IFLS - Zoom Troubleshooting Guide

Created on 2/28/23 by Brad Jensen

Not Being Able to Join a Meeting:

If you are trying to join a meeting and it is not loading it properly there are some steps you can try to resolve this issue.

## Have Zoom Desktop App Installed:

- Make sure you have the Zoom desktop app installed instead of just opening a temporary session through a weblink.
    a. You can see if you have zoom installed by either hitting the key with the windows logo on it on your keyboard , or you can click the windows icon on the left side of your taskbar. (Bottom left corner of the screen) From there, you can type in "Zoom" in the search box, if no Zoom app comes up as a result, you likely do not have it installed.

    b. To get the Zoom Desktop Client app you can go to https://zoom.us/download via a web-browser and click the first Download button on the page:

    c. Once the file is downloaded you can click on the file it downloaded to run it. (If your browser does not have a pop-up to run the downloaded file, you should be able to find it in your computer's downloads folder.) When installing it you should be able to just click OK to any prompts and don't have to change any settings off of the default.

    d. You may have to make a free zoom account if you do not already have one to sign into the zoom app.

    e. Once you have zoom installed, you can try opening the meeting link again to see if it works.

Update The Zoom App:

- If you already have the zoom app you can try to update the app by clicking on the profile picture at the top right of the app window and selecting "Check for Updates"
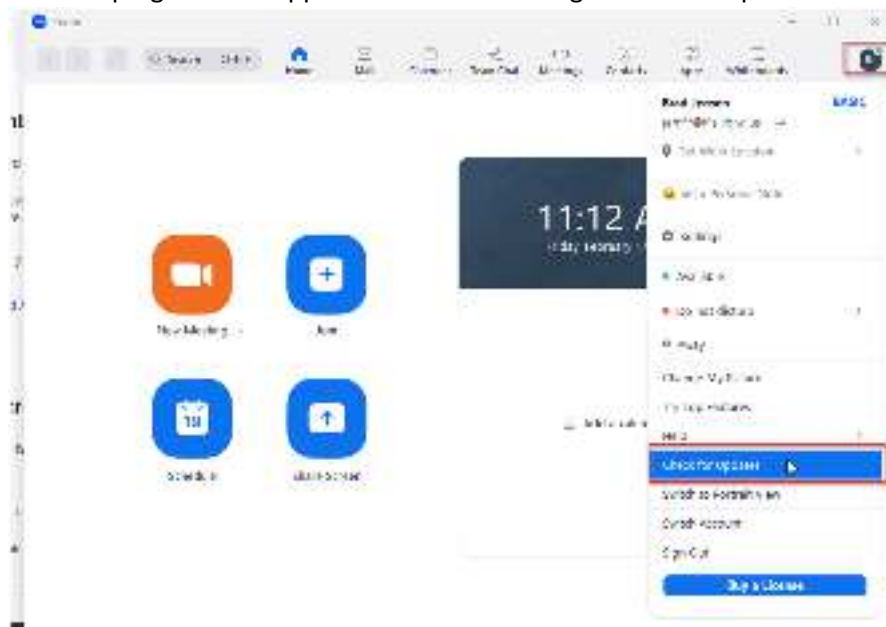
    a. After the updates complete (If it finds any) you can try joining the meeting again.

Another Way to Connect:

- Something else you can try is clicking on the join button near the middle of the Zoom application window and inputting the meeting ID manually:
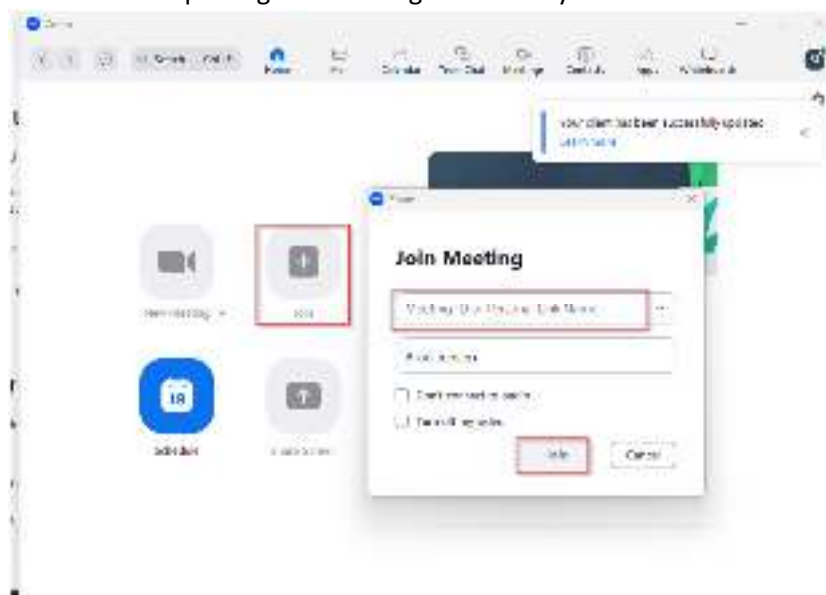

    a. The meeting link provided with your meeting packet includes the meeting ID number. Your agenda also contains this information.
        i. Note: The meeting password is case sensitive.

Audio Not Working Properly:

Here are some things you can try if either you cannot hear others or if they cannot hear you:

1. When you start the meeting, Zoom may have muted you and turned your camera off, if you click on the microphone icon it will mute/unmute you and if you click on the camera icon it will start and stop your webcam. (The red line through the icon means it is disabled.):
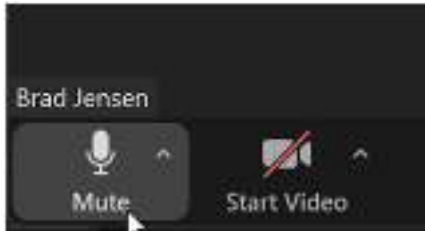
2. If you cannot hear the meeting attendees or the meeting attendees are having trouble hearing you, click on the small arrow on the microphone icon and making sure your options under "Select a Microphone" and/or "Select a Speaker" are set appropriately:
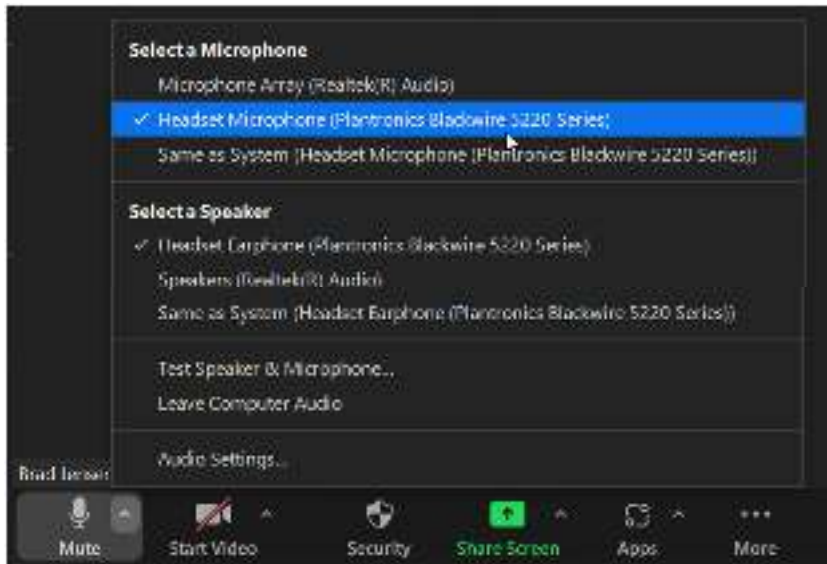
    a. If you are not sure what you should select but know that audio is working on other applications on your computer, you may want to try selecting "Same as system" for the microphone and/or speaker depending on what is not working.

    b. If you are using a headset, The microphone and speaker would likely need to be set to the same setting if possible. But if you are using headphones without a built-in microphone, just the speakers should be set to that device.

3. Check to make sure any external microphone, speakers or headset are fully plugged into the computer. (It may also be worth trying to unplug them completely and plugging them back in.)

Finally: If you are running out of time and not able to connect, there should also be phone-in option information listed in your meeting packet.

| IFLS LIBRARY SYSTEM |
| BOARD OF TRUSTEES |

MEETING LOCATION:
Virtual Meeting via Zoom

DATE/TIME:
Wednesday, March 22, 2023
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.**

Click on Link to join Zoom Meeting:
https://us02web.zoom.us/j/85087689817?pwd=VFVLZ2txUHFGekRYTFJlanFwQTBLQT09
Meeting ID: 850 8768 9817, Passcode: x5Rh2WMV

Dial: +1 312 626 6799 US (Chicago), Meeting ID: 850 8768 9817, Passcode: 53076219

A G E N D A

I. Call to Order

II. Establish a Quorum

III. Certification of Compliance with the Open Meeting Law

IV. * Approve Agenda

V. Public Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten-minute limit per topic and a twenty-minute limit at any meeting for Public Comments. Contact IFLS office for additional information related to Public Comments.*)

VI. Announcements/Correspondence/Introductions

VII. * Minutes - Approve: Board of Trustees - January 25, 2023   **#007** (23)

VIII. * Financials - Approve: Check Registers: January/February 2023   **#008** (23)
    Approve: Financial Reports: December 2022   **#009** (23), January/February 2023 **#010** (23)

IX. Director's Report of Agenda Items and Monthly Activities **#011** (23)

X. IFLS Staff Reports (In-depth Report: Lori Roholt – MORE Administrator)   **#012** (23)

XI. * IFLS Annual Report and Statement of Compliance   **#013** (23) (*Available at meeting*)

XII. System Effectiveness Statements from Member Libraries **#014** (23)

XIII. * Approval of Executive Committee Officers and Personnel Committee members for 2023

XIV. * 2023 IFLS Budget Revision (In Director's Report - **#011** (23)

XV. Trustee Orientation

XVI. Certificates for Outgoing Trustees   **#015** (23)

XVII. Board Member Reports

XVIII. * Adjournment

Handout: 2023 IFLS Trustee List

* Denotes Action Items

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

IFLS LIBRARY SYSTEM
Board of Trustees
January 25, 2023

M I N U T E S

The Board of Trustees of the IFLS Library System met on Wednesday, January 25, 2023, via Zoom. Tripp called the meeting to order at 12:35 pm.

QUORUM AND CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW:

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

BOARD MEMBERS PRESENT:

Judith Achterhof (St. Croix County); ***Mary Ellen Brue** (St. Croix County); ***Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Marilyn Holte** (Chippewa County); **Kathy Krug** (Barron County); **Jill Markgraf** (Resource Library); **Susan Marshall** (Price County); ***Jackie Pavelski** (Eau Claire County); **Ricky Riggins** (Pepin County); **Josh Sterling** (Eau Claire County); **Jim Tripp** (Dunn County).

**Connection Issues, but present.*

BOARD MEMBERS ABSENT:

Sheila Lorentz (Pierce County); **Barbara McAfee** (Polk County); **Michael Schendel** (St. Croix County); **Joel Seidlitz** (Chippewa County); **Pierce County** (Vacancy); **Rusk County** (Vacancy).

OTHERS PRESENT:

John Thompson (Director); **Adam Fuller** (Business Manager); **Cecelia Cole** (Resource Sharing & Collection Consultant); **Joanne Gardner** (Administrative Associate/Recorder).

APPROVE AGENDA:

MOTION #01 (23)**:**   To approve the agenda as presented. Holte/Duerkop
                 RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

There were no announcements, correspondence, nor introductions.

ELECTION OF 2023 OFFICERS:

The ballot with the slate of officers was provided in the meeting packet. Gardner will start a poll where board members will be asked to select five candidates to serve on the Executive Committee. The five candidates gaining the most votes will be declared the Executive Committee. Thompson asked if there were nominations from the floor.

MOTION #02 [(23)]**:**   To nominate Jim Tripp to the 2023 Executive Committee ballot. Duerkop/Achterhof
    RESULT: Carried.

Poll results showed the five candidates gaining the most votes as the 2023 Executive Committee: Judy Achterhof, Sue Duerkop, Pat Eggert, Josh Sterling, Jim Tripp.

By a separate poll, members were asked to vote for one member of the Executive Committee to be Board President. Sue Duerkop was named Board President.

Thompson expressed gratitude and thanked Tripp for his leadership over the last four years. Duerkop took over chairing the meeting.

MINUTES:

MOTION #03 [(23)]**:**   To approve the Board of Trustee minutes dated November 16, 2022 (Doc. #054-22). Krug/Holte
    RESULT: Carried.

FINANCIAL REPORTS:

MOTION #04 [(23)]**:**   To approve the November and December 2022 Check Registers (Doc. #002-23). Achterhof/Marshall
    RESULT: Carried.

A question was asked about the OverDrive, Inc. costs for November compared to December. It was noted that some libraries contribute funds to purchase additional OverDrive titles, so the number fluctuates.

Holte reminded board members to include the page number or some identification when they have questions.

The review of the 2022 Annual Budget Report will be brought to the March 2023 meeting. There are still some outstanding bills from 2022.

DIRECTOR'S REPORT:

Ellsworth officially opened in their new space on January 24th. About 200 individuals showed up. The new space was very well received. There is a lot of community interest in the space.

(Markgraf left the meeting at 1:05 pm.)

Thompson is also working with other libraries in their building projects. Stanley and Cadott are developing preliminary drawings. Stanley is looking at an addition and renovation to their historic building while Cadott is looking at a new building. Balsam Lake is studying renovations to their municipal building which includes the library.

(Sterling left the meeting at 1:08 pm.)

The quorum was lost, so the board was advised that no further motions can be taken except to adjourn the meeting.

There is a study being conducted on wages across Wisconsin for libraries. Thompson will share the information once compiled. It will help libraries to see where staff are in terms of compensation.

Thompson took some vacation time in December.

Member library annual report season started yesterday. This will be Fuller's (Business Manager) first time being involved. Katelyn Noack will also assist libraries and the system as needed.

IFLS STAFF REPORTS:

Cecelia Cole introduced herself as the Resource Sharing and Collection Consultant of IFLS. This is the first board meeting she has attended.

A checklist (Preparing for Materials Challenges at Your Library) was prepared in collaboration with other IFLS staff to guide library staff through four steps to prepare for materials challenges. The checklist is live and located on the IFLS website.

Cole serves as the selector for IFLS for the Wisconsin Digital Library. Materials are selected based on the demand for materials and provide additional copies of popular items. There is still an increase in digital materials. The electronic resources include E-Audiobooks, E-Books, Digital magazine resource called Flipster, and videos.

Other resources Cole works with are Novelist (a reader's advisory tool), Ancestry (genealogy), and Transparent Language (self-guided language learning). The state is holding focus groups and offering surveys to help improve electronic resource offerings.

Cole has worked with Katie Shay on Interlibrary Loan services for our member libraries. Cole shared the IFLS Interlibrary Loan Clearinghouse statistics for the last few years. While the requests did go down during the pandemic, the requests are slowly creeping back upward. A graph was also provided that includes the requests referred in all capacities whether in system or out-of-system. The total number of requests referred in 2022 is likely underreported due to IFLS interlibrary loan staff turnover.

IFLS serves as an interlibrary loan (ILL) clearinghouse for most of our libraries and on both the lending and borrowing side. Libraries use WISCAT software to create and manage borrowing requests and centralized lending. The IFLS office receives lending requests from WISCAT and

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OCLC and place holds on the MORE shared system for the requested items. The libraries then check out the requested materials to the borrowing libraries. IFLS staff update and monitor the requests as needed. IFLS is also the lender for any borrowing requests made by our libraries that cannot be filled. IFLS ILL staff handle the daily clearinghouse workflow that enables requests to be processed, updated, monitored, and referred quickly and efficiently. A workflow diagram was provided in the meeting packet showing the IFLS ILL "clearinghouse" workflow.

COMMITTEE APPOINTMENTS:

Committee Appointments of the Executive and Personnel Committees will be presented at the March board meeting.

WISCONSIN LIBRARY ASSOCIATION (WLA) MEMBERSHIP:

IFLS typically funds a couple trustees that wish to participate in the Wisconsin Library Association. Tripp is on the trustee group. Contact Gardner to coordinate membership.

REPORTS:

Achterhof reported that quite a few libraries in St. Croix County are offering snowshoes to encourage people to get out more. This is a great resource for libraries to offer.

ADJOURNMENT:

The meeting ended at 1:42 pm by Duerkop.

An updated IFLS Trustee List and the 2023 Board Meeting Dates were included in the meeting packet.

_____
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
January 2023

#008(23)

Date	Num	Name	Memo	Amount
Jan 23				
01/01/2023	Auto Pay	Delta Dental	Jan '23 Vision	-62.04
01/07/2023	Auto Pay	AT&T	Dec. Phone	-20.55
01/10/2023	Auto Pay	Eau Claire, City of	4th Qtr Water & Sewer	-544.49
01/10/2023	Auto Pay	Kwik Trip, Inc.	Dec. Stmt.	-17.35
01/18/2023	Auto Pay	Xcel Energy	11/20-12/26 Gas & Electric Svc	-732.06
01/20/2023	Auto Pay	Lumen	Dec Phone	-1.43
01/24/2023	Auto Pay	Employee Trust Funds, Dept of	February '23 Health Ins.	-25,970.16
01/24/2023	Auto Pay	Associated Credit Card	Dec Credit Card *see attached	-7,346.91
01/04/2023	WIRE	Internal Revenue Service	P/R#26	-7,456.36
01/11/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#1	-1,390.00
01/15/2023	WIRE	Wisconsin Department of Revenue	P/R#26	-1,260.14
01/18/2023	WIRE	Internal Revenue Service	P/R#1	-7,624.52
01/25/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#2	-1,390.00
01/31/2023	WIRE	Wisconsin Retirement System	Dec WRF	-8,673.91
01/31/2023	WIRE	Wisconsin Department of Revenue	P/R#1	-1,323.80
01/11/2023	DD2205-222	IFLS Staff	Direct Deposit	-23,999.32
01/25/2023	DD2223-224	IFLS Staff	Direct Deposit	-23,999.38
01/10/2023	42830	Culligan	Jan. Service	-99.95
01/10/2023	42831	Eau Claire County Treasurer	Annual Street Lights	-22.50
01/10/2023	42832	EBSCO Publishing	2023 Novelist Select & Plus	-13,313.00
01/10/2023	42833	Hudson Public Lib	Delivery Damage/1 item	-31.00
01/10/2023	42834	Icicle Tricycles	LSTA/ARPA Book Bikes - Mult. Libs.	-16,700.45
01/10/2023	42835	Innovative Interfaces	MORE Billable/River Falls Maint. 11/2-12/31/22	-74.19
01/10/2023	42836	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2022	-706.40
01/10/2023	42837	Library Systems Services	Billable to Multiple Libs-Performance Analytics 1/1-1	-15,000.00
01/10/2023	42838	OCLC, Inc	IFLS/MORE Jan OCLC on acct	-4,077.01
01/10/2023	42839	Rory Nagler	11/15-12/30/22 Animated Social Media Ad	-375.00
01/10/2023	42840	Securian Financial Group, Inc.	Feb. Life Ins.	-325.47
01/10/2023	42841	Spooner Memorial Library	LSTA/ARPA Book Bike Accessories	-571.41
01/10/2023	42842	Marcive, Inc.	VOID: MORE/Dec Database Maint.	0.00
01/10/2023	42843	Niche Academy/Intuit	Niche Academy Annual Subscription	-6,600.00
01/17/2023	42844	Bayscan Technologies	Billable/Phillips Scanners	-570.00
01/17/2023	42845	CA Friday Memorial Library	LSTA/ARPA Book Bike Accessories	-152.98
01/17/2023	42846	Chippewa Falls Public Lib	LSTA/ARPA Book Bike Accessories	-237.38
01/17/2023	42847	Colfax Public Lib	LSTA/ARPA Book Bike Accessories	-156.02
01/17/2023	42848	Haley Tricycles Book Bikes	LSTA/ARPA 11 Book Bikes Remaining Balance	-14,805.00
01/17/2023	42849	Krejci, Bridget	LSTA/ Cornell Startup Travel	-28.56
01/17/2023	42850	May, Isaiah	Music for Videos	-50.00
01/17/2023	42851	Osceola Public Lib	LSTA/ARPA Book Bike Accessories	-90.00
01/17/2023	42852	Season 2 Season	Dec Snow Removal	-420.00
01/17/2023	42853	Waltco Inc.	Jan. Delivery Svc	-30,156.36
01/17/2023	42854	Library Ideas	MORE/Dec Freading USAGE	-602.50
Jan 23 Total				**-216,977.60**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (01/24/2023)

Date	Name	Memo	Num	Amount
Nov 29 - Dec 29, 22				
11/29/2022	PayPal Inc.	Software Upgrade	BY2DFDLL98	101.98
11/29/2022	Amazon.com Credit	Program Kit Materials	Kits	150.01
11/29/2022	Dell Marketing L.P.	Billable/Altoona Comp	Comp Equip	1,787.38
11/30/2022	CDW-G	Billable/River Falls Printers	Comp Equip	721.88
12/01/2022	Western Tech College	Staff Inservice	12365	2,087.98
12/01/2022	Festival Foods	Postage	Postage	6.98
12/01/2022	FlowRoute.com	Dec Phone/on Acct	on Acct	50.00
12/02/2022	GoDaddy.com	2023 Prepaid/Domain Name Renewals	Renewals	940.54
12/02/2022	Department of Natural Resources	MORE/Passport Prog Prizes	Prize	106.00
12/05/2022	GFL Environmental	Dec Garbage	336870	42.28
12/06/2022	USPS	Dec Postage	Postage	3.95
12/07/2022	Rev.com	Captioning Webinar	CP102023236	93.00
12/12/2022	Festival Foods	Postage	Postage	5.50
12/13/2022	USPS	Dec Postage	Postage	3.32
12/13/2022	Walmart	Holiday Gifts/Services	gifts	69.40
12/19/2022	USPS	Dec Postage	Postage	4.58
12/19/2022	FlowRoute.com	Dec Phone/on Acct	on Acct	50.00
12/22/2022	USHIP	Osceola Trike Shipping	47621988	376.53
12/22/2022	USHIP	Chippewa Falls Trike Shipping	47622144	320.94
12/22/2022	USHIP	Colfax Trike Shipping	47622061	320.94
12/25/2022	Intuit	Dec Direct Dep Fees	Dec Stmt	100.23
12/28/2022	Festival Foods	Postage	Postage	3.49
Nov 29 - Dec 29, 22				**7,346.91**

IFLS Library System
Check Register
February 2023

Date	Num	Name	Memo	Amount
Feb 23				
02/01/2023	Auto Pay	Delta Dental	Feb '23 Vision	-84.88
02/10/2023	Auto Pay	Kwik Trip, Inc.	11196-Credit	-73.38
02/16/2023	Auto Pay	Xcel Energy	12/26-1/26 Gas & Electric Svc	-719.64
02/20/2023	Auto Pay	Lumen	Jan Phone Usage	-1.43
02/24/2023	Auto Pay	Associated Credit Card	Jan Credit Card *see attached	-4,066.28
02/24/2023	Auto Pay	Employee Trust Funds, Dept of	March '23 Health Ins.	-33,577.44
02/10/2023	AUTO Pay	Kwik Trip, Inc.	11196	-73.38
02/06/2023	AUTO PAY	AT&T	Jan Phone/Fax Line	-20.55
02/01/2023	WIRE	Internal Revenue Service	P/R#2	-7,624.42
02/08/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#3	-1,390.00
02/15/2023	WIRE	Wisconsin Department of Revenue	P/R#2	-1,323.80
02/15/2023	WIRE	Internal Revenue Service	P/R#3	-7,624.56
02/22/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#4	-1,390.00
02/28/2023	WIRE	Wisconsin Retirement System	Jan WRF	-9,163.19
02/28/2023	WIRE	Wisconsin Department of Revenue	P/R#3	-1,323.80
02/08/2023	DD2241-2258	IFLS Staff	Direct Deposit	-23,999.30
02/22/2023	DD2259-2276	IFLS Staff	Direct Deposit	-23,999.33
02/03/2023	42855	Augusta Public Lib	Delivery Damage/1 item	-3.99
02/03/2023	42856	Culligan	Feb. Service	-99.95
02/03/2023	42857	EBSCO Publishing	MORE/2022 Flipster	-5,429.48
02/03/2023	42858	EO Johnson Co.	101503	-221.00
02/03/2023	42859	Hammond Community Library	Delivery Damage/1 item	-25.00
02/03/2023	42860	Jensen, Brad	Tech Support/Mult.Lib. Bloomer, Ladysmith, New	-38.00
02/03/2023	42861	Kilde, Rebecca	Luck Lib./Marketing Meeting	-53.20
02/03/2023	42862	L.E. Phillips Memorial Public Library	4th Qtr Contract Payment	-5,750.00
02/03/2023	42863	Maug Cleaning Solutions, Inc.	12/19/22-1/15/23 Cleaning Service	-360.00
02/03/2023	42864	OCLC, Inc	MORE WebDewey & Feb OCLC on Acct	-4,860.71
02/03/2023	42865	Securian Financial Group, Inc.	Mar. Life Ins.	-325.47
02/03/2023	42866	Setter, Kathy	LSTA/ Cornell Startup Travel	-486.40
02/03/2023	42867	UW Madison-Information School	Privacy Tutorial-Wisc. Lib. Circ Staff/Managers	-3,150.00
02/03/2023	42868	WiLS	Transparent Languages 2023	-3,100.00
02/03/2023	42869	Innovative Interfaces	Annual Maintenance/Dec. Content	-206,612.50
02/03/2023	42870	JANDI Enterprises Inc.	MORE/1 yr Library Elf	-1,800.00
02/03/2023	42871	L.E. Phillips Memorial Public Library	MORE/4th Qtr High Demands	-928.69
02/03/2023	42872	Marcive, Inc.	MORE/DJan Database Maint.	-1,966.07
02/03/2023	42873	OverDrive, Inc.	MORE/Jan Overdrive Titles	-4,159.04
02/17/2023	42874	Amy Smith	Webinar Presenter/Programs With Intention	-300.00
02/17/2023	42875	EO Johnson Co.	101503	-93.12
02/17/2023	42876	Krejci, Bridget	MORE Travel/Cornell	-57.12
02/17/2023	42877	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2023	-1,403.30
02/17/2023	42878	Maug Cleaning Solutions, Inc.	01/16/23-2/12/23 Cleaning Service	-382.00
02/17/2023	42879	Newberry, Brooke	Webinar-Developing Minds	-100.00
02/17/2023	42880	Season 2 Season	Repayment-Check Lost/Summer Lawn Care	-1,490.00
02/17/2023	42881	Waltco Inc.	2924	-30,581.05
02/17/2023	42882	Marcive, Inc.	MORE/Dec Database Maint.	-109.38
Feb 23 Total				**-390,340.85**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (02/24/2023)

Date	Name	Memo	Num	Amount
Dec 30, '22 - Jan 26, 23				
12/30/2022	Wisconsin Library Association	WLA Membership/KNoack	Renewal	156.00
12/30/2022	Rev.com	LSTA/Captioning Privacy Modules	Captioning	54.00
12/31/2022	FlowRoute.com	Dec Phone/on Acct	on Acct	50.00
01/02/2023	Survey Monkey.com	Survey Software/1 year	43684809	372.00
01/03/2023	USPS	1 box Stamped Window Envelopes	1 box	369.20
01/04/2023	American Library Association	ALA Membership/J Thompson	ALA Member	236.00
01/04/2023	Wisconsin Library Association	WLA/ Lib. John-Legislative Day Registration Fee	Reg. Fee	28.00
01/04/2023	Wisconsin Library Association	WLA Membership/JThompson	Renewal	240.00
01/04/2023	Intuit	400298717185800-QB Upgrade Refund	85800	-104.05
01/05/2023	GFL Environmental	Jan Garbage	363694	42.28
01/09/2023	Menards	Maint. /Office Supplies	Maint. Supl	50.98
01/10/2023	Wisconsin Library Association	WLA/Rev- Lib. Legislative Day Registration Fee	Reg. Fee	28.00
01/12/2023	Amazon.com Credit	IFLS Comp/Monitor Stand	Comp Equip	34.64
01/12/2023	Dell Marketing L.P.	IFLS Comp/24" Monitor	Comp Equip	163.00
01/12/2023	Dell Marketing L.P.	IFLS Comp/Dock Station	Comp Equip	215.00
01/13/2023	Intuit	Quickbooks Upgrade Enterprise Gold/Enhanced Pa	Software	1,359.93
01/18/2023	Festival Foods	Pop/Water	Maint. Supl	27.85
01/18/2023	FlowRoute.com	Jan Phone/on Acct	on Acct	50.00
01/18/2023	Intuit	Jan Direct Dep Fees	Jan Stmt	105.50
01/20/2023	UW-Madison	Lead The Way Conference	L. Langby	260.00
01/23/2023	Menards	Maint. /Office Supplies	Maint. Supl	61.97
01/23/2023	Quill Corporation	Misc Office& Janitorial Supplies	30350105	217.12
01/25/2023	USPS	Jan Postage	Postage	48.86
Dec 30, '22 - Jan 26, 23				**4,066.28**

3/13/2023
10:39 AM

IFLS Library System
Balance Sheet
As of December 31, 2022

	IFLS	MORE	2022 TOTAL	2021 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	11,802.14		11,802.14	13,122.04
1040 · Bank Mutual - Checking	54,717.29		54,717.29	64,197.57
1050/1106 · Investments/Bank Mutual & States PIF	1,809,285.97	349,105.49	2,158,391.46	2,060,682.50
Total Checking/Savings & Investments	1,875,805.40	349,105.49	2,224,910.89	2,138,002.11
Accounts Receivable				
1200 · Accounts Receivable	61,388.23		61,388.23	102,675.30
Total Accounts Receivable	61,388.23	0.00	61,388.23	102,675.30
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,646.37		1,646.37	1,573.13
1499 · Undeposited Funds	8,830.99		8,830.99	0.00
1507/1508 · 2022-2023 Prepaid Expenses	96,089.10	0.00	96,089.10	57,689.82
Total Other Current Assets	106,641.46	0.00	106,641.46	59,337.95
TOTAL ASSETS	2,043,835.09	349,105.49	2,392,940.58	2,300,015.36
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	63,953.57	3,909.54	67,863.11	34,537.97
2011 · Credit Card - Associated	260.00	0.00	260.00	360.94
Total Accounts Payable	64,213.57	3,909.54	68,123.11	34,898.91
Other Current Liabilities				
2100 · Payroll Liabilities	8,716.50		8,716.50	8,434.07
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	20,243.83		20,243.83	19,019.61
2900 · Unavailable Revenue	1,258,343.75		1,258,343.75	1,174,033.00
Total Other Current Liabilities	1,287,304.08	0.00	1,287,304.08	1,201,486.68
Total Current Liabilities	1,351,517.65	3,909.54	1,355,427.19	1,236,385.59
Total Liabilities	1,351,517.65	3,909.54	1,355,427.19	1,236,385.59
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	28,588.94	-54,705.32	-26,116.38	70,919.66
Total Equity (End of Year)	692,317.44	345,195.95	1,037,513.39	1,063,629.77
TOTAL LIABILITIES & EQUITY	2,043,835.09	349,105.49	2,392,940.58	2,300,015.36

IFLS Library System
Balance Sheet
As of December 31, 2022

NOTES:

* **Total Equity (End of Year) IFLS Funds**   692,317.44

   IFLS Funds in Reserve:

Building/Land Reserves	65,000.00	
MORE Startup Assistance/Subsidy	10,000.00	
Shared Svcs Prog/Building Expansion	50,000.00	
Vehicle Replacement	25,000.00	
Personnel	40,000.00	
WAN/Web Equipment Replacement	20,000.00	
System Equipment/Furnishings	20,000.00	
Computer Lab Replacement	10,000.00	
Tech Projects/Billable Reserves	30,000.00	
Committed to 2023 Operating/Capital Budget	223,308.00	
Total IFLS Funds in Reserve/Committed		493,308.00
Additional IFLS Carryover Funds @ 12/31/22		**199,009.44**

Balance of IFLS Building Loan @ 12/31/22 | 0.00 |

** **Total Equity (End of Year) MORE Funds**   345,195.95

   MORE Funds in Reserve:

Software Replacement/Upgrades	175,000.00	
Hardware Replacement/Upgrades	24,000.00	
System Contingency	25,000.00	
Committed to the 2023 MORE Budget	65,100.00	
Total MORE Funds in Reserve		289,100.00
Additional MORE Carryover Funds @ 12/31/22		**56,095.95**

IFLS Library System
Revenue and Expense Statement
January through December 2022

	Jan - Dec 22	Jan - Dec 21
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,387,411.00	1,200,056.00
5200 · Interest Income/General Funds	30,205.55	1,237.74
5263 · MORE Management Income	432,000.00	11,600.00
5264 · Catalog/Processing Income	79,885.66	0.00
5276 · Fed CARES Act Income	0.00	47,309.56
5277 · Fed Grant Indirect Funds	19,148.63	4,868.52
5280 · Technology Income	11,535.28	4,463.02
5300 · Miscellaneous Income	158.96	3,327.37
Total Income	1,960,345.08	1,272,862.21
Expense		
6500 · Salaries/Wages & Benefits	1,273,328.99	679,244.73
6580 · Leave Payouts at Retirement	11,824.92	0.00
8070 · New Furnishings/Equipment <$500	1,933.19	0.00
8530 · Bank & Direct Deposit Fees	1,131.15	916.57
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	2,006.34	1,507.85
8690 · Librarian Workshops - General	5,822.23	4,505.32
8700 · CE/Collaboration Projects	0.00	100.00
8710 · CE Grants - General	1,000.00	3,000.00
8714 · Accessibility Audits	5,078.88	8,412.03
8720 · IFLS Staff Dvlpmt & Prof Mtgs	10,949.63	2,207.39
8735 · Library Consulting Expenses	372.00	300.00
8740 · Field Visits	4,493.35	4,282.84
8741 · Field Visits - Tech Support	344.66	0.00
8755 · Programming Kits	684.68	341.91
8812 · ILL Fees & Verification Sources	9,013.62	8,608.59
8850 · Delivery Service	326,476.81	269,457.85
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00
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
8898 · LEAN WI/Shared Tech WVLS	56,230.00	54,765.67
8950 · Campaign for Wisconsin Libs	1,387.00	1,126.00
8971 · Web Development	1,002.59	885.44
9010 · IFLS Committee Meetings	1,057.16	0.00
9020 · Professional Materials	1,055.49	1,040.08
9030 · Postage	445.94	607.75
9050 · Telephone	2,795.26	5,498.71
9060 · Supplies	4,805.37	612.35

IFLS Library System
Revenue and Expense Statement
January through December 2022

	Jan - Dec 22	Jan - Dec 21
9080 · Marketing & Advocacy PR	553.45	380.44
9123 · Building Overhead Expenses	17,768.58	18,045.72
9140 · Photocopier Costs	1,410.93	1,720.31
9160 · Computers	9,734.84	5,206.09
9190 · System Vehicle Expenses	3,017.55	1,257.97
9220 · Insurance	4,961.76	4,729.76
9240 · Contingency	-561.62	1,091.79
9245 · Capital Expenditures	0.00	22,292.00
Total Expense	1,948,029.41	1,280,016.41
Net Ordinary Income	12,315.67	-7,154.20
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	165,234.84
5474 · LSTA 2022 Income	448,661.93	0.00
5620 · Shared Cataloging Svc Income	0.00	229,252.05
5670 · MORE Shared System Income	903,400.00	963,665.48
5702 · Billable Project Income	222,351.72	133,880.90
Total Pass-thru Income	1,574,413.65	1,513,595.77
Pass-thru Expense		
8830 · Shared Cataloging Service	0.00	193,700.03
8940 · Projects Billable to Libraries	206,078.45	116,511.79
9500 · MORE Shared Automation Expenses	958,105.32	938,512.75
9800 · DPI/Grow with Google Grant Exp	0.00	21,562.50
9979 · LSTA 2021 Grant Expenses	143,649.11	165,234.84
9980 · LSTA 2022 Grant Expenses	305,012.82	0.00
Total Pass-thru Expense	1,612,845.70	1,435,521.91
Net Pass-thru Income	-38,432.05	78,073.86
Year-to-date Income less Expense (IFLS Funds)	**-26,116.38**	**70,919.66**
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	903,400.00	963,665.48
9500 · MORE Shared Automation Expenses	958,105.32	938,512.75
Year-to-date Income less Expense (MORE Funds)	-54,705.32	25,152.73
Year-to-date Income less Expense (All Funds)	**-80,821.70**	**96,072.39**

	Jan -Dec '22	Jan - Dec '21
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income	0.00	76,033.48
5670-2 · MORE Operating Income	903,400.00	887,632.00
Total MORE Income	903,400.00	963,665.48
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	432,000.00	290,000.00
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	3,465.59	2,150.00
9500-22 · MORE/High-demand Hold Project	14,204.43	17,156.59
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,306.38	11,890.92
9500-24 · MORE/Conferences	1,551.46	1,411.46
9500-31 · MORE/New Products/	0.00	0.00
9500-44 · MORE/Decision Center	33,120.05	31,846.20
9500-32 · MORE/Mgmnt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	40,390.86	39,086.03
9500-4 · MORE/New Participant Expenses	852.52	4,599.94
9500-40 · MORE/Overdrive Content	35,980.97	35,990.50
9500-45 · MORE/Freading eBook Svc	8,730.00	9,042.00
9500-46 · MORE/Electronic Periodicals	23,057.71	17,811.69
9500-48 · MORE/i-Tiva Telephony Subscrition	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	9,410.72
9500-53 · MORE/Database Quality Control	0.00	142,000.00
9500-5 · MORE/Publicity	4,134.98	0.00
9500-6 · MORE/Database Cleanup/Maint	5,766.25	4,837.91
9500-8 · MORE/Host Site Costs	3,500.00	3,500.00
9500-41 · MORE/E-Content	122,310.00	113,165.00
Total 9500 · MORE Shared Automation Expenses	958,105.32	929,512.75
Total MORE Expense	958,105.32	929,512.75
Year-to-date MORE Income less Expense	-54,705.32	34,152.73
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	345,195.95	

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

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	$ 281,684.10
1200-1 · Accts Receivable-MORE	-
1508-1 · 2023 Prepaid Expense-MORE	67,421.39
TOTAL ASSETS	$ 349,105.49
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	3,909.54
Total Liabilities	3,909.54
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	(54,705.32)
Total Equity/MORE Fund Balance	345,195.95
TOTAL LIABILITIES & EQUITY	$ 349,105.49

NOTES:

* Total Equity MORE Funds	345,195.95
Funds in Reserve/Committed:	
Reserve/Software Replacement/Upgrades	175,000.00
Reserve/Hardware Replacement/Upgrades	24,000.00
Reserve/System Contingency	25,000.00
Commited to the 2023 Budget	65,100.00
Total Funds in MORE Reserve/Committed	289,100.00
Total Uncommitted MORE Carryover	$ 56,095.95

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

	Jan - Dec 22	Annual 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	30,205.55	10,000.00	20,205.55	302.06%
5263 · MORE Management Income	432,000.00	432,000.00	0.00	100.0%
5264 · Catalog/Processing Income	79,885.66	79,886.00	-0.34	100.0%
5277 · Fed Grant Indirect Funds	19,148.63	19,000.00	148.63	100.78%
5280 · Technology Income	11,535.28	6,000.00	5,535.28	192.26%
5300 · Miscellaneous Income	158.96	200.00	-41.04	79.48%
Total Income	1,960,345.08	1,934,499.00	25,846.08	101.34%
Expense				
6500 · Salaries/Wages & Benefits	1,273,328.99	1,359,996.00	-86,667.01	93.63%
6580 · Leave Payouts at Retirement	11,824.92	18,000.00	-6,175.08	65.69%
8070 · New Furnishings/Equipment <$500	1,933.19	2,000.00	-66.81	96.66%
8530 · Bank & Direct Deposit Fees	1,131.15	1,100.00	31.15	102.83%
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	2,006.34	3,500.00	-1,493.66	57.32%
8690 · Librarian Workshops - General	5,822.23	6,500.00	-677.77	89.57%
8700 · CE/Collaboration Projects	0.00	300.00	-300.00	0.0%
8710 · CE Grants - General	1,000.00	1,000.00	0.00	100.0%
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 Dvlpmt & Prof Mtgs	10,949.63	9,000.00	1,949.63	121.66%
8735 · Library Consulting Expenses	372.00	1,000.00	-628.00	37.2%
8740 · Field Visits	4,493.35	7,000.00	-2,506.65	64.19%
8741 · Field Visits - Tech Support	344.66	1,000.00	-655.34	34.47%
8755 · Programming Kits	684.68	700.00	-15.32	97.81%
8812 · ILL Fees & Verification Sources	9,013.62	9,100.00	-86.38	99.05%
8850 · Delivery Service	326,476.81	338,563.00	-12,086.19	96.43%
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	0.00	100.0%
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	56,230.00	60,000.00	-3,770.00	93.72%
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	1,002.59	1,100.00	-97.41	91.15%
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	445.94	780.00	-334.06	57.17%
9050 · Telephone	2,795.26	3,960.00	-1,164.74	70.59%

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

	Jan - Dec 22	Annual Budget	$ Over Budget	% of Budget
9060 · Supplies	4,805.37	5,900.00	-1,094.63	81.45%
9080 · Marketing & Advocacy PR	553.45	1,000.00	-446.55	55.35%
9123 · Building Overhead Expenses	17,768.58	25,930.00	-8,161.42	68.53%
9140 · Photocopier Costs	1,410.93	1,550.00	-139.07	91.03%
9160 · Computers	9,734.84	10,000.00	-265.16	97.35%
9190 · System Vehicle Expenses	3,017.55	3,800.00	-782.45	79.41%
9220 · Insurance	4,961.76	5,725.00	-763.24	86.67%
9240 · Contingency	-561.62	-600.00	38.38	93.6%
9245 · Capital Expenditures	0.00	5,000.00	-5,000.00	0.0%
Total Expense	1,948,029.41	2,082,276.00	-134,246.59	93.55%
Net Ordinary Income	12,315.67	-147,777.00	160,092.67	-8.33%
Pass-thru Income/Expense				
Pass-thru Income				
5474 · LSTA 2022 Income	448,661.93	576,812.00	-128,150.07	77.78%
5670 · MORE Shared System Income	903,400.00	903,399.00	1.00	100.0%
5702 · Billable Project Income	222,351.72	175,000.00	47,351.72	127.06%
Total Pass-thru Income	1,574,413.65	1,655,211.00	-80,797.35	95.12%
Pass-thru Expense				
8940 · Projects Billable to Libraries	206,078.45	175,000.00	31,078.45	117.76%
9500 · MORE Shared Automation Expenses	958,105.32	963,399.00	-5,293.68	99.45%
9979 · LSTA 2021 Grant Expenses	143,649.11	143,650.00	-0.89	100.0%
9980 · LSTA 2022 Grant Expenses	305,012.82	483,409.00	-178,396.18	63.1%
Total Pass-thru Expense	1,612,845.70	1,765,458.00	-152,612.30	91.36%
Net Pass-thru Income	-38,432.05	-110,247.00	71,814.95	34.86%
Year-to-date Income less Expense (IFLS Funds)	**-26,116.38**	**-258,024.00**	**231,907.62**	**10.12%**
MORE Shared System Income Less Expense				
5670 · MORE Shared System Income	903,400.00	903,399.00	1.00	100.0%
9500 · MORE Shared Automation Expenses	958,105.32	963,399.00	-5,293.68	99.45%
Year-to-date Income less Expense (MORE Funds)	-54,705.32	-60,000.00	5,294.68	91.18%
Year-to-date Income less Expense (All Funds)	**-80,821.70**	**-318,024.00**	**231,907.62**	**25.41%**

Exhibit 6

LEAN WISCONSIN
Budget Report - December 2022

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	**LICENSING AND SERVICES**	$132,636.00	$4,529.80	$59,089.10	$0.00	$73,546.90
1XX	Collaboration Management Tools		$652.70			
2XX	Technology Management Tools		$20.00			
3XX	Infrastructure Services and Licensing		$3,797.10			
4XX	Core Services Licensing		$60.00			
6-6250	**TRAVEL**	$2,400.00	$0.00	$0.00	$0.00	$2,400.00
6-6290	**INSURANCE**	$2,490.00	$0.00	$0.00	$0.00	$2,490.00
6-6360	**MAINTENANCE**	$2,100.00	$0.00	$0.00	$0.00	$2,100.00
6-6650	**LIFECYCLE \ LONG RANGE**	$0.00	$0.00	$21,587.96	$0.00	($21,587.96)
1XX	Resource Development					
2XX	LM - Infrastructure					
3XX	LM - Licensing\Services					
4XX	CPA - WVLS			$12,758.83		
5XX	Contingency					
6-6800	**CAPITAL**	$8,000.00	$0.00	$1,248.21	$0.00	$6,751.79
1XX	New Projects					
TOTAL		$147,626.00	$4,529.80	$81,925.27	$0.00	$65,700.73

Beginning December 2022 Balance	$233,777.33		**Beginning January 2022 Balance**	$302,512.28
Receipts - Backup and Archive Project	$0.00		Receipts - Backup and Archive Project	$5,000.00
Receipts - Partner Shares	$186,740.00		Receipts - Partner Shares	$186,740.00
Receipts - CPA	$0.00		Receipts - CPA	$3,660.52
Transfers - Expenses to 3-Grants	$0.00		Transfers - Expenses to 3-Grants	$277,369.83
Transfers - Adj to WVLS CPA Project	$508.69		Transfers - Adj to WVLS CPA Project	$508.69
Debit of Prepaid Service Credit	$0.00		Debit of Prepaid Service Credit	$0.00
Expenditures - 2022 Budget	($4,529.80)		Expenditures - 2022 Budget	($359,295.10)
Expenditures - 2022 New/Unplanned	$0.00		Expenditures - 2022 New/Unplanned	$0.00
Ending December 2022 Balance	**$416,496.22**		**2022 Year to Date Balance**	**$416,496.22**

Segregated Monies - Grants

Account #	Name	Balance
3-2022-251	LSTA 2021 Sparsity	$ 98,629.00
3-2022-251	ARPA 2021 (IT)	$ 179,165.00

Unrealized Technology Grant Transfers

Account #	Name	Balance
3-2022-251	LSTA 2021 Sparsity	$ -
3-2022-251	ARPA 2021 (IT)	$ -

Segregated Monies - Prepaid Services

Account #	Description	Balance
6-6210	CVTC RDC Rack 2	$ 37,389.47

Unrealized Receivables 6-0000-

Account #	Account	
100	Partner Shares	$ -
201	CPA (enc 2021)	$ 3,944.01
201	CPA (due 2022)	$ 11,301.56
201	CPA (due future years)	$ 13,788.92

Lifecycle Reserves

Account #	Account	Balance
6-6650	Core Infrastructure	$ 95,000.00
6-6650	Licencing & Svcs	$ 21,500.00
6-6650	Infrastructure & Core Svc - IFLS	$ 11,100.00
6-6650	Infrastructure & Core Svc - NWLS	$ 7,920.00
6-6650	Infrastructure & Core Svc - WVLS	$ 19,692.76
6-6650	Contingency - D/R	$ 16,718.45

YTD Operating Summary

Begining Balance	$ 302,512.28
Encumbrances	$ 3,944.01
Receipts	$ 195,400.52
Expenses	$ (359,295.10)
Transfers	$ 277,369.83
Reserves	$ (171,931.21)
Balance	$ 248,000.33

IFLS Library System
Balance Sheet
As of February 28, 2023

	IFLS	MORE	2023 TOTAL	2022 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	16,687.58		16,687.58	18,007.71
1040 · Bank Mutual - Checking	183,341.77		183,341.77	229,656.87
1050/1106 · Investments/Bank Mutual & States PIF	1,462,198.41	779,952.96	2,242,151.37	1,924,961.28
Total Checking/Savings & Investments	1,662,227.76	779,952.96	2,442,180.72	2,172,625.86
Accounts Receivable				
1200 · Accounts Receivable	147,613.78		147,613.78	233,063.84
Total Accounts Receivable	147,613.78	0.00	147,613.78	233,063.84
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	807.21		807.21	773.63
1499 · Undeposited Funds	3,532.20		3,532.20	0.00
1507/1508 · 2022-2023 Prepaid Expenses	0.00	0.00	0.00	0.00
Total Other Current Assets	4,414.41	0.00	4,414.41	848.63
TOTAL ASSETS	1,814,255.95	779,952.96	2,594,208.91	2,406,538.33
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	16,705.89	4,740.30	21,446.19	52,061.55
2011 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	16,705.89	4,740.30	21,446.19	52,061.55
Other Current Liabilities				
2100 · Payroll Liabilities	9,141.30		9,141.30	9,030.22
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	0.00		0.00	
2900 · Unavailable Revenue	0.00		0.00	
Total Other Current Liabilities	9,141.30	0.00	9,141.30	9,030.22
Total Current Liabilities	25,847.19	4,740.30	30,587.49	61,091.77
Total Liabilities	25,847.19	4,740.30	30,587.49	61,091.77
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	672,317.44	289,100.00	961,417.44	1,063,629.77
3000 · Equity/Uncommitted Funds (Beginning of Year)	20,000.00	56,095.95	76,095.95	
Current Year Income Less Expense	1,096,091.32	430,016.71	1,526,108.03	1,281,816.79
Total Equity (End of Year)	1,788,408.76	775,212.66	2,563,621.42	2,345,446.56
TOTAL LIABILITIES & EQUITY	1,814,255.95	779,952.96	2,594,208.91	2,406,538.33

IFLS Library System
Revenue and Expense Statement
January through February 2023

	Jan - Feb 23	Jan - Feb 22
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,124,868.75	1,040,558.00
5200 · Interest Income/General Funds	14,759.91	278.78
5263 · MORE Management Income	74,420.00	72,000.00
5264 · Catalog/Processing Income	0.00	79,885.66
5300 · Miscellaneous Income	158.30	119.24
Total Income	1,214,206.96	1,192,841.68
Expense		
6500 · Salaries/Wages & Benefits	211,792.23	191,073.99
6580 · Leave Payouts at Retirement	9,264.48	0.00
8070 · New Furnishings/Equipment <$500	0.00	120.75
8530 · Bank & Direct Deposit Fees	1.45	68.76
8540 · Annual Audit	0.00	735.00
8620 · Collection/Electronic Resources	10,903.00	26,089.66
8630 · Wis Pub Lib Consortium Membshp	0.00	6,586.00
8670 · Professional Memberships	476.00	468.00
8690 · Librarian Workshops - General	750.36	509.02
8720 · IFLS Staff Dvlpmt & Prof Mtgs	874.42	301.64
8735 · Library Consulting Expenses	372.00	372.00
8740 · Field Visits	53.20	811.47
8741 · Field Visits - Tech Support	38.00	18.36
8755 · Programming Kits	157.75	0.00
8812 · ILL Fees & Verification Sources	1,513.20	1,619.53
8850 · Delivery Service	7,546.37	10,905.84
8864 · Wide-Area Network (WAN)	2,432.00	2,432.00
8890 · IFLS Contrib - MORE Operating	0.00	119,965.00
8971 · Web Development	940.54	940.54
9020 · Professional Materials	932.87	906.42
9030 · Postage	450.53	39.97
9050 · Telephone	193.96	267.41
9060 · Supplies	208.83	213.40
9123 · Building Overhead Expenses	3,094.26	3,448.70
9140 · Photocopier Costs	524.12	570.72
9160 · Computers	4,198.82	2,192.69
9190 · System Vehicle Expenses	173.45	609.49
9220 · Insurance	839.16	799.50
9240 · Contingency	0.00	112.57
Total Expense	257,731.00	372,178.43
Net Ordinary Income	956,475.96	820,663.25

IFLS Library System
Revenue and Expense Statement
January through February 2023

	Jan - Feb 23	Jan - Feb 22
Pass-thru Income/Expense		
Pass-thru Income		
5474 · LSTA 2022 Income	0.00	133,475.00
5475 · LSTA 2023 Income	133,475.00	0.00
5670 · MORE Shared System Income	795,629.00	903,400.00
5702 · Billable Project Income	19,749.24	28,429.41
Total Pass-thru Income	948,853.24	1,065,304.41
Pass-thru Expense		
8940 · Projects Billable to Libraries	9,915.36	22,303.02
9500 · MORE Shared Automation Expenses	365,612.29	455,963.28
9979 · LSTA 2021 Grant Expenses	0.00	125,884.57
9980 · LSTA 2022 Grant Expenses	3,693.52	0.00
Total Pass-thru Expense	379,221.17	604,150.87
Net Pass-thru Income	569,632.07	461,153.54
Year-to-date Income less Expense(IFLS Funds)	**1,526,108.03**	**1,281,816.79**
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	795,629.00	903,400.00
9500 · MORE Shared Automation Expenses	365,612.29	455,963.28
Year-to-date Income less Expense (MORE Funds)	430,016.71	447,436.72
Year-to-date Income less Expense (All Funds)	**1,956,124.74**	**1,729,253.51**

IFLS Library System
Annual Budget vs. Actual Income and Expense
January through February 2023

	Jan - Feb 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,124,868.75	1,499,828.00	-374,959.25	75.0%
5200 · Interest Income/General Funds	14,759.91	8,000.00	6,759.91	184.5%
5263 · MORE Management Income	74,420.00	446,500.00	-372,080.00	16.67%
5264 · Catalog/Processing Income	0.00	83,885.00	-83,885.00	0.0%
5280 · Technology Income	0.00	6,000.00	-6,000.00	0.0%
5300 · Miscellaneous Income	158.30	200.00	-41.70	79.15%
Total Income	1,214,206.96	2,044,413.00	-830,206.04	59.39%
Expense				
6500 · Salaries/Wages & Benefits	211,792.23	1,474,885.00	-1,263,092.77	14.36%
6580 · Leave Payouts at Retirement	9,264.48	36,278.00	-27,013.52	25.54%
8070 · New Furnishings/Equipment <$500	0.00	2,000.00	-2,000.00	0.0%
8530 · Bank & Direct Deposit Fees	1.45	1,600.00	-1,598.55	0.09%
8540 · Annual Audit	0.00	8,000.00	-8,000.00	0.0%
8620 · Collection/Electronic Resources	10,903.00	48,700.00	-37,797.00	22.39%
8630 · Wis Pub Lib Consortium Membshp	0.00	6,953.00	-6,953.00	0.0%
8670 · Professional Memberships	476.00	4,000.00	-3,524.00	11.9%
8690 · Librarian Workshops - General	750.36	6,000.00	-5,249.64	12.51%
8700 · CE/Collaboration Projects	0.00	300.00	-300.00	0.0%
8714 · Accessibility Audits	0.00	5,000.00	-5,000.00	0.0%
8716 · Community Engagement Support	0.00	12,000.00	-12,000.00	0.0%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	874.42	9,000.00	-8,125.58	9.72%
8735 · Library Consulting Expenses	372.00	1,700.00	-1,328.00	21.88%
8740 · Field Visits	53.20	8,000.00	-7,946.80	0.67%
8741 · Field Visits - Tech Support	38.00	1,000.00	-962.00	3.8%
8755 · Programming Kits	157.75	700.00	-542.25	22.54%
8812 · ILL Fees & Verification Sources	1,513.20	9,500.00	-7,986.80	15.93%
8850 · Delivery Service	7,546.37	349,908.00	-342,361.63	2.16%
8855 · Collection Dev Grant-LEPhillips	0.00	23,000.00	-23,000.00	0.0%
8864 · Wide-Area Network (WAN)	2,432.00	3,432.00	-1,000.00	70.86%
8890 · IFLS Contrib - MORE Operating	0.00	125,000.00	-125,000.00	0.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	58,050.00	-58,050.00	0.0%
8950 · Campaign for Wisconsin Libs	0.00	1,450.00	-1,450.00	0.0%
8960 · Long Range Planning Meeting	0.00	500.00	-500.00	0.0%
8971 · Web Development	940.54	1,100.00	-159.46	85.5%
9010 · IFLS Committee Meetings	0.00	1,800.00	-1,800.00	0.0%
9020 · Professional Materials	932.87	1,500.00	-567.13	62.19%
9030 · Postage	450.53	850.00	-399.47	53.0%
9050 · Telephone	193.96	3,960.00	-3,766.04	4.9%
9060 · Supplies	208.83	6,400.00	-6,191.17	3.26%
9080 · Marketing & Advocacy PR	0.00	2,000.00	-2,000.00	0.0%
9123 · Building Overhead Expenses	3,094.26	24,930.00	-21,835.74	12.41%

IFLS Library System
Annual Budget vs. Actual Income and Expense
January through February 2023

	Jan - Feb 23	Budget	$ Over Budget	% of Budget
9140 · Photocopier Costs	524.12	1,900.00	-1,375.88	27.59%
9160 · Computers	4,198.82	6,900.00	-2,701.18	60.85%
9190 · System Vehicle Expenses	173.45	3,700.00	-3,526.55	4.69%
9220 · Insurance	839.16	6,225.00	-5,385.84	13.48%
9240 · Contingency	0.00	-500.00	500.00	0.0%
9245 · Capital Expenditures	0.00	20,000.00	-20,000.00	0.0%
Total Expense	257,731.00	2,277,721.00	-2,019,990.00	11.32%
Net Ordinary Income	956,475.96	-233,308.00	1,189,783.96	
Pass-thru Income/Expense				
Pass-thru Income				
5475 · LSTA 2023 Income	133,475.00			na
5702 · Billable Project Income	19,749.24	150,000.00	-130,250.76	13.17%
Total Pass-thru Income	153,224.24	150,000.00	3,224.24	102.15%
Pass-thru Expense				
8940 · Projects Billable to Libraries	9,915.36	150,000.00	-140,084.64	6.61%
9980 · LSTA 2022 Grant Expenses	3,693.52			na
Total Pass-thru Expense	13,608.88	150,000.00	-136,391.12	
Net Pass-thru Income	139,615.36	0.00	139,615.36	
Year-to-date Income less Expense (IFLS Funds)	**1,096,091.32**	**-233,308.00**	**1,329,399.32**	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	795,629.00	940,629.00	-145,000.00	84.59%
9500 · MORE Shared Automation Expenses	365,612.29	1,005,729.00	-640,116.71	36.35%
Year-to-date-Income less Expense (MORE Funds)	430,016.71	-65,100.00	495,116.71	
Year-to-date Income less Expense (All Funds)	**1,526,108.03**	**-298,408.00**	**1,824,516.03**	

My Online Resource (MORE)
Balance Sheet
As of February 28, 2023

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	$ 779,952.96
1200-1 · Accts Receivable-MORE	-
1508-1 · 2023 Prepaid Expense-MORE	
TOTAL ASSETS	$ 779,952.96
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	4,740.30
Total Liabilities	4,740.30
Equity	
MORE Reserved Fund Balance on 1/1/2022	224,000.00
MORE Committed Fund Balance on 1/1/2022	65,100.00
MORE Uncommitted Fund Balance on 1/1/2022	56,095.95
Current Year Income less Expense	430,016.71
Total Equity/MORE Fund Balance	775,212.66
TOTAL LIABILITIES & EQUITY	$ 779,952.96

	Jan -Feb '23	Jan - Feb '22
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income	0.00	0.00
5670-2 · MORE Operating Income	795,629.00	903,400.00
Total MORE Income	795,629.00	903,400.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	74,420.00	72,000.00
9500-12 · MORE/III Annual Maintenance	153,232.50	145,705.32
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	5,000.00	0.00
9500-22 · MORE/High-demand Hold Project	174.54	728.85
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	10,799.16	12,306.38
9500-24 · MORE/Conferences	816.61	100.00
9500-31 · MORE/New Products/	6,600.00	0.00
9500-44 · MORE/Decision Center	34,444.85	33,120.05
9500-32 · MORE/Mgmnt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	7,449.78	7,124.67
9500-4 · MORE/New Participant Expenses	0.00	807.64
9500-40 · MORE/Overdrive Content	8,287.39	6,501.50
9500-45 · MORE/Freading eBook Svc	0.00	707.00
9500-46 · MORE/Electronic Periodicals	0.00	17,628.23
9500-48 · MORE/i-Tiva Telephony Subscrition	0.00	0.00
9500-49 · MORE/Data Scoping Project	0.00	0.00
9500-50 · MORE Discovery/Online Catalog	49,937.11	28,809.66
9500-51 · MORE Discovery/BiblioApps	12,484.28	5,761.93
9500-53 · MORE/Database Quality Control	0.00	0.00
9500-5 · MORE/Publicity	0.00	0.00
9500-6 · MORE/Database Cleanup/Maint	1,966.07	2,352.05
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	0.00	123,310.00
Total 9500 · MORE Shared Automation Expenses	365,612.29	456,963.28
Total MORE Expense	365,612.29	456,963.28
Year-to-date MORE Income less Expense	430,016.71	446,436.72
Plus 12/31/22 MORE Uncommitted Fund Balance	56,095.95	
Plus 12/31/22 MORE Reserve/Committed Balance	289,100.00	
MORE Fund Balance	775,212.66	

Exhibit 4

WISCONSIN VALLEY LIBRARY SERVICE
Budget Report - February 2023

2023 STATE AID - *State Aid / Interest / Carryover*

Account	Description	Appropriation	Curr. Disb.	Total Disb.	Total Reimb.	Balance
2-6100	Salaries	$512,500.00	$44,787.17	$86,160.79	$0.00	$426,339.21
2-6130	Benefits	$227,500.00	$17,166.36	$34,394.07	$0.00	$193,105.93
2-6210	Communications	$8,200.00	$243.00	$486.00	$0.00	$7,714.00
2-6220	Office Supplies	$3,000.00	$385.80	$385.80	$0.00	$2,614.20
2-6240	Postage/Courier Services	$210,479.00	$16,652.72	$32,956.77	$0.00	$177,522.23
2-6250	Staff Travel	$16,000.00	$1,012.46	$2,211.41	$0.00	$13,788.59
2-6260	Board Travel	$12,000.00	$1,045.32	$1,372.59	$0.00	$10,627.41
2-6290	Insurance, Dues. Audit	$25,000.00	$5,652.38	$12,445.20	$0.00	$12,554.80
2-6340	Special Projects	$3,000.00	$441.37	$1,464.62	$0.00	$1,535.38
2-6350	Workshops	$12,000.00	$386.00	$446.00	$0.00	$11,554.00
2-6360	Equipment - Maint. & Supplies	$3,000.00	$739.33	$740.39	$0.00	$2,259.61
2-6400	Service Contracts	$48,000.00	$1,914.40	$13,197.65	$0.00	$34,802.35
2-6490	Library Materials	$60,000.00	$6,953.00	$24,270.01	$0.00	$35,729.99
2-6640	Resource Development	$0.00	$0.00	$0.00	$0.00	$0.00
2-6800	Outlay	$0.00	$0.00	$0.00	$0.00	$0.00
2-8000	IT Services / Programs	$0.00	$0.00	$0.00	$0.00	$0.00
Total		$1,140,679.00	$97,379.31	$210,531.30	$0.00	$930,147.70

2023 STATE AID - *Encumbered Expenses from 2022*

Account	Description	Appropriation	Curr. Disb.	Total Disb.	Total Reimb.	Balance
2-7900	2022 Encumbered	$0.00	$0.00	$0.00	$0.00	$0.00

Exhibit 4

WISCONSIN VALLEY LIBRARY SERVICE
Budget Report - February 2023

2023 OTHER INCOME - *Non-State Aid Carryover / County Appropriations / ILS Administration*

Account	Description	Appropriation	Curr. Disb.	Total Disb.	Total Reimb.	Balance
9-6100	Salaries	$74,735.00	$0.00	$0.00	$0.00	$188,022.10
	(approved at 2/23 WVLS BOT mtg.)	$113,287.10				
9-6130	Benefits	$48,600.00	$0.00	$0.00	$0.00	$52,691.29
	(approved at 2/23 WVLS BOT mtg.)	$4,091.29				
9-6210	Communications	$2,009.00	$0.00	$0.00	$0.00	$2,009.00
9-6220	Office Supplies	$1,930.00	$0.00	$0.00	$0.00	$1,930.00
9-6240	Postage / Delivery	$13,051.00	$0.00	$0.00	$0.00	$13,051.00
9-6250	Staff Travel	$4,000.00	$0.00	$0.00	$0.00	$4,000.00
9-6260	Board Travel	$4,270.00	$0.00	$0.00	$0.00	$4,270.00
9-6290	Insurance, Dues & Audit	$4,170.00	$0.00	$0.00	$0.00	$4,170.00
9-6340	Special Projects	$0.00	$0.00	$0.00	$0.00	$15,000.00
	(approved at 2/23 WVLS BOT mtg.)	$15,000.00				
9-6350	Workshops	$4,000.00	$0.00	$0.00	$0.00	$4,000.00
9-6360	Equipment - Maint. & Supplies	$1,523.00	$0.00	$0.00	$0.00	$1,523.00
9-6400	Service Contracts	$8,600.00	$0.00	$0.00	$0.00	$8,600.00
9-6490	Library Materials	$7,100.00	$0.00	$0.00	$0.00	$7,100.00
9-6640	Resource Development	$175,000.00	$0.00	$0.00	$0.00	$175,000.00
9-6650	Reserve Fund	$170,000.00	$0.00	$0.00	$0.00	$170,000.00
9-6660	Payroll Liabilities	$10,000.00	$0.00	$0.00	$0.00	$10,000.00
9-6800	Outlay	$1,197.00	$0.00	$0.00	$0.00	$1,197.00
9-8000	IT Services / Programs	$0.00	$0.00	$0.00	$0.00	$0.00
Total		$662,563.39	$0.00	$0.00	$0.00	$662,563.39

2023 OTHER INCOME - *Encumbered Expenses from 2022*

Account	Description	Appropriation	Curr. Disb.	Total Disb.	Total Reimb.	Balance
9-7900	2022 Encumbered	$0.00	$0.00	$0.00	$0.00	$54,675.98
	(approved at 2/23 WVLS BOT mtg.)	$54,675.98				

Director's Report of Monthly Activities

Building Projects—Currently Cadott and Stanley are working with architects on additional library space and Balsam Lake is looking at a reconfiguration of their spaces. Boyceville will be interviewing architects in the coming weeks.

Director Hiring—Ginny Julson is retiring at Boyceville after 21 years. Kallie Anderson (currently at Elmwood) has been hired as her replacement. Denise Korenuk will be starting in Cornell as their new director at the end of April. Currently Elmwood and Hawkins have vacancies.

Joint Finance—They will be holding public hearing on the budget in Eau Claire on Tuesday, April 11th from 10 am – 5 pm. Individuals wishing to attend as part of the library group please let me know by April 1st. Generally, the group stands with one speaker. I will keep the Board informed as I learn more from the Wisconsin Library Association.

Facility Survey—Wisconsin has just about the same number public library buildings (over 450 if you count branch locations) as there are Kwik Trips in Wisconsin! Unfortunately, there isn't a lot of information available about how many of these libraries are undersized or otherwise inadequate.

The Winding Rivers Library System (WRLS) was recently awarded a Library Services and Technology Act (LSTA) grant on behalf of the Wisconsin Library community to carry out an assessment of public library buildings in the state. This project will collect and organize information about library facilities in a way that will make it useful to libraries, library systems, and to the Wisconsin Division for Libraries and Technology in building the case for improved facilities.

The survey is being conducted for WRLS by FEH Design, an architecture firm with considerable public library design experience. FEH personnel are working with a Core Planning Team headed by IFLS Director John Thompson and including Winding Rivers Library System Director Kristen Anderson and Division for Libraries and Technology Library Services Team Director Ben Miller and in cooperation with all of the library systems in the State of Wisconsin.

Public Library Staff Compensation Study-- This survey is part of a Library Services Technology Act-funded (LSTA) library staff compensation study coordinated by the System and Resource Library Administrators Association of Wisconsin (SRLAAW) and is being performed by Carlson Dettmann Consulting. The Compensation Survey supports the DPI's 2023-2027 LSTA goal to support the recruitment and retention of library staff, including administrative, professional, and support roles, reflecting their diverse communities. Results of this study, anticipated to be completed in June 2023, will be shared with all Wisconsin libraries.

Consulting—Personnel, Policy, County Planning, Space Planning, Library Law, Administration, and Trustee Training.

Director's Report of Agenda Items:

XI.   * IFLS Annual Report and Statement of Compliance
The Board will be reviewing and approving our 2022 annual report. This will include any compliance issues indicated by our member libraries on their annual reports. Hawkins did not spend the required $2,500 on library materials and the certification of the Deer Park Director has lapsed.

XII.   System Effectiveness Statements from Member Libraries
We did not receive any ineffective leadership checks on member library reports. Jo has complied the comments included on some of the reports and those are included in the packet.

XIII.   * Approval of Executive Committee Officers and Personnel Committee members for 2023
Members of the Executive Committee have agreed to serve in the following positions:
- Sue Duerkop, President
- Josh Sterling, Vice President
- Pat Eggert, Secretary
- Judy Achterhof, Treasurer
- Jim Tripp, Member-at-large

Members agreeing to serve on the Personnel Committee are:
- Sue Marshall
- Jim Tripp
- Ricky Riggins
- Mary Alice Larson
- Jan Daus

The board will need to formally approve these appointments.

XIV.   * 2023 IFLS Budget Revision
Based on some priority needs for 2023 I am requesting we use $20,000 of undesignated carryover from 2022 to support Staff Development and Planning
- Increase funding for Staff Development (Budget Line 29) by $10,000 to cover staff attendance at state and national conferences.
  - Increased staff levels/newer staff, the need for additional professional development and with several national conferences located closer to our region it is an ideal time to provide an increase.
- Allocate $10,000 for facilitated IFLS staff planning (Line 50).
  - This will provide us with the opportunity to evaluate the current strengths of our staff and determine opportunities for growth.

XV.   Trustee Orientation
I will be sharing an overview of the system, the powers and duties of IFLS Board members as well as the Open Meetings Law. Bring your questions.

John Thompson
March 13, 2023

Resource Sharing and Collection Consultant's Report

Cecelia Cole, March 2023 - IFLS Board of Trustees

Project Highlights:

- **Damaged Interlibrary Loan (ILL) Guidelines:** To provide further guidance for library staff on handling ILL items received or returned damaged, we created a new [Damaged ILL Guidelines page](#) on the IFLS website which includes updated procedures for these situations.
- **Updating IP Authentication for E-Resources:** Due to recent changes in the LEAN WI network in February/March, I worked with Kris Schwartz to update IFLS's IP addresses and ranges with all of our electronic resource vendors, ensuring that patrons will have continued access to these online resources from their home library. This includes electronic resources such as Ancestry Library Edition, Badgerlink resources, and Foundations in Wisconsin, among others.
- **E-Resource Promotion:** Reb Kilde and I are working on a schedule of e-resource promotions for the IFLS newsletters *Marketing Monthly* and *The News.* We are planning to promote a different e-resource every other month and highlight a specific feature of that resource. February/March's featured e-resource is the Libby App from OverDrive and highlights the new professional book reviews feature. Library staff may find these trusted professional reviews useful for readers' advisory and collection development.
- **Intellectual Freedom Presentation for IFLS Staff:** Leah Langby and I collaborated on a presentation for IFLS staff on intellectual freedom. The presentation provides background on the topic as well as guided discussion and talking points.

Consultations:

- **Collection Development Policy Review:**
  - **Chetek PL:** January 2023
  - **Frederic PL:** March 2023
  - **Dresser PL:** March 2023
  - **Amery PL:** March 2023

New Director Orientations:

- **Frederic PL:** (in person) February 2023
- **Amery PL:** (virtual) March 2023

Committee Meetings:

- **WLA Intellectual Freedom Special Interest Group:** January 2023
- **IFLS Intellectual Freedom Working Group:** March 2023

Professional Development:

- **Webinars:**
  - *Expand Content Discovery and Leverage Patron Interests with Libby* – OverDrive, March 2023
  - *Meet Your OverDrive Team and Learn What's New for 2023* – OverDrive, March 2023
  - *Sexual and Reproductive Health Information at the Library* – UW-Madison iSchool Continuing Ed, March 2023

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby March 13, 2023

American Rescue Plan Act (ARPA) Grant (with NWLS and WVLS)
Continuing to work on final claims and evaluation with this grant project that provides no end of challenges. I have set up a Book Bike Users Group to meet virtually to share ideas, starting in April.

Continuing Education/Professional Development Highlights:
Recent offerings:
- *11th Annual Wild Wisconsin Winter Web Conference* is a statewide program of 14 webinars. I am on the 3-person planning and coordination team for this conference. A total of XX live attendees were from IFLS. Many take advantage of the recordings, as well (no stats for that).
- Two Annual Report workshops in Rice Lake and at IFLS
- Youth Services Series:
    o Webinar *Programs with Intention* with Amy Smith, 55 live, 41 have viewed the recording.
    o Webinar *Developing Minds at the Library* with Brooke Newberry, 45 live, 18 have viewed the recording (this one had stellar reviews)
    o Webinar *T(w)eens: Programming, Partnership, and Burnout* with Kymberlee Powe, 64 attended live, 52 have viewed the recording (this one also had stellar reviews).
    o 3 workshops (two in person and one virtual) to further delve into topics from the webinars and allow for discussion and activities. Led by me. Total attendees: 34
- There are two Privacy Tutorials created by the UW-Madison iSchool for everyone in the state, hosted on the IFLS Niche Academy one for frontline staff and one for managers. IFLS is the fiscal agent, host, and coordinator for this project.
- Katelyn and I provided a 3-hour inservice for Amery staff, Library 101.

Upcoming offerings:
- Statewide project *Wisconsin Libraries Talk About Race* Year 2 will include 3 webinars and 2 in-person workshops on the topic of Active Ally-ship in April, May, and June. I have been the point person for coordinating these. Watch the IFLS Calendar for updates.
- Vocal Health workshop with voice teacher Kat Sherman on May 10.
- Planning for the rest of 2023 is in progress. Many more of our offerings are statewide collaborations.

Scholarships
Federal LSTA funding, administered through the DPI, is allowing us to provide scholarships to library workers to attend conferences and take courses. We will be providing the following scholarships this spring:
- Lead the Way: Libraries at the Heart of Community Engagement conference—4 scholarships
- Wisconsin Association of Public Libraries conference—5 scholarships
- UW-Madison iSchool courses and tutorials—6 scholarships
Libraries represented include: Baldwin, Calhoun (Chetek), Chippewa Falls, Durand, Glenwood City, Hammond, Menomonie, Phillips, Roberts, Sand Creek, Somerset, and Spring Valley.

Consulting included discussion about certification, book clubs and programming for kids and teens, annual report questions, intellectual freedom, facilitating regular check-ins and new staff cohorts.

IT Director Report

IFLS Board of Trustees, March 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 that we have been using as our WAN IP by mistake. 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. I have completed the IPSEC migrations, and we are in the process of updating the network to the new public IP address. Changing our public IP is an involved process. IFLS uses IP authentication to a number of the databases we provide the libraries access to. That means we have to register our IP address with these database vendors to allow patrons to access the databases from within the library without a separate account. Cecelia Cole the IFLS Resource Sharing & Collection Consultant has been contacting our database vendors to update our public IP with them in preparation for the IP change. The first of 3 major IP changes has been implemented. This first change will run for a few weeks as a test to catch any unforeseen issues that may pop up. So far there have only been a few very minor issues which were easy to fix. The next change will happen in the next few weeks and then we will make the final move to the new interface IP and full migration of NWLS to the data center.

Public Services Consultant Report
Katelyn Noack

I. **Consulting**
Fall Creek's strategic plan is moving forward. They released their community survey, John and I spoke with their planning committee, and I aided John while he facilitated a discussion at their March Board meeting with trustees.
Somerset's community survey garnered a good response! John, Leah, and I are looking through the data for themes to send to their director.
I helped at the annual report workshops and reviewed the library's annual reports with John.

II. **New Directors**
I've continued a few regular one-on-one meetings with new directors to discuss any questions they have such as hiring, performance reviews, policy creation, etc.
New Directors Cohort Meetings: Met in early March, attendees seem to enjoy and appreciate the space and our next meeting will be in May.

III. **Collaborations/Adult Services**
Leah and I conducted a "Library 101" in-service for Amery staff about privacy, intellectual freedom, and customer service.
The Intellectual Freedom Workgroup, spearheaded by Leah & Cecelia had its first meeting this month and participants offered some good ideas on how IFLS can support libraries before/during challenges.

IV. **Committee Meetings**
Library Workforce Connection
Wisconsin Public Library Consortium Board Meeting
State Delivery Meetings
MORE Directors Council / Operations Committee / MORE Executive / Director Check-In

V. **Delivery**
There have been fewer issues with the terminal lately. Communication has improved and fewer libraries are reporting issues. Sorting is still between 1-2 weeks for materials but has improved overall. I just ordered 75 new bins for our courier, we were running low due to damaged bins and perhaps increased circulation. Price did increase drastically since we last ordered in 2020, so I may be looking into alternatives for the future.

VI. **Other Tidbits**
Attended the Wild Winter Wisconsin Web Conference (Jan. 25 & 26)
Attending WLA Government Information Day (Mar. 21)

Board Report for Communications and Outreach
Rebecca Kilde, PR and Communications Coordinator

Not a lot to report, but there's a lot of behind-the-scenes work going on.

- The Marketing Committee has been busy developing this year's Explore MORE Passport Program. We're implementing some improvements based on last year's successful program, like a Fabric Arts Itinerary and a Historical Sites itinerary. Watch for announcements on the IFLS website and library Facebook pages in the next few weeks. I hope you all can visit at least a few of our beautiful libraries!
- As a result of Library Legislative Day, Rice Lake Public Library was able to schedule a listening session at their library. Have you invited your elected officials to visit your local library? It's a great way to show all the innovative and responsive ways that public libraries serve their communities. Make sure to give your library director a head's up!
- While we're on the subject of advocacy Republicans leading the Legislature's budget writing committee have announced a four-city series of public hearings, so save the date! The public input sessions will be held April 5 in Waukesha, April 11 in Eau Claire, April 12 in Wisconsin Dells, and April 26 in Minocqua. We'll let you know as soon as we have guidance about talking points from the WLA.
- Do you read **The News From IFLS? It's a great way to keep up with what's happening here in our system and beyond.** Here's a link to the latest issue, and there's a link to subscribe in the header. You can also see a list of archived newsletters by clicking on the button at the bottom of the IFLS Home Page. Is there something you'd like to see in the newsletter? Let me know! Kilde@ifls.lib.wi.us

That's it for now!

MORE Administrator's Report

Lori Roholt
March 2023 – IFLS Board of Trustees

2023 Innovative Users Group (IUG) Conference

MORE Project Managers Bridget Krejci and Kathy Setter and I plan to attend the 2023 IUG Conference to be held in Phoenix this May. This conference is held by an organization of library users of automation products from Innovative Interfaces, including Sierra and Decision Center. This conference is a good opportunity to learn about best practices and new developments for Sierra and related technologies.

MORE's 2023 Conferences funds allow for reimbursing up to $2,000 for a MORE-member library director or staff person's attendance at IUG.

New MORE-member library

Activities continue 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 am working with MORE committees to further develop training materials.

2024 MORE Budget planning

I've invited directors to let me know about ideas for the 2024 MORE budget. See current and previous budgets on the MORE budgets page.

I've already heard suggestions for:

- Additional downloadable audiobook sources
- A modern and reliable text messaging service for sending circulation notices from Sierra

LSTA Cooperative Cataloging Project

IFLS staff are working with seven other Wisconsin library systems on an LSTA-funded grant project to investigate current and potential cataloging standards across the state as suggested during the PLSR process. This project will result in a final report outlining findings related to public library cataloging, with the potential to include academic libraries.

The overarching goals of the project include:

1. Making cataloging data cleaner utilizing standards to support library catalog users having a more consistent experience discovering materials.
2. Making cataloging materials more consistent through the development of baseline best practices and/or standards.
3. Preparing for the potential future of a shared discovery layer

System Effectiveness Statements
Member Library Annual Reports for 2022
(March 1, 2023)

Barron Public Library
The IFLS Library System is wonderful. They provide effective leaders and library resources. IFLS Library System staff are friendly, knowledgeable, encouraging, and a true joy to partner with.

Cameron Public Library
The IFLS Library System continues to be a valuable resource and administering body for our libraries. The IFLS Library System team helps our library to achieve its goals, allowing us to be a valuable presence and participant in our community. They do this by providing on-going training and educational opportunities, legislative awareness and participation opportunities, money-saving opportunities for purchases and training, keeping libraries connected to each other, our municipalities, schools, organizations, and members of our communities. They always go above and beyond to support our library and our community.

Colfax Public Library
The system has done a great job this past year. The library director especially appreciates the Zoom option for Directors Council meetings, how speedy the Help Desk ticket system is, Anne Hamland's great facilitation tweaking our website, and the high functionality of the IFLS website.

Deer Park Public Library
The IFLS Library System Director and staff provide leadership and support to library directors, library staff and library board members. When questions or issues come up the library director, staff and board members know that they can reach out via the IFLS Help Desk or directly to IFLS staff for answers or resources. Facilitating the sharing of knowledge between member library's is encouraged and supported by the actions of the IFLS staff. The IFLS Library System staff are the important components for the success of the library.

Eau Claire – L.E. Phillips Memorial Public Library
We have found IFLS staff to be knowledgeable, responsive, and incredibly helpful in navigating all things library related. When we need assistance, we know that they are there for us, whether we ask about new programs and services, library legislation, or filling out reports.

Frederic Public Library
It was my first year as director of this library. John and his staff have gone above and beyond to make me feel welcomed, supported, and educated. I have zero complaints about IFLS; they are doing a tremendous job in supporting their directors and libraries!!

Ladysmith – Rusk County Community Library
IFLS has been an exemplary library system that we can depend on for support. We continue to be satisfied and amazed at their excellence in service.

Plum City Public Library
The IFLS Library System is a valuable resource that we are very thankful to have. We appreciate all the staff and the support they provide our library.

River Falls Public Library
The Library Board and Board President has confidence in IFLS and the Executive Director.

Sand Creek – Clarella Hackett Johnson Public Library
I can't say enough good things about our IFLS and MORE staff. They are patient and helpful anytime I have needed help. They are there when we need them.

Stanley – D.R. Moon Memorial Library
We appreciate the work that John and every IFLS staff person does for the system and for the individual libraries. We were able to provide more comprehensive and effective services thanks to the dedication and support of all the IFLS staff.

Certificate of Recognition
Awarded to

Lyle Lieffring

WHEREAS, Lyle Lieffring served on the IFLS Library System Board of Trustees representing Rusk County from January 2012 – December 2022 AND

WHEREAS, Lyle Lieffring served on the IFLS Library System Executive Committee in 2015, 2018, and 2021 AND

WHEREAS, Lyle Lieffring served on the Personnel Committee in 2013, 2014, 2016, 2017, 2018, 2019, and 2020 AND

SO NOW, THEREFORE BE IT RESOLVED that the IFLS Library System Board of Trustees go on record commending Lyle Lieffring for his eleven years of service to the IFLS Library System and its member libraries.

DATED this _22nd_ day of _March_, 2023

IFLS Library System Board of Trustees

2023 IFLS Board of Trustees

Updated: March 2023