</b>	<b>12,987</b>	<b>12,804</b>	<b>5,489</b>	<b>6,958</b>	<b>6,601</b>

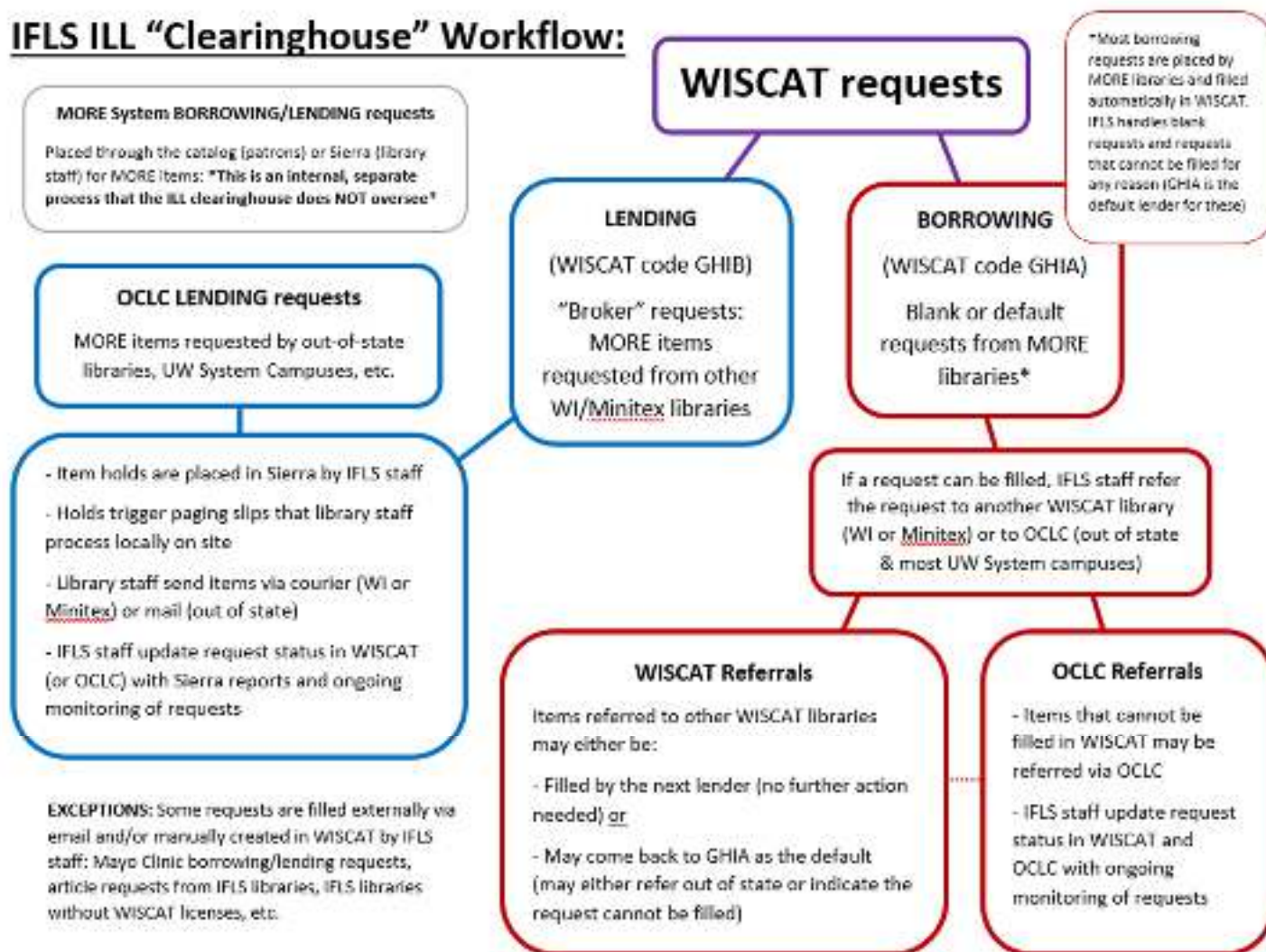
WISCAT Referrals	1187	1,166	705	868	632
WI OCLC Lenders	635	648	464	455	280
WI non-OCLC Lenders	45	7	2	5	32
Out-of-State OCLC Lenders	1572	1,463	843	1028	1250
Out-of-State Non-OCLC	1	0	4	5	5
<b>Sub-Total Referred</b>					
<b>Out-of-System</b>	3,440	3,284	2,018	2,361	2,199
<b>TOTAL REFERRED</b>	16,427	16,088	7,507	9,319	8,800*

\*The total number of requests referred in 2022 is likely underreported due to IFLS interlibrary loan staff turnover in September & October.

## About the IFLS Interlibrary Loan Clearinghouse

- IFLS serves as an interlibrary loan (ILL) clearinghouse for most of our libraries.
- Libraries use the WISCAT ILL software to create and manage borrowing requests (decentralized); the IFLS clearinghouse handles centralized lending.
- The IFLS office receives WISCAT lending requests as well as OCLC lending requests – IFLS ILL staff place holds on the MORE shared system for these requested items.
- The libraries then only need to handle ILL items as part of their circulation process – they check out requested materials to the borrowing libraries, and either route them via the courier or send by mail.
- IFLS staff manually update the request status in WISCAT and monitor requests as needed.
- IFLS is also the “default” WISCAT lender for any borrowing requests made by our libraries that cannot be filled for any reason, or are initiated as blank requests. IFLS staff often refer these requests back out to other WISCAT lenders, or to out-of-state/non-WISCAT lenders via OCLC WorldShare.
- The clearinghouse workflow, handled daily by IFLS ILL staff, is a centralized service that enables requests to be processed, updated, monitored, and referred quickly and efficiently. This ensures that libraries have the support they need to lend their materials to other libraries and obtain requested items for their patrons.

## IFLS ILL “Clearinghouse” Workflow:



For more information about the IFLS Interlibrary Loan Clearinghouse, please visit our [ILL webpage](#).



Presented at the January 2023 IFLS Board of Trustees meeting by Rebecca Kilde, PR and Communications Coordinator

# 2022 in Numbers: IFLS Marketing and Communications

## The Website

IFLS website pages with more than 1000 unique views (1/1/22 to 1/1/23)

### The Numbers

Page title	views	Unique views	
IFLS Library System   Inspiring and Facilitating Library Success	38,704	33,152	
For Staff   IFLS Library System	8,482	6,652	
Jobs   IFLS Library System	7,783	6,359	
IFLS article index   IFLS Library System	5,265	3,297	
Find Your Library   IFLS Library System	2,539	2,263	
Explore MORE 2022 Passport Program   IFLS Library System	2,395	1,993	
IFLS staff and contact information   IFLS Library System	2,224	1,972	
Calendar   IFLS Library System	2,097	1,947	
MORE Committees   IFLS Library System	1,909	1,485	
Create Lists   IFLS Library System	1,684	1,411	
Storytime Templates and Sample Storytimes   IFLS Library System	1,928	1,397	
ACT 150 Codes   IFLS Library System	1,417	1,228	
Book Template   IFLS Library System	1,303	1,152	
CABS: Cataloging and Bibliographic Services   IFLS Library System	1,076	1,011	
Webinar quick links   IFLS Library System	1,396	1,005	

## What they mean

The pages that get the most views aren't necessarily more important than pages that get fewer views. Pages that aren't used often still may contain critical information. Looking at these numbers does help us to understand how the website is used by our librarians.

It's no surprise that the landing and staff pages are at the top of the list. Directories and the job board are also very popular destinations. What stands out to me is the variety of page types in the top 15. Tutorials and instructional articles (like the *Act 150 Codes* article), programming resources (like *Storytime Templates and Sample Storytimes*) and continuing education resources (*Webinar quick links*) are heavily used. They represent the range of IFLS services and seem to indicate that the website is an effective way to share all our resources with our librarians.

404 errors returned on searches are less than one percent, which is very good. Google says the average is 10%. The 404 page gives users to multiple ways to find what they need.

## Changes over time

Raw data is fun but looking at numbers over time gives us a better understanding of how the website is performing for our librarians.

It's been a strange bunch of years, so I'm comparing numbers for last year, 2021 and 2018. After the expected lower activity in 2020 and 2021, our libraries are back on track and using IFLS services more!

	2018	2021	2022
Visits	63,100	61,243	79,100
Unique pageview	100,810	87,022	111,492
Unique downloads	5,454	4,232	6,638
Unique outlinks	12,079	11,624	14,490

## A sample of the latest updates on the website

I worked with Leah to update the [Youth Services](#) page and all linked resources. I also added a [toolkit of resources](#) libraries can use to promote Tell Your Library Love Story. IFLS staff are constantly updating the website to make sure that the information is current, relevant and easy to find.

## Communications

I am responsible for three regular e-communications: Weekly Digest, The News from IFLS and Marketing Monthly.

### Weekly Digest

The Weekly Digest started in as a daily digest in 2020 as a result of the deluge of information that we were sharing related to the pandemic. As things slowed down, we realized that we no longer needed a daily update. We also heard that librarians appreciated getting fewer emails, so we continued to send a Weekly Digest to consolidate important information into one email.

The Weekly Digest doesn't completely replace other emails from our staff. Email is the primary way that our libraries hear from IFLS. The Digest does provide a regular touchpoint for all librarians on our group list.

The Weekly Digest is also available as a [searchable blog](#) on the website. I don't have a good way to track the open rate for this email because it's sent to a group listserv. Blog interactions are still small but increasing.

### The News from IFLS

*The News from IFLS* is a monthly e-letter for a general audience, including librarians, trustees, volunteers and elected officials. IFLS has a long history of sending out newsletters, and *The News* is the latest version of that. I track subscribers, engagement, open rate and click rate on my e-newsletters. Here are the numbers compared to last year.

	2021	2022
subscribers	306	246
open rate	30.2%	39.7%
click rate	8.60%	7.80%
engage often	46%	56%
engage rarely	37%	25%

I don't love the fact that our active subscribers has gone down this year. I attribute that largely to migrating away from Google for member-library emails, which Kris implemented because they were going to start charging for email accounts. I think a lot of inactive and duplicate emails were eliminated in that process.

That would also explain the part of the change in percentage of "engage rarely" and "engage often" subscribers. Those changes are also the result of curating content based on reader interest and collecting more great news from our libraries. Decreasing the "engage rarely" number was my goal for last year.

Our open rate has steadily increased. Every month this year exceeded last year's average of 40%, with the last 5 months the highest. The 2022 average open rate is 48.6%. That exceeds the industry average of 39.1%.

Our click rate is down slightly, but is still more than 2% higher than industry average.

My goal for 2023 is to increase readership to 320 subscribers and to continue to expand engagement. Please [subscribe](#) to and [share](#) *The News*!

### Marketing Monthly

This newsletter has a very focused audience: librarians that do marketing for their libraries. Readership is up slightly, from 97 to 107 very engaged subscribers. Average open rate is about 61% and average click rate is about 15%, both well above industry standards. [This newsletter](#) is read by people outside of the IFLS service area! Neat!

## Presentation at the WLA Conference

Laura Turpin (St. Croix Falls Public Library), Christine LaFond (Clear Lake Public Library) and I shared the Explore MORE Passport Program with about 40 people attending. (We didn't count...) Several systems expressed interest in replicating the program for their systems. Here's a link to the [presentation slides](#).

## Highlights of 2022

### Two new system-wide programs

We implemented Tell Your Library Love Story to make advocacy testimonial collection easier for libraries. We collected over 200 stories to bring to Library Legislative Day last year, and are repeating the campaign this year. Have you [submitted your love story](#)? Use this link or the button on the IFLS Home Page. It's quick and easy.

1/1/2022 to 1/1/2023 page views

The Explore MORE Passport Program was fun and successful! We're doing it again with some exciting additions! We'll update you.

[Logo redesign, library cards and a poster](#)

I redesigned two library logos this year for Prescott Public Library and Amery Area Public Library.



Fifteen libraries ordered 16,000 library cards during this year's library card bulk order (which saves our libraries time and money).

We added three new libraries to MORE, so we needed a fresh new poster.





## MORE Administrator's Report

Lori Roholt

January 2023 – IFLS Board of Trustees

### New MORE-member library

Activities are underway to add Cornell Public Library to MORE with July 1, 2023 as their planned “go live” date. This project is funded with LSTA grant funds for adding public libraries to resource sharing and ILS consortia like MORE. This will leave just one IFLS-member library as a non-MORE library: Hawkins Area Library in Rusk County.

### Niche Academy training opportunities

A few tutorials via the Niche Academy online learning platform are now available for the public from the MORE Catalog and for library staff from the IFLS website.

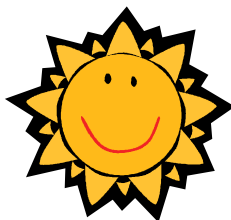
Back in July, MORE Directors Council opted to include Niche Academy in the 2023 MORE budget I plan to work with MORE committees to further develop training materials.

### Annual report notes

IFLS staff has prefilled as much data as we can into libraries' electronic annual reports ahead of the reports being opened to library directors. This annual task is a big undertaking, but it saves time for directors and helps ensure the integrity of data reported to the Department of Public Instruction.

### Looking ahead:

- Nine libraries have opted to subscribe to LibraryIQ, a statistical analysis and collection development tool. These “early adopters” will help determine the potential value of a consortium-wide subscription in the future, as libraries look to make data-informed collection and service decisions.
- Welcome to Steph Regenauer, IFLS's new cataloger working with MORE's CABS (Cataloging and Bibliographic Services) program. Steph is off to a great start!



Board of Trustees  
**Sunshine/Treat Fund**  
 2022

Date	Note	Amount	Balance
1/1/2022	Balance Forward from 2021		\$21.43
	Donation to Fund by John Thompson	+4.00	25.43
1/18/2022	Bob Mercord – Memorial	-25.00	.43
2/1/2022	Donation – Jim Tripp	20.00	20.43
2/2/2022	Donation – Mary Alice Larson	20.00	40.43
2/8/2022	Donation – Jan Daus	10.00	50.43
Feb. 2022	Donation – Judy Achterhof	30.00	80.43
12/31/22	Ending Balance		80.43

## 2023 IFLS Board of Trustees

### Judith Achterhof

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

### Mary Ellen Brue

1210 Lokhorst  
Baldwin, WI 54002  
Phone: (715) 684-3074  
[brewT4me@gmail.com](mailto:brewT4me@gmail.com)  
St. Croix County Citizen Member  
(Term Exp: 12/2025)

### Jan Daus

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

### Sue Duerkop

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

### Pat Eggert

E9001 County Road N  
Colfax, WI 54730  
(715) 962-3903  
[eggertpatricia@gmail.com](mailto:eggertpatricia@gmail.com)  
Dunn County Citizen Member  
(Term Exp: 12/2025)

### Marilyn Holte

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

### Kathy Krug

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

### Mary Alice Larson

36 West Knapp Street  
Rice Lake, WI 54868  
(715) 234-6997  
[Maryalice.larson@gmail.com](mailto:Maryalice.larson@gmail.com)  
Barron County Citizen Member  
(Term Exp: 12/2025)

### Sheila Lorentz

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

### Jill Markgraf

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

### Sue Marshall

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

### Barbara McAfee

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

### Jackie Pavelski

1715 Meadow Lane  
Eau Claire, WI 54701  
(715) 834-5250  
[Jackie\\_Pavelski@yahoo.com](mailto:Jackie_Pavelski@yahoo.com)  
Eau Claire County Citizen Member  
(Term Exp: 12/2025)

### Ricky Riggins

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

### Michael Schendel

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

### Joel Seidlitz

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

### Josh Sterling

1820 Eddy Lane  
Eau Claire, WI 54703  
(715) 379-3510  
[Josh\\_sterling78@yahoo.com](mailto:Josh_sterling78@yahoo.com)  
Eau Claire County Citizen Member  
(Term Exp: 12/2025)

### Jim Tripp

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

**Pierce County**  
*vacancy*

**Rusk County**  
*vacancy*

*Updated: January 2023*





1538 Truax Blvd, Eau Claire, WI 54703-1569  
715-839-5082 or 800-321-5427 • fax: 715-839-5151  
tellus@ifls.lib.wi.us • [www.ifls.lib.wi.us](http://www.ifls.lib.wi.us)

## IFLS Board of Trustees 2023 Meeting Dates

Wednesday, January 25, 2023	12:30 p.m.	Via Zoom Meeting
Wednesday, March 22, 2023	12:30 p.m.	Via Zoom Meeting
Wednesday, May 24, 2023	12:30 p.m.	Location TBD
Wednesday, July 26, 2023	12:30 p.m.	Location TBD
Wednesday, September 27, 2023	12:30 p.m.	Location TBD
Wednesday, November 15, 2023	12:30 p.m.	Via Zoom Meeting

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

***All meeting dates and times are subject to change.***

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

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