Things to Mention

The IFLS Board of Trustees will be meeting on Wednesday, September 27, 2023, in Rice Lake, Wisconsin. The schedule for the day is as follows:

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10:30 am      IFLS Personnel Committee Meeting
              Rice Lake Public Library
              2 E Marshall St., Rice Lake, WI

11:45 am      Lunch
              The Social House
              326 S. Main St., Rice Lake, WI
              (You will be able to order off the
               menu and each diner will pay for
               lunch of his or her choice.)

1:00 pm       IFLS Board of Trustees Meeting & Tour
              of the Rice Lake Public Library
              2 E Marshall St., Rice Lake, WI
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If your plans to attend meetings and lunch in-person change, please contact me at your earliest convenience. We want to ensure we have a quorum and are better able to plan for lunch. I can be contacted via phone at 1-800-321-5427 Ext. 110 (715-839-5082) or by email at gardner@ifls.lib.wi.us.

Seeing everyone is coming from different directions, I suggest you map out the best route for you.

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

Join via Zoom:
> https://us02web.zoom.us/j/81755104733?pwd=ajk1REVTc2FsZ1k2dFFXb2VMcWtwUT09
> Meeting ID: 817 5510 4733
> Passcode: PJgDXPD6

Phone In:
> +1 312 626 6799 US (Chicago)
> Meeting ID: 817 5510 4733
> Passcode: 83588759

A G E N D A

I. Call to Order

II. Establish a Quorum

III. Certification of Compliance with the Open Meeting Law

IV. ***** Approve Agenda

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

VI. Announcements/Correspondence/Introductions

VII. ***** Minutes -   Approve: Board of Trustees – July 26, 2023   **#35** (23)
Acknowledge Receipt: Personnel Committee – July 26, 2023   **#34** (23)

VIII. ***** Financials - Approve: Check Registers: July-August 2023   **#36** (23)
Approve: Financial Reports: July-August 2023   **#37** (23)

IX. Investment Report Discussion

X. Agenda Items and Director's Report of Monthly Activities   **#38** (23)

XI. IFLS Staff Reports   **#39** (23)

XII. ***** Personnel Committee Report
- 2024 Shared Staff Position
- Wages and Benefits for 2024****** *(Personnel Chair to provide recommendation.)*
- Director's Salary for 2024****** *(Personnel Chair to provide recommendation.)*
  ** The IFLS Library System may go into closed session to consider matters relating to employment, promotion, compensation or performance evaluation of any public employee over which the IFLS Library System has jurisdiction or exercises responsibility, pursuant to Section 19.85(1)(c) of the Wisconsin Statutes. The committee will reconvene into open session.

XIII.   *   Action on Closed Session

XIV.   *   2023 Revised/2024 Preliminary IFLS and MORE Budget   **#40** (23)

XV.   *   IFLS Strategic/State Long Range Plan   **#41** (23)

XVI.   Board Member Reports

XVII.   *   Adjournment

Wisconsin Library Association (WLA) Conference
        https://www.wisconsinlibraries.org/wla-annual-conference

* *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.

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IFLS LIBRARY SYSTEM
Board of Trustees
July 26, 2023

M I N U T E S

</div>

The Board of Trustees of the IFLS Library System met on Wednesday, July 26, 2023, at the Ellsworth Public Library, 388 Main Street, Ellsworth, WI 54011 and via Zoom. Duerkop called the meeting to order at 12:31 pm.

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QUORUM AND CERTIFICATION OF COMPLIANCE
WITH OPEN MEETINGS LAW:

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

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BOARD MEMBERS PRESENT:

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Mary Ellen Brue (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Kathy Krug** (Barron County); **Sheila Lorentz** (Pierce County); **Paula Lugar** (Pierce County); **Jill Markgraf** (Resource Library); **Sue Marshall** (Price County); **Jackie Pavelski** (Eau Claire County); **Michael Schendel** (St. Croix County); **Joel Seidlitz** (Chippewa County); **Jim Tripp** (Dunn County).

<div align="center">

BOARD MEMBERS ABSENT:

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Judy Achterhof (St. Croix County); **Lois Goode** (Rusk County); **Mary Alice Larson** (Barron County); **Barbara McAfee** (Polk County); **Ricky Riggins** (Pepin County); **Josh Sterling** (Eau Claire County).

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OTHERS PRESENT:

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John Thompson (Director); **Adam Fuller** (Business Manager); **Katelyn Noack** (Public Services Consultant); **Joanne Gardner** (Administrative Associate/Recorder).

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APPROVE AGENDA:

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MOTION #28 (23)**:**   To approve the agenda as presented. Pavelski/Daus
                  RESULT: Carried.

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PUBLIC COMMENTS:

</div>

There were no public comments.

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ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

</div>

Introductions were made among those in attendance and participating via Zoom.

Thompson noted appreciation and thanks to Marilyn Holte for over 30 years of dedication to the board prior to her recent passing. Holte was super active and provided valuable insights, wisdom, and humor. She will be sorely missed. Duerkop added that Holte was a fantastic mentor and an amazing woman.

MINUTES:

MOTION #29 [23]**:**   To approve the Board of Trustees dated May 24, 2023 (Doc. #27-23). Brue/Marshall
RESULT: Carried.

The Board acknowledged receipt of the May 24, 2023, Personnel Committee minutes (Doc. #26-23).

FINANCIAL REPORTS:

MOTION 30 [23]**:**   To approve the Check Registers for May-June 2023 (Doc. #30-23). Daus/Eggert
RESULT: Carried.

Questions were asked about fraud charges, door handles for conference room, payment to WiLS for electronic content for the collective statewide collection, and FlowRoute for the phone service.

MOTION #31 [23]**:**   To approve the Financial Reports for May-June 2023 (Doc. #31-23). Daus/Brue
RESULT: Carried.

Questions were asked about why there has been nothing spent from Community Engagement Support. Thompson noted that those funds were carried over from 2022 as unspent. That has not been a focus yet as there have been more pressing areas to concentrate on.

(Former IFLS Trustee Janet Knudson, who represented Pierce County, stopped by the meeting to say hello.)

Pavelski noted that the IFLS Contribution for MORE Operating line item came in $1.00 under budget.

DIRECTOR'S REPORT:

The state budget that was recently signed includes an increase in library system funding. IFLS will be receiving roughly $150,000 more in funding for 2024. And another $150,000 on top of 2024 amounts for 2025. The budget is looking solid for the next couple of years.

There have been conversations about staffing needs including potential collaborations with other systems, wages, and other potential enhancements to services. IFLS, Wisconsin Valley, and Northern Waters have been collaborating on technology and are looking into increased support for website development among the three systems.

We are also looking more broadly statewide. A statewide data study found that having data expertise regionally would be beneficial.

IFLS STAFF REPORTS:

Katelyn Noack, Public Services Consultant, was present to provide her report. Noack has held her position for almost one year.

Noack manages delivery on a day-to-day basis. IFLS utilizes two different courier systems to move all interloan items through the State. They are Waltco and the South Central courier. A handout was provided showing the routes of both courier systems. Waltco has seven different routes and Price County, and they make 206 stops per week. Most libraries have 3 days of service, and some add additional days (up to 5 per week). The courier service is also used to send kits, posters, marketing materials, supply orders, etc. Over the past four months, there have been over 18,000 items in transit at all items. 96% of the materials arrive at their destination in less than one week.

Strategic Planning was new to Noack when she started at IFLS. Noack helped the libraries alongside Thompson. She is acquiring the knowledge and skills to aid in the development of strategic plans. Services offered include resource sharing, data collection facilitation, priority and goal setting, and additional help as requested. Libraries aided in 2022-2023 include Menomonie, Somerset, Fall Creek, and Amery.

Other work Noack was involved in under Administration includes new director orientation webpage and policies as needed. Noack advises and offers suggestions for revision. She is currently working on a webpage with sample policies.

Noack works with new directors including the orientation webpage and suggested webinars. Noack is part of the New Director Cohort. In 2022, there were 10 new directors who joined IFLS. Every other month they meet virtually to cover a specific topic and have discussions.

Other work Noack is involved in includes updating the adult services webpage, working on Intellectual Freedom with Langby and Cole, and workforce planning resources, and outreach.

Pavelski inquired about the time frame for strategic planning that is used. Noack noted that it is the library's decision. Most libraries target 3-5 years. Larger libraries are generally 2-3 years and smaller libraries 4-5 years.

BOARD MEMBER REPORTS:

Trustee Training week is coming up in August. It is a yearly event for trustees, with one hour webinars each day for a week. Trustees are welcome to register and attend. Flyers for the event were distributed.

The American Library Association (ALA) has new trustee training called United for Libraries. It is a virtual conference starting August 1st. Additional information is available on the trustee page of the IFLS website.

Marshall shared that Phillips Public Library was excited to host the first post pandemic program with over 100 in attendance.

Brue noted that Leah Langby helped produce a video which has now become a regular in the Baldwin school system.

PERSONNEL COMMITTEE REPORT:

The Director Accountabilities (Doc. #28-23) was included in the meeting packet and was reviewed by the Personnel Committee. They include the current and future accountabilities and action steps. The Personnel Committee recommends Board approval.

MOTION #32 (23)**:**   To approve the Director Accountabilities (Doc. #28-23). Brue/Marshall
RESULT: Carried.

The Personnel Committee conducted the Director Evaluation. A survey was sent via Survey Monkey to all library directors in the system. 42 out of 53 directors completed the survey. In addition, an email was sent to the IFLS Board of Trustees and IFLS Staff to encourage them to contact the Personnel Committee if there was feedback, they wanted to provide as part of the evaluation process.

The survey included questions related to the Management of IFLS, Personal and Professional Attributes, The Director's Greatest Strengths, Suggestions for Improvements, and any comments the Directors wanted to share related to the library director's performance.

Daus reviewed the results of the survey and comments. The comments reflected that Thompson is a stellar advocate for the IFLS Library System and member libraries.

MOTION #33 (23)**:**   To approve the System Director Evaluation as recommended by the Personnel Committee. Brue/Krug
RESULT: Carried.

Thompson brought a proposal to the Personnel Committee to make a wage adjustment for recent hires. Four employees hired in the last several months would receive a fifty cent per hour raise effective with the current pay period through the end of 2023. The amount needed to support this adjustment in the budget would be $2,200.

MOTION #34 (23)**:**   To approve the wage adjustments for four recent hires by fifty cents per hour effective this payroll through the end of 2023. Tripp/Brue
RESULT: Carried.

Tripp noted that all four employees were hired right before or shortly after the 2023 budget was adopted. The Personnel Committee viewed the adjustment as appropriate based on employee performance.

MORE START-UP FEES FOR HAWKINS:

Thompson noted that the original MORE start-up fee formula includes a factor for the number of public computers available in the library. Hawkins has significantly more than any library of their

- 4 -

size and more than many of the larger libraries. This factor significantly skews their fee. It is requested that their start-up fee be adjusted to better reflect a library of their size. Based on the fee charged to Cornell, it is recommended that Hawkins pay an $18,000 start-up fee.

MOTION #35 [23]**:**   To approve the MORE Start-up Fee for Hawkins Area Library at $18,000.
          Lugar/Daus
          RESULT: Carried.

ADJOURNMENT:

Ellsworth Library Director, Tiffany Meyer, joined the meeting to provide a tour of the library for those interested following the conclusion of the meeting.

Pavelski made a motion to adjourn at 1:55 pm. Brue seconded. Motion carried.

_____
Joanne Gardner, Recorder/Administrative Associate

These minutes of the Board of Trustees are approved:	☐ as printed. ☐ with corrections noted.
_____ Presiding Officer	_____ Dated

IFLS LIBRARY SYSTEM
Personnel Committee
July 26, 2023

M I N U T E S

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, July 26, 2023, at Ellsworth Public Library, 288 Main Street, Ellsworth, WI 54011 as well as via Zoom. Daus called the meeting to order at 10:35 am.

QUORUM AND CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW:

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

PERSONNEL COMMITTEE MEMBERS PRESENT:

Jan Daus (Eau Claire County), Sue Duerkop (Polk County), Sue Marshall (Price County), Jim Tripp (Dunn County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

Mary Alice Larson (Barron County), Ricky Riggins (Pepin County).

OTHERS PRESENT:

John Thompson (Director), Joanne Gardner (Administrative Associate/Recorder), Linda Heimstead (Balsam Lake).

APPROVE AGENDA:

MOTION #23[(23)]   To approve the agenda as presented. Duerkop/Marshall
RESULT: Carried.

CITIZEN COMMENTS:

There were no citizen comments.

MINUTES:

MOTION #24[(23)]   To approve the Personnel Committee minutes of May 24, 2023 (Doc. #26-23). Marshall/Tripp
RESULT: Carried.

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SYSTEM DIRECTOR ACCOUNTABILITIES:

The first section of the Director Accountabilities covers July 2022 through June of 2023 and what action steps taken to meet each of the accountabilities listed.

Thompson continues to be involved in statewide leadership opportunities. The System Library Directors meet weekly during Covid. Now they meet on average two times per month. They are currently working on system standards and Thompson is the point person for that process. Thompson serves as the Project Resource Lead for the Wisconsin Public Library Facility Assessment Survey and is a team member of the Wisconsin Library Buildings and Spaces Continuing Education Website project. Thompson was appointed Chair of the Wisconsin Public Library Consortium Technology Steering Committee in May of this year.

Thompson continued library visit patterns similar to pre-pandemic levels. He made 137 library visits to 31 distinct libraries. Thompson has worked with several libraries on building projects.

Thompson, as part of the new director cohort, has seen seven new library directors in the past year. The hiring of new directors has slowed down a bit and 2023 has been relatively quiet.

MOTION #25[(23)]   To approve the System Director Accountabilities (Doc. #28-23) and present them to the IFLS Board of Trustees. Tripp/Duerkop
RESULT: Carried.

Tripp noted that the IFLS Board of Trustees needs to keep in mind that Thompson may not always be the director. Tripp inquired if there is anything that Thompson does that would be important to be included. The Board may want to check with other systems in the state to determine if they have/use director accountabilities.

SYSTEM DIRECTOR EVALUATION:

MOTION #26[(23)]   To approve the System Director Evaluation (Doc. #29-23) and recommend IFLS Board of Trustees approval. Tripp/Marshall
RESULT: Carried.

The IFLS Board and Personnel Committee, as part of the system director evaluation process, sought input on the performance of John Thompson, IFLS Director. Public Library directors were asked to complete an evaluation offered via Survey Monkey. The results of that are provided in the System Director Evaluation provided that was conducted in June of 2023. 42 out of the 53 public library directors completed the survey. In addition, an email was sent to the IFLS Board of Trustees as well as IFLS staff to encourage them to contact the Personnel Committee Chair if there was feedback, they wanted to provide as part of the evaluation process.

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Daus worked with Gardner to provide the survey results received from Survey Monkey as represented in Document #29-23.

The Personnel Committee reviewed the ranking and comments of the survey. Overall, the evaluation reflected that Thompson continues to excel at his position as system director. No directors requested follow-up by the committee. No emails with concerns were forthcoming from the IFLS Board or staff.

WAGE ADJUSTMENTS FOR RECENT HIRES:

Thompson is proposing a fifty-cent increase for four recent hires effective this current payroll through the remainder of 2023. The financial impact for this proposal is $2,200. These employees were hired after the 2023 budget was put together.

All IFLS staff would then be adjusted with a recommendation brought forward by Thompson in September for the 2024 budget.

MOTION #27[23]   To approve the wage adjustment for four recent hires at fifty cents. per hour beginning this current payroll. Daus/Marshall
RESULT: Carried.

ADJOURNMENT:

Motion to adjourn at 11:20 am. Daus

_____
Joanne Gardner, Recorder/Administrative Associate

3

IFLS Library System
Check Register
July 2023

#036(23)

Date	Num	Name	Memo	Amount
Jul 23				
07/01/2023	Auto Pay	Delta Dental	July '23 Vision	-73.46
07/08/2023	Auto Pay	AT&T	June Phone/Fax Line	-20.55
07/10/2023	Auto Pay	Kwik Trip, Inc.	June Gas	-133.63
07/11/2023	Auto Pay	Eau Claire, City of	21894-00-1	-313.80
07/12/2023	Auto Pay	Wisconsin Deferred Comp. Program	P/R#14	-1,400.00
07/18/2023	Auto Pay	Xcel Energy	05/25-6/26 Gas & Electric Svc	-335.59
07/19/2023	Auto Pay	Internal Revenue Service	P/R#14	-7,633.46
07/20/2023	Auto Pay	Lumen	Jul. Phone	-1.40
07/24/2023	Auto Pay	Associated Credit Card	Jun. Credit Card *see attached	-5,523.96
07/24/2023	Auto Pay	Employee Trust Funds, Dept of	Aug. '23 Health Ins.	-28,505.92
07/31/2023	Auto Pay	Wisconsin Department of Revenue	P/R#14	-1,327.72
07/31/2023	Fed.Tx.Adj.	Reconcilliation Desicrepancies	Fed.Tx.Adj.	-0.01
07/05/2023	WIRE	Internal Revenue Service	P/R#13	-10,154.48
07/15/2023	WIRE	Wisconsin Department of Revenue	P/R#13	-1,744.08
07/26/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#15	-1,400.00
07/31/2023	WIRE	Wisconsin Retirement System	June. WRF	-10,148.95
07/12/2023	DD2439-2456	IFLS Staff	Direct Deposit	-24,062.91
07/26/2023	DD2457-2474	IFLS Staff	Direct Deposit	-24,062.89
07/10/2023	42997	Action Mechanical LLC	2023 HVAC Contract	-650.00
07/10/2023	42998	Center For Independent Living Western Wis	Assessment Baldwin/Woodville	-1,392.25
07/10/2023	42999	Cole, Cecelia	Mult. Lib. Visits	-218.88
07/10/2023	43000	Computype, Inc.	Billable/ 4" Ribbons/2" Ribbons	-487.95
07/10/2023	43001	Culligan	Jul. Service	-99.95
07/10/2023	43002	Jensen, Brad	Tech Support/Luck Library	-10.00
07/10/2023	43003	Krejci, Bridget	Mult. Lib. Visits	-59.16
07/10/2023	43004	OCLC, Inc	2023-2024 Year/ OCLC on Acct	-67,641.91
07/10/2023	43005	Securian Financial Group, Inc.	Aug. Life Ins.	-333.28
07/10/2023	43006	Setter, Kathy	ALA Conf/Cornell Visits	-412.48
07/10/2023	43007	Thompson, John	3/1-6/30 Library Visits	-803.76
07/10/2023	43008	Waltco Inc.	July Delivery Service	-31,136.51
07/18/2023	43009	Chippewa Falls Public Lib	Book Memorial/Marilyn Borgenheimer Holte	-50.00
07/18/2023	43010	Clausen, Bonnie	WLA Membership Reimbursement	-50.00
07/18/2023	43011	Cole, Cecelia	Mult. Lib. Visit. Mileage Adjustment	-74.88
07/18/2023	43012	Hudson Public Lib	MORE Ecomm Payments 2023	-1,051.80
07/18/2023	43013	Krejci, Bridget	Adding Items to Sierra/Cornell	-29.58
07/18/2023	43014	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2023	-968.96
07/18/2023	43015	Maug Cleaning Solutions, Inc.	06/05/23-07/02/23 Cleaning Service	-382.00
07/18/2023	43016	Season 2 Season	May-Jun. Lawncare Svc	-350.00
07/18/2023	43017	Stephannie A. Regenauer	WLA Membership Reimbursement	-123.00
07/18/2023	43018	Wisconsin Library Association	Legislative Advocate Fee	-1,500.00
07/18/2023	43019	Marcive, Inc.	MORE/Jun. Database Maint.	-254.02
07/18/2023	43020	OverDrive, Inc.	Billable/Baldwin Titles	-252.32
07/31/2023	43021	Brue, Mary Ellen	Board Mileage	-21.93

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IFLS Library System
Check Register
July 2023

Date	Num	Name	Memo	Amount
07/31/2023	43022	CESA #10	CINC Maint 7/1/23 - 6/30/24	-3,432.00
07/31/2023	43023	Colfax Public Lib	Delivery Damage/1 item	-17.99
07/31/2023	43024	Daus, Jan	Board Mileage	-71.40
07/31/2023	43025	Duerkop, Sue	Board Mileage	-51.00
07/31/2023	43026	Fairchild Public Library	MORE Ecomm Payments 2022	-4.73
07/31/2023	43027	L.E. Phillips Memorial Public Library	2nd Qtr Contract Payment	-5,750.00
07/31/2023	43028	Langby, Leah	Lib. Visits/Balsam Lake	-79.92
07/31/2023	43029	Pavelski, Jackie	Board Mileage	-71.40
07/31/2023	43030	Rusk County Community Library	Delivery Damage/1 item	-11.00
07/31/2023	43031	L.E. Phillips Memorial Public Library	MORE/2nd Qtr High Demands	-845.56
07/31/2023	43032	OverDrive, Inc.	Jun. Advantage/High Demand	-5,991.36
Jul 23				**-241,523.79**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (08/24/2023)

Date	Name	Memo	Num	Amount
Jun 28 - Jul 27, 23				
06/29/2023	Dell Marketing L.P.	Billable/Colfax-Optiplex Micro PC/Monitor & Stand	Comp Equip	935.69
06/29/2023	FlowRoute.com	June Phone/on Acct	on Acct	50.00
07/05/2023	GFL Environmental	Jul. Garbage	493152	38.83
07/06/2023	Screencast-O-Matic.com	Workshops/Video Editing	1554446	19.80
07/10/2023	Divi-Bars	Websites/Divi Bars Subscript	Renewal	15.00
07/11/2023	Hilton Hotels	Fraud Charge-Credit	3174093101	-154.25
07/12/2023	American Library Association	PLA/ALA Membership/L. Langby	Membership	246.00
07/12/2023	Dell Marketing L.P.	Billable/Ladysmith-Optiplex Micro PC/Monitor & Sta	Comp Equip	906.11
07/13/2023	Wisconsin Library Association	WLA Membership/R. Kilde	Renewal	52.50
07/13/2023	Minuteman Press	Cardstock Posters	Posters	21.45
07/14/2023	FlowRoute.com	Jul. Phone/on Acct	on Acct	50.00
07/19/2023	Auto-Owners Insurance	Auto Ins 7/20/23 - 24	016719852	978.26
07/24/2023	Festival Foods	Meeting Supplies-Pop/Water	Supplies	26.79
07/24/2023	Amazon.com Credit	Office Supplies	Off. Supp.	50.79
07/26/2023	Misc Restaurants	Board Meeting Lunch-J.Thompson/J.Gardner	Mtg. Lunch	22.56
07/27/2023	Wisconsin Library Association	WLA Membership/C. Cole	Renewal	136.50
07/27/2023	Hotels	ALA Conf/K. Setter	Conf Hotels	887.52
07/27/2023	Parking	ALA Conf/K. Setter	Conf Park	80.00
07/27/2023	Restaurants	ALA Conf. Meals/K. Setter	Conf Meals	12.00
07/27/2023	Culver's	ALA Conf. Meals/K. Setter	Conf Meals	10.53
07/27/2023	USPS	Jul. Postage	Postage	59.81
Jun 28 - Jul 27, 23 Total				**4,445.89**

IFLS Library System
Check Register
August 2023

Date	Num	Name	Memo	Amount
Aug 23				
08/01/2023	Auto Pay	Delta Dental	Aug '23 Vision	-73.46
08/07/2023	Auto Pay	AT&T	July Phone/Fax Line	-20.55
08/16/2023	Auto Pay	Xcel Energy	06/25-7/26 Gas & Electric Svc	-338.97
08/20/2023	Auto Pay	Kwik Trip, Inc.	Jul. Gas	-46.11
08/20/2023	Auto Pay	Lumen	Aug. Phone	-1.40
08/24/2023	Auto Pay	Employee Trust Funds, Dept of	Sept. '23 Health Ins.	-27,478.44
08/24/2023	Auto Pay	Associated Credit Card	Jul. Credit Card *see attached	-4,445.89
08/02/2023	WIRE	Internal Revenue Service	P/R#15	-7,633.44
08/09/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#16	-1,400.00
08/15/2023	WIRE	Wisconsin Department of Revenue	P/R#15	-1,327.72
08/16/2023	WIRE	Internal Revenue Service	P/R#16	-7,669.80
08/23/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#17	-1,400.00
08/30/2023	WIRE	Internal Revenue Service	P/R#17	-7,669.60
08/31/2023	WIRE	Wisconsin Retirement System	Jul.WRF	-9,163.19
08/31/2023	WIRE	Wisconsin Department of Revenue	P/R#16	-1,336.12
08/09/2023	DD2475-249	IFLS Staff	Direct Deposit	-24,164.48
08/23/2023	DD2493-251	IFLS Staff	Direct Deposit	-24,164.55
08/07/2023	43033	Altoona Public Lib	Delivery Damage/1 item	-22.17
08/07/2023	43034	Culligan	Aug. Service	-99.95
08/07/2023	43035	Eggert, Pat	Board Mileage	-56.10
08/07/2023	43036	EO Johnson Co.	Qtrly. Maint.	-221.00
08/07/2023	43037	Glenwood City Public Lib	Delivery Damage/1 item	-17.00
08/07/2023	43038	OCLC, Inc	Jul. Net OCLC Fees	-73.08
08/07/2023	43039	Season 2 Season	Jul. Lawncare Svc	-295.00
08/07/2023	43040	Securian Financial Group, Inc.	Sept. Life Ins.	-333.28
08/07/2023	43041	Waltco Inc.	2924	-31,098.22
08/07/2023	43042	Wisconsin Valley Library Service	2023 LEAN WI Tech Partnership	-55,677.78
08/07/2023	43043	Marcive, Inc.	MORE/Jul. Database Maint.	-269.60
08/21/2023	43044	CA Friday Memorial Library	MORE Ecomm Payments 2023	-1,084.78
08/21/2023	43045	Cole, Cecelia	Mult. Lib. Visits	-180.54
08/21/2023	43046	EO Johnson Co.	Color Copies	-101.40
08/21/2023	43047	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2023	-953.29
08/21/2023	43048	Langby, Leah	Lib. Visits/Rice Lake-Interview Panel	-61.71
08/21/2023	43049	Maug Cleaning Solutions, Inc.	07/03/23-07/30/23 Cleaning Service	-382.00
08/21/2023	43050	River Falls Public Lib	MORE Ecomm Payments 2023	-1,067.80
08/21/2023	43051	South Central Library System	Jul-Dec Statewide Delivery	-8,154.00
08/21/2023	43052	Spooner, Valerie	LSTA/Workshop-Hotel	-90.00
Aug 23 Total				**-218,572.42**

IFLS Library System
Check Register
August 2023

Date	Num	Name	Memo	Amount
Aug 23				
08/01/2023	Auto Pay	Delta Dental	Aug '23 Vision	-73.46
08/07/2023	Auto Pay	AT&T	July Phone/Fax Line	-20.55
08/16/2023	Auto Pay	Xcel Energy	06/25-7/26 Gas & Electric Svc	-338.97
08/20/2023	Auto Pay	Kwik Trip, Inc.	Jul. Gas	-46.11
08/20/2023	Auto Pay	Lumen	Aug. Phone	-1.40
08/24/2023	Auto Pay	Employee Trust Funds, Dept of	Sept. '23 Health Ins.	-27,478.44
08/24/2023	Auto Pay	Associated Credit Card	Jul. Credit Card *see attached	-4,445.89
08/02/2023	WIRE	Internal Revenue Service	P/R#15	-7,633.44
08/09/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#16	-1,400.00
08/15/2023	WIRE	Wisconsin Department of Revenue	P/R#15	-1,327.72
08/16/2023	WIRE	Internal Revenue Service	P/R#16	-7,669.80
08/23/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#17	-1,400.00
08/30/2023	WIRE	Internal Revenue Service	P/R#17	-7,669.60
08/31/2023	WIRE	Wisconsin Retirement System	Jul.WRF	-9,163.19
08/31/2023	WIRE	Wisconsin Department of Revenue	P/R#16	-1,336.12
08/09/2023	DD2475-249	IFLS Staff	Direct Deposit	-24,164.48
08/23/2023	DD2493-251	IFLS Staff	Direct Deposit	-24,164.55
08/07/2023	43033	Altoona Public Lib	Delivery Damage/1 item	-22.17
08/07/2023	43034	Culligan	Aug. Service	-99.95
08/07/2023	43035	Eggert, Pat	Board Mileage	-56.10
08/07/2023	43036	EO Johnson Co.	Qtrly. Maint.	-221.00
08/07/2023	43037	Glenwood City Public Lib	Delivery Damage/1 item	-17.00
08/07/2023	43038	OCLC, Inc	Jul. Net OCLC Fees	-73.08
08/07/2023	43039	Season 2 Season	Jul. Lawncare Svc	-295.00
08/07/2023	43040	Securian Financial Group, Inc.	Sept. Life Ins.	-333.28
08/07/2023	43041	Waltco Inc.	2924	-31,098.22
08/07/2023	43042	Wisconsin Valley Library Service	2023 LEAN WI Tech Partnership	-55,677.78
08/07/2023	43043	Marcive, Inc.	MORE/Jul. Database Maint.	-269.60
08/21/2023	43044	CA Friday Memorial Library	MORE Ecomm Payments 2023	-1,084.78
08/21/2023	43045	Cole, Cecelia	Mult. Lib. Visits	-180.54
08/21/2023	43046	EO Johnson Co.	Color Copies	-101.40
08/21/2023	43047	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2023	-953.29
08/21/2023	43048	Langby, Leah	Lib. Visits/Rice Lake-Interview Panel	-61.71
08/21/2023	43049	Maug Cleaning Solutions, Inc.	07/03/23-07/30/23 Cleaning Service	-382.00
08/21/2023	43050	River Falls Public Lib	MORE Ecomm Payments 2023	-1,067.80
08/21/2023	43051	South Central Library System	Jul-Dec Statewide Delivery	-8,154.00
08/21/2023	43052	Spooner, Valerie	LSTA/Workshop-Hotel	-90.00
Aug 23 Total				**-218,572.42**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (09/24/2023)

Date	Name	Memo	Num	Amount
Jul 28 - Aug 28, 23				
07/28/2023	Wisconsin Library Association	WLA Conference Reg./D. Faulhaber, B. Clausen, S	WLA Conf	225.00
07/28/2023	CDW-G	IFLS Comp/Wireless Headset	IFLS Comp	129.74
07/28/2023	FlowRoute.com	Aug. Phone/on Acct	on Acct	50.00
07/31/2023	Dell Marketing L.P.	Billable/Fall Creek -Optiplex, Laptop, Monitor, Moni	Comp Equip	1,802.69
07/31/2023	Dell Marketing L.P.	Billable/Cumberland -Optiplex, Laptop, Monitor, Mc	Comp Equip	4,501.96
08/02/2023	Amazon.com Credit	Program Kit Materials-Blender	Kits	32.34
08/02/2023	Amazon.com Credit	Program Kit Materials-Door Pressure Gauge	Kits	46.55
08/05/2023	GFL Environmental	Aug. Garbage	515164	38.83
08/05/2023	Amazon.com Credit	Office Supplies-Wrist Rests & Bell/Sign	Off. Supp.	25.98
08/07/2023	Colorado Library Consortium	CLEL Conference Reg./L. Langby	Conf. Reg.	35.00
08/10/2023	Misc Restaurants	MORE-Lunch C.Cole/Phillips Director	Mtg. Lunch	33.71
08/12/2023	FlowRoute.com	Aug. Phone/on Acct	on Acct	50.00
08/14/2023	Harbor Freight	Electric Cardboard Cutter	99909266532	42.19
08/14/2023	Fiber Lab	MORE Passport Prizes	Pass. Prize	10.02
08/16/2023	Festival Foods	Meeting Supplies-Pop	Supplies	15.81
08/16/2023	Festival Foods	Meeting Supplies-Card for Sadie	Supplies	6.32
08/16/2023	Library Journal	Conf. Reg. Billable to Libs/LSTA	Course Regs	1,012.23
08/18/2023	Target	MORE Passport Prizes	Pass. Prize	38.47
08/18/2023	Popcorn Shop	MORE Passport Prizes	Pass. Prize	22.12
08/21/2023	Kwik Trip, Inc.	MORE Passport Prizes	Pass. Prize	40.00
08/22/2023	Wisconsin Library Association	WLA Membership/D. Faulhaber	Renewal	165.00
08/23/2023	Dell Marketing L.P.	IFLS- Laptop, Monitor, Docking Station	Comp Equip	2,696.84
08/24/2023	Wisconsin Library Association	WLA Membership/K. Setter	Renewal	166.20
08/24/2023	PayPal Inc.	MORE Passport Prizes	Pass. Prize	20.07
08/25/2023	Wisconsin Library Association	WLA Conference Reg./J. Thompson	WLA Conf	425.00
08/27/2023	FlowRoute.com	Aug. Phone/on Acct	on Acct	16.67
08/27/2023		Service Charge-Paypal Foreign Fees		0.40
08/28/2023	USPS	Aug. Postage	Postage	43.06
Jul 28 - Aug 28, 23 Total				**11,692.20**

9/14/2023
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IFLS Library System
Balance Sheet
As of August 31, 2023

	IFLS	MORE	2023 TOTAL	2022 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	20,863.89		20,863.89	23,202.68
1040 · Bank Mutual - Checking	73,106.79		73,106.79	119,911.37
1050/1106 · Investments/Bank Mutual & States PIF	1,282,968.81	447,793.27	1,730,762.08	1,759,955.10
Total Checking/Savings & Investments	1,376,939.49	447,793.27	1,824,732.76	1,903,069.15
Accounts Receivable				
1200 · Accounts Receivable	18,783.33		18,783.33	4,936.34
Total Accounts Receivable	18,783.33	0.00	18,783.33	4,936.34
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,028.58		2,028.58	3,324.69
1499 · Undeposited Funds	3,936.96		3,936.96	0.00
1508/1509 · 2023-2024 Prepaid Expenses	35,468.78	0.00	35,468.78	2,432.00
Total Other Current Assets	41,509.32	0.00	41,509.32	5,831.69
TOTAL ASSETS	1,437,232.14	447,793.27	1,885,025.41	1,913,837.18
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	22,734.57	6,874.55	29,609.12	30,497.38
2011 · Credit Card - Associated	0.00		0.00	
Total Accounts Payable	22,734.57	6,874.55	29,609.12	30,497.38
Other Current Liabilities				
2100 · Payroll Liabilities	1,476.12		1,476.12	1,288.32
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	1,476.12	0.00	1,476.12	1,288.32
Total Current Liabilities	24,210.69	6,874.55	31,085.24	31,785.70
Total Liabilities	24,210.69	6,874.55	31,085.24	31,785.70
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	674,257.48	289,100.00	963,357.48	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	718,763.97	95,722.77	814,486.74	818,421.71
Total Equity (End of Year)	1,413,021.45	440,918.72	1,853,940.17	1,882,051.48
TOTAL LIABILITIES & EQUITY	1,437,232.14	447,793.27	1,885,025.41	1,913,837.18

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IFLS Library System
Revenue and Expense Statement
January through August 2023

	Jan - Aug 23	Jan - Aug 22
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,499,825.00	1,387,411.00
5200 · Interest Income/General Funds	66,870.62	9,272.60
5263 · MORE Management Income	297,668.00	288,000.00
5264 · Catalog/Processing Income	83,879.95	79,885.66
5277 · Fed Grant Indirect Funds	0.00	19,148.63
5280 · Technology Income	1,766.27	5,393.41
5300 · Miscellaneous Income	701.28	60.09
Total Income	1,950,711.12	1,789,171.39
Expense		
6500 · Salaries/Wages & Benefits	883,286.90	828,102.27
6580 · Leave Payouts at Retirement	26,800.28	5,752.78
66900 · Reconciliation Discrepancies	0.41	0.00
8070 · New Furnishings/Equipment <$500	946.33	1,933.19
8530 · Bank & Direct Deposit Fees	1.45	899.90
8540 · Annual Audit	8,740.00	7,245.00
8620 · Collection/Electronic Resources	29,466.94	26,244.66
8630 · Wis Pub Lib Consortium Membshp	6,953.00	6,586.00
8670 · Professional Memberships	2,034.76	1,477.00
8690 · Librarian Workshops - General	1,666.34	1,199.51
8700 · CE/Collaboration Projects	303.03	0.00
8714 · Accessibility Audits	3,389.55	5,078.88
8720 · IFLS Staff Dvlpmt & Prof Mtgs	9,514.38	2,270.01
8735 · Library Consulting Expenses	832.00	372.00
8740 · Field Visits	3,362.81	2,102.81
8741 · Field Visits - Tech Support	106.68	99.79
8755 · Programming Kits	237.68	377.42
8812 · ILL Fees & Verification Sources	7,911.19	5,950.86
8850 · Delivery Service	212,953.81	200,895.20
8855 · Collection Dev Grant-LEPhillips	11,500.00	11,500.00
8864 · Wide-Area Network (WAN)	4,148.00	4,864.00
8890 · IFLS Contrib - MORE Operating	124,999.00	119,965.00
8898 · LEAN WI/Shared Tech WVLS	52,177.78	0.00
8950 · Campaign for Wisconsin Libs	1,800.00	1,387.00
8960 · Long Range Planning Meeting	272.17	0.00
8971 · Web Development	1,037.14	900.61
9010 · IFLS Committee Meetings	702.85	598.38
9020 · Professional Materials	932.87	1,055.49
9030 · Postage	717.02	295.02
9050 · Telephone	1,437.63	1,475.21
9060 · Supplies	4,228.65	4,702.58
9080 · Marketing & Advocacy PR	13.69	64.27
9123 · Building Overhead Expenses	13,120.87	10,701.93

IFLS Library System
Revenue and Expense Statement
January through August 2023

	Jan - Aug 23	Jan - Aug 22
9140 · Photocopier Costs	1,419.52	1,217.90
9160 · Computers	7,452.96	5,958.93
9190 · System Vehicle Expenses	1,770.34	2,359.93
9220 · Insurance	5,058.79	3,283.44
9240 · Contingency	333.92	-1,170.98
Total Expense	1,431,630.74	1,265,745.99
Net Ordinary Income	519,080.38	523,425.40
Pass-thru Income/Expense		
Pass-thru Income		
5474 · LSTA 2022 Income	35,988.15	520,113.74
5475 · LSTA 2023 Income	139,683.57	0.00
5670 · MORE Shared System Income	958,827.00	903,400.00
5702 · Billable Project Income	122,674.02	169,525.28
Total Pass-thru Income	1,257,172.74	1,593,039.02
Pass-thru Expense		
8830 · Shared Cataloging Service	0.00	0.00
8940 · Projects Billable to Libraries	96,201.71	131,614.05
9500 · MORE Shared Automation Expenses	822,417.28	766,809.46
9979 · LSTA 2021 Grant Expenses	0.00	143,649.11
9980 · LSTA 2022 Grant Expenses	35,974.20	255,970.09
9981 · LSTA 2023 Grant Expenses	7,173.19	0.00
Total Pass-thru Expense	961,766.38	1,298,042.71
Net Pass-thru Income	295,406.36	294,996.31
Net Income	814,486.74	818,421.71

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

	Jan - Aug 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,499,825.00	1,499,828.00	-3.00	100.0%
5200 · Interest Income/General Funds	66,870.62	8,000.00	58,870.62	835.88%
5263 · MORE Management Income	297,668.00	446,500.00	-148,832.00	66.67%
5264 · Catalog/Processing Income	83,879.95	83,885.00	-5.05	99.99%
5280 · Technology Income	1,766.27	0.00	1,766.27	100.0%
5300 · Miscellaneous Income	701.28	6,200.00	-5,498.72	11.31%
Total Income	1,950,711.12	2,044,413.00	-93,701.88	95.42%
Expense				
6500 · Salaries/Wages & Benefits	883,286.90	1,474,884.00	-591,597.10	59.89%
6580 · Leave Payouts at Retirement	26,800.28	36,278.00	-9,477.72	73.88%
66900 · Reconciliation Discrepancies	0.41			
8070 · New Furnishings/Equipment <$500	946.33	2,000.00	-1,053.67	47.32%
8530 · Bank & Direct Deposit Fees	1.45	1,600.00	-1,598.55	0.09%
8540 · Annual Audit	8,740.00	8,000.00	740.00	109.25%
8620 · Collection/Electronic Resources	29,466.94	48,700.00	-19,233.06	60.51%
8630 · Wis Pub Lib Consortium Membshp	6,953.00	6,953.00	0.00	100.0%
8670 · Professional Memberships	2,034.76	4,000.00	-1,965.24	50.87%
8690 · Librarian Workshops - General	1,666.34	6,000.00	-4,333.66	27.77%
8700 · CE/Collaboration Projects	303.03	300.00	3.03	101.01%
8714 · Accessibility Audits	3,389.55	5,000.00	-1,610.45	67.79%
8716 · Community Engagement Support	0.00	12,000.00	-12,000.00	0.0%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	9,514.38	29,000.00	-19,485.62	32.81%
8735 · Library Consulting Expenses	832.00	1,700.00	-868.00	48.94%
8740 · Field Visits	3,362.81	9,000.00	-5,637.19	37.37%
8741 · Field Visits - Tech Support	106.68	0.00	106.68	100.0%
8755 · Programming Kits	237.68	700.00	-462.32	33.95%
8812 · ILL Fees & Verification Sources	7,911.19	9,500.00	-1,588.81	83.28%
8850 · Delivery Service	212,953.81	349,908.00	-136,954.19	60.86%
8855 · Collection Dev Grant-LEPhillips	11,500.00	23,000.00	-11,500.00	50.0%
8864 · Wide-Area Network (WAN)	4,148.00	3,432.00	716.00	120.86%
8890 · IFLS Contrib - MORE Operating	124,999.00	125,000.00	-1.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	52,177.78	58,050.00	-5,872.22	89.88%
8950 · Campaign for Wisconsin Libs	1,800.00	1,450.00	350.00	124.14%
8960 · Long Range Planning Meeting	272.17	500.00	-227.83	54.43%
8971 · Web Development	1,037.14	1,100.00	-62.86	94.29%
9010 · IFLS Committee Meetings	702.85	1,800.00	-1,097.15	39.05%
9020 · Professional Materials	932.87	1,500.00	-567.13	62.19%
9030 · Postage	717.02	850.00	-132.98	84.36%
9050 · Telephone	1,437.63	3,960.00	-2,522.37	36.3%
9060 · Supplies	4,228.65	6,400.00	-2,171.35	66.07%
9080 · Marketing & Advocacy PR	13.69	2,000.00	-1,986.31	0.69%
9123 · Building Overhead Expenses	13,120.87	24,930.00	-11,809.13	52.63%

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

	Jan - Aug 23	Budget	$ Over Budget	% of Budget
9140 · Photocopier Costs	1,419.52	1,901.00	-481.48	74.67%
9160 · Computers	7,452.96	6,900.00	552.96	108.01%
9190 · System Vehicle Expenses	1,770.34	3,700.00	-1,929.66	47.85%
9220 · Insurance	5,058.79	6,226.00	-1,167.21	81.25%
9240 · Contingency	333.92	-500.00	833.92	-66.78%
9245 · Capital Expenditures	0.00	20,000.00	-20,000.00	0.0%
Total Expense	1,431,630.74	2,297,722.00	-866,091.26	62.31%
Net Ordinary Income	519,080.38	-253,309.00	772,389.38	
Pass-thru Income/Expense				
Pass-thru Income				
5474 · LSTA 2022 Income	35,988.15			
5475 · LSTA 2023 Income	139,683.57			
5670 · MORE Shared System Income	958,827.00	940,629.00	18,198.00	101.94%
5702 · Billable Project Income	122,674.02	150,000.00	-27,325.98	81.78%
Total Pass-thru Income	1,257,172.74	1,090,629.00	166,543.74	115.27%
Pass-thru Expense				
8830 · Shared Cataloging Service	0.00			
8940 · Projects Billable to Libraries	96,201.71	150,000.00	-53,798.29	64.13%
9500 · MORE Shared Automation Expenses	822,417.28	1,005,729.00	-183,311.72	81.77%
9980 · LSTA 2022 Grant Expenses	35,974.20			
9981 · LSTA 2023 Grant Expenses	7,173.19			
Total Pass-thru Expense	961,766.38	1,155,729.00	-193,962.62	83.22%
Net Pass-thru Income	295,406.36	-65,100.00	360,506.36	
Net Income	814,486.74	-318,409.00	1,132,895.74	

My Online Resource (MORE)
Balance Sheet
As of August 31, 2023

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	$ 447,793.27
1200-1 · Accts Receivable-MORE	-
1508-1 · 2023 Prepaid Expense-MORE	
TOTAL ASSETS	$ 447,793.27
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	6,874.55
Total Liabilities	6,874.55
Equity	
MORE Reserved Fund Balance on 1/1/2023	224,000.00
MORE Committed Fund Balance on 1/1/2023	65,100.00
MORE Uncommitted Fund Balance on 1/1/2023	56,095.95
Current Year Income less Expense	95,722.77
Total Equity/MORE Fund Balance	440,918.72
TOTAL LIABILITIES & EQUITY	$ 447,793.27

IFLS Library System
Revenue less Expense - MORE
January through August 2023

	Jan -Aug '23	Jan - Aug '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	940,627.00	903,400.00
Total MORE Income	940,627.00	903,400.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	297,668.00	288,000.00
9500-12 · MORE/III Annual Maintenance	153,572.50	145,220.32
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	5,219.00	3,065.00
9500-22 · MORE/High-demand Hold Project	4,741.18	5,947.33
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	10,799.16	12,306.38
9500-24 · MORE/Conferences	6,390.95	1,551.46
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	840.00	0.00
9500-38 · MORE/Systemwide OCLC	63,028.94	27,058.70
9500-4 · MORE/New Participant Expenses	707.57	852.52
9500-40 · MORE/Overdrive Content	35,968.73	24,490.81
9500-45 · MORE/Freading eBook Svc	0.00	5,950.50
9500-46 · MORE/Electronic Periodicals	7,355.00	17,628.23
9500-48 · MORE/i-Tiva Telephony Subscrition	11,460.35	11,019.57
9500-50 · MORE Discovery/Online Catalog	49,937.11	48,237.25
9500-51 · MORE Discovery/BiblioApps	12,588.73	12,256.98
9500-53 · MORE/Database Quality Control	0.00	0.00
9500-5 · MORE/Publicity	3,837.64	2,908.98
9500-6 · MORE/Database Cleanup/Maint	4,798.03	4,885.38
9500-8 · MORE/Host Site Costs	3,500.00	0.00
9500-41 · MORE/E-Content	129,774.00	122,310.00
Total 9500 · MORE Shared Automation Expenses	843,231.74	766,809.46
Total MORE Expense	843,231.74	766,809.46
Year-to-date MORE Income less Expense	95,722.77	136,590.54
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	440,918.72	

LEAN WISCONSIN
Budget Report - August 2023

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	$137,987.00	$1,440.19	$90,725.72	$0.00	$47,261.28
6-6250	TRAVEL	$2,400.00	$0.00	$0.00	$0.00	$2,400.00
6-6290	INSURANCE	$6,390.00	$0.00	$0.00	$0.00	$6,390.00
6-6360	MAINTENANCE	$2,100.00	$0.00	$0.00	$0.00	$2,100.00
6-6650	LIFECYCLE \ LONG RANGE	$51,521.92	$0.00	$6,384.19	$0.00	$45,137.73
6-6800	CAPITAL	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL		$200,398.92	$1,440.19	$97,109.91	$0.00	$103,289.01

Beginning August 2023 Balance	*$413,132.18*		**Beginning January 2023 Balance**		*$416,496.22*
Receipts\Transfers - Partner Shares	$108,546.34		Receipts - Partner Shares		$178,726.34
Receipts - CPA	$0.00		Receipts - CPA		$22,125.68
Transfers - Expenses to 3-Grants	$0.00		Transfers - Expenses to 3-Grants		$14,959.11
Expenditures - 2023 Budget	($1,440.19)		Expenditures - 2023 Budget		($112,069.02)
Expenditures - 2023 New/Unplanned	$0.00		Expenditures - 2023 New/Unplanned		$0.00
Ending August 2023 Balance	*$520,238.33*		**2023 Year to Date Balance**		*$520,238.33*

Segregated Monies - Grants Awarded (Remaining)				Technology Grant Awards Realized		
Account #	**Name**	**Balance**		**Account #**	**Name**	**Balance**
3-2023-251	LSTA 2022 Sparsity	$ -		3-2023-251	LSTA 2022 Sparsity	$ 75,297.00
Awarded:	ECF 2023	$ 252,938.05		Utilized	ECF 2023	$ 56,894.40

Segregated Monies - Prepaid Services				Unrealized Receivables 6-0000-		
Account #	**Description**	**Balance**		**Account #**	**Account**	
6-6210	CVTC RDC Rack 2	$ 48,887.72		100	Partner Shares	$ -
				201	CPA (enc 2022&prev)	$ 3,545.64
				201	CPA (due 2023)*	Calculating EOQ2
				201	CPA (due future years)	$ 13,650.56

Lifecycle Reserves				YTD Operating Summary		
Account #	**Account**	**Balance**		**Begining Balance**		$ 416,496.22
6-6650	Core Infrastructure	$ 195,300.00		Encumbrances		$ 3,545.64
6-6650	Licencing & Svcs	$ 32,500.00		Receipts		$ 200,852.02
6-6650	Infrastructure & Core Svc - IFLS	$ 13,320.00		Expenses		$ (112,069.02)
6-6650	Infrastructure & Core Svc - NWLS	$ 9,504.00		Transfers		$ 14,959.11
6-6650	Infrastructure & Core Svc - WVLS	$ 29,720.00		Reserves		$ (309,062.45)
6-6650	Contingency - D/R	$ 28,718.45		**Balance**		$ 214,721.52

IFLS Board of Trustees
Director's Report
September 27, 2023

Agenda Items

IX.   Investment Report Discussion

Adam will make an oral presentation of the report.

XII.   * Personnel Committee Report

The personnel committee will be meeting in the morning prior to the board meeting. They will be discussing the following items and will bring recommendations to the board on the staff and director wages and benefits. The board may go into closed session to discuss the wages of a specific person or persons but not for a general discussion on wages.
- 2024 Shared Staff Position
- Wages and Benefits for 2024**** *(Personnel Chair to provide recommendation.)***
- Director's Salary for 2024**** (*Personnel Chair to provide recommendation.)***

XIV.   * 2023 Revised/2024 Preliminary IFLS and MORE Budget

The proposed budget reflects the needs expressed by our member libraries and increases to provide the same level of services in the past.

XV.   * IFLS Strategic/State Long Range Plan

 Enclosed in your packet is the draft plan/budget to be submitted to the State following your approval at the board meeting. Prior to developing this plan, we asked library staff the following questions—
- What are your top service priorities for IFLS Library System in 2024?
- How can IFLS Library System better serve you in 2024?

Their responses focused on administration consulting, advocacy, board support, cataloging (CABS), collection development, continuing education/professional development, delivery, grant writing support, Interlibrary loan, intellectual freedom, and networking among libraries.

In addition, IFLS staff have working with WiLS https://www.wils.org/ on strategies for implementing our strategic plan priorities. We incorporated some of those findings in the plan as well.

IFLS Board of Trustees
Director's Report
September 27, 2023

Monthly Activities

New Director Openings

Currently Osceola is searching for a new director. The deadline for applications is September 20th.

Wisconsin Library Building & Spaces

The website https://sewilibraries.org/library-buildings-spaces/ is available to the library community. A variety of webinars/recordings are available. I was part of a couple panel discussions that were not recorded at the end of July. Additional updates will be coming in the upcoming months on the page.

Building Project Consulting

I am currently consulting with the following libraries on some aspects of their building or building project—Augusta, Boyceville, Cadott, Fall Creek, and Stanley. Waiting for updates on possible projects in several other communities.

Association for Rural & Small Libraries (ARSL) Conference

I will be attending this conference from Tuesday, September 19th to Sunday, September 24th. I will be presenting a 4-hour preconference on Wednesday, September 20th. I will share more information from the conference at the board meeting.

Consulting

Board orientations, Building assessments and space planning, County Planning and Funding, Funding and budgets, Personnel, Planning.

John Thomspon (September 15, 2023)

Public Services Consultant Report
Katelyn Noack

I.   **Consulting**
Somerset Public Library completed their 2024-2028 Strategic Plan!
Offered reorganization advice while at Plum City regarding their adult fiction collection.

II.   **Library Visits**
Cornell – New Director Visit
Elmwood – New Director Visit
Plum City – Pop-In

III. **New Directors**
The New Director Cohort met Sept. 21 to discuss general finances including budgeting, grants, Act 150/420 and more. Our next meeting will be in November.

IV.   **Collaborations/Adult Services**
Leah and I met with a group, Islands of Brillance, about a potential partnership between them and several public libraries in our system to offer programming for young adults with autism. There were some logistical concerns, but Leah connected the organization with Eau Claire, Rice Lake and Somerset and we will see how things work out.
Leah is assisting me to offer scholarships for several of our libraries to participate in the upcoming Data Classroom from WiLS. We had four libraries apply to participate and learn more about collecting and utilizing data.

V.   **Committee Meetings**
Intellectual Freedom Working Group
Library Workforce Connection
Statewide Delivery (Pilot Program / Northern Systems / Statewide Check-In)
Wisconsin Public Library Consortium Board Meeting
New Director Cohort

VI.   **Delivery**
IFLS is working with SCLS to pilot being a delivery hub for materials going to UW Superior & UW Barron, in an effort to increase statewide delivery efficiency. This is expected to begin in October.
There was a small decrease in efficiency in early September due to staffing, but numbers this week show a return to baseline (avg. 95% materials in transit <1 week).

VII. **Other Tidbits**
Policy Examples webpage is live! There are several examples of 14 different policy types, along with some additional resources, for libraries to view when developing or updating their own.
I created a Trustee Training and Development webpage adapted from a resource shared at the New Director Bootcamp for directors to utilize when onboarding new trustees.

Resource Sharing and Collection Consultant's Report

Cecelia Cole, September 2023 - IFLS Board of Trustees

Project Highlights:

- **Wisconsin's Digital Library E-Materials Selection:** As IFLS's OverDrive Advantage selector for Wisconsin's Digital Library, I continue to focus on selecting and purchasing additional copies of ebooks and e-audiobooks to help fill holds placed by IFLS patrons. In response to recent discussions among IFLS staff, library staff, and the WPLC Selection Committee, I have begun taking a closer look at wait time data in OverDrive Marketplace. In addition to evaluating overall and individual wait times for titles on hold for IFLS patrons, I hope to better advocate on behalf of digital library selectors for more transparency and readily available information on wait times. The WPLC Selection Committee is planning to meet with OverDrive representatives in the near future to discuss selection strategies including evaluation of wait time data.
- **Price County Library Tour:** At the beginning of August, I spent a few days in Price County and visited all three IFLS/MORE member libraries there: Park Falls, Phillips, and Ogema. I met with the directors of all three libraries and toured each library's space, discussing and paying special attention to collections (including space usage, weeding projects, non-fiction selection/development, labeling, and evaluation of magazine collections).

Consultations:

- **Damaged Materials & Intellectual Freedom:** Bruce PL, July 2023
- **Labeling Systems & Intellectual Freedom:** CVTC Library, August 2023

Library Visits:

- **Amery PL:** WISCAT/ILL Training, August 2023
- **Park Falls PL:** Director Check-in, August 2023
- **Ogema PL:** Director Check-in, Collection Development, WISCAT/ILL Training, August 2023
- **Phillips PL:** Director Check-in, Intellectual Freedom, Collection Development, August 2023

Committee Meetings:

- **IFLS Intellectual Freedom Working Group:** September 2023
- **WPLC Selection Committee:** September 2023

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby September 19, 2023

Continuing Education/Professional Development Highlights:
Recent offerings:
These are statewide offerings, I provided back-up support for several of these webinars.
- [Wisconsin Trustee Training Week](#), August 21-25. 5 webinars, 378 total attendees, 60 of whom were from IFLS. Several libraries had viewing parties, so the number of actual attendees is higher. Survey results pending. [Recordings still available](#)!
- [Wisconsin Library Tech Days](#), September 13-14 (no data yet)

IFLS also offered an impromptu webinar based on current needs:
- [Compensation Study Q &A](#), to help directors understand and make use of the recent statewide compensation study. 19 library directors/staff attended. So far, one has watched the recording.

Upcoming offerings:
- The [Art of Conflict Transformation](#), September 27 and 28
- [Director Retreat](#), October 11 at Hunt Hill Audubon Sanctuary
- Planning for [Wild Wisconsin Winter Web Conference](#) (January 24-25, 2024)
- Continuing to serve on the [IDEA Team](#)
- Check-ins for youth services librarians and directors and new cohorts starting up again this fall

Scholarships:
- With funding from the Department of Public Instruction through the Institute for Museum and Library Services, I am offering scholarships to a variety of conferences and classes. So far this year we are funding:
  - 1 full and 1 partial scholarship to attend the Association for Rural and Small Libraries Conference in Witchita, KS in September.
  - Three partial scholarships for the Library Journal/School Library Journal virtual course Library Management Training.
  - 12 full or partial scholarships to attend the Wisconsin Library Association Conference in Middleton in October.
  - 1 partial scholarship to attend the Library Marketing and Communications Conference in Indianapolis in November.
- We have additional funding set aside for Spring conferences, and people can also apply for funding to help them with another continuing education opportunity of their choosing.

Consulting highlights included: Accessibility Audit follow-up (Woodville, Pepin); New Youth Services Orientation in Amery; check-ins with new staff and directors in Luck, Elmwood, Amery, Milltown, Roberts; assisting with hiring process in Rice Lake; consulting about staffing and personnel, and more!

Other:
- IFLS planning process—participating and providing additional support for this project
- As part of the **[Wisconsin Library Buildings and Spaces](#)** project, I took part in a live Q&A session about the content of the webinar I helped present earlier in the summer.
- Coordinated training for IFLS/WVLS website staff and member libraries about screen readers.
- Continue to work with Katelyn, Cecelia, and Reb on the Intellectual Freedom Working Group
- Planning and goal-setting for myself for the remainder of 2023 and 2024.

Board Report for Communications and Advocacy

September 2023 IFLS Board of Trustees meeting
from Rebecca Kilde

Six-month website report

Website use continues to go up after a brief lag in 2020. Here are the numbers. The 2019 numbers are from the old website. There aren't direct page comparisons for all the pages.

Unique views for Jan 1 through June 30

	2019	2022 u	2023
Total	16,750	15,965	18,471
For staff	4,036	3,289	4,058
Knowledge base	2,080	1,640	1,709
Calendar	820	1,030	673*
Jobs	4,210	3,170	2,477
Contact IFLS	957	900	889

It looks like the calendar visits have gone way down. I think that's because I added a mini-calendar with direct links to the home page and that's why people are clicking on the calendar page less.

The Explore MORE Passport program page had 1,600 views.

Enjoy your freedom to read!

I'm working with the Intellectual Working Group (IFLS staff: Leah, Cecelia and Katelyn plus librarians) to develop some easy-to-read and compelling print materials to support Intellectual Freedom. Watch for those at your local library.

We'll be developing a public-facing Advocacy page that will give people the information they need to advocate for their local libraries, as well as advocate on the state level. Creating one page at the system level means that libraries won't have to add an additional page to their websites, although they would be free to use the information and do that if they would like.

New Marketing Tea monthly virtual events

At the request of my marketing committee and other librarians I've added a monthly half-hour session to go over basic design and marketing. The first session had 12 attendees! The second session is later this week.

Direct work with libraries

I've added Canva template support to my other direct services. I can handle one request per month in my schedule. This month I created templates for St. Croix Falls Public Library. I followed that up with an in-person visit to iron out technical details with Canva as well as an accessibility issue with MailChimp.

I'm almost done with a logo package for Roberts. I can handle one or two logo packages per year. I'll show you the before and after as soon as Roberts launches the new design.

Accessibility on the web

Leah, Erica and I are digging into improving accessibility on our websites. Leah set up a great webinar, and we're already applying some of what we learned.

IT Director Report

IFLS Board of Trustees, September 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. 2 of the 3 major IP changes have been implemented. The final change will happen in the next few weeks and will make the final move to the new interface IP and full migration of NWLS to the data center.

MORE Administrator's Report

Lori Roholt
September 2023 – IFLS Board of Trustees

New and prospective MORE Member Libraries

Patrons of Cornell Public Library are making good use of their library's recent MORE membership by borrowing 132 items from other MORE-member libraries in August. In 2022, the library reported a total of 970 items borrowed from other libraries.

Library Services and Technology Act (LSTA) grant funding has been approved for Hawkins Area Library to join MORE. We'll plan for Hawkins to go live on MORE as early as July 2024. Hawkins Area Library is the last IFLS-member public library to join MORE, pending timeline approval from MORE Directors Council and the IFLS board, 25 years after the consortium was formed.

2024 MORE Budget

The 2024 MORE budget was approved by MORE Directors Council at their July 21 meeting. While services remained largely the same, the overall cost increase was 10.72% compared to 2023.

Find current and previous budgets on the MORE budgets page.

Statewide Cooperative Cataloging Project

A group of ILS and technical services staff around the state, including IFLS staff, are collaborating on a grant-funded project to improve access to library materials for patrons. The group hopes to establish best practices for cataloging in a shared environment and explore improving access through more usable and accurate descriptive metadata.

Ongoing activities

IFLS's Bibliographic Services staff continue to provide high-quality title records to reflect MORE libraries' holdings. Between catalogers at IFLS and at the 3 cataloging partner libraries, 23,891 title records have been added to the shared MORE database so far in 2023.

To most effectively reach staff across MORE-member libraries, IFLS staff provides many kinds of training: live and recorded webinars, in-person training sessions, and video and written instructions. We aim for flexibility in responding to support and training needs.

IFLS Library System
2023 (Sept.) Revised/2024 Preliminary Budget

#040(23)

Line #	Staff	Line Item	2023 Approved Budget	2023 Revised Budget (Sept)	2024 Budget Estimates	Notes
1		Current Year Income				
2	AF	5100 · Current Year State Aids	1,499,828.00	1,499,825.00	1,649,709.00	
3	AF	5200 · Interest Income/General Funds	8,000.00	50,000.00	8,000.00	23-Higher Int. Rates
4	AF	5263 · MORE Management Income	446,500.00	446,500.00	489,650.00	
4.5	AF	5264 · Catalog/Processing Svc Inc	83,885.00	83,885.00	88,100.00	
	AF	· Shared Wage Income			48,074.00	Systems Shared Employee-WVLS, NWLS, IFLS
5	AF	5280 · Technology Income	6,000.00	6,000.00	6,000.00	10% set up fee
6	AF	5300 · Miscellaneous Income	200.00	200.00	200.00	
7		Total Income	2,044,413.00	2,086,410.00	2,289,733.00	
8		Current Year Expenses				
12	AF	Total 6500-60 · Salaries/Fringes	1,474,885.00	1,403,002.00	1,536,628.00	
13	AF	6580 · Leave Payouts @ Retirement	36,278.00	33,000.00	6,000.00	
14	JG	8070 · New Furnishings/Equipment <$500	2,000.00	1,950.00	2,000.00	New Hires
15	AF	8530 · Bank fees/Direct Deposit	1,600.00	1,600.00	2,000.00	2024 QB Subscription
16	AF	8540 · Annual Audit	8,000.00	8,740.00	9,000.00	Add'l $ for statements
17	CC	8620 · Collection/Electronic Resources	27,700.00	29,467.00	32,000.00	Novelist/Ancestry 5% inc., Trans. Lang. 7%
18	CC	8620-1 · Coll/Electronic Resources	21,000.00	21,000.00	21,000.00	possible new database
19	CC	8630 · Wis Pub Lib Consortium Memb	6,953.00	6,953.00	7,715.00	24' 11% increase
20	JT	8670 · Professional Memberships	4,000.00	4,000.00	6,100.00	WLA, ALA, ARSL
21	LL	8690 · Librarian Professional Development	6,000.00	7,345.00	12,050.00	
22	LL	8700 · CE Colaboration Projects	300.00	300.00	1,150.00	
25	LL	8714 · Accessibility Audits	5,000.00	5,000.00	5,950.00	Approx. 6 Libs. Per year
26	KN	8716 · Community Engagement Support	12,000.00	12,000.00	8,000.00	
27	JT	8720 · IFLS Staff Dvlpmt & Prof Mtgs	9,000.00	29,000.00	16,000.00	
28	JT	8735 · Library Consulting Expenses	1,700.00	1,700.00	1,700.00	Supls, New Librarian Orientation Kits
29	JT	8740 · Field Visits	5,000.00	5,000.00	5,000.00	
30	LR	8740-1 · MORE Training Travel	3,000.00	3,000.00	3,000.00	
31	KS	8741 · Field Visits - Tech Support	1,000.00	1,000.00	1,000.00	
32	LL	8755 · Programming Kits	700.00	700.00	600.00	
33	CC	8812 · ILL Fees & Verification Sources	9,500.00	14,371.00	11,000.00	OCLC now an Annual Subscription(Increase)
39	KN	Total 8850 · Delivery Service	349,908.00	349,908.00	380,613.00	Gas Surcharge, Bin Cost Increase
40	JT	8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	23,000.00	
44	KS	Total 8864 · Wide-Area Network (WAN)	3,432.00	4,148.00	3,432.00	
45	AF	8890 · IFLS Contrib - MORE Operating	125,000.00	125,000.00	135,000.00	
46	KS	8898 · LEAN WI/Shared Tech WVLS	58,050.00	58,050.00	65,100.00	12% increase
47	JT	8950 · Campaign for Wisconsin Libraries	1,450.00	1,800.00	1,600.00	24% increase
48	JT	8960 · Long Range Planning Meetings	500.00	500.00	500.00	
49	KS	8971 · Web Development	1,100.00	1,100.00	1,100.00	
54	JT	Total 9010 · IFLS Committee Meetings	1,800.00	1,800.00	1,800.00	

IFLS Library System
2023 (Sept.) Revised/2024 Preliminary Budget

Line #	Staff	Line Item	2023 Approved Budget	2023 Revised Budget (Sept)	2024 Budget Estimates	Notes
58	JT	Total 9020 · Professional Materials	1,500.00	1,500.00	1,500.00	
59	JG	9030 · Postage	850.00	900.00	1,000.00	
64	AF	Total 9050 · Telephone	3,960.00	3,960.00	3,960.00	
68		Total 9060 · Supplies	6,400.00	6,400.00	6,500.00	
73	RK	Total 9080 · Marketing & Advocacy	2,000.00	2,000.00	2,000.00	
85	AF	Total 9123 · Building Overhead Expenses	24,930.00	26,130.00	26,130.00	
90	JG	Total 9140 · Photocopier Costs	1,900.00	1,750.00	900.00	
94	KS	Total 9160 · Computers	6,900.00	6,900.00	6,900.00	
99	AF	Total 9190 · System Vehicle Expenses	3,700.00	3,700.00	3,700.00	
104	AF	Total 9220 · Insurance	6,225.00	6,225.00	6,225.00	
105	JT	9240 · Contingency	1,000.00	1,000.00	2,000.00	
106	JT	9241 · Credit Card Reward Program	(1,500.00)	(1,500.00)	(1,500.00)	
107	AF	9245 · Capital	20,000.00	10,000.00	20,000.00	Flooring, Front Door/Concrete, Landscaping
108		Total Expense	2,277,721.00	2,223,399.00	2,412,743.00	
109		Net Ordinary Income	(233,308.00)	(136,989.00)	(123,010.00)	
110		Pass-thru Income/Expense				
111		Pass-thru Income				
112		5702 · Billable Project Income	150,000.00	150,000.00	150,000.00	
113		5620 · Catalog/Processining Svc Income	-			
114		2011-15 LSTA and Other Grant Income				
115		Total Pass-thru Income	150,000.00	150,000.00	150,000.00	
116		Pass-thru Expense				
117		8940 · Projects Billable to Libraries	150,000.00	150,000.00	150,000.00	
118		8830 · Catalog/Processing Svc Expenses	-			
119		2011-15 LSTA and Other Grant Expenses				
120		Total Pass-thru Expense	150,000.00	150,000.00	150,000.00	
121		Net Pass-thru Income	-	-	-	
122		Total Income less Expense	(233,308.00)	(136,989.00)	(123,010.00)	

IFLS Library System
2023 (Sept.) Revised/2024 Preliminary Budget

Line #	Staff	Line Item	2023 Approved Budget	2023 Revised Budget (Sept)	2024 Budget Estimates	Notes
124		TOTAL IFLS Carryover Funds Beg of Year	525,951.50	692,317.44	565,328.44	
125						
126		Plus/Minus Net Income/Loss	(233,308.00)	(136,989.00)	(123,010.00)	
127		Less Funds in Reserve (see below)	270,000.00	470,000.00	360,000.00	
130						
131		IFLS Uncommitted Carryover End of Year	22,643.50	85,328.44	82,318.44	
132						
133		IFLS Reserve Funds at year end:				
134		Building/Land Reserves	65,000.00	65,000.00	65,000.00	
135		Shared System Startup Assistance	10,000.00	10,000.00	10,000.00	
136		Shared Svcs Prog/Bldg Expansion	50,000.00	50,000.00	50,000.00	
137		Vehicle Replacement	25,000.00	25,000.00	35,000.00	
138		Personnel	40,000.00	40,000.00	40,000.00	
139		WAN/Web Equipment Replacement	20,000.00	20,000.00	20,000.00	
140		System Equipment/Furnishings	20,000.00	20,000.00	20,000.00	
141		Computer Lab Replacement	10,000.00	10,000.00	10,000.00	
142		Technology Project/Billable Reserves	30,000.00	30,000.00	30,000.00	
143		Future Year Budgets	-	200,000.00	80,000.00	
144		IFLS Reserve Total	270,000.00	470,000.00	360,000.00	
145						
146						
147		MORE Carryover Beg of Year	339,901.27	345,195.95	294,972.95	
148		5670 · MORE Shared System Income	940,629.00	940,629.00	1,041,426.00	
149		5670 · MORE Inc/Fairchild & Durand				
150		9500 · MORE Shared Automation Exps	1,005,729.00	1,005,729.00	1,041,426.00	
151		MORE Net Income/Expense	(65,100.00)	(65,100.00)	(20,000.00)	
152		MORE Funds End of Year	274,801.27	280,095.95	274,972.95	$224,000 in Reserves/MORE

Wisconsin Department of Public Instruction
PUBLIC LIBRARY SYSTEM PLAN AND CERTIFICATION OF INTENT TO COMPLY CALENDAR YEAR 2023
PI-2446 (Rev. 08-2022)

INSTRUCTIONS: Complete and submit one copy of this Word document along with one signed, scanned copy in PDF format to the Division for Libraries and Technology (Division) by Friday, October 14, 2022. Submit completed Word and PDF documents to:

LibraryReport@dpi.wi.gov

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

	GENERAL INFORMATION	

Library System

IFLS Library System

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

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

Rapid growth in some areas of the system as well as aging facilities has increased the need for facilities consulting. This often requires a significant investment of consulting time.

Libraries are needing help on advocating their value as well as their role in promoting learning/reading while supporting everyone's ability to access to materials/resources.

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

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

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

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

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

IFLS requested input on from our member library staff in updating our 2023-2024 Strategic Plan via email. We requested responses based on these two questions:

• What are your top service priorities for IFLS Library System in 2024?

• How can IFLS Library System better serve you in 2024?

In addition, IFLS staff worked with WiLS to discuss and develop project priorities for 2024. Based on their input we adding a key work plan directive to see how we can support better support our member libraries. These efforts will include library boards and staff.

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

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

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

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

The system has a 13 person advisory committee consisting of one representative from each of the 10 counties, the resource library director and two multitype at large members representing academic, school or special libraries. The two year terms are staggered for the members. Each year six or seven terms expire. The representative serving determines if they wish to continue. If they don't the individual county library directors select their representative. The agenda and minutes are posted on the IFLS website https://iflsweb.org/knowledge-base/advisory-council/ and provided to the IFLS Board. A representative from the group tries to attend the IFLS Board meeting to provide an update. A reorganization and bylaw review will be conducted in 2024 with the consideration to look at the multitype membership to provide more flexibility in determining representation.

ASSURANCES

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

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

Membership Agreements

☒ Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.

☒ The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

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

Resource Library Agreement

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

☒ The system will provide a signed copy of the resource library agreement to the Division by January 15.

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

Reference Referral, Interlibrary Loan, and Technology

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

List ongoing activities related to this requirement:

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

ASSURANCES (cont'd)

Reference Referral & Interlibrary Loan
Administers the MORE shared system (ILS).
Subscribes to and promotes electronic databases.
IFLS interlibrary loan staff continue to handle & refer reference and interlibrary loan requests as needed to all types of libraries in the IFLS area as well as to out-of-system and out-of-state libraries using the ILS, WISCAT and WorldCat/OCLC software.
Participates in WPLC projects including the statewide buying pool.

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

ILS Improvement--Add Hawkins into the MORE Consortium
Reference Referral & Interlibrary Loan Improvement--Continue to evaluate service models based on staff transitions
Continue to seek out statewide technology collaborations

Inservice Training

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

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

List ongoing activities related to this requirement.

Assess the CE needs of staff and directors of member libraries and the MORE shared system.
Provide 30 or more contact hours of CE for staff and directors and at least 12 hours of specialized training on the MORE shared system.
Collaborate with other library systems to develop training and development opportunities, particularly in a virtual environment
Provide remote access to workshops and webinars as appropriate.
Continue to promote and offer inservices at individual libraries (including sessions about: responding to challenges, customer service, crisis prevention, teens, the ILS and databases, workplace culture, compassion resilience/self-care, and responding to other needs as indicated by library staff)
Provide regular virtual check-ins for youth service staff as well as library directors.
Continue statewide and regional CE collaborations

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

Start a multi-year process to re-evaluate and adapt continuing education and professional development offertings to be in line with adult education and adult learning needs, including neurodiverse learners to help make training and professional development more impactful and longer-lasting.

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

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

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

Delivery and Communication

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

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

Provide 3 days a week delivery to MORE public libraries; and 5 days a week delivery for the resource library.
Provide 1-2 day a week delivery for other member libraries based on ILL volume.
Fund the system's share of the statewide delivery network.
Survey, monitor and evaluate the courier volume.
Provide consulting and training on websites and website development including mobile versions.
Disseminate information via electronic newsletters or blogs to staff from all types of libraries

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

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

Enhance patron facing advocacy resources

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

Monitor/evaluate courier performance and viability.

| | **ASSURANCES (cont'd)** | |

Service Agreements

☒ Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.

☒ The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

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

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

Other Types of Libraries

☒ Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.

☒ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. The system will provide a copy of the agreement with a list of all signing libraries to the Division by January 15.

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

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

Library Technology and Resource Sharing Plan

☐ Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

☒ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2023, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See the Library System Technology and Resource Sharing plan webpage for the most current version of the system library technology and resource sharing plan.

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

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

☒ Yes, the library system technology and resource sharing plan is current and comprehensive for the technology and resource sharing services the system provides.

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

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

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

Continued integration of IFLS, NWLS, and IFLS into collaborative technology support platform. Continue development of collaborative backup program.   Hire a LEAN shared technology support person for websites, digitization, and data visualization.

ASSURANCES (cont'd)

Professional Consultation

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

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

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

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

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

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

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

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

Business Manager -- Financial management/accounting

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

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

Recruitment and rentention support
New Director orientation and mentoring
Collection development
Board development

Inclusive Services

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

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

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

Trying to approach all activities with a lens of equity, diversity, and inclusion.
Working with the IFLS Board to adopt the Inclusive Services Statement
Offering a facilitated cohort option to library directors and/or staff who want to work through the Inclusive Services Assessment and Guide together and meet regularly to discuss progress, questions, and challenges.
Continue to work with the statewide IDEA team on the Wisconsin Libraries Talk About Race project

Other Service Programs

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

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

Administration

☒ The system will not expend more than 20 percent of state aid received in the plan year for administration.

☒ The system will submit the 2022 system audit to the Division no later than September 30, 2023.

Budget

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

COLLABORATIVE ACTIVITIES

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

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

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

CERTIFICATION

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

Name of System Director	Signature of System Director ➢	Date Signed *Mo./Day/Yr.*
Name of System Board President	Signature of System Board President ➢	Date Signed *Mo./Day/Yr.*

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is: ☐ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	DLT Assistant Superintendent Signature ➢	Date Signed *Mo./Day/Yr.*

Comments

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

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