

IFLS LIBRARY SYSTEM  
1538 Truax Boulevard, Eau Claire, WI 54703

**BOARD OF TRUSTEES**

**MEETING LOCATION:**

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

**DATE/TIME:**

Wednesday, January 24, 2024  
12:30 pm

Join Zoom Link: <https://us02web.zoom.us/j/89960613322?pwd=Rm9qVmJaaFJ0eWM3UTg1ckMxcno4dz09>

Meeting ID: 899 6061 3322

Passcode: qrJU50z8

Phone in: +1 312 626 6799

Meeting ID: 899 6061 3322

Passcode: 90142316

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

**A G E N D A**

- I. Call to Order
  - II. Establish a Quorum
  - III. Certification of Compliance with the Open Meeting Law
  - IV. \* Approve Agenda
  - V. Public Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten-minute limit per topic and a twenty-minute limit at any meeting for Public Comments. Contact IFLS office for additional information related to Public Comments.*)
  - VI. Announcements/Correspondence/Introductions
  - VII. \* Election of 2024 Officers **#01(24)**
  - VIII. \* Minutes - Approve: Board of Trustees: November 15, 2023 **#48(23)**
  - IX. \* Financials - Approve: Check Registers: November 2023, December 2023 **#02(24)**  
**Review Only/Not Final: 2023 Annual Budget Report #03(24)**
  - X. Director's Report of Agenda Items and Monthly Activities **#04(24)**
  - XI. IFLS Staff Reports **#05(24)**
    - Indepth Report: Cecelia Cole – Resource Sharing & Collection Consultant
  - XII. \* Committee Appointments (Executive, Personnel)
  - XIII. Wisconsin Library Association (WLA) Membership
  - XIV. Reports
    - Board Member Reports
    - Sunshine Fund Report for 2023
  - XV. \* Adjournment
- Handouts: 2024 IFLS Trustee List and 2024 Board Meeting Dates*

\* Denotes Action Items

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

## MEMORANDUM

**TO:** IFLS Board of Trustees

**FROM:** Joanne Gardner, Administrative Associate

**DATE:** January 17, 2024

**RE: ELECTION OF OFFICERS**

The Nomination Committee consisted of Mary Ellen Brew, Jan Daus and Paula Lugar. The committee met via Zoom on January 11th and agreed upon the following slate of candidates to serve on the Executive Committee Ballot. The By-laws of the IFLS Library System Board of Trustees permits nominations from the floor.

Two votes will need to be taken. The five candidates gaining the most votes will be declared the Executive Committee. A second vote will be held to determine which Executive Committee member will be Board President for 2024. The remaining Executive Committee positions will be determined as agreed upon by the Executive Committee members.

The slate of candidates is:

- Judy Achterhof, St. Croix County
- Jan Daus, Eau Claire County
- Sue Duerkop, Polk County
- Pat Eggert, Dunn County
- Kathy Krug, Barron County
- Mike Schendel, St. Croix County
- Jim Tripp, Dunn County

**2024 Executive Committee  
Ballot**

2024 Executive Committee Nominations:

_____	Judy Achterhof
_____	Jan Daus
_____	Sue Duerkop
_____	Pat Eggert
_____	Kathy Krug
_____	Mike Schendel
_____	Jim Tripp
_____	Other _____
_____	Other _____

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

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

**IFLS LIBRARY SYSTEM  
Board of Trustees  
November 15, 2023**

**MINUTES**

The Board of Trustees of the IFLS Library System met on Wednesday, November 15, 2023, via Zoom meeting. Duerkop called the meeting to order at 12:30 pm.

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

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

**BOARD MEMBERS PRESENT:**

**Judy Achterhof** (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Kathy Krug** (Barron County); **Mary Alice Larson** (Barron County); **Paula Lugar** (Pierce County); **Jill Markgraf** (Resource Library); **Sue Marshall** (Price County); **Barbara McAfee** (Polk County); **Jackie Pavelski** (Eau Claire County); **Joel Seidlitz** (Chippewa County); **Josh Sterling** (Eau Claire County). **Jim Tripp** (Dunn County).

**BOARD MEMBERS ABSENT:**

**Lois Goode** (Rusk County); **Sheila Lorentz** (Pierce County); **Ricky Riggins** (Pepin County); **Mike Schendel** (St. Croix County); **Vacancy** (Chippewa County).

**OTHERS PRESENT:**

**John Thompson** (Director); **Adam Fuller** (Business Manager); **Joanne Gardner** (Administrative Associate/Recorder); **Rebecca Kilde** (PR and Communications).

**APPROVE AGENDA:**

**MOTION #48** <sup>(23)</sup>: To approve the agenda as presented. Eggert/Daus  
**RESULT:** Carried.

**PUBLIC COMMENTS:**

There were no public comments.

**ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:**

Duerkop thanked Sterling for leading the meeting and the Board for conducting their work with her absence at the September 27<sup>th</sup> meeting.

Daus noted that Altoona will hold their annual book sale on November 18<sup>th</sup> from 9 am until 3 pm.

**MINUTES:**

**MOTION #49** <sup>(23)</sup>: To approve the Board of Trustees dated September 27, 2023  
(Doc. #43-23). McAfee/Lugar  
**RESULT:** Carried.

The Board acknowledged receipt of the Personnel Committee minutes dated September 27, 2023 (Doc. #43-23).

**FINANCIAL REPORTS:**

**MOTION #50** <sup>(23)</sup>: To approve the Check Registers for September-October 2023  
(Doc. #44-23). Daus/Pavelski  
**RESULT:** Carried.

Achterhof inquired about payments for assessments at member libraries for ADA compliance as contracted through the Center for Independent Living Western Wisconsin.

Achterhof inquired about the costs associated with the training for the Art of Conflict Transformation and some follow up with a small group training with three IFLS staff. It was noted this training presentation was well attended and worthwhile for our librarians.

Pavelski asked about FlowRoute charges that appear on the credit card transaction reports. They are for internet phone service and typically we are charged about \$100 per month.

**MOTION #51** <sup>(23)</sup>: To approve the Financial Reports for September-October 2023  
(Doc. #45-23). Lugar/Marshall  
**RESULT:** Carried.

Questions were asked about LEAN WI/Shared Tech WVLS and LSTA income and how the costs differ between 2022 and 2023. Other items where costs differed from one year to the next that were asked about included: Interest Income, Technology Income, Leave Payouts at Retirement, Collection/Electronic Resources, Librarian Workshops, Delivery Service, and the Collection Development Grant – LE Phillips. It was noted that it is likely a matter of timing of when revenue and expenses are received for the most part. Interest income has been increasing based on the rates and leave at payouts at Retirements was higher based on three retirements.

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

Thompson provided information on the Wisconsin Library Association (WLA) conference sessions he attended as well as his presentation at the conference "Time to Dream: Assessing Library Space and Service Needs."

Thompson has been working collaboratively with the other systems in the hiring of the sharing position. Interviews were conducted last week. The hiring committee will meet and finalize the next steps. The hiring committee included individuals from the other collaborating systems: Sherry Machones, Erica Brewster, Britta Rice, and John Thompson.

**REPORTS:****Staff Reports:**

Kilde was present for today's meeting and provided information on communications and advocacy highlights from the last few months at our member libraries.

Somerset received a visit from the State Superintendent, Dr. Darrell Williams. He was able to see the library as an active, vibrant place in the community. His visit was covered in the Hudson Star Observer.

The Stanley library director, Elizabeth Miniatt, was featured on the 715 News Makers podcast. Libraries are really good at communicating through various media outlets.

Jodi Bird, an employee of the Menomonie Public Library was featured in a recent article of the Volume One publication.

Several libraries have been interviewed on television including Altoona and Eau Claire. Some libraries have regular coverage in local newspapers.

Many libraries have developed system-wide innovative partnerships. The Wisconsin Department of Natural Resources (DNR) ran a program where people were invited to check out the Wisconsin state parks by participating libraries handing out daily state park passes. More than 12 IFLS libraries participated.

Kilde talked about asking library supporters to be active advocates for libraries. A handful of letters, emails, or phone calls to elected officials can make a significant impact.

Board members expressed their appreciation for Kilde's attendance and report as well as those from the remainder of staff.

**Board Member Reports:**

Pavelski noted that the Chippewa Valley Book Festival was a remarkably successful project. She read several of the books and attended sponsored events.

**NOMINATIONS COMMITTEE FOR 2024  
ELECTION OF EXECUTIVE COMMITTEE:**

The Nominations Committee will put forth a possible slate of candidates for 2024 officers. The election will take place at the January board meeting. To be considered, board members must have served on the IFLS board for at least one year.

Duerkop asked Paula Lugar, Jan Daus, and Mary Ellen Brue to serve on this committee.

**MOTION #52** <sup>(23)</sup>: To approve the appointment of Lugar, Daus, and Brue to the Nominations Committee for 2024. Seidlitz/Eggert  
**RESULT:** Carried.

**ADJOURNMENT:**

Daus made a motion to adjourn at 1:15 pm. Marshall 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

## Check Register

### November 2023

# 02(24)

Date	Num	Name	Memo	Amount
Nov 23				
11/01/2023	Auto Pay	Delta Dental	Nov. '23 Vision	-67.74
11/06/2023	Auto Pay	AT&T	715Z38-00032226	-20.55
11/10/2023	Auto Pay	Kwik Trip, Inc.	Oct. Gas	-102.41
11/15/2023	Auto Pay	Xcel Energy	09/24-10/23 Gas & Electric Svc	-303.46
11/17/2023	Auto Pay	Holiday Credit Office	Nov. Gas	-16.78
11/20/2023	Auto Pay	Lumen	Nov. Phone	-1.45
11/24/2023	Auto Pay	Associated Credit Card	Oct. Credit Card *see attached	-11,611.46
11/24/2023	Auto Pay	Employee Trust Funds, Dept of	Dec. '23 Health Ins.	-27,478.44
11/01/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#22	-1,400.00
11/08/2023	WIRE	Internal Revenue Service	P/R#22	-7,666.32
11/15/2023	WIRE	Wisconsin Department of Revenue	P/R#21	-1,317.43
11/15/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#23	-1,400.00
11/22/2023	WIRE	Internal Revenue Service	P/R#23	-7,597.12
11/29/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#24	-1,400.00
11/30/2023	WIRE	Wisconsin Retirement System	Oct.WRF	-9,231.82
11/30/2023	WIRE	Wisconsin Department of Revenue	P/R#22	-1,334.67
11/01/2023	DD2581-2598	IFLS Staff	Direct Deposit	-24,127.67
11/15/2023	DD2599-2616	IFLS Staff	Direct Deposit	-23,939.67
11/29/2023	DD2617-2634	IFLS Staff	Direct Deposit	-29,974.94
11/02/2023	43095	Bayscan Technologies	Billable LSTA/Hawkins to MORE-Spine Lables	-384.00
11/02/2023	43096	Chetek Public Library	LSTA/L.Mulderink-ARSL Conf.	-1,415.00
11/02/2023	43097	Cole, Cecelia	Directors Retreat	-24.54
11/02/2023	43098	Culligan	Nov. Service	-99.95
11/02/2023	43099	EO Johnson Co.	101503	-148.67
11/02/2023	43100	Hunt Hill Audubon Sanctuary	Directors Retreat-Facility Rental	-200.00
11/02/2023	43101	Kilde, Rebecca	WLA Conf/Directors Retreat	-73.60
11/02/2023	43102	Langby, Leah	Hawkins- Lib. Visit	-91.70
11/02/2023	43103	Maug Cleaning Solutions, Inc.	09/25/23-10/22/23 Cleaning Service	-382.00
11/02/2023	43104	Noack, Katelyn	WLA Conf./Meals	-30.99
11/02/2023	43105	Thompson, John	10/1-10/31 Confs & Lib visits	-415.65
11/02/2023	43106	WILS	Staff engagement, Consulting and Facilitation Se	-2,674.00
11/13/2023	43107	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2023	-684.01
11/13/2023	43108	Langby, Leah	Deer Park Workshop	-56.10
11/13/2023	43109	OCLC, Inc	Oct. Net OCLC Fees	-193.38
11/13/2023	43110	Prairie Lakes Library System	Promotion Materials	-13.05
11/13/2023	43111	Securian Financial Group, Inc.	Dec. Life Ins.	-334.79
11/13/2023	43112	Shay, Katie	ILL Training	-46.61
11/13/2023	43113	Waltco Inc.	Nov. Del. Serv.	-30,986.97
11/13/2023	43114	WiLS	Classroom Participation-Mult. Libs	-4,000.00
11/13/2023	43115	Marcive, Inc.	MORE/Oct. Database Maint.	-205.80
11/13/2023	43116	OverDrive, Inc.	Oct. Advantage/High Demand	-9,002.39
11/27/2023	43117	Bayscan Technologies	Billable/LEMPLE Scanner	-390.00
11/27/2023	43118	CA Friday Memorial Library	LSTA/J.Rickard-WLA Conf.	-550.00



# IFLS Library System

## Check Register

November 2023

Date	Num	Name	Memo	Amount
11/27/2023	43119	Cole, Cecelia	Mult. Lib. Visits	-132.09
11/27/2023	43120	Colfax Public Lib	LSTA/L.Bragg-Hurlburt/WLA Conf.	-1,100.00
11/27/2023	43121	EBSCO Publishing	MORE/Flipster/Billable-Bloomer	-529.01
11/27/2023	43122	Krejci, Bridget	Acquisitions Training-Altoona	-22.44
11/27/2023	43123	Langby, Leah	Boyceville/Colfax- Lib. Visit	-25.50
11/27/2023	43124	Maug Cleaning Solutions, Inc.	10/23/23-11/19/23 Cleaning Service	-382.00
11/27/2023	43125	Noack, Katelyn	Bloomer- WKSHP Facilitation	-38.76
11/27/2023	43126	Northwood Technical College	Rice Lake Conference Center Event Room Rents	-275.00
11/27/2023	43127	OverDrive, Inc.	Nov. Advantage/High Demand	-16,988.12
Nov 23				<b>-220,888.05</b>

# IFLS Library System

## ASSOCIATED Credit Card Transaction Detail Report

### Electronic Auto Pay (12/22/2023)

Date	Name	Memo	Num	Amount
Oct 28 - Nov 28, 23				
10/30/2023	Misc Restaurants	WLA Conf./J. Thompson-Meal-Dickey's BBQ	Conf. Meals	21.31
10/30/2023	Marriott Hotel	WLA Conf./BK Hotel	Lodging	417.00
10/30/2023	Marriott Hotel	WLA Conf./JT Hotel	Lodging	402.20
10/30/2023	Marriott Hotel	WLA Conf./RK Hotel	Lodging	417.00
10/31/2023	Facebook	PR/Facebook Posts	PR Spls	20.00
10/31/2023	Associated Credit Card	Redeem YTD Credit Card Rewards	CC Rewards	-2,850.00
11/01/2023	FlowRoute.com	Nov. Phone/on Acct	on Acct	50.00
11/02/2023	Festival Foods	Meeting Supplies-Pop	Supplies	35.75
11/03/2023	Quill Corporation	Office Supplies-Calculator, Report Cover	35452790	28.08
11/03/2023	Dell Marketing L.P.	Billable/New Richmond- Monitor	Comp Equip	120.00
11/03/2023	Dell Marketing L.P.	Billable/Deer Park- Laptop Charger	Comp Equip	59.24
11/05/2023	GFL Environmental	Nov. Garbage	580954	40.61
11/05/2023	Lakeshore Learning Materials	Kit Supplies	Kit Mtls	274.23
11/07/2023	FlowRoute.com	Nov. Phone/on Acct	on Acct	50.00
11/07/2023	FlowRoute.com	Nov. Phone/on Acct	on Acct	50.00
11/07/2023	FlowRoute.com	Nov. Phone/on Acct	on Acct	50.00
11/07/2023	FlowRoute.com	Nov. Phone/on Acct	on Acct	50.00
11/07/2023	FlowRoute.com	Nov. Phone/on Acct	on Acct	50.00
11/08/2023	Menards	Batteries-Garage Opener Remote	Batteries	4.99
11/08/2023	Menards	Batteries-Keyboards	Batteries	12.65
11/09/2023	Dell Marketing L.P.	Billable/Luck- Optiplex Micro PC	Comp Equip	710.00
11/09/2023	Dell Marketing L.P.	Billable/Luck- 24" Monitor	Comp Equip	90.00
11/09/2023	Dell Marketing L.P.	Billable/Luck- Monitor Stand	Comp Equip	62.69
11/09/2023	Dell Marketing L.P.	Billable/Dresser- 24" Monitor	Comp Equip	90.00
11/09/2023	Marriott Hotel	WLA Conf./KN Hotel	Lodging	417.00
11/09/2023	Marriott Hotel	WLA Conf./KS Hotel	Lodging	417.00
11/09/2023	FlowRoute.com	Nov. Phone/on Acct-Refund	on Acct	-50.00
11/09/2023	FlowRoute.com	Nov. Phone/on Acct-Refund	on Acct	-50.00
11/09/2023	FlowRoute.com	Nov. Phone/on Acct-Refund	on Acct	-50.00
11/09/2023	FlowRoute.com	Nov. Phone/on Acct-Refund	on Acct	-50.00
11/09/2023	FlowRoute.com	Nov. Phone/on Acct-Refund	on Acct	-50.00
11/13/2023	CDW-G	IFLS Comp/Fiber Optic Cable	IFLS Comp	79.64
11/15/2023	Menards	Waste Baskets, Latex Gloves, Toilet Brush, Cleani	Supplies	85.79
11/15/2023	USPS	Nov. Postage	Postage	33.51
11/16/2023	FlowRoute.com	Nov. Phone/on Acct	on Acct	50.00
11/17/2023	AccuCut	Dies For Kits	Kits	14.61
11/27/2023	S & S Worldwide, Inc.	Wipe off Blocks and Fun Tube Tunnel for Kits	Kits	118.30
11/27/2023	Department of Natural Resources	MORE/Passport Prog Prizes	Prize	28.00
Oct 28 - Nov 28, 23				<u><u>1,249.60</u></u>

# IFLS Library System

## Check Register

### December 2023

Date	Num	Name	Memo	Amount
<b>Dec 23</b>				
12/01/2023	Auto Pay	Delta Dental	Dec. '23 Vision	-67.74
12/08/2023	Auto Pay	AT&T	Nov. Phone/Fax Line	-20.55
12/10/2023	Auto Pay	Kwik Trip, Inc.	Nov. Gas	-60.42
12/15/2023	Auto Pay	Xcel Energy	10/24-11/26 Gas & Electric Svc	-424.47
12/22/2023	Auto Pay	Associated Credit Card	Nov. Credit Card *see attached	-1,249.60
12/22/2023	Auto Pay	Employee Trust Funds, Dept of	January '24 Health Ins.	-28,523.10
12/22/2023	Auto Pay	Lumen	Dec. Phone	-1.45
12/06/2023	WIRE	Internal Revenue Service	P/R#24	-10,596.66
12/15/2023	WIRE	Wisconsin Department of Revenue	P/R#23	-1,325.73
12/20/2023	WIRE	Internal Revenue Service	P/R#25	-7,666.36
12/20/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#25	-1,400.00
12/27/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#26	-1,400.00
12/29/2023	WIRE	Wisconsin Retirement System	Nov. WRF	-13,105.43
12/31/2023	WIRE	Wisconsin Department of Revenue	P/R#24-25	-3,161.80
12/13/2023	DD2635-2652	IFLS Staff	Direct Deposit	-24,127.65
12/27/2023	DD2653-2670	IFLS Staff	Direct Deposit	-24,127.59
12/11/2023	43128	Altoona Public Lib	MORE Ecomm Payments 2023	-733.75
12/11/2023	43129	Amery Public Lib	MORE Ecomm Payments 2023/Scholarship	-1,369.91
12/11/2023	43130	Augusta Public Lib	MORE Ecomm Payments 2023	-137.48
12/11/2023	43131	Barron Public Library	LSTA/J. Smyth-WLA Conf.	-967.35
12/11/2023	43132	Bloomer Public Lib	MORE Ecomm Payments 2023	-221.61
12/11/2023	43133	Boyceville Public Lib	MORE Ecomm Payments 2023	-59.94
12/11/2023	43134	Bruce Public Lib	MORE Ecomm Payments 2023	-45.98
12/11/2023	43135	CA Friday Memorial Library	MORE Ecomm Payments 2023	-473.29
12/11/2023	43136	Cameron Public Library	MORE Ecomm Payments 2023	-38.32
12/11/2023	43137	Centuria Public Library	MORE Ecomm Payments 2023	-30.66
12/11/2023	43138	Colfax Public Lib	MORE Ecomm Payments 2023	-101.01
12/11/2023	43139	Cornell Public Lib	MORE Ecomm Payments 2023	-26.75
12/11/2023	43140	Culligan	Dec. Service	-99.95
12/11/2023	43141	Cumberland Public Library	MORE Ecomm Payments 2023/Scholarship	-641.82
12/11/2023	43142	Deer Park Public Lib	LSTA/Barbara Krueger-WLA Conf.	-825.00
12/11/2023	43143	DR Moon Memorial (Stanley) Lib	MORE Ecomm Payments 2023	-55.06
12/11/2023	43144	Dresser Pubic Lib	MORE Ecomm Payments 2023/Scholarship	-504.60
12/11/2023	43145	Durand Public Library	MORE Ecomm Payments 2023	-81.12
12/11/2023	43146	EBSCO Publishing	24 Novelist + (IFLS) Select (MORE)	-13,779.00
12/11/2023	43147	Ellsworth Public Lib	MORE Ecomm Payments 2023	-382.50
12/11/2023	43148	Elmwood Public Library	MORE Ecomm Payments 2023	-31.27
12/11/2023	43149	Fairchild Public Library	MORE Ecomm Payments 2023	-32.46
12/11/2023	43150	Frederic Public Lib	MORE Ecomm Payments 2023	-31.51
12/11/2023	43151	Glenwood City Public Lib	MORE Ecomm Payments 2023	-77.26
12/11/2023	43152	Hazel Mackin Library (Roberts)	LSTA/Tori Schoess-WLA Conf.	-550.00
12/11/2023	43153	Hudson Public Lib	MORE Ecomm Payments 2023	-825.24
12/11/2023	43154	Jensen, Brad	Tech Support/New Richmond	-11.00

# IFLS Library System

## Check Register

### December 2023

Date	Num	Name	Memo	Amount
12/11/2023	43155	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2023/Scholarship	-1,398.25
12/11/2023	43156	Luck Public Library -	MORE Ecomm Payments 2023	-188.89
12/11/2023	43157	Menomonie Public Library	MORE Ecomm Payments 2023/Scholarship	-976.92
12/11/2023	43158	Osceola Public Lib	MORE Ecomm Payments 2023	-423.91
12/11/2023	43159	Park Falls Public Lib	MORE Ecomm Payments 2023	-455.37
12/11/2023	43160	Phillips Public Lib	MORE Ecomm Payments 2023	-105.31
12/11/2023	43161	Rice Lake Public Library	MORE Ecomm Payments 2023	-354.63
12/11/2023	43162	River Falls Public Lib	MORE Ecomm Payments 2023	-443.22
12/11/2023	43163	Rusk County Community Library	Scholarships	-1,650.00
12/11/2023	43164	Securian Financial Group, Inc.	Jan. Life Ins.	-334.79
12/11/2023	43165	Somerset Public Lib	MORE Ecomm Payments 2023	-693.71
12/11/2023	43166	St Croix Falls Public Lib	MORE Ecomm Payments 2023/Scholarship	-967.83
12/11/2023	43167	Thompson, John	Nov. Library Visits	-326.40
12/11/2023	43168	Turtle Lake Public Library	MORE Ecomm Payments 2023	-105.89
12/11/2023	43169	Wisconsin Valley Library Service	LSTA/Webinar Partnership	-150.00
12/11/2023	43170	Woodville Public Lib	MORE Ecomm Payments 2023	-50.65
12/11/2023	43171	Bibliocommons Inc.	MORE/BiblioCore & Apps/Jan-Dec'24	-64,294.03
12/11/2023	43172	Marcive, Inc.	MORE/Nov. Database Maint.	-224.83
12/11/2023	43173	Niche Academy/Intuit	Niche Academy Annual Subscription	-6,600.00
12/11/2023	43174	OverDrive, Inc.	High Demand/OverDrive Titles	-6,430.62
12/20/2023	43175	OCLC, Inc	Nov. Net OCLC Fees	-111.82
12/20/2023	43176	Season 2 Season	Sept.-Nov. Lawncare Svc	-480.00
12/20/2023	43177	Thompson, John	Dec. Library Visits	-100.47
12/20/2023	43178	Waltco Inc.	Dec. Del. Srv.	-30,555.16
12/20/2023	43179	OverDrive, Inc.	High Demand/OverDrive Titles	-10,531.86
12/20/2023	43180	Jensen, Brad	Jul.-Dec. Cell Phone Usage	-120.00
12/20/2023	43181	Schwartz, Kristopher	Jul.-Dec. Cell Phone Usage	-120.00
12/20/2023	43182	Setter, Kathy	Jul.-Dec. Cell Phone Usage	-120.00
12/20/2023	43183	Thompson, John	Jul.-Dec. Cell Phone Usage	-120.00
Dec 23				<u><u>-267,826.95</u></u>

# IFLS Library System

## ASSOCIATED Credit Card Transaction Detail Report

### Electronic Auto Pay (1/24/2024)

Date	Name	Memo	Num	Amount
Nov 29 - Dec 28, 23				
11/29/2023	Dell Marketing L.P.	Billable/Augusta- Optiplex Micro PC	Comp Equip	710.00
11/29/2023	Dell Marketing L.P.	Billable/Augusta- 24" Monitor	Comp Equip	90.00
11/29/2023	FlowRoute.com	Dec. Phone/on Acct	on Acct	50.00
12/04/2023	AccuCut	Dies For Kits	Kits	79.04
12/04/2023	Dell Marketing L.P.	Billable/Bloomer Laptop	Comp Equip	884.17
12/05/2023	GFL Environmental	Dec Garbage	600324	40.50
12/06/2023	Dell Marketing L.P.	Billable/Barron- (7)-Monitor Stands	Comp Equip	438.83
12/06/2023	Dell Marketing L.P.	Billable/Barron- (7)-24" Monitors	Comp Equip	630.00
12/06/2023	Sams Club	Holiday Gifts/Services	gifts	78.28
12/06/2023	Hobby Lobby	Holiday Gifts/Services	gifts	12.06
12/07/2023	Dell Marketing L.P.	Billable/Barron- (7)-Optiplex Micro PC's	Comp Equip	6,390.00
12/13/2023	GoDaddy.com	2024 Prepaid/Domain Name Renewals	Renewals	940.54
12/13/2023	FlowRoute.com	Dec. Phone/on Acct	on Acct	50.00
12/13/2023	FreePik	Graphics	4847823	25.32
12/15/2023	CDW-G	IFLS Comp/Wireless Access Point	IFLS Comp	190.40
12/15/2023	USPS	Dec. Postage	Postage	34.91
12/16/2023	Intuit	Quickbooks-Enterprise Gold/Enhanced Payroll	Software	1,896.57
12/21/2023	Quill Corporation	Office Supplies-Hand Towels/Binders/Pink Paper	Inv36255456	143.61
12/21/2023	Quill Corporation	Office Supplies-Green Paper	Inv36245300	14.10
12/23/2023	Quill Corporation	Office Supplies-Copy Paper	Inv34336027	-19.40
12/23/2023	Quill Corporation	Office Supplies-Copy Paper	Inv36300836	19.40
12/23/2023	Quill Corporation	Office Supplies-Chair Mat/Red Pens	Inv36102216	83.73
12/23/2023	Quill Corporation	Office Supplies-Red Pens	Inv36232355	32.03
12/23/2023	Quill Corporation	Office Supplies-Red Pens	Inv36102216	-32.03
12/27/2023	Wisconsin Library Association	WLA Membership/K. Noack	Renewal	162.00
12/27/2023	FlowRoute.com	Dec. Phone/on Acct	on Acct	16.67
Nov 29 - Dec 28, 23				<u><u>12,960.73</u></u>

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**IFLS Library System**  
**Balance Sheet**  
 As of December 31, 2023 (Not Final)

	IFLS	MORE	2023 TOTAL	2022 TOTAL
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	13,901.53		13,901.53	11,802.14
1040 · Bank Mutual - Checking	54,251.26		54,251.26	54,680.02
1050/1106 · Investments/Bank Mutual & States PIF	2,020,708.17	297,863.48	2,318,571.65	2,158,391.46
Total Checking/Savings & Investments	2,088,860.96	297,863.48	2,386,724.44	2,224,873.62
Accounts Receivable				
1200 · Accounts Receivable	27,042.42		27,042.42	63,169.72
Total Accounts Receivable	27,042.42	0.00	27,042.42	63,169.72
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,028.58		2,028.58	1,646.37
1499 · Undeposited Funds	2,916.67		2,916.67	8,830.99
1508/1509 · 2023-2024 Prepaid Expenses	154,719.92		154,719.92	96,089.10
Total Other Current Assets	159,740.17	0.00	159,740.17	106,641.46
<b>TOTAL ASSETS</b>	<b>2,275,643.55</b>	<b>297,863.48</b>	<b>2,573,507.03</b>	<b>2,394,684.80</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	29,651.12	5,238.43	34,889.55	67,847.29
2011 · Credit Card - Associated	0.00		0.00	260.00
Total Accounts Payable	29,651.12	5,238.43	34,889.55	68,107.29
Other Current Liabilities				
2100 · Payroll Liabilities	12,026.53		12,026.53	8,716.50
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	21,494.64		21,494.64	20,243.83
2900 · Unavailable Revenue	1,237,281.75		1,237,281.75	1,258,343.75
Total Other Current Liabilities	1,270,802.92	0.00	1,270,802.92	1,287,304.08
Total Current Liabilities	1,300,454.04	5,238.43	1,305,692.47	1,355,411.37
<b>Total Liabilities</b>	<b>1,300,454.04</b>	<b>5,238.43</b>	<b>1,305,692.47</b>	<b>1,355,411.37</b>
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	674,077.48	289,100.00	963,177.48	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	281,112.03	-52,570.90	228,541.13	-24,356.34
Total Equity (End of Year)	975,189.51	292,625.05	1,267,814.56	1,039,273.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,275,643.55</b>	<b>297,863.48</b>	<b>2,573,507.03</b>	<b>2,394,684.80</b>

# IFLS Library System

## Revenue and Expense Statement

January through December 2023 (Not Final)

	Jan - Dec 23	Jan - Dec 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5100 · Current Year State Aids	1,499,825.00	1,387,411.00
5200 · Interest Income/General Funds	98,480.19	30,205.55
5263 · MORE Management Income	446,500.00	432,000.00
5264 · Catalog/Processing Income	83,879.95	79,885.66
5277 · Fed Grant Indirect Funds	0.00	19,148.63
5280 · Technology Income	5,547.25	11,535.28
5300 · Miscellaneous Income	12,356.14	158.96
<b>Total Income</b>	<b>2,146,588.53</b>	<b>1,960,345.08</b>
<b>Expense</b>		
6500 · Salaries/Wages & Benefits	1,343,790.65	1,273,328.99
6580 · Leave Payouts at Retirement	31,561.81	11,824.92
66900 · Reconciliation Discrepancies	1.65	0.00
8070 · New Furnishings/Equipment <\$500	946.33	1,933.19
8530 · Bank & Direct Deposit Fees	2.43	1,173.15
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	2,726.76	2,006.34
8690 · Librarian Workshops - General	9,408.84	5,822.23
8700 · CE/Collaboration Projects	303.03	0.00
8710 · CE Grants - General	0.00	1,000.00
8714 · Accessibility Audits	4,384.96	5,078.88
8716 · Community Engagement Support	4,000.00	0.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	17,692.22	10,949.63
8735 · Library Consulting Expenses	832.00	372.00
8740 · Field Visits	4,843.95	4,493.35
8741 · Field Visits - Tech Support	215.61	344.66
8755 · Programming Kits	723.86	684.68
8812 · ILL Fees & Verification Sources	8,438.29	9,013.62
8850 · Delivery Service	337,591.81	326,476.81
8855 · Collection Dev Grant-LEPhillips	17,250.00	23,000.00
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	56,230.00
8950 · Campaign for Wisconsin Libs	1,800.00	1,387.00
8960 · Long Range Planning Meeting	272.17	0.00
8971 · Web Development	1,060.14	1,002.59
9010 · IFLS Committee Meetings	944.83	1,057.16
9020 · Professional Materials	932.87	1,055.49
9030 · Postage	842.11	445.94

**IFLS Library System**  
**Revenue and Expense Statement**  
January through December 2023 (Not Final)

	<u>Jan - Dec 23</u>	<u>Jan - Dec 22</u>
9050 · Telephone	2,457.14	2,774.71
9060 · Supplies	4,694.55	4,805.37
9080 · Marketing & Advocacy PR	458.64	553.45
9123 · Building Overhead Expenses	18,991.72	17,768.58
9140 · Photocopier Costs	7,924.46	1,410.93
9160 · Computers	10,167.54	9,734.84
9190 · System Vehicle Expenses	2,252.29	3,017.55
9220 · Insurance	5,058.79	4,961.76
9240 · Contingency	-2,425.74	-561.62
<b>Total Expense</b>	<u>2,066,630.43</u>	<u>1,948,050.86</u>
<b>Net Ordinary Income</b>	79,958.10	12,294.22
<b>Pass-thru Income/Expense</b>		
<b>Pass-thru Income</b>		
5474 · LSTA 2022 Income	35,988.15	450,443.42
5475 · LSTA 2023 Income	186,309.03	0.00
5670 · MORE Shared System Income	977,827.00	903,400.00
5702 · Billable Project Income	158,816.78	222,351.72
<b>Total Other Income</b>	<u>1,358,940.96</u>	<u>1,576,195.14</u>
<b>Pass-thru Expense</b>		
8830 · Shared Cataloging Service	32.20	0.00
8940 · Projects Billable to Libraries	143,036.73	206,078.45
9500 · MORE Shared Automation Expenses	991,030.11	958,105.32
9979 · LSTA 2021 Grant Expenses	0.00	143,649.11
9980 · LSTA 2022 Grant Expenses	35,974.20	305,012.82
9981 · LSTA 2023 Grant Expenses	40,284.69	0.00
<b>Total Pass-thru Expense</b>	<u>1,210,357.93</u>	<u>1,612,845.70</u>
<b>Net Pass-thru Income</b>	<u>148,583.03</u>	<u>-36,650.56</u>
<b>Net Income</b>	<u>228,541.13</u>	<u>-24,356.34</u>



# IFLS Library System

## Annual Budget vs. Actual Income and Expense

January through December 2023 (Not Final)

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5100 · Current Year State Aids	1,499,825.00	1,499,825.00	0.00	100.0%
5200 · Interest Income/General Funds	98,480.19	8,253.00	90,227.19	1,193.27%
5263 · MORE Management Income	446,500.00	446,500.00	0.00	100.0%
5264 · Catalog/Processing Income	83,879.95	83,885.00	-5.05	99.99%
5280 · Technology Income	5,547.25	0.00	5,547.25	100.0%
5300 · Miscellaneous Income	12,356.14	6,200.00	6,156.14	199.29%
<b>Total Income</b>	<b>2,146,588.53</b>	<b>2,044,663.00</b>	<b>101,925.53</b>	<b>104.99%</b>
<b>Expense</b>				
6500 · Salaries/Wages & Benefits	1,343,790.65	1,402,264.00	-58,473.35	95.83%
6580 · Leave Payouts at Retirement	31,561.81	36,278.00	-4,716.19	87.0%
66900 · Reconciliation Discrepancies	1.65			
8070 · New Furnishings/Equipment <\$500	946.33	2,000.00	-1,053.67	47.32%
8530 · Bank & Direct Deposit Fees	2.43	1,600.00	-1,597.57	0.15%
8540 · Annual Audit	8,740.00	8,000.00	740.00	109.25%
8620 · Collection/Electronic Resources	29,466.94	50,467.00	-21,000.06	58.39%
8630 · Wis Pub Lib Consortium Membshp	6,953.00	6,953.00	0.00	100.0%
8670 · Professional Memberships	2,726.76	4,000.00	-1,273.24	68.17%
8690 · Librarian Workshops - General	9,408.84	7,345.00	2,063.84	128.1%
8700 · CE/Collaboration Projects	303.03	300.00	3.03	101.01%
8714 · Accessibility Audits	4,384.96	5,000.00	-615.04	87.7%
8716 · Community Engagement Support	4,000.00	12,000.00	-8,000.00	33.33%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	17,692.22	29,000.00	-11,307.78	61.01%
8735 · Library Consulting Expenses	832.00	1,700.00	-868.00	48.94%
8740 · Field Visits	4,843.95	9,000.00	-4,156.05	53.82%
8741 · Field Visits - Tech Support	215.61	0.00	215.61	100.0%
8755 · Programming Kits	723.86	700.00	23.86	103.41%
8812 · ILL Fees & Verification Sources	8,438.29	14,371.00	-5,932.71	58.72%
8850 · Delivery Service	337,591.81	349,908.00	-12,316.19	96.48%
8855 · Collection Dev Grant-LEPhillips	17,250.00	23,000.00	-5,750.00	75.0%
8864 · Wide-Area Network (WAN)	4,148.00	4,148.00	0.00	100.0%
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	1,800.00	0.00	100.0%
8960 · Long Range Planning Meeting	272.17	500.00	-227.83	54.43%
8971 · Web Development	1,060.14	1,100.00	-39.86	96.38%
9010 · IFLS Committee Meetings	944.83	1,800.00	-855.17	52.49%
9020 · Professional Materials	932.87	1,500.00	-567.13	62.19%
9030 · Postage	842.11	895.00	-52.89	94.09%
9050 · Telephone	2,457.14	3,959.00	-1,501.86	62.07%
9060 · Supplies	4,694.55	6,400.00	-1,705.45	73.35%

# IFLS Library System

## Annual Budget vs. Actual Income and Expense

January through December 2023 (Not Final)

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
9080 · Marketing & Advocacy PR	458.64	2,000.00	-1,541.36	22.93%
9123 · Building Overhead Expenses	18,991.72	25,997.00	-7,005.28	73.05%
9140 · Photocopier Costs	7,924.46	8,040.00	-115.54	98.56%
9160 · Computers	10,167.54	6,900.00	3,267.54	147.36%
9190 · System Vehicle Expenses	2,252.29	3,700.00	-1,447.71	60.87%
9220 · Insurance	5,058.79	6,224.00	-1,165.21	81.28%
9240 · Contingency	-2,425.74	-500.00	-1,925.74	485.15%
9245 · Capital Expenditures	0.00	20,000.00	-20,000.00	0.0%
<b>Total Expense</b>	<b>2,066,630.43</b>	<b>2,241,399.00</b>	<b>-174,768.57</b>	<b>92.2%</b>
<b>Net Ordinary Income</b>	<b>79,958.10</b>	<b>-196,736.00</b>	<b>276,694.10</b>	
<b>Pass-thru Income/Expense</b>				
<b>Pass-thru Income</b>				
5474 · LSTA 2022 Income	35,988.15	0.00	35,988.15	100.0%
5475 · LSTA 2023 Income	186,309.03	0.00	186,309.03	100.0%
5670 · MORE Shared System Income	977,827.00	940,629.00	37,198.00	103.96%
5702 · Billable Project Income	158,816.78	150,000.00	8,816.78	105.88%
<b>Total Other Income</b>	<b>1,358,940.96</b>	<b>1,090,629.00</b>	<b>268,311.96</b>	<b>124.6%</b>
<b>Pass-thru Expense</b>				
8830 · Shared Cataloging Service	32.20			
8940 · Projects Billable to Libraries	143,036.73	150,000.00	-6,963.27	95.36%
9500 · MORE Shared Automation Expenses	991,030.11	1,005,729.00	-14,698.89	98.54%
9980 · LSTA 2022 Grant Expenses	35,974.20			
9981 · LSTA 2023 Grant Expenses	40,284.69	62,269.00	-21,984.31	
<b>Total Pass-thru Expense</b>	<b>1,210,357.93</b>	<b>1,217,998.00</b>	<b>-7,640.07</b>	<b>99.37%</b>
<b>Net Pass-thru Income</b>	<b>148,583.03</b>	<b>-127,369.00</b>	<b>275,952.03</b>	
<b>Net Income</b>	<b>228,541.13</b>	<b>-324,105.00</b>	<b>552,646.13</b>	

	MORE
<b>ASSETS</b>	
Current Assets	
1105 · Investment Funds - MORE	\$ 297,863.48
1200-1 · Accts Receivable-MORE	-
1508-1 · 2023 Prepaid Expense-MORE	
<b>TOTAL ASSETS</b>	<b>\$ 297,863.48</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
2000-1 · Accounts Payable-MORE	5,238.43
<b>Total Liabilities</b>	<b>5,238.43</b>
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	(52,570.90)
<b>Total Equity/MORE Fund Balance</b>	<b>292,625.05</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 297,863.48</b>

**IFLS Library System**  
**Revenue less Expense - MORE**  
January through December 2023 (Not Final)

	Jan -Dec '23	Jan - Dec '22
<b>MORE Income/Expense</b>		
<b>MORE Income</b>		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income		0.00
5670-2 · MORE Operating Income	940,627.00	903,400.00
<b>Total MORE Income</b>	940,627.00	903,400.00
<b>MORE Expense</b>		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	446,500.00	432,000.00
9500-12 · MORE/III Annual Maintenance	153,572.50	145,220.32
9500-21 · MORE/Training Mtg Expenses	-33.71	0.00
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	5,219.00	3,465.59
9500-22 · MORE/High-demand Hold Project	9,094.65	14,204.43
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	10,799.16	12,306.38
9500-24 · MORE/Conferences	6,610.95	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/Mgmt Team Training	873.71	0.00
9500-38 · MORE/Systemwide OCLC	42,180.77	40,390.86
9500-4 · MORE/New Participant Expenses	1,603.59	852.52
9500-40 · MORE/Overdrive Content	50,009.43	35,980.97
9500-45 · MORE/Freading eBook Svc	0.00	8,730.00
9500-46 · MORE/Electronic Periodicals	7,355.00	23,057.71
9500-48 · MORE/i-Tiva Telephony Subscription	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	3,865.64	4,134.98
9500-6 · MORE/Database Cleanup/Maint	5,569.68	5,766.25
9500-8 · MORE/Host Site Costs	3,500.00	3,500.00
9500-41 · MORE/E-Content	129,774.00	122,310.00
<b>Total 9500 · MORE Shared Automation Expenses</b>	991,525.41	958,105.32
<b>Total MORE Expense</b>	991,525.41	958,105.32
<b>Year-to-date MORE Income less Expense</b>	<b>-52,570.90</b>	<b>-54,705.32</b>
 Plus 12/31/22 MORE Uncommitted Fund Balance	 56,095.95	
Plus 12/31/22 MORE Reserve/Committed Balance	289,100.00	
 <b>MORE Fund Balance</b>	 <b>292,625.05</b>	

## **Director's Report**

### **Agenda Items**

#### **VII. \* Election of 2024 Officers**

A slate of officers has been proposed by the Nominations Committee. Nominations will also be accepted from the floor. Initially the slate will be narrowed to 5 individuals to comprise the Executive Committee. From those 5 the board chair will be elected. During the election, the IFLS Director will temporarily chair the meeting.

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

The officers for the Executive Committee will be appointed from the elected group of officers including the vice-chair, treasurer, secretary, and member-at-large.

The 5-person Personnel Committee will also be appointed. It may include one or more members of the Executive Committee.

#### **XIII. Wisconsin Library Association (WLA) Membership**

IFLS typically has paid for up to two trustees to join WLA. Generally, the chair is one of those members.

### **Monthly Activities**

#### **Building Projects**

I have been regularly attending meetings in Boyceville, Fall Creek, and Stanley as they work on their respective projects. Currently Cadott is on hold awaiting news on a potential new site.

#### **Chippewa County Library Plan**

I will be advising the committee as they update their service plan.

#### **Shared Technology Support Position**

Brendan Tuckey started as the new shared technology support person on January 8<sup>th</sup>. Due to his location, we have shifted from IFLS to Wisconsin Valley as the employer for the position. Also, Winding Rivers Library System has joined the collaboration. Brendan will be helping to support libraries in IFLS, Northern Waters, Winding Rivers, and Wisconsin Valley with their websites. We will make adjustments as needed.

## **System Director Hirings**

Angela Noel has been hired as the new System Director at the Southwest Wisconsin Library System (Fennimore). Angela most recently was the library director in Dodgeville. No announcement has been made for the new System Director at the South Central Library System.

## **Vacation Update**

Since the last board meeting, I took most of the week of Thanksgiving, the week between Christmas and New Years as well as some other random days in December.

## **Wisconsin Library Association**

WLA has created the "[Bills We're Watching](#)" webpage which provides a brief summary of each bill, along with links to the bill text and information about the legislative process.

## **Consulting**

Buildings and Space Planning, County Planning, Library Administration, Personnel and Hiring, Policy Development, and Library Law.

# Resource Sharing and Collection Consultant's Report

Cecelia Cole, January 2024 - IFLS Board of Trustees

## Project Highlights:

- **Collection Development Resources Webpage:** The Collection Development Resources page is now live on the IFLS website: <https://iflsweb.org/for-librarians/collection-development/>. The page contains links to resource articles covering topics including selecting materials, weeding, collection development policies, and collection analysis. The page and articles will be continuously updated as needed and will be used as a starting point for future consultations and library staff development opportunities.

## Consultation Highlights:

- **OverDrive Magazine Subscription Donation:** Bloomer PL & Eau Claire PL, November 2023
- **Nature & Science Journal Access:** Boyceville PL, November 2023
- **IFLS e-Materials Fund Contributions:** Several IFLS Libraries, November & December 2023
- **ILL/WISCAT Request Transfers:** Rice Lake PL, December 2023
- **OverDrive eBooks & Patron Recommendations:** Chippewa Falls PL, January 2024
- **Libby/OverDrive Hold Limits:** Altoona PL, January 2024
- **ILL Processing & Procedures:** Prescott PL, January 2024
- **Historical Newspaper Digitization:** Osceola PL, January 2024

## Committee Meetings:

- **WLA Intellectual Freedom Special Interest Group:** November 2023
- **Intellectual Freedom Working Group:** November 2023
- **WISCAT User Group:** December 2023
- **State/System Directors:** December 2023

## Professional Development:

- **Webinar:** *Bring Streaming Video to your Library with Kanopy* – OverDrive, November 2023

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

Date	E-Audiobook Checkouts	E-Book Checkouts	Magazine Checkouts	Video Checkouts	Total
2019	260,908	287,699	*	478	549,085
2020	306,489	355,016	*	677	662,182
2021	335,657	355,906	17,006	399	708,968
2022	373,669	354,486	27,125	132	755,412
<b>2023</b>	<b>434,664</b>	<b>377,725</b>	<b>51,841</b>	<b>0**</b>	<b>864,230</b>

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

\*\*Streaming videos were discontinued by the OverDrive company in 2022.

## Annual Statistics: IFLS Interlibrary Loan Clearinghouse

Requests Received	2018	2019	2020	2021	2022	2023
January	1718	1744	2023	1098	1028	1314
February	1606	1599	1555	1019	905	1208
March	1897	1554	962	1061	1002	1435
April	1612	1611	*	889	1166	1160
May	1453	1452	*	773	1089	1236
June	1462	1357	*	909	1127	1207
July	1465	1573	59*	886	1031	1106
August	1565	1415	877	1113	1175	1388
September	1377	1553	817	955	1195	1288
October	1607	1760	909	935	1131	1206
November	1444	1255	804	956	1028	1184
December	1405	1534	922	860	833	1193
<b>Total</b>	<b>18,611</b>	<b>18,407</b>	<b>8,928</b>	<b>11,454</b>	<b>12,760</b>	<b>14,925</b>

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

ANNUAL SUMMARY Requests Referred	2018	2019	2020	2021	2022	2023
Holds on MORE	12,585	12,357	5,253	6,703	6,419	7,256
IFLS Public Libraries – non-shared system	238	318	137	118	32	
IFLS School Libraries	38	34	9	2	1	0
IFLS Special Libraries	27	22	33	67	72	17
IFLS Academic Libraries	99	73	57	68	77	11
<b>Sub-Total Referred to IFLS Libraries</b>	<b>12,987</b>	<b>12,804</b>	<b>5,489</b>	<b>6,958</b>	<b>6,601</b>	<b>7,284</b>
WISCAT Referrals	1187	1,166	705	868	632	701
WI OCLC Lenders	635	648	464	455	280	30
WI non-OCLC Lenders	45	7	2	5	32	0
Out-of-State OCLC Lenders	1572	1,463	843	1028	1250	1662
Out-of-State Non-OCLC	1	0	4	5	5	0
<b>Sub-Total Referred Out-of-System</b>	<b>3,440</b>	<b>3,284</b>	<b>2,018</b>	<b>2,361</b>	<b>2,199</b>	<b>2,393</b>
<b>TOTAL REFERRED</b>	<b>16,427</b>	<b>16,088</b>	<b>7,507</b>	<b>9,319</b>	<b>8,800*</b>	<b>9,677</b>

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

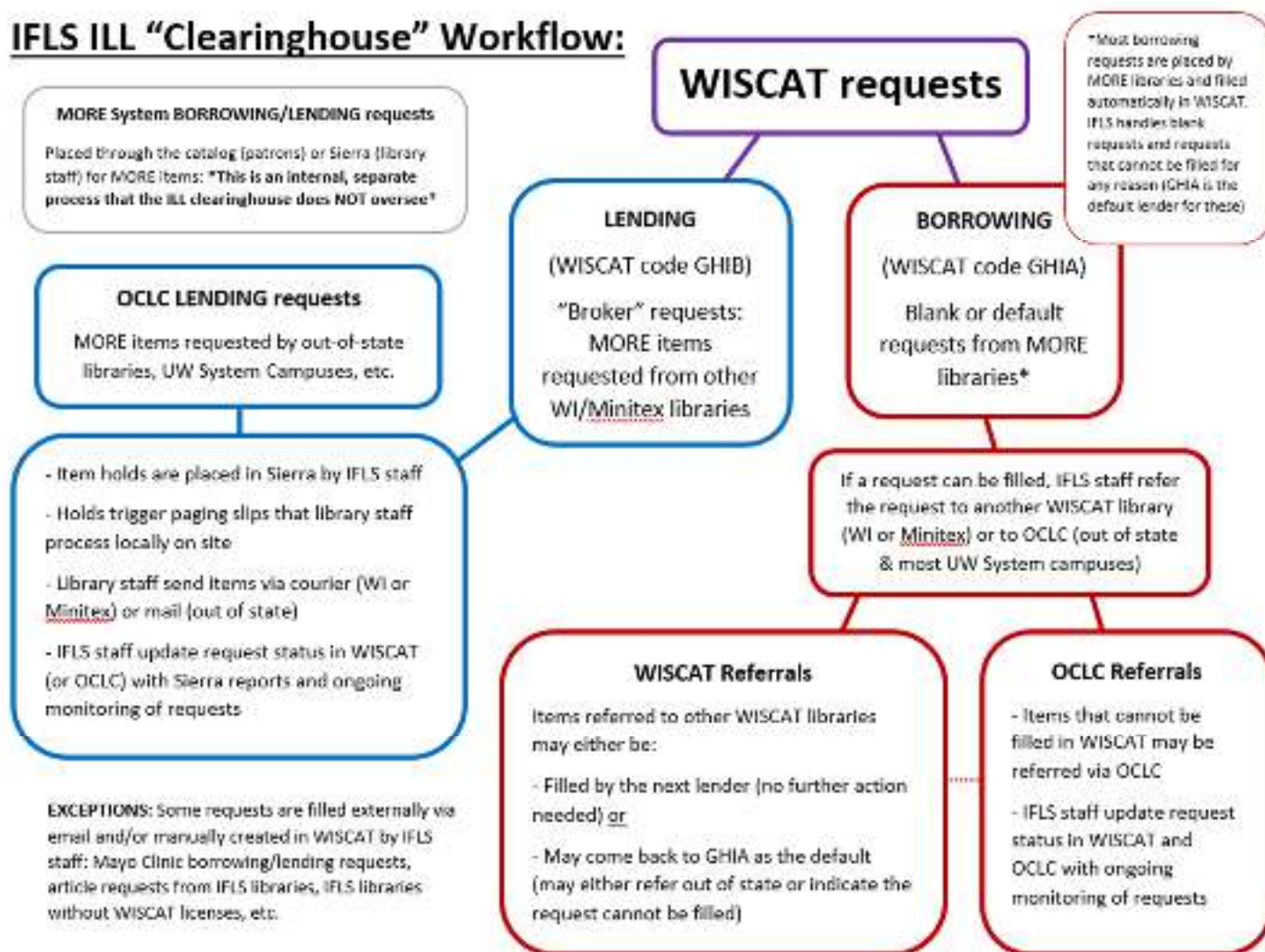
## About the IFLS Interlibrary Loan Clearinghouse

- IFLS serves as an interlibrary loan (ILL) clearinghouse for the majority of our member libraries.
- Libraries use the WISCAT ILL software to create and manage borrowing requests (decentralized); the IFLS clearinghouse handles centralized lending.



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

## IFLS ILL “Clearinghouse” Workflow:



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

IFLS Library System Board of Directors  
Library Development and Youth Services Coordinator's Report of Activities  
Submitted by Leah Langby January 16, 2024

**Book Bike Update**

- I have connected libraries reporting technical challenges with the book bike company for help, and have communicated with all three libraries that have not used their bikes yet. Two of them have an interest in using the bike in the upcoming season, I am working with the other one.
- Held a virtual Book Bike Users Group in November, will have another in spring to facilitate sharing ideas

**Continuing Education/Professional Development Highlights:**

**Recent offerings:**

- [Wisconsin Libraries Talk About Race](#) webinar: *Understanding and Challenging Implicit Bias in Decision Making* with Anne Phibbs (
- **IFLS webinar:** *Information Access for Blind and Visually Impaired People* with Katherine Schneider on January 9 (30 attended from around the state, 13 have viewed recording)
- [Wisconsin Libraries Talk About Race](#) webinar: *Moving from Allyship to Leadership: Agency, Accountability, and Emotional Intelligence* with Anne Phibbs on January 11 (data not available)

**Upcoming offerings**

- Check the [IFLS calendar](#), additional offerings being added as details are finalized.
- Of special note: *Everything You Wanted to Know about Book Challenges* with Tasslyn Magnusson (Prescott Trustee and expert in the topic) in Altoona (February 24) and Somerset (March 2). Please consider joining us and spreading the word to trustees in your area!

**Scholarships:**

IFLS receives a grant from the Wisconsin Department of Public Instruction, funded by the Institute for Museum and Library Services, to enhance professional development opportunities. We have put most of this money into providing scholarships to conferences and courses for library staff.

Spring scholarships: We will be sending two people to the Public Library Association Conference in Ohio, two to the Power Up Youth Services Leadership Conference in Madison, and one to the Wisconsin Association of Public Libraries Conference this year with scholarship funds. More scholarships pending.

Fall scholarships: I promised a few quotes from participants in the fall scholarships:

"The greatest takeaway ... It's easy for us in small rural libraries to look at the grand structures with mind blowing circulation, endless programming and ample staff and feel as if we are less important. The reality is that the libraries in less populated areas may play a more significant role in their community's life than their larger counterparts." Lisa Mulderink, attended the Association for Rural and Small Libraries Conference

"I gained solid ideas for programs that I want to add to current programming and/or set up to weave into future programs." Laura Maki, Wisconsin Library Association Annual Conference

“... I am so appreciative of being able to attend, thanks to the IFLS scholarship. Without this, our training budget would not have supported one person going, let alone two, so I remain ever grateful for this opportunity.” Christinna Swearingen, attended the Wisconsin Library Association Annual Conference.

“While I appreciate working at one of the larger public libraries in Wisconsin ... it does make it difficult to connect with other library professionals in similar positions, since there aren’t many similar positions in the state. Attending the LMCC conference provided the opportunity not only to learn new skills and perspectives, but also to connect with peer professionals in a way that I am not otherwise able to do so.” Isa Small, attended the Library Marketing and Communications Conference

## Public Services Consultant Report

Katelyn Noack

### I. Consulting

Aided with policy review and other administration questions for Bloomer, Plum City, Barron, and Amery, among others.

### II. Library Visits

Osceola – New Director Visit

### III. New Directors

The New Director Cohort met on Dec. 7 briefly, and again on January 11. We talked about Friends groups and winter programming. Our next meeting is in March and will be about school and community outreach, specifically for promoting the Summer Reading Program.

### IV. Collaborations/Adult Services

A few months back the League of Women Voters for the Greater Chippewa Valley contacted us about utilizing the courier system to deliver voting materials to their partner libraries. I've been working with one of their board members who dropped off packages in early January for many of our libraries in Chippewa, Eau Claire, Dunn, Barron, Pierce and Pepin counties. We also aided in distributing to the Winding River Library System, Buffalo and Trempealeau counties. They did all the packaging themselves and are simply utilizing our delivery network. It went well, and I anticipate that this distribution collaboration may occur a few times per year.

### V. Committee Meetings

New Director Cohort  
Intellectual Freedom Working Group  
MORE Executive Committee  
Director Check-In

### VI. Delivery

#### Annual Statistics

In 2023, **40,423 bins of materials** traveled through the IFLS Library System carrying an estimated **1,514,854 items**. This is an average of 3,368 bins per month with our lowest month being May (2,757 bins) and our highest month being October (4,348 bins). The number of materials in transit averaged 126,237 per month with 18,333 items typically in transit at any given time.

\* Items moving from one library to another arrived at their destination in less than one week 92% of the time, the rest arriving in less than two weeks (7.25%).

\* It costs approximately \$0.25 per item to travel from one library to another, roughly \$9.40 per bin. This amount accounts for all transit costs, employment costs, and sorting costs.

### VII. Other Tidbits

Viewed a series on parliamentary procedure from Minitex ([Available Here](#)) and “Just the T”, a webinar about Library Trustees as Public Officials (Available via United for Libraries – free for registered WI library staff & trustees). I recommend the latter, as the former was well done but a bit too detailed for our library's application.

## MORE Administrator's Report

Lori Roholt

January 2024 – IFLS Board of Trustees

### 2023 Public Library Annual Reports

Again this year, IFLS staff have compiled collection, use, and technology data to give our member libraries a head start on their annual reports.

Across MORE, circulation activity was up in 2023 compared to 2022:

	2023	2022
Checkouts	2,374,347	2,231,611
Renewals	784,054	770,158
Total circulation (checkouts plus renewals)	3,158,401	3,001,769
Items loaned and borrowed among MORE- member libraries	612,484	580,410
OverDrive/Libby checkouts	864,230	755,409

### New MORE Member Library

Library Services and Technology Act (LSTA) grant funding has been approved for Hawkins Area Library to join MORE, and MORE Directors Council has approved the timeline for the library to join the consortium, going live in July 2024. This involves adding the library's collection to the shared MORE database, training staff on MORE policies and procedures, and shoring up patron registration, all tasks managed by MORE Project Manager Kathy Setter, who has been involved with adding all of MORE's new member libraries throughout the consortium's nearly 25-year history. Hawkins Area Library is the last IFLS-member public library to join MORE.

### Looking ahead:

In the next few months, in addition to adding Hawkins Area Library to MORE, the consortium will be:

- Sending IFLS staff and possibly a library director or staff member to the annual Innovative Users Group (IUG) Conference in Detroit. The IUG Conference is a good opportunity to share ideas and news among library users of the automation software in use by MORE.
- Negotiating a new agreement for our automation software package with vendor Innovative.

# Board Report for Communications and Advocacy

January 2024 IFLS Board of Trustees meeting  
from Rebecca Kilde

We're collecting Library Love Stories right now!



IFLS staff bring these testimonials to share with elected officials at Library Legislative Day in February. In addition, librarians share the stories with their own local officials and funders to demonstrate the importance of public libraries in our communities.

Please take a few minutes to share what's important to you about your own library. If you can, also ask your friends and neighbors to do the same. Your story is an important piece in the work that we do to support libraries in Wisconsin.

Use this [direct link](#) or click on the button on the top of the IFLS website home page.

## Library Legislative Day

If you're interested in attending Library Legislative Day (Feb 6 in Madison) to advocate for our libraries, talk to John.

## Website updates

The new [Collection Development](#) page and resources have been added to the website! Cecelia will continue to update this page to ensure we're providing current and relevant information to our librarians.

Some of the tutorial pages that are in the Article Index on the website are long and detailed. Librarians depend on these articles to efficiently complete their tasks. To make these pages easier to navigate, we've begun the process of reformatting long, information dense pages to include a table of contents and anchor links. This will allow users to more easily find specific information. It also allows IFLS staff to share links to specific sections in longer articles. You can view [an example here](#).

I worked with a committee of IFLS and library staff to develop a public-facing page that helps people to find ways to [support their public library](#). Libraries can link to this page from their website or copy it to put on their own website. Thanks to the whole Intellectual Freedom Working Group for the guidance in putting together this new and valuable public resource. Find the button on the top of the IFLS website home page.

Not new, but neat: The general resources page for library trustees: <https://iflsweb.org/home/trustees/>

# IT Director Report

*IFLS Board of Trustees, January 2024*

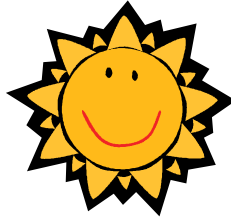
*Kris Schwartz, IT Director*

## Core network upgrade to 10Gbps (10G)

Over the last couple of years our core network infrastructure has been growing and using more bandwidth as we grow. The addition of the Wisconsin Library Systems shared backup, the planned completion of the Northern Waters Library Service full network migration in the coming weeks and libraries just using more bandwidth has pushed the bandwidth limits of our 1G core network to a threshold that required an upgrade to 10G, which has become an industry standard for core networking, to stay ahead of future expansion and need. I have been planning and working on upgrading that core infrastructure for the past several months and completed the full migration of our core Hyper-V host cluster servers to 10G switches which completes a pivotal objective for full network migration to 10G. This upgrade should provide us with enough bandwidth for any future expansions and increased data bandwidth demand for our shared LEANWI network.

## Library migrations to the new TEACH Network Services

Earlier this year TEACH renewed the Badgernet contract with AT&T for the 2024-2030 contract period. As part of the contract AT&T is requiring some internal changes to their MPLS network to try to provide a more redundant service for the libraries and schools in Wisconsin. The name of the service is also being changed from Badgernet to TEACH Network Services. Part of the new contract requires a migration for all TEACH Network Services libraries to a new network architecture being managed by a new contractor for AT&T. Each library is getting new equipment installed and most are having the last mile carrier changed depending on the library's location and what providers are available. Each of these migrations require a library staff person onsite and a library system IT network staff on a call while the physical migration is taking place so connection and bandwidth testing can be completed after the migration or to help troubleshoot any problems with the migration. These migrations were supposed to be completed by January 31<sup>st</sup>, 2024 but AT&T is having a lot of issues getting the network in line and it looks like there may be an extension into the middle of this year for the completion of this migration.



IFLS Library System  
Board of Trustees  
**Sunshine/Treat Fund**  
2023

Date	Note	Amount	Balance
1/1/2023	Balance Forward from 2022		\$80.43
5/24/23	Donation – Sue Duerkop	+25.00	105.43
7/17/23	Memorial – Marilyn Holte (IFLS Staff also donated \$25 for a total donation of \$50)	-25.00	80.43
12/31/23	Ending Balance		80.43



## 2024 IFLS Board of Trustees

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Dunn County Citizen Member  
(Term Exp: 12/2026)

### \_\_\_\_ Vacancy \_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
Chippewa County Citizen Member  
(Term Exp: 12/2024)



**Executive Committee**



**Personnel Committee**

*Updated: January 2024*



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## IFLS Board of Trustees 2024 Meeting Dates

Wednesday, January 24, 2024	12:30 p.m.	Via Zoom Meeting
Wednesday, March 27, 2024	12:30 p.m.	Via Zoom Meeting
Wednesday, May 22, 2024	12:30 p.m.	Location TBD
Wednesday, July 24, 2024	12:30 p.m.	Location TBD
Wednesday, September 25, 2024	12:30 p.m.	Location TBD
Wednesday, November 20, 2024	12:30 p.m.	Via Zoom Meeting

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

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

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

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