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

Click on Link to join Zoom Meeting:

https://us02web.zoom.us/j/81983271640?pwd=ZlFmKzArZC9GUDFhdGEwdk91MkNLZz09

Meeting ID: 819 8327 1640

Passcode: 4NwMg7nC

Phone in: +1 312 626 6799

Meeting ID: 819 8327 1640

Passcode: 71643409

A G E N D A

I. Call to Order

II. Establish a Quorum

III. Certification of Compliance with the Open Meeting Law

IV. ***** Approve Agenda

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

VI. Announcements/Correspondence/Introductions

VII. ***** Minutes - Approve: Board of Trustees - January 2024   **#006** (24)

VIII. ***** Financials - Approve: Check Registers: January/February 2024   **#007** (24)
   Approve: Financial Reports: December 2023 **#008** (24), January/February 2024   **#009** (24)

IX. * Investment Report and Policy Review   **#010** (24)

X. Director's Report of Agenda Items and Monthly Activities   **#011** (24)

XI. IFLS Staff Reports   **#012** (24)   *(In Person: Cecelia Cole: Resource Sharing & Collection Consultant)*

XII. * IFLS Annual Report and Statement of Compliance   **#013** (24)

XIII. System Effectiveness Statements from Member Libraries   **#014** (24)

XIV. * Approval of Executive Committee Officers and Personnel Committee members for 2024

XV. * 2024 Budget Amendment   **#015** (24)

XVI. Trustee Orientation

XVII. Certificates for Outgoing Trustees

XVIII. Board Member Reports

XIV. * Adjournment

* Denotes Action Items

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

IFLS LIBRARY SYSTEM
Board of Trustees
January 24, 2024

M I N U T E S

The Board of Trustees of the IFLS Library System met on Wednesday, January 24, 2024, via Zoom. 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:

Judith Achterhof (St. Croix County), **Mary Ellen Brue** (St. Croix County), Jan Daus (Eau Claire County), **Sue Duerkop** (Polk County), **Pat Eggert** (Dunn County), **Lois Goode** (Rusk County), **Kathy Krug** (Barron County), **Mary Alice Larson** (Barron County), **Sheila Lorentz** (Pierce County), **Paula Lugar** (Pierce County), **Sue Marshall** (Price County), **Jackie Pavelski** (Eau Claire County), **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Jill Markgraf (Resource Library), **Barbara McAfee** (Polk County), **Ricky Riggins** (Pepin County), **Mike Schendel** (St. Croix County), **James Ericksen** (Chippewa County), **Josh Sterling** (Eau Claire County), **Vacancy** (Chippewa County).

OTHERS PRESENT:

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

APPROVE AGENDA:

MOTION #01 [24]**:**   To approve the agenda as presented. Daus/Brue
                RESULT: Carried.

(Marshall joined the meeting at 12:31 pm.)

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Gardner noted that James Ericksen was appointed to represent Chippewa County. Ericksen replaces Joel Seidlitz as the County Board representative.

ELECTION OF 2024 OFFICERS:

The ballot with the slate of officers was provided in the meeting packet. Gardner will start a poll where board members will be asked to select five candidates to serve on the Executive Committee. The five candidates gaining the most votes will be declared the Executive Committee. Thompson asked if there were nominations from the floor prior to the poll being started. None were forthcoming.

Poll results showed the five candidates gaining the most votes and declared the 2024 Executive Committee: Jan Daus, Sue Duerkop, Pat Eggert, Mike Schendel, and Jim Tripp.

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

Duerkop took over chairing the meeting.

MINUTES:

MOTION #02 [(24)]**:**   To approve the minutes of the Board of Trustees dated November 15, 2023
(Doc. # 48-23). Pavelski/Brue
RESULT: Carried.

FINANCIAL REPORTS:

MOTION #03 [(24)]**:**   To approve the November and December 2023 Check Registers
(Doc. #02-24). Daus/Marshall
RESULT: Carried.

Questions were asked about OverDrive, a scholarship to the Rusk County Community Library, FlowRoute, and MORE Ecommerce payments. It was asked that the memos for payments being more descriptive as space will allow.

 The **2023 Annual Budget Report** (Doc. #03-24) was provided as a review only and will come back at the March meeting for approval once it is finalized.

Questions were asked about bank and deposit fees and photocopier costs.

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

Thompson stated that an Eau Claire healthcare crisis occurred this week. The HSHS hospitals Sacred Heart in Eau Claire and St. Josephs in Chippewa Falls in addition to Prevea Health services will discontinue health care beginning in April of this year. Prevea is a health care plan the state uses. No one knows for sure how this will impact healthcare coverage. Employee Trust Funds (ETF) has not reached out yet with a statement.

Shannon Schultz who is currently a DPI Consultant, has accepted the Director position at South Central Library System. Losing Schultz at the state level will impact short-term and potential long-term library law interpretations.

(Sheila Lorentz joined the meeting at 1:17 pm.)

IFLS STAFF REPORTS:

Written staff reports were provided in the meeting packet. Since Cecelia Cole, Resource Sharing & Collection Consultant, was able to be present, Katelyn Noack talked about her work at IFLS.

Noack has been working with Altoona Public Library garnering ideas how to activate their friends of the library group. Noack is looking into who currently has friends' groups, who wants to start, and how to get a friends group activated and what events they can sponsor. Currently Rice Lake and Ellsworth have active friends of the library group.

Board members discussed the various programs offered through the libraries including recipe book clubs, book bikes, stitch groups, snowshoe rentals, etc. Each community has uniquely different interests and IFLS helps libraries engage with meeting the needs of their community. There is also a lot of collaboration between libraries and other community organizations.

Board members appreciate hearing from staff members at meetings as well as the informative information provided in their written reports.

COMMITTEE APPOINTMENTS:

Duerkop announced the 2024 Executive Committee appoints as: Jim Tripp – Vice President, Jan Daus – Treasurer, Pat Eggert – Secretary, and Mike Schendel – Member-at-large.

Approval of the Personnel Committee will occur at the March 2024 Board meeting.

MOTION #04 [(24)]**:**   To approve the 2024 Executive Committee appointments listed above.
Larson/Eggert
RESULT: Carried.

WISCONSIN LIBRARY ASSOCIATION MEMBERSHIP:

Thompson noted that IFLS typically has paid for up to two trustees to join the Wisconsin Library Association (WLA). Generally, the president is one of those members. Gardner will plan to register Duerkop. Any others with interest should contact Gardner.

REPORTS:

Board Member Reports:

Marshall spoke to the Phillips Public Library director Becky Puhl. The three Price County public libraries are working together for the county to increase their funding for the next five years. The first meeting was with the Executive Director and the meeting went very well.

Sunshine Fund Report for 2023:

Written information was provided on the activity of the IFLS Board Sunshine Fund for 2023.

ADJOURNMENT:

Motion to adjourn at 1:40 pm by Brue and seconded by Goode.

_____
Joanne Gardner, Recorder/Administrative Associate

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

IFLS Library System
Check Register
January 2024

#007 (24)

Date	Num	Name	Memo	Amount
Jan 24				
01/01/2024	Auto Pay	Delta Dental	Jan. '24 Vision	-62.02
01/08/2024	Auto Pay	AT&T	Dec. Phone/Fax Line	-20.55
01/09/2024	Auto Pay	Eau Claire, City of	4th Qtr Water & Sewer	-321.71
01/18/2024	Auto Pay	Xcel Energy	11/26-12/26 Gas & Electric Svc	-453.71
01/20/2024	Auto Pay	Kwik Trip, Inc.	Dec. Gas Stmt.	-19.20
01/20/2024	Auto Pay	Lumen	Jan. Phone	-1.45
01/24/2024	Auto Pay	Associated Credit Card	Dec. Credit Card *see attached	-12,960.73
01/24/2024	Auto Pay	Employee Trust Funds, Dept of	Feb. '24 Health Ins.	-27,377.44
01/03/2024	WIRE	Internal Revenue Service	P/R#26	-7,666.46
01/10/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#1	-1,450.00
01/15/2024	WIRE	Wisconsin Department of Revenue	P/R#26	-1,334.67
01/17/2024	WIRE	Internal Revenue Service	P/R#1	-8,221.34
01/24/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#2	-1,450.00
01/26/2024	WIRE	Wisconsin Retirement System	Dec. WRF	-9,418.06
01/31/2024	WIRE	Wisconsin Department of Revenue	P/R#1	-1,551.60
01/31/2024	WIRE	Internal Revenue Service	P/R#2	-8,207.38
01/10/2024	DD2671-2688	IFLS Staff	Direct Deposit	-24,547.65
01/24/2024	DD2689-2706	IFLS Staff	Direct Deposit	-24,559.70
01/08/2024	43184	Culligan	Jan. Service	-99.95
01/08/2024	43185	EO Johnson Co.	1/20-4/19 First Qtr. Maint. Agreement	-114.45
01/08/2024	43186	Jensen, Brad	Tech Support/Luck-Barron	-22.44
01/08/2024	43187	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2023	-860.00
01/08/2024	43188	Maug Cleaning Solutions, Inc.	11/20/23-12/17/23 Cleaning Service	-382.00
01/08/2024	43189	OCLC, Inc	Dec. Net OCLC Fees	-135.34
01/08/2024	43190	PermaCard	Billable/Library Cards & Keytags	-5,021.93
01/08/2024	43191	Securian Financial Group, Inc.	Feb. Life Ins.	-334.79
01/08/2024	43192	Summit Companies	Annual Fire Exting Inspection	-56.00
01/08/2024	43193	EBSCO Publishing	MORE/2024 Flipster	-5,114.47
01/22/2024	43194	L.E. Phillips Memorial Public Library	4th Qtr Contract Payment	-5,750.00
01/22/2024	43195	Library Systems Services	Billable to Multiple Libs-Performance Analytics 1	-11,650.00
01/22/2024	43196	Maug Cleaning Solutions, Inc.	12/18/23-01/14/24 Cleaning Service	-382.00
01/22/2024	43197	ProQuest	2024 Ancestry for Libraries	-19,213.68
01/22/2024	43198	Waltco Inc.	Jan. Delivery Service	-31,680.74
01/22/2024	43199	Innovative Interfaces	MORE Maint./Decision Center/Content Cafe	-215,758.34
01/22/2024	43200	L.E. Phillips Memorial Public Library	MORE/4th Qtr High Demands	-289.60
01/22/2024	43201	Marcive, Inc.	MORE/Dec. Database Maint.	-123.96
Jan 24				**-426,613.36**

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				**12,960.73**

IFLS Library System
Check Register
February 2024

Date	Num	Name	Memo	Amount
Feb 24				
02/01/2024	Auto Pay	Delta Dental	Feb. '24 Vision	-62.02
02/08/2024	Auto Pay	AT&T	Jan. Phone/Fax Line	-20.55
02/12/2024	Auto Pay	Kwik Trip, Inc.	Jan. Gas Stmt.	-85.50
02/16/2024	Auto Pay	Xcel Energy	12/26-01/28 Gas & Electric Svc	-571.24
02/23/2024	Auto Pay	Employee Trust Funds, Dept of	Mar. '24 Health Ins.	-27,377.44
02/23/2024	Auto Pay	Lumen	Feb. Phone	-1.45
02/24/2024	Auto Pay	Associated Credit Card	Jan. Credit Card *see attached	-9,174.60
02/07/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#3	-1,460.00
02/14/2024	WIRE	Internal Revenue Service	P/R#3	-7,479.80
02/15/2024	WIRE	Wisconsin Department of Revenue	P/R#2	-1,553.52
02/20/2024	WIRE	Wisconsin Department of Revenue	P/R#4	-1,565.09
02/21/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#4	-1,460.00
02/28/2024	WIRE	Internal Revenue Service	P/R#4	-8,030.42
02/29/2024	WIRE	Wisconsin Department of Revenue	P/R#3	-1,402.25
02/29/2024	WIRE	Wisconsin Retirement System	Jan. WRF	-10,077.20
02/07/2024	DD2707-2724	IFLS Staff	Direct Deposit	-25,235.76
02/07/2024	DD2725-2742	IFLS Staff	Direct Deposit	-24,715.11
02/08/2024	43202	Action Mechanical LLC	Bldg/Furnace Trouble Shooting	-105.00
02/08/2024	43203	Bayscan Technologies	Billable/New Richmond Scanner	-200.00
02/08/2024	43204	Culligan	Feb. Service	-99.95
02/08/2024	43205	Eau Claire, City of	Inv#143650 Biannual Exemption Process Fee	-25.00
02/08/2024	43206	Innovative Interfaces	MORE Billable/EC SIP2 License	-2,491.50
02/08/2024	43207	Jensen, Brad	Tech Support/Spring Valley-Centuria	-18.32
02/08/2024	43208	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2024	-912.75
02/08/2024	43209	Langby, Leah	Lib. Visit/Bloomer	-18.00
02/08/2024	43210	Securian Financial Group, Inc.	Mar. Life Ins.	-334.79
02/08/2024	43211	Waltco Inc.	Feb. Del. Serv.	-31,567.61
02/08/2024	43212	WiLS	Transparent Languages 2024	-3,189.85
02/08/2024	43213	Innovative Interfaces	LSTA-Hawkins New Lib.-Sierra/Maintenance	-7,291.00
02/08/2024	43214	Marcive, Inc.	MORE/Jan Database Maint.	-2,053.18
02/08/2024	43215	OverDrive, Inc.	MORE/Jan. Advantage	-4,239.19
02/08/2024	43216	WiLS	MORE/IFLS EContent, Mags, WPLC Share	-150,496.00
Feb 24 Total				**-323,314.09**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (2/24/2024)

Date	Name	Memo	Num	Amount
Dec 29, '23 - Jan 29, 24				
12/30/2023	FlowRoute.com	Jan. Phone/on Acct	on Acct	50.00
01/01/2024	3CX Phone System	Phone System Annual Fee	Annual Fee	265.00
01/01/2024	Dell Marketing L.P.	Billable/Roberts-Laptop	Comp Equip	903.91
01/02/2024	Survey Monkey.com	Survey Software/1 year	45139685	372.00
01/03/2024	Swank Movie Licensing USA	Billable/Movie License-River Falls	Movie Lic	383.00
01/03/2024	Florian Gardens	Room Rental-Workshop 4/17	Wrkshp	425.00
01/03/2024	PayPal Inc.	IFLS Logo Shirts/B Jensen	Shirts-BJ	92.63
01/03/2024	Wisconsin Library Association	WLA Membership/JThompson	Renewal	240.00
01/03/2024	Wisconsin Library Association	WLA/ Lib. John-Legislative Day Registration Fee	Reg. Fee	45.00
01/04/2024	American Library Association	ALA Membership/J Thompson	Memb. Renew	247.00
01/05/2024	GFL Environmental	Jan. Garbage	626639	41.93
01/09/2024	Rev.com	Captioning-Leveling The Playing Field	Captioning	85.50
01/10/2024	UW-Madison	Conf-Reg./Power Up-L.Langby	Conf. Reg.	425.00
01/10/2024	PayPal Inc.	IFLS Logo Shirts/R. Kilde	Shirts-RK	27.43
01/12/2024	Delta Airlines	MORE IUG Conf Flight/BK	IUG Conf	536.20
01/12/2024	Dell Marketing L.P.	Billable/Spring Valley-2 Monitor Stands	Comp Equip	125.38
01/12/2024	Dell Marketing L.P.	Billable/Spring Valley-2 Micro PC's	Comp Equip	1,420.00
01/12/2024	Dell Marketing L.P.	Billable/Spring Valley-2 Monitors	Comp Equip	180.00
01/13/2024	FreePik	Graphics	5129922	25.32
01/16/2024	Innovative Users Group	IUG Conference Registration-B. Krejci	IUG Con Reg	425.00
01/16/2024	FlowRoute.com	Jan. Phone/on Acct	on Acct	50.00
01/16/2024	Festival Foods	Jan. Postage	Postage	40.80
01/18/2024	Dell Marketing L.P.	Billable/Hudson-2 Laptops	Comp Equip	1,768.34
01/18/2024	CDW-G	Billable/Centuria-Copier	Comp Equip	630.49
01/23/2024	Groome Transportation	IUG Conference Transportation-Used $47 Credit	IUG Trans.	3.00
01/24/2024	Amazon.com Credit	Billable/New Richmond Label Printer	Comp Equip	295.00
01/24/2024	Innovative Users Group	IUG Conference Registration-K-Setter	IUG Con Reg	55.00
01/27/2024	FlowRoute.com	Jan. Phone/on Acct	on Acct	16.67
Dec 29, '23 - Jan 29, 24				**9,174.60**

IFLS Library System
Revenue and Expense Statement
January through December 2023

#008 (24)

	Jan - Dec 23	Jan - Dec 22
Ordinary Income/Expense		
Income		
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	6,208.57	19,148.63
5280 · Technology Income	5,547.25	11,535.28
5300 · Miscellaneous Income	12,356.14	158.96
Total Income	2,152,797.10	1,960,345.08
Expense		
6500 · Salaries/Wages & Benefits	1,340,420.46	1,273,328.99
6580 · Leave Payouts at Retirement	31,561.81	11,824.92
66900 · Reconciliation Discrepancies	0.00	0.00
8070 · New Furnishings/Equipment <$500	946.33	1,933.19
8530 · Bank & Direct Deposit Fees	4.08	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 Prof. Development	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 Dvlpmt & 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	14,850.19	9,013.62
8850 · Delivery Service	337,591.81	326,476.81
8855 · Collection Dev Grant-LEPhillips	23,000.00	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

IFLS Library System
Revenue and Expense Statement
January through December 2023

	Jan - Dec 23	Jan - Dec 22
9020 · Professional Materials	932.87	1,055.49
9030 · Postage	842.11	445.94
9050 · Telephone	2,507.14	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	-2,287.75	-561.62
Total Expense	2,075,610.13	1,948,050.86
Net Ordinary Income	77,186.97	12,294.22
Pass-thru Income/Expense		
Pass-thru Income		
5474 · LSTA 2022 Income	35,988.15	450,443.42
5475 · LSTA 2023 Income	46,625.46	0.00
5670 · MORE Shared System Income	977,827.00	903,400.00
5702 · Billable Project Income	158,816.78	222,351.72
Total Pass-thru Income	1,219,257.39	1,576,195.14
Pass-thru Expense		
8830 · Shared Cataloging Service	32.20	0.00
8940 · Projects Billable to Libraries	143,036.73	206,078.45
9500 · MORE Shared Automation Expenses	991,319.71	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	46,639.41	0.00
Total Pass-thru Expense	1,217,002.25	1,612,845.70
Net Pass-thru Income	2,255.14	-36,650.56
Net Income	79,442.11	-24,356.34
More Shared System Income Less Expense		
5670 · MORE Shared System Income	977,827.00	903,400.00
9500 · MORE Shared Automation Expenses	991,319.71	958,105.32
Year-to-date Income Less expense (MORE Funds)	-13,492.71	-54,705.32
Year-to-date Income Less Expense (All Funds)	65,949.40	-79,061.66

IFLS Library System
Balance Sheet
As of December 31, 2023

	IFLS	MORE	2023 TOTAL	2022 TOTAL
ASSETS				
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	1,981,340.38	337,231.27	2,318,571.65	2,158,391.46
Total Checking/Savings & Investments	2,049,493.17	337,231.27	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	142,150.10	0.00	142,150.10	96,089.10
Total Other Current Assets	147,170.35	0.00	147,170.35	106,641.46
TOTAL ASSETS	2,223,705.94	337,231.27	2,560,937.21	2,394,684.80
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	35,401.12	5,528.03	40,929.15	67,847.29
2011 · Credit Card - Associated	50.00		50.00	260.00
Total Accounts Payable	35,451.12	5,528.03	40,979.15	68,107.29
Other Current Liabilities				
2100 · Payroll Liabilities	8,991.13		8,991.13	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	1,370,756.75		1,370,756.75	1,258,343.75
Total Other Current Liabilities	1,401,242.52	0.00	1,401,242.52	1,287,304.08
Total Current Liabilities	1,436,693.64	5,528.03	1,442,221.67	1,355,411.37
Total Liabilities	1,436,693.64	5,528.03	1,442,221.67	1,355,411.37
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	674,076.48	289,100.00	963,176.48	1,063,629.77
3000 · Equity/Uncommitted Funds (Beginning of Year)	20,001.00	56,095.95	76,096.95	
Current Year Income Less Expense	92,934.82	-13,492.71	79,442.11	-24,356.34
Total Equity (End of Year)	787,012.30	331,703.24	1,118,715.54	1,039,273.43
TOTAL LIABILITIES & EQUITY	2,223,705.94	337,231.27	2,560,937.21	2,394,684.80

IFLS Library System
Balance Sheet
As of December 31, 2023

NOTES:

* **Total Equity (End of Year) IFLS Funds**   787,012.30

      IFLS Funds in Reserve:

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

Additional IFLS Carryover Funds @ 12/31/22   293,704.30

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

** **Total Equity (End of Year) MORE Funds**   331,703.24

      MORE Funds in Reserve:

Software Replacement/Upgrades	175,000.00	
Hardware Replacement/Upgrades	24,000.00	
System Contingency	25,000.00	
Committed to the 2024 MORE Budget	20,000.00	
Total MORE Funds in Reserve		244,000.00

Additional MORE Carryover Funds @ 12/31/23   87,703.24

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

	Jan - Dec 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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%
5277 · Fed Grant Indirect Funds	6,208.57			
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%
Total Income	2,152,797.10	2,044,663.00	108,134.10	105.29%
Expense				
6500 · Salaries/Wages & Benefits	1,340,420.46	1,402,264.00	-61,843.54	95.59%
6580 · Leave Payouts at Retirement	31,561.81	36,278.00	-4,716.19	87.0%
66900 · Reconciliation Discrepancies	0.00			
8070 · New Furnishings/Equipment <$500	946.33	2,000.00	-1,053.67	47.32%
8530 · Bank & Direct Deposit Fees	4.08	1,600.00	-1,595.92	0.26%
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 Prof. Development	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 Dvlpmt & 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	14,850.19	14,371.00	479.19	103.33%
8850 · Delivery Service	337,591.81	349,908.00	-12,316.19	96.48%
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	0.00	100.0%
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%

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

	Jan - Dec 23	Budget	$ Over Budget	% of Budget
9030 · Postage	842.11	895.00	-52.89	94.09%
9050 · Telephone	2,507.14	3,959.00	-1,451.86	63.33%
9060 · Supplies	4,694.55	6,400.00	-1,705.45	73.35%
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	-2,287.75	-500.00	-1,787.75	457.55%
9245 · Capital Expenditures	0.00	20,000.00	-20,000.00	0.0%
Total Expense	2,075,610.13	2,241,399.00	-165,788.87	92.6%
Net Ordinary Income	77,186.97	-196,736.00	273,922.97	
Pass-thru Income/Expense				
Pass-thru Income				
5474 · LSTA 2022 Income	35,988.15	0.00	35,988.15	100.0%
5475 · LSTA 2023 Income	46,625.46	0.00	46,625.46	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%
Total Pass-thru Income	1,219,257.39	1,090,629.00	128,628.39	111.79%
Pass-thru Expense				
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	991,319.71	1,005,729.00	-14,409.29	98.57%
9980 · LSTA 2022 Grant Expenses	35,974.20			
9981 · LSTA 2023 Grant Expenses	46,639.41	62,269.00	-15,629.59	74.9%
Total Pass-thru Expense	1,217,002.25	1,217,998.00	-995.75	99.92%
Net Pass-thru Income	2,255.14	-127,369.00	129,624.14	
Net Income	79,442.11	-324,105.00	403,547.11	
MORE Shared System Income Less Expense				
5670 · MORE Shared System Income	977,827.00	940,629.00	37,198.00	103.96%
9500 · MORE Shared Automation Expenses	991,319.71	1,005,729.00	-14,409.29	98.57%
Year-to-date Income less Expense (MORE Funds)	-13,492.71	-65,100.00	51,607.29	20.73%
Year-to-date Income less Expense (All Funds)	65,949.40	-389,205.00	455,154.40	

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

	Jan -Dec '23	Jan - Dec '22
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income	37,200.00	
5670-2 · MORE Operating Income	940,627.00	903,400.00
Total MORE Income	977,827.00	903,400.00
MORE Expense		
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
9500-19 · MORE/Contingency	5,219.00	3,465.59
9500-22 · MORE/High-demand Hold Project	9,384.25	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/Mgmnt 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	6,825.99	23,057.71
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
9500-5 · 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
Total 9500 · MORE Shared Automation Expenses	991,319.71	958,105.32
Total MORE Expense	991,319.71	958,105.32
Year-to-date MORE Income less Expense	-13,492.71	-54,705.32
Plus 12/31/23 MORE Uncommitted Fund Balance	56,095.95	
Plus 12/31/22 MORE Reserve/Committed Balance	289,100.00	
MORE Fund Balance	331,703.24	

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

		MORE
ASSETS		
Current Assets		
1105 · Investment Funds - MORE	$	337,231.27
1200-1 · Accts Receivable-MORE		-
1508-1 · 2023 Prepaid Expense-MORE		
TOTAL ASSETS	$	337,231.27
LIABILITIES & EQUITY		
Liabilities		
2000-1 · Accounts Payable-MORE		5,528.03
Total Liabilities		5,528.03
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		(13,492.71)
Total Equity/MORE Fund Balance		331,703.24
TOTAL LIABILITIES & EQUITY	$	337,231.27

NOTES:

* Total Equity MORE Funds	331,703.24
Funds in Reserve/Committed:	
Reserve/Software Replacement/Upgrades	175,000.00
Reserve/Hardware Replacement/Upgrades	24,000.00
Reserve/System Contingency	25,000.00
Commited to the 2023 Budget	20,000.00
Total Funds in MORE Reserve/Committed	244,000.00
Total Uncommitted MORE Carryover	$ 87,703.24

LEAN WISCONSIN
Budget Report - December 2023

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	$137,987.00	$4,669.08	$101,455.08	$0.00	$36,531.92
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	$3,754.80	$3,754.80	$0.00	($3,754.80)
TOTAL		$200,398.92	$8,423.88	$111,594.07	$0.00	$88,804.85

Beginning December 2023 Balance	$514,884.04		Beginning January 2023 Balance		$416,496.22
Receipts\Transfers - Partner Shares	$0.00		Receipts - Partner Shares		$178,726.34
Receipts - CPA	$1,722.16		Receipts - CPA		$24,553.83
Transfers - Expenses to 3-Grants	$0.00		Transfers - Expenses to 3-Grants		$14,959.11
Expenditures - 2023 Budget	($8,423.88)		Expenditures - 2023 Budget		($126,553.18)
Expenditures - 2023 New/Unplanned	$0.00		Expenditures - 2023 New/Unplanned		$0.00
Ending December 2023 Balance	$508,182.32		2023 Year to Date Balance		$508,182.32

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	$ 25,880.22		100	Partner Shares	$ -
				201	CPA (enc 2022&prev)	$ (143.91)
				201	CPA (due 2023)*	$ -
				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		$ (143.91)
6-6650	Licencing & Svcs	$ 32,500.00		Receipts		$ 203,280.17
6-6650	Infrastructure & Core Svc - IFLS	$ 13,320.00		Expenses		$ (126,553.18)
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		$ 198,975.96

IFLS Library System
Revenue and Expense Statement
January through February 2024

#009 (24)

	Jan - Feb 24	Jan - Feb 23
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,237,281.75	1,124,868.75
5200 · Interest Income/General Funds	19,533.73	14,759.91
5263 · MORE Management Income	81,610.00	74,420.00
5264 · Catalog/Processing Income	91,159.00	0.00
5300 · Miscellaneous Income	185.07	158.30
Total Income	1,429,769.55	1,214,206.96
Expense		
6500 · Salaries/Wages & Benefits	231,110.33	211,599.27
6580 · Leave Payouts at Retirement	3,878.84	9,264.48
8530 · Bank & Direct Deposit Fees	0.00	1.45
8620 · Collection/Electronic Resources	30,479.53	10,903.00
8630 · Wis Pub Lib Consortium Membshp	7,848.00	0.00
8670 · Professional Memberships	487.00	476.00
8690 · Librarian Prof. Development	4,154.53	817.15
8714 · Accessibility Audits	559.42	0.00
8720 · IFLS Staff Dvlpmt & Prof Mtgs	936.21	874.42
8735 · Library Consulting Expenses	372.00	372.00
8740 · Field Visits	821.25	53.20
8741 · Field Visits - Tech Support	18.32	38.00
8755 · Programming Kits	87.97	157.75
8812 · ILL Fees & Verification Sources	208.66	1,513.20
8850 · Delivery Service	14,524.83	7,546.37
8864 · Wide-Area Network (WAN)	1,716.00	2,432.00
8971 · Web Development	940.54	940.54
9010 · IFLS Committee Meetings	33.42	27.85
9020 · Professional Materials	0.00	932.87
9030 · Postage	58.06	450.53
9050 · Telephone	475.67	193.96
9060 · Supplies	83.14	114.72
9080 · Marketing & Advocacy PR	25.32	0.00
9123 · Building Overhead Expenses	2,388.19	3,094.26
9140 · Photocopier Costs	114.45	590.38
9160 · Computers	0.00	2,386.20
9190 · System Vehicle Expenses	105.27	173.45
9220 · Insurance	2,028.58	839.16
9240 · Contingency	945.06	0.00
Total Expense	304,400.59	255,792.21
Net Ordinary Income	1,125,368.96	958,414.75

IFLS Library System
Revenue and Expense Statement
January through February 2024

	Jan - Feb 24	Jan - Feb 23
Pass-thru Income/Expense		
Pass-thru Income		
5475 · LSTA 2023 Income	0.00	133,475.00
5476 · LSTA 2024 Income	133,475.00	0.00
5620 · Shared Cataloging Svc Income	248.29	0.00
5670 · MORE Shared System Income	905,506.00	795,629.00
5702 · Billable Project Income	25,452.89	19,749.24
Total Pass-thru Income	1,064,682.18	948,853.24
Pass-thru Expense		
8940 · Projects Billable to Libraries	23,600.10	11,727.98
9500 · MORE Shared Automation Expenses	536,596.66	366,112.29
9980 · LSTA 2022 Grant Expenses	0.00	3,693.52
9981 · LSTA 2023 Grant Expenses	7,291.00	0.00
Total Pass-thru Expense	567,487.76	381,533.79
Net Pass-thru Income	497,194.42	567,319.45
Net Income	**1,622,563.38**	**1,525,734.20**

IFLS Library System
Balance Sheet
As of February 29, 2024

	IFLS	MORE	2024 TOTAL	2023 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	17,809.60		17,809.60	16,687.58
1040 · Bank Mutual - Checking	81,504.04		81,504.04	183,404.50
1050/1106 · Investments/Bank Mutual & States PIF	1,865,189.12	717,916.26	2,583,105.38	2,242,151.37
Total Checking/Savings & Investments	1,964,502.76	717,916.26	2,682,419.02	2,442,243.45
Accounts Receivable				
1200 · Accounts Receivable	104,949.44		104,949.44	149,395.27
Total Accounts Receivable	104,949.44	0.00	104,949.44	149,395.27
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	0.00		0.00	807.21
1499 · Undeposited Funds	0.00		0.00	3,532.20
1508/1509 · 2023-2024 Prepaid Expenses	0.00	0.00	0.00	0.00
Total Other Current Assets	75.00	0.00	75.00	4,414.41
Total Current Assets	2,069,527.20	717,916.26	2,787,443.46	2,596,053.13
TOTAL ASSETS	2,069,527.20	717,916.26	2,787,443.46	2,596,053.13
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	31,937.46	5,203.68	37,141.14	21,530.37
2011 · Credit Card - Associated	0.00		0.00	566.79
Total Accounts Payable	31,937.46	5,203.68	37,141.14	22,097.16
Other Current Liabilities				
2100 · Payroll Liabilities	9,023.40		9,023.40	8,948.34
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	0.00		0.00	0.00
2900 · Unavailable Revenue	0.00		0.00	0.00
Total Other Current Liabilities	9,023.40	0.00	9,023.40	8,948.34
Total Current Liabilities	40,960.86	5,203.68	46,164.54	31,045.50
Total Liabilities	40,960.86	5,203.68	46,164.54	31,045.50
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	726,760.30	244,000.00	970,760.30	1,037,513.39
3000 · Equity/Uncommitted Funds (Beginning of Year)	60,252.00	87,703.24	147,955.24	1,760.04
Current Year Income Less Expense	1,241,554.04	381,009.34	1,622,563.38	1,525,734.20
Total Equity (End of Year)	2,028,566.34	712,712.58	2,741,278.92	2,565,007.63
TOTAL LIABILITIES & EQUITY	2,069,527.20	717,916.26	2,787,443.46	2,596,053.13

IFLS Library System
Annual Budget vs. Actual Income and Expense
January through February 2024

	Jan - Feb 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,237,281.75	1,649,709.00	-412,427.25	75.0%
5200 · Interest Income/General Funds	19,533.73	8,000.00	11,533.73	244.17%
5263 · MORE Management Income	81,610.00	489,650.00	-408,040.00	16.67%
5264 · Catalog/Processing Income	91,159.00	88,100.00	3,059.00	103.47%
5280 · Technology Income	0.00	6,000.00	-6,000.00	0.0%
5300 · Miscellaneous Income	185.07	200.00	-14.93	92.54%
5500 · Shared Wage Income	0.00	48,074.00	-48,074.00	0.0%
Total Income	1,429,769.55	2,289,733.00	-859,963.45	62.44%
Expense				
6500 · Salaries/Wages & Benefits	231,110.33	1,536,628.00	-1,305,517.67	15.04%
6580 · Leave Payouts at Retirement	3,878.84	6,000.00	-2,121.16	64.65%
8070 · New Furnishings/Equipment <$500	0.00	2,000.00	-2,000.00	0.0%
8530 · Bank & Direct Deposit Fees	0.00	2,000.00	-2,000.00	0.0%
8540 · Annual Audit	0.00	9,000.00	-9,000.00	0.0%
8620 · Collection/Electronic Resources	30,479.53	53,000.00	-22,520.47	57.51%
8630 · Wis Pub Lib Consortium Membshp	7,848.00	7,715.00	133.00	101.72%
8670 · Professional Memberships	487.00	6,100.00	-5,613.00	7.98%
8690 · Librarian Prof. Development	4,154.53	12,050.00	-7,895.47	34.48%
8700 · CE/Collaboration Projects	0.00	1,150.00	-1,150.00	0.0%
8714 · Accessibility Audits	559.42	5,950.00	-5,390.58	9.4%
8716 · Community Engagement Support	0.00	8,000.00	-8,000.00	0.0%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	936.21	16,000.00	-15,063.79	5.85%
8735 · Library Consulting Expenses	372.00	1,700.00	-1,328.00	21.88%
8740 · Field Visits	821.25	8,000.00	-7,178.75	10.27%
8741 · Field Visits - Tech Support	18.32	1,000.00	-981.68	1.83%
8755 · Programming Kits	87.97	600.00	-512.03	14.66%
8812 · ILL Fees & Verification Sources	208.66	11,000.00	-10,791.34	1.9%
8850 · Delivery Service	14,524.83	380,613.00	-366,088.17	3.82%
8855 · Collection Dev Grant-LEPhillips	0.00	23,000.00	-23,000.00	0.0%
8864 · Wide-Area Network (WAN)	1,716.00	3,432.00	-1,716.00	50.0%
8890 · IFLS Contrib - MORE Operating	0.00	135,000.00	-135,000.00	0.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	65,100.00	-65,100.00	0.0%
8950 · Campaign for Wisconsin Libs	0.00	1,600.00	-1,600.00	0.0%
8960 · Long Range Planning Meeting	0.00	500.00	-500.00	0.0%
8971 · Web Development	940.54	1,100.00	-159.46	85.5%
9010 · IFLS Committee Meetings	33.42	1,800.00	-1,766.58	1.86%
9020 · Professional Materials	0.00	1,500.00	-1,500.00	0.0%
9030 · Postage	58.06	1,000.00	-941.94	5.81%

IFLS Library System
Annual Budget vs. Actual Income and Expense
January through February 2024

	Jan - Feb 24	Budget	$ Over Budget	% of Budget
9050 · Telephone	475.67	3,960.00	-3,484.33	12.01%
9060 · Supplies	83.14	6,500.00	-6,416.86	1.28%
9080 · Marketing & Advocacy PR	25.32	2,000.00	-1,974.68	1.27%
9123 · Building Overhead Expenses	2,388.19	26,130.00	-23,741.81	9.14%
9140 · Photocopier Costs	114.45	900.00	-785.55	12.72%
9160 · Computers	0.00	6,900.00	-6,900.00	0.0%
9190 · System Vehicle Expenses	105.27	3,700.00	-3,594.73	2.85%
9220 · Insurance	2,028.58	6,225.00	-4,196.42	32.59%
9240 · Contingency	945.06	500.00	445.06	189.01%
9245 · Capital Expenditures	0.00	20,000.00	-20,000.00	0.0%
Total Expense	304,400.59	2,379,353.00	-2,074,952.41	12.79%
Net Ordinary Income	1,125,368.96	-89,620.00	1,214,988.96	
Pass-thru Income/Expense				
Pass-thru Income				
5476 · LSTA 2024 Income	133,475.00			
5620 · Shared Cataloging Svc Income	248.29			
5670 · MORE Shared System Income	905,506.00	906,426.00	-920.00	99.9%
5702 · Billable Project Income	25,452.89			
Total Pass-thrur Income	1,064,682.18	906,426.00	158,256.18	117.46%
Pass-thru Expense				
8940 · Projects Billable to Libraries	23,600.10	150,000.00	-126,399.90	15.73%
9500 · MORE Shared Automation Expenses	536,596.66	1,061,426.00	-524,829.34	50.55%
9981 · LSTA 2023 Grant Expenses	7,291.00			
Total Pass-thru Expense	567,487.76	1,211,426.00	-643,938.24	46.85%
Net Pass-thru Income	497,194.42	-305,000.00	802,194.42	
Net Income	1,622,563.38	-394,620.00	2,017,183.38	

IFLS Library System
Revenue less Expense - MORE
January through February 2024

	Jan -Feb '24	Jan - Feb '23
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income		
5670-2 · MORE Operating Income	905,506.00	795,629.00
Total MORE Income	917,606.00	795,629.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	81,610.00	74,420.00
9500-12 · MORE/III Annual Maintenance	160,677.97	153,232.50
9500-16 · MORE/Bibliographic Utility	817.00	0.00
9500-19 · MORE/Contingency	0.00	5,000.00
9500-22 · MORE/High-demand Hold Project	366.69	174.54
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	9,331.73	10,799.16
9500-24 · MORE/Conferences	1,019.20	1,316.61
9500-31 · MORE/New Products/	3,300.00	6,600.00
9500-44 · MORE/Decision Center	35,822.64	34,444.85
9500-32 · MORE/Mgmnt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	20,848.17	7,449.78
9500-4 · MORE/New Participant Expenses	0.00	0.00
9500-40 · MORE/Overdrive Content	8,390.50	8,287.39
9500-46 · MORE/Electronic Periodicals	12,896.47	0.00
9500-48 · MORE/i-Tiva Telephony Subscrition	0.00	0.00
9500-50 · MORE Discovery/Online Catalog	51,435.22	49,937.11
9500-51 · MORE Discovery/BiblioApps	12,858.81	12,484.28
9500-53 · MORE/Database Quality Control	0.00	0.00
9500-5 · MORE/Publicity	0.00	0.00
9500-6 · MORE/Database Cleanup/Maint	2,356.26	1,966.07
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	134,866.00	0.00
Total 9500 · MORE Shared Automation Expenses	536,596.66	366,112.29
Total MORE Expense	536,596.66	366,112.29
Year-to-date MORE Income less Expense	381,009.34	429,030.31
Plus 12/31/23 MORE Uncommitted Fund Balance	87,703.24	
Plus 12/31/22 MORE Reserve/Committed Balance	244,000.00	
MORE Fund Balance	712,712.58	

My Online Resource (MORE)
Balance Sheet
As of February 29, 2024

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	$ 717,916.26
1200-1 · Accts Receivable-MORE	-
1508-1 · 2023 Prepaid Expense-MORE	
TOTAL ASSETS	$ 717,916.26
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	5,203.68
Total Liabilities	5,203.68
Equity	
MORE Reserved Fund Balance on 1/1/2024	224,000.00
MORE Committed Fund Balance on 1/1/2024	20,000.00
MORE Uncommitted Fund Balance on 1/1/2024	87,703.24
Current Year Income less Expense	381,009.34
Total Equity/MORE Fund Balance	712,712.58
TOTAL LIABILITIES & EQUITY	$ 717,916.26

Exhibit 6

LEAN WISCONSIN
Budget Report - February 2024

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6100	HR - SALARIES/WAGES	$63,807.00	$0.00	$0.00	$0.00	$63,807.00
6-6130	HR - BENEFITS and OTHER	$23,600.00	$0.00	$0.00	$0.00	$23,600.00
6-6210	LICENSING AND SERVICES	$200,658.00	$99.31	$2,303.35	$0.00	$198,354.65
6-6250	TRAVEL	$3,000.00	$0.00	$0.00	$0.00	$3,000.00
6-6290	INSURANCE	$9,000.00	$0.00	$0.00	$0.00	$9,000.00
6-6360	MAINTENANCE	$2,100.00	$0.00	$0.00	$0.00	$2,100.00
6-6650	LIFECYCLE \ LONG RANGE	$70,558.40	$0.00	$0.00	$0.00	$70,558.40
6-6800	CAPITAL	$0.00	$65,665.22	$66,373.72	$0.00	($66,373.72)
TOTAL		$372,723.40	$65,764.53	$68,677.07	$0.00	$304,046.33

Beginning February 2024 Balance	*$505,913.35*		**Beginning 2024 Balance**		*$508,182.32*
Receipts\Transfers - Partner Shares	$0.00		Receipts - Partner Shares		$0.00
Receipts - CPA	$0.00		Receipts - CPA		$643.57
Transfers - Expenses to 3-Grants	$3,745.80		Transfers - Expenses to 3-Grants		$3,745.80
Expenditures - 2024 Budget	($99.31)		Expenditures - 2024 Budget		($2,303.35)
Expenditures - 2024 New/Unplanned	($69,420.02)		Expenditures - 2024 New/Unplanned		($70,128.52)
Ending February 2024 Balance	*$440,139.82*		**2024 Year to Date Balance**		*$440,139.82*

Segregated Monies - Grants Awarded				**Unrealized Technology Grant Transfers**		
Account #	Name		Balance	Account #	Name	Balance
3-2024-251	LSTA '23-'24 Sparsity	$	69,518.40	3-2024-251	LSTA '23-'24 Sparsity	$ -
3-2025-251	LSTA '24-'25 Sparsity	$	-	3-2025-251	LSTA '24-'25 Sparsity	$ -
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	$ 205,467.00
				100	HR Shares	$ 87,407.00
				201	CPA (enc 2024&prev)	$ 1,303.00
				201	CPA (due future years	$ 1,624.00

Lifecycle Reserves				**YTD Operating Summary**		
Account #	Account		Balance	Begining Balance		$ 508,182.32
6-6650	Core Infrastructure	$	242,800.00	Encumbrances		$ -
6-6650	Licencing & Svcs	$	23,700.00	Receipts		$ 643.57
6-6650	Infrastructure & Core Svc - IFLS	$	17,220.00	Expenses		$ (72,431.87)
6-6650	Infrastructure & Core Svc - NWLS	$	11,784.00	Transfers		$ 3,745.80
6-6650	Infrastructure & Core Svc - WVLS	$	35,220.00	Reserves		$ (374,443.00)
6-6650	Contingency - D/R	$	43,719.00	**Balance**		$ 65,696.82

IFLS LIBRARY SYSTEM

INVESTMENT POLICY

Delegation of Authority:

The IFLS Library System Board of Trustees delegates authority to invest library system funds in accordance with terms of Wisconsin Statutes 66.04 and in accordance with such restrictions as the Board may adopt from time to time.

Acceptable Investment Practices:

Investment of the IFLS Library System's inactive funds shall be conducted by the Business Manager based on sound investment practices. Allowable investments shall be those enumerated under Wisconsin Statutes 66.04. The proper mix of the investment portfolio shall be determined by the Business Manager and approved by the System Director and reported to the Board or Executive Committee. In all respects the investments shall adhere to the following objectives.

1.   The preservation of principal shall be the paramount objective.

2.   Liquidity shall be maintained sufficient for the library system to meet all disbursement requirements when due.

3.   Return on investments shall be maximized only to the extent that the first two objectives are met. The Board of Trustees recognizes that meeting these objectives may result in interest earnings less than that obtainable with a more aggressive policy.

Reporting:

A report of investment results shall be made to the Board of Trustees semi-annually in March and July of each year.

Policy Review:

The Investment Policy shall be reviewed annually by the Board of Trustees.

Approved by the IFLS Board of Trustees: September 26, 1995.
Reviewed: May 2023

I:/COMMON/IFLS Board Policies/Investment Policy.doc

Director's Report:

IFLS Library System Agenda Items

IX.   *** Investment Report and Policy Review**

Adam will share his report at the meeting.

XII.   *** IFLS Annual Report and Statement of Compliance**

Included in your packet is the IFLS Annual Report for 2023 for your approval at the March meeting. I will provide a brief overview of the report and answer any questions. Hawkins is actively searching for their director. This is the only compliance concern noted on the annual report.

XIII.   **System Effectiveness Statements from Member Libraries**

All 53 libraries indicated that the system provided effective leadership for 2023. Included are all the comments shared by our member libraries on their annual reports.

XIV.   *** Approval of Executive Committee Officers and Personnel Committee members for 2024**

The board will be voting on the individuals selected by the Chair to serve as officers on the Executive Committee and the individuals on the Personnel Committee.

XV.   *** 2024 Budget Amendment**

Enclosed in the packet are some recommendations for additions to the 2024 budget. We will be sharing additional recommendations at the July Board meeting.

XVI.   **Trustee Orientation**

We will be providing an overview of the IFLS system and the board responsibilities. The slide deck is enclosed in the packet. Please bring questions. It is an opportunity for new trustees to learn more about IFLS and offer a refresher for the board.

XVI.   **Certificates for Outgoing Trustees**

Joanne has prepared certificates for trustees no longer on the IFLS Board. No action is needed.

Monthly Activities

Annual Reports

All 53 library annual reports were completed and submitted by the February 29th deadline. Hawkins is actively searching for a director which was noted as a compliance concern on their report. IFLS at this point doesn't need to do any follow-up with them. Katelyn, Adam, Leah, and I presented two workshops on the annual report for library directors. We also reviewed all 53 reports prior to them being signed and submitted to the State. This took up a fair amount of time during February.

Audit

Adam has been working with the auditor in preparation for our yearly audit. We anticipate them sharing their report at our May meeting.

County Planning

Chippewa County approved an updated county library plan on March 12th.

IFLS Building

Joanne, Adam and I have been reviewing some needed improvements to the interior and exterior of the building. One project that must be completed is the replacement of the main entrance door. A portion of the door frame sits on the exterior sidewalk and has begun moving away from the building. We will be discussing options with some general contractors and then determining the priorities based on cost.

Legislative Day

I met with four legislators to share some updates on the system and libraries within their districts. It was a productive day. They each received a copy of Library Love Stories compiled by Reb based on comments received.

South Central Library System

On February 22nd I attended the ribbon cutting for SCLS's new facility and Martha Van Pelt's retirement party. Shannon Schultz is the new SCLS Director.

Consulting

Library Board Responsibilities, Library Law, Library Administration, Building and Space Planning (LOTS), County library planning, Library Privacy.

John Thompson (March 18, 2024)

Resource Sharing and Collection Consultant's Report

Cecelia Cole, March 2024 - IFLS Board of Trustees

Project Highlights:

- **Interlibrary Loan Training Resources:** As we continue to develop additional library staff training resources for interlibrary loan procedures, I am working on a series of short training modules designed for new staff or staff needing some refresher training. The first training module in the series is now available and focuses on ILL procedures for lending materials to libraries outside of IFLS. Library staff can access the module via the IFLS Niche Academy site: https://my.nicheacademy.com/iflslib-staff/course/69803
- **Upcoming projects:**
  - Updated sample collection development policy for member libraries
  - E-Resources needs assessment for member libraries
  - Collection development webinar series for library staff
  - ILL training module on out-of-system courier preparation

Consultation Highlights:

- **Diversity & Inclusion Collection Development:** Altoona PL, January 2024
- **Item Locations:** Plum City PL, January 2024
- **New Director Orientation:** Osceola PL, March 2024
- **Interlibrary Loan workflow:** Cumberland, March 2024
- **WISCAT Training:** Cumberland PL, March 2024
- **WISCAT Training:** Centuria PL, March 2024

Committee Meetings:

- **WPLC Selection Committee:** January & March 2024
- **ILL Coordinators (DPI):** February 2024
- **WISCAT User Group (DPI):** March 2024
- **IFLS Intellectual Freedom Working Group**: March 2024
- **IFLS New Director Cohort**: March 2024
- **MORE Directors' Council**: March 2024
- **WLA Intellectual Freedom Special Interest Group:** March 2024

Professional Development:

- **Web Conference:** *Electronic Resources Minnesota (ERMN) Conference* – MINITEX, February 2024

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby March 18, 2024

Continuing Education/Professional Development Highlights:

Recent offerings:

- [CLEL Bell Awards](#) Book Discussions: an informal chance to practice discussing books that are up for an award, in this case an award that showcases picture books that highlight early literacy practices. 10 attendees broke into small groups.
- [Wild Wisconsin Winter Web Conference](#) (14 webinars, I coordinated and hosted 3 in the Programming Track). Between 60 and 155 people attended each of the 14 sessions.
- Annual Report workshops in Somerset and IFLS. 32 attended, and at least half finished their reports at the workshops.
- Director check-in about board and municipal relations (informal, no attendance kept)
- Trustee Workshops--*Everything You Want to Know about Book Bans…and a Bit You Probably Don't* with Tasslyn Magnusson in Altoona and Somerset. 24 attended in all. Comments from attendees:
  - informative, engaging discussion regarding a vital topic, not only for libraries, but for our respective communities as well. I hope IFLS will continue to arrange for more periodic gatherings regarding consequential topics.
  - It was an excellent workshop by an extremely knowledgeable presenter
  - Very inspiring!
- TeachingBooks for Libraries: Diving Deeper with Lists (no cost to us, only 3 attended)
- [IDEA Team](#) webinar: Identity, Burnout, and Vocational Awe with Fobazi Ettarh 106 live attendees
- Youth Services Check-In discussing reading incentives and reading logs/reading encouragement for summer and beyond (informal, no attendance kept)

Upcoming offerings

- Check the [IFLS calendar](#), additional offerings being added as details are finalized
- In addition to what is already on the calendar, I am planning for several workshops and webinars to round out the calendar year on topics like budgeting, collection development, book repair, and adult programming.

Consulting highlights

- Human resources issues
- New youth services staff meeting, Bloomer
- Annual Report consulting
- Inclusive Services orientation, Osceola director
- Discussing Accessibility Audit and other inclusive services issues, Boyceville

Other projects:

- Working with Cecelia and Katelyn on the IFLS Intellectual Freedom Working Group and providing proactive and reactive support for libraries in this area.
- Developing two new programming kits with obstacle course activities for libraries to borrow.
- Learning about adult learning and neuroinclusive learning and practices in order to eventually more effectively serve IFLS-area librarians and their learning styles.

<p style="text-align:center">**Public Services Consultant Report**
Katelyn Noack</p>

I. **Consulting**
Policy reviews for Cumberland, Osceola, Prescott, & Somerset
Other consultations on administration with Baldwin, Barron, Chetek, Phillips, & Plum City

II. **Library Visits**
Rice Lake Public Library – Interviews for Outreach Services Coordinator
Barron Public Library – General Check-In

III. **New Directors**
The New Director Cohort met on March 14th and Cecelia helped me to facilitate. We talked about the Summer Reading Program and how it is promoted in the community and in the schools. Our next meeting is in May.

IV. **Collaborations/Adult Services**
I helped John and Adam review and request edits to the annual reports from our libraries prior to their submission to the state.
Currently working with Leah to re-evaluate our adult services offerings. I am working on creating a survey to share with our adult services librarians to better ascertain what resources and other aid is most desired and needed.

V. **Committee Meetings**
New Director Cohort
Intellectual Freedom Working Group
Director Check-In
WISL (Wisconsin Small Libraries a section of WLA) Board Meeting
WPLC Board Meeting
WPLC Technology Backup Workgroup
MORE Director's Council
ALA Delivery Interest Group
Library Workforce Connection

VI. **Delivery**
I submitted the annual order for new delivery bins this month. Bins are taken out of circulation when they break or crack. The integrity of the bin is important to prevent any dirt, excess moisture, or general "jostling" to damage library materials inside. Typically, we only need to order more bins once per year to maintain adequate levels. Extra bins are housed at our delivery vendor's, Waltco, Chippewa Falls and Wausau terminals.

VII. **Other Tidbits**
Attended webinars from the Wild Wisconsin Winter Web 2024 Conference in January.
Currently doing research into developing onboarding procedures. I hope to create "plug and play" resources for our libraries to adapt when creating their own onboarding procedures. Quality onboarding aids in retention of employees, increasing job satisfaction, and reducing employer costs related to turnover (financial and cultural).

Board Report for Communications and Advocacy

March 2024 IFLS Board of Trustees meeting
from Rebecca Kilde
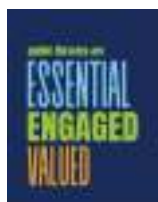
Read all the love!

Here's what John and IFLS librarians brought to Library Legislative Day! Click to read, print, share.

Information for Trustees

There are three things on the IFLS website homepage that are of special interest to our Trustees:

Click the "For IFLS Trustees" button to go to a page that has meeting information and meeting packet links, board and committee lists, and other information specific to IFLS trustees.

There's also a more general list of resources for all library trustees (including you!) Find archives of Trustee week videos, featuring experts on timely issues related to public libraries, links to trustee information from the state Department of Public Instruction, and more.

Just below those buttons find a list of past **News from IFLS** digital newsletters and a sign-up form to get all the news delivered to your inbox.

If you have suggestions or questions about the website or newsletter, please contact me at kilde@ifls.lib.wi.us.

Annual Report graphic design support for libraries

One of the things that I do to support our libraries is to create Canva templates to streamline all the communications tasks on a librarian's desk. Every year a create a template to communicate annual report information. The template comes with instructions and tips. Here's how Prescott Public Library used the template this year.

Also this month I have:

- Published the monthly Marketing Tea video.
- Sent Marketing Monthly, which is news, tips and tools especially for librarians that do marketing.
- Sent *The News from IFLS*
- Aggregated and sent the Weekly Digest, which streamlines how IFLS staff communicates with all of our public libraries' staff about news, opportunities, upcoming events, and more.
- Consulted with three library directors about branding and communications.

IT Director Report

IFLS Board of Trustees, March 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 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 31st, 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.

MORE Administrator's Report

Lori Roholt
March 2024 – IFLS Board of Trustees

2024 Innovative Users Group Conference

During the last week of March, MORE Project Managers Bridget Krejci and Kathy Setter and Circulation Manager Martha Spangler from Altoona Public Library will attend 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.

New MORE Member Library

Work continues to add Hawkins Area Library as the newest MORE-member library (and the last IFLS-member library to join MORE), with an anticipated go-live date of July 1.

2025 MORE Budget Preparation

In the coming months, IFLS staff will be working on preparing a 2025 budget for consideration and approval by MORE Directors Council in July. Each year, the consortium considers existing and new products and services to enhance users' access to shared resources and the library experience generally.

Wisconsin Department of Public Instruction
**2023 PUBLIC LIBRARY SYSTEM
ANNUAL REPORT**
PI-2404-A (Rev. 1-24)

INSTRUCTIONS: Complete and return a signed, scanned copy of the original board-approved system annual report by **FEBRUARY 29, 2024,** to:

LibraryReport@dpi.wi.gov

Required by Wis. Stat. §§ 43.05(4) and 43.58(6)

I. GENERAL INFORMATION

1. System Name	2. System Director Name	3. Certification Grade	4. Date Certification Expires
IFLS Library System	John Thompson	Grade 1	2028-05-31

5. Street Address		6. Phone *Area/No.*	7. Fax Number *Area/No.*
1538 Truax Blvd.		(715) 839-5082	(715) 839-5151

8. Mailing Address *PO Box*	9. System Website URL	10. Director System Email Address
	https://iflsweb.org/	thompson@ifls.lib.wi.us

11. City / Village / Town	12. County	13. ZIP Code
Eau Claire	Eau Claire	54703-1569

14. Number of Public Libraries Participating in the System	15. Does System Operate a Books-by-Mail Program	16. Number of Book-mobiles Owned	17. Estimated System Area Public Library Registered Borrowers	18. UEI Number
53	No	0	137,124	HHUKGL4LUW84

II. SYSTEM COLLECTION

	No. Owned / Leased	Number Added		No. Owned / Leased		No. Owned / Leased
1. Books in Print	100	1	4. Electronic Collections *Number available to members*	0	7. Licensed Electronic Video Materials *Units (copies) available to members*	0
2. Audio Materials	6	0	5. Licensed E-books *Units (copies) available to members*	0	8. Subscriptions *Exclude those in electronic format*	6
3. Video Materials	15	0	6. Licensed Electronic Audio Materials *Units (copies) available to members*	0		

III. SYSTEM SERVICES

Circulation Transactions *Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.*	1. Total Circulation	2. Interlibrary Loans *System interlibrary loan transactions*	
		a. Items Loaned	b. Items Received
	2,912	598	2,913

3. System Electronic Resources Use *Number of uses of system licensed electronic resources*

a. E-book	b. E-audio	c. E-video	d. Electronic Collection Retrievals
377,775	434,664	0	28,858

IV. SYSTEM BOARD AND ORGANIZATION

List the members of the system board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP Code	Email Address
1. President Sue	Duerkop	1799 172nd Avenue	Centuria	54824	sduerkopb4a@gmail.com
2. Mary Alice	Larson	36 W. Knapp St.	Rice Lake	54768	maryalice.larson@gmail.com
3. Mary	Ellen Brue	1210 Lokhorst	Baldwin	54002	brewT4me@gmail.com
4. Jan	Daus	E6255 Walnut Rd.	Eau Claire	54701	jan.daus.18@gmail.com
5. Kathy	Krug	613 North 3rd Street	Cameron	54822	kathy.krug@co.barron.wi.us
6. Sheila	Lorentz	W7965 390th Avenue	Ellsworth	54011	Sheila.lorentz@co.pierce.wi.us
7. Pat	Eggert	E9001 County Road N	Colfax	54730	eggertpatricia@gmail.com
8. Jill	Markgraf	525 Summit Ave.	Eau Claire	54701	markgrjs@uwec.edu
9. Lois	Goode	204 Maplewood Drive	Ladysmith	54848	lgoode@ruskcountywi.us
10. Julie	Woodruff	11571 State Hwy 124	Chippewa Falls	54729	julie@woodrufffarms.com
11. Jackie	Pavelski	1715 Meadow Lane	Eau Claire	54701	Jackie_Pavelski@yahoo.com
12. James	Ericksen	519 Kennedy Ave	Stanley	54768	jericksen@co.chippewa.wi.us
13. Barbara	McAfee	347 East Louisiana	St Croix Falls	54024	rbara.mcafee@polkcountywi.gov
14. Judy	Achterhof	1759 County Road O	Emerald	54013	jachterhof@hotmail.com
15. Paula	Lugar	W424 N. 2nd Street	Spring Valley	54767	plugar@svtel.net
16. Ricky	Riggins	W8851 County Road N	Pepin	54759	rlriggins@hotmail.com
17. Michael	Schendel	808 Second St.	Hudson	54016	michael@schendel.com
18. Joshua	Sterling	1820 Eddy Ln.	Eau Claire	54703	josh_sterling78@yahoo.com
19. Sue	Marshall	W7370 Morningside Dr.	Phillips	54555	marshfam@pctcnet.net
20. James	Tripp	621 Fagstad Street	Menomonie	54751	jimtripp23@gmail.com
21.					
22.					
23.					

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

a. System Member County Appropriations Received by Library System				b. Other County Payments Received	
County Name	Amount	County Name	Amount	County Name	Amount
		Subtotal 1a		Subtotal 1b	

2. State Aid to Public Library Systems	$1,499,825

3. Other State Funded Programs *List individually. Attach listing if necessary.*

a.	
b.	
c.	
Subtotal 3	

4. Federal Aid *Program name and project number. List each program individually. Attach listing if necessary.*

a. LSTA 251 LSTA/Leadership Capacity	$12,260	f.		
b. LSTA 251 LSTA/Resource Sharing	$23,728	g.		
c. LSTA 251 LSTA/Library Staff Support	$26,345	h.		
d. LSTA 251 LSTA/Equitable Access to Resources	$20,281	i.		
e.		j.		
			Subtotal 4	$82,614

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. *List names individually. Attach listing if necessary.*

a. MORE Fee Income	$609,504	f. New Richmond PL - Shared Cataloging	$23,957	
b. MORE Materials Income	$206,125	g. Rice Lake PL - Shared Cataloging	$22,107	
c. Additional Delivery Days Income	$52,502	h.		
d. Amery PL - Shared Cataloging	$11,598	i.		
e. Menomonie PL - Shared Cataloging	$26,218	j.		
			Subtotal 5	$952,011

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
$692,317	$98,480	$345,196	$0	$0	$292,625	$1,428,618

7. **Total Income** *Add 1 through 6*	$3,963,068

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES
Report system expenditures from all sources.

	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	$581,929	$0	$354,763	$936,692
2. Employee Benefits	$227,256	$0	$176,473	$403,729
3. System Collection Expenditures				
a. Printed Material	$3,542	$0	$0	
b. Electronic Material	$29,467	$0	$206,125	
c. Audiovisual Material	$0	$0	$0	
d. All Other Material	$724	$0	$0	
Subtotal *Collection Expenditures*	$33,733	$0	$206,125	$239,858
4. System Contract Expenditures *Attach a brief description of contracts; i.e., recipient, amount, and purpose.*	$409,271	$39,059	$222,156	$670,486
5. System Payments to Member Libraries *Attach lists of individual payments.*	$179	$25,606	$19,999	$45,784
6. All Other Operating Expenditures	$376,744	$17,949	$154,873	$549,566
7. Total Operating Expenditures	$1,629,112	$82,614	$1,134,389	$2,846,115
8. System Capital Expenditures	$0	$0	$0	$0

   * Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.

  ** Report expenditures from report year public library system state aid, state aid funds carried forward to report year, and any interest earned from those funds.

*** Report expenditures from county appropriations, contract income, gifts and endowments, and any carryover from those sources. Also include expenditures from interest earned from those sources.

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE

Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for the report year. Attach the page(s) of each county budget that show the amounts below.

County Name	Amount	County Name	Amount	County Name	Amount
1. Barron	$633,037	5. Pepin	$82,809	8. Price	$284,207
2. Chippewa	$953,406	6. Pierce	$531,844	9. Rusk	$334,825
3. Dunn	$795,459	7. Polk	$1,034,196	10. St. Croix	$1,113,922
4. Eau Claire	$1,197,603				

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

The following statement certifies that your public library system complied with all statutory requirements for public library systems for the report year. Indicate your system's compliance with each of the system requirements.

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

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

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Resource Library Agreement

☒ **(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.**

☒ Signed copies of the report year and current year resource library agreements have been filed with the division.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Reference Referral and Interlibrary Loan

☒ **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.**

☐ Reimbursed member libraries for ILL   ☒ Maintained a shared database of member library bibliographic records and holdings

☒ Maintained ILL Clearinghouse   ☒ Utilized WISCAT to promote interlibrary loan

☐ Contracted for ILL Clearinghouse   ☒ Maintained a system interlibrary loan plan

Inservice Training

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

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

☒ Conducted workshops for member library staff and trustees   ☒ Provided scholarships and grants for member library staffs

☒ Maintained a calendar of CE events   ☒ Maintained a professional collection for system and member library staffs.

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

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

☒ Public library administration and governance   ☒ Technical services   ☒ Legal issues

☒ Adult services   ☒ Interlibrary loan and resource sharing   ☒ Public relations

☒ Youth services   ☒ Staff development (certification, CE, etc.) ☒ Reference and information services

☒ Library automation   ☒ Planning and evaluation, standards   ☒ Inclusive services

☒ Building and remodeling   ☒ Collection development

Delivery and Communication

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

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

☒ Had regular courier or van delivery service   ☒ Used fax for document delivery/communication

☒ Provided an 800 number, phone credit card, or accepted collect calls ☐ Used mail as primary delivery system

ILL transactions sent by: ☒ Published a newsletter

    ☒ Email   ☒ OCLC   ☒ Regional automated system   ☐ WISCAT

Service Agreements

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

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check those services provided for in the adjacent library system agreements for the report year.

☒ Reciprocal borrowing between systems   ☐ Delivery   ☐ Audiovisual services

☐ Cash payments in cross-system lending ☐ Newsletter exchange   ☒ Cooperative purchasing

☒ Continuing education   ☒ Cooperative planning/information exchange

Inclusive Services

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

The Division for Libraries and Technology 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.

Briefly summarize the most significant specific inclusive services initiatives carried out by your system in the report year. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

Consulting New directors and youth services staff orientation o Connecting, problem-solving, and advocating with Islands of Brilliance to provide programming at no cost for autistic teens and young adults at two libraries o Book Bike Users Group of libraries that received book bikes through an ARPA grant (mostly in 2022). . Accessibility Audits funded at 6 libraries (Baldwin, Balsam Lake, Cumberland, Ellsworth, Pepin, and Woodville), with follow-up consulting . Training for IFLS staff on website accessibility . IFLS Intellectual Freedom Working Group, working on initiatives to protect libraries and the right to read and access information and address attacks specifically targeting LGBTQIA materials and materials that address/acknowledge racism . Incorporating considerations about inclusive services into as much of our work as possible, from ILL policies to marketing consulting to building consulting to website development to continuing education offerings to other communications.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Inclusive Services (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support inclusive library service efforts.

Agencies with most contact: . Other library systems and DPI . Center for Independent Living Western Wisconsin . Reach Out and Read-Wisconsin . Islands of Brilliance

If the system provided any inclusive services continuing education programs in the report year, identify the topic(s) and speaker(s).
.Statewide IDEA Team member on IFLS staff, helping coordinate two in-person workshops and four webinars about allyship and implicit bias. o Beyond Diversity 101: Micor-inequities, Implicity Bias, and Moving Toward Equity with Anne Phibbs (webinar) o How to Move Past Midwest Nice and Towards Safety and Belonging with Alicia TreviÃ Â±o-Murphy and Charles Payne (webinar) o Build Skills & Take Action to Stand Up for Diversity, Equity & Inclusion with Anne Phibbs (webinar) o Becoming an Active Ally with Carmen Iannarelli, Daniel Zinnel, and Stacey Jackson (in-person workshop in Eau Claire and Waunakee) o Understanding and Challenging Implicit Bias in Decision Making with Anne Phibbs (webinar) . Wisconsin Buildings & Spaces recorded webinar (with IFLS staff): Tools for Making Your Library Space Welcoming and Accessible

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.**

☒ An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.

☒ The system has 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. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate system services provided to other types of libraries in the report year.

☒ Consultation   ☐ Union list of serials   ☐ Back-up reference services
☐ Continuing education / workshops   ☐ Directory of libraries   ☒ Newsletter
☒ ILL (Direct)   ☐ Delivery services   ☐ Technical services

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 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.**

☒ Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.

☒ The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

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 board after consultation with participating public libraries.**

List and evaluate each service program carried out under this statute in the report year. Do not lump miscellaneous activities under a single "other" program.

MORE ILS and bibliographic/cataloging support Group supply orders

Administration

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

IX. 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 report year resource library contract.*

Continuing Education collaborations (all systems and DPI: Spring and Fall series, Tech Days, Wild Wisconsin, Wisconsin Libraries Talk About Race, Trustee Training Week; Ryan Dowd Homelessness and Libraries) Programming Kits (WVLS, IFLS, NWLS) Group Supply Order (IFLS Library, Limited participation with NWLS/WVLS libraries)

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

Activity	Amount
1. LEAN WI (see WVLS Report)	
2. CINC	150,000
3. Programming Kits (WVLS, IFLS, NWLS):	25,000
4. Movie Licenses	7,064
5. Supply Group Purchases	50,000
6. Facility CE and Study	40,000
7. Continuing Education -- Wild Wisconsin Winter Web Conference, IDEA Team%u2019s Wisconsin Libraries Tal	39,950
8. Delivery	1,250,000
9. WPLC	1,454,832
10.	
Cost Benefit Total	3,016,846

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

Program Expenditures *Provide a summary of your public library system expenditures by system service program and fund source for the report year.*

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan *See note*				
1. Reference & ILL Svc	108,538			108,538
2. Tech/Share System	394,501	56,893	229,874	681,268
3. MORE Consortium			804,710	804,710
4.				
5. Electronic Resources	29,467		206,125	235,592
Subprogram Total	532,506	56,893	1,240,709	1,830,108
Continuing Education and Consulting Service *See note*				
1. CE & Consulting	184,000	24,328		208,328
2.				
Subprogram Total	184,000	24,328		208,328
Delivery	381,428			381,428
Inclusive Services	48,324	1,393		49,717
Library Collection Development	32,400			32,400
Direct Payment to Members for Nonresident Access				
Direct Nonresident Access Payments Across System Borders				
Library Services to Youth	59,948		7,064	67,012
Public Information	47,280			47,280
Administration	209,842			209,842
Other System Programs				
1.				
2.				
3.				
4.				
Grand Totals	1,495,728	82,614	1,247,773	2,826,115
Estimated Expenditures for Technology-Related Services Provided by the System	500,000	200,000	1,200,000	1,900,000

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.

XI. SYSTEM STAFF

1. Personnel Listing
   a. Employees Holding the Title of Librarian as of December 31 of the report year. *Include vacancies if they will be filled within one year*

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
John	Thompson	Director	☒	$113,547	40.00
Leah	Langby	Lib Dev/Yth Svcs Coord/Asst. Director	☒	$67,485	37.50
Lori	Roholt	MORE Administrator/Asst. Director	☒	$71,984	40.00
Kris	Schwartz	IT Director	☐	$69,735	40.00
Katelyn	Noack	Public Services Consultant	☒	$54,600	35.00
Cecelia	Cole	Resource Sharing & Collection Consultant	☒	$49,525	35.00
Bridget	Krejci	MORE Project Manager	☐	$53,235	37.50
Kathy	Setter	MORE Project Manager	☐	$57,081	35.00
Deberah	Faulhaber	Bibliographic Services Manager	☐	$57,886	40.00
Katie	Shay	ILL Consultant	☐	$34,965	35.00
Adam	Fuller	Business Manager	☐	$53,165	35.00

b. Other Paid Staff *Include plant operation, maintenance, and security.*

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
Program Managers and Administrative Support	$86,554	64.00			
Bibliographic Services Catalagers	$69,496	64.00			
Bibliographic Services Assistants/Delivery Clerk	$46,800	54.00			
Technology Support	$52,416	40.00			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian			b. All Other Paid Staff *FTE incl. maintenance, plant operation, and security*	c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*
i. Master's Degree from an ALA Accredited Program *FTE*	ii. Other Persons Holding the Title of Librarian *FTE*	Subtotal		
4.69	5.56	10.25	5.55	15.80

XII. SYSTEM MEMBERSHIP
Attach a listing of all current public library and county members of the system.

Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines). *A check indicates that all members have indicated compliance with the requirement.*

☒ The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [Wis. Stat. § 43.15(4)(c)1]

☒ The public library members are authorized by the municipal governing board to participate in the public library system. [Wis. Stat. § 43.15(4)(c)3]

☒ The public library members have entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program or from providing remote access to a library's online resources only to residents. [Wis. Stat. § 43.15(4)(c)4]

☐ The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [Wis. Stat. § 43.15(4)(c)6 and Administrative Code Rules PI 6.03]

☒ All counties participating in the system have entered into written agreements with the system as required under [Wis. Stat. § 43.15(4)(b)3]

☒ All counties participating in the system have adopted and maintained the plan of library service submitted and approved under Wis. Stat. § 43.11(3) and Wis. Stat. § 43.13(1). [Wis. Stat. § 43.15(4)(b)1]. *On the attached membership listing, indicate the year of the last plan revision.*

☒ Each public library member, beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer. [Wis. Stat. § 43.15(4)(c)7]

☒ Each public library member, beginning in 2008, annually spends at least $2,500 on library materials. [Wis. Stat. § 43.15(4)(c)8]

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (include timelines). Any current written contracts or agreements not previously filed with the division providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology.

Indicate compliance with the requirements below with a checkmark. Unchecked statutes indicate noncompliance.

☒ Library system board is constituted and operated in compliance with Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).

☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. § 43.17(4)]

☒ Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.

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.

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

☒ (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.

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

☒ (e) Inservice training for participating public library personnel and trustees.

☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

☒ (g) Service agreements with all adjacent library systems.

☒ (h) Professional consultant services to participating public libraries.

☒ (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.

☒ (k) Promotion and facilitation of library service to users with special needs.

☒ (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.

☒ (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

☒ (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

I CERTIFY that to the best of my knowledge the information provided in this annual report and any attachments are true and accurate.

Signature of Public Library System Director	Name of Public Library System Director	Date Signed
➤	John Thompson	
Signature of Public Library System Board President	Name of Public Library System Board President	Date Signed
➤	Sue Duerkop	

	COMMENTS	

3. Video Materials
No collection additions--2024-02-26

Are the member libraries' head librarian certified at the appropriate grade level? [s. 43.15(4)(c)6 and
Administrative Code Rules PI 6.03]
Hawkins currently has an interim director. Active search is still ongoing. Potential candidate is working on
finishing the minimum 54 credits needed.--2024-02-09

**2023 Member Public Library Annual Reports
Statements Concerning Public Library System Effectiveness**

Barron
The IFLS Library System provides fantastic leadership and opportunities for continuing education that benefits community development throughout Wisconsin. The staff is inspirational in their knowledge, consideration of system needs, and ability to provide assistance in any issue libraries are presented with.

Bloomer
IFLS staff is very responsive to requests for help and offers assistance in a timely manner.

Cameron
The library system continues to provide excellent administrative and technical support, keeps libraries informed of new information; provides opportunities for valuable networking, education, and efficient spending for library needs. True to their mission statement, they provide libraries with the resources and tools needed to serve, empower and lead our communities.

Colfax
We appreciate the professionalism, innovation, and wide range of services we receive from our library system.

Deer Park
The IFLS Library System Director and staff provide leadership, and support to the library directors, library staff and library board of trustees members. Support is provided via the HelpDesk or direct contact with the Director or IFLS staff. Whether the question relates to the physical space of a library, how to address book challenges, technology issues, etc. someone is available to provide support in a timely manner. The Director and IFLS staff also support and provide opportunities for networking between staff at member libraries. The IFLS Director and staff contribute to the functioning and success of all the member libraries including Deer Park.

Eau Claire
IFLS is a wonder organization that offers help on a wide variety of library topics, above and beyond their expertise in cataloging, collection development, and ILS management. We, like our partner libraries, appreciate the work of John Thompson, Leah Langby and the entire crew. They were particularly helpful to me when I arrived in 2022, and continue to be with topics such as filling out the Annual Report. We look forward to working closely with them when our new Manager of Technical Services arrives in March.

Ellsworth

John Thompson continued to assist with the library renovation/relocation, which was completed in January 2023. The library system provided excellent training opportunities for staff and trustees, and continued coordinating valuable services such as interlibrary loan and delivery between libraries, and purchasing shared e-materials for the system. Particularly helpful this year was the system's assistance with interpreting the statewide library wage summary that was released later in the year.

Frederic

IFLS and its staff have been nothing but helpful. They all go out of their way to make sure a question is answered and in a timely manner.

Ladysmith

IFLS offers support and education for libraries and library staff. The standard of excellence that we are used to when working with library systems continues to have the bar set high by the IFLS library system and its staff.

New Richmond

The System has always provided all facets of assistance to the library with additional training and support for our ongoing endeavor with our new library. All questions are answered in a timely manner. It is a great asset to the daily functioning of the library.

Plum City

The staff of the IFLS Library System are wonderful to work with. They are always readily available to help navigate any situation. They provide trainings, resources, and check-ins regularly. We appreciate all that they do for our library.

Sand Creek

We are so thankful to have such wonderful support from IFLS. Everyone is very helpful and patient.

Somerset

The IFLS Library System plays a pivotal role in enhancing our library, providing invaluable contributions across various aspects such as marketing, human resources, strategic planning guidance, and offering valuable educational opportunities.

Stanley

John and all the IFLS staff are amazing. The library benefits from their expertise and assistance greatly.

IFLS Library System
Board of Trustees

Proposed Budget Revisions
March 2024

Increase Line Item 8690 from $12,050 to $14,000   Increased support for Trustee Training and Workshops

Increase Line Item 8720 from $16,000 to $20,000   Focused staff development on adult education and neuroinclusive training for IFLS staff who provide training for member libraries

Increase Line Item 9020 from $1,500 to $2,000   Purchase updated resources for staff development

Increase Line Item 8070 from $2,000 to $4,000   Purchase of portable sound system for workshops and meetings for better accessibility

Increase line item 8735 from $1,700 to $12,000   Pilot program to provide one on one consulting/coaching for member library directors and supervisors to provide specialized consulting beyond IFLS staff capacities. We are seeing a significant increase in personnel related questions beyond the scope of our expertise and many libraries don't have access to qualified Human Resources staff within their municipality.

Total recommended increase   **$18,750 from uncommitted carryover**

Additional budget revisions will be presented in July following the audit.

John Thompson (March 18, 2024)

System Board Roles and Responsibilities

2024

John Thompson, System Director

1

IFLS – 1 of 15

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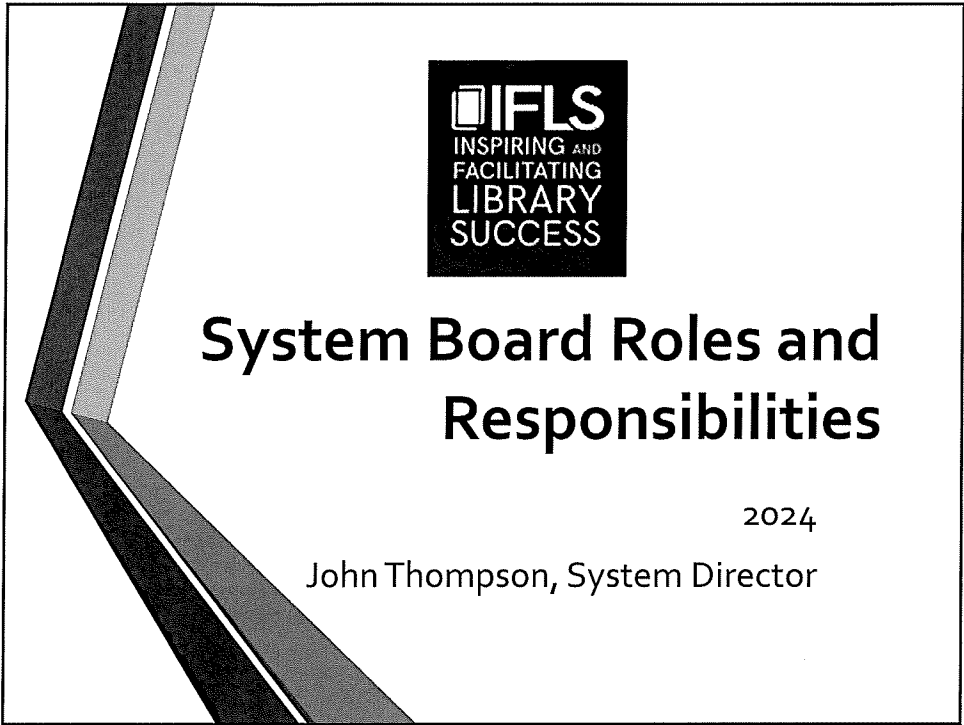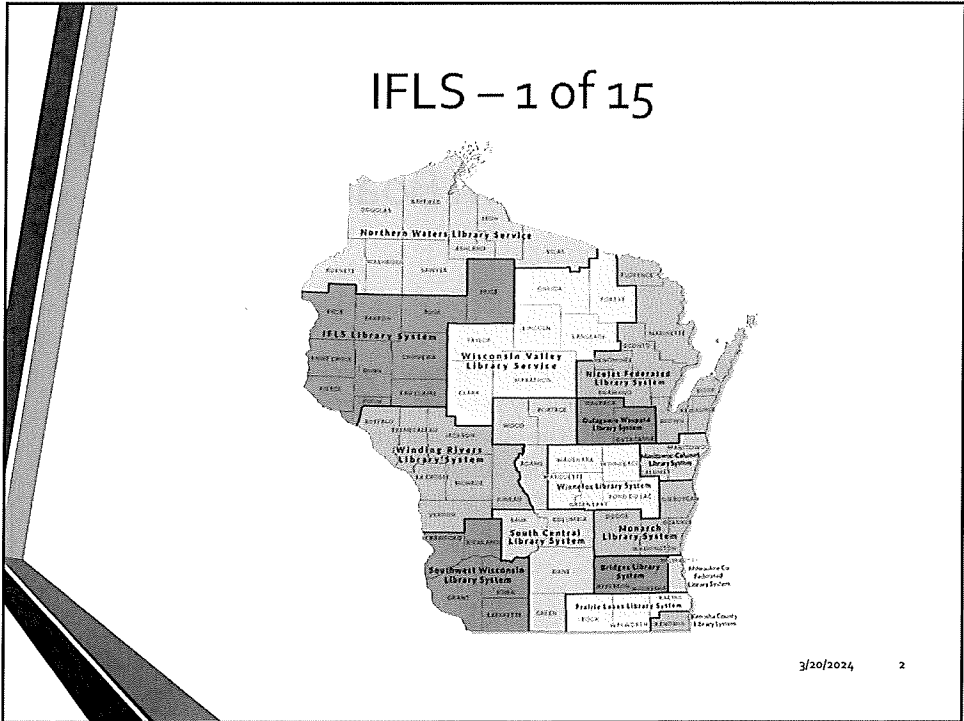
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Roles and Responsibilities of Library System Board

- A public library system board of trustees has the same legal powers as a municipal library board with respect to system-wide functions and services that a municipal library board has with respect to local functions and services.
- Library system boards have significant responsibilities for fiscal policy making, fiscal planning, and fiscal oversight.
- Effective public library system trustees should be willing to assume a leadership role in legislative lobbying or advocacy at the state and federal level.
- Like your counterparts at other service levels, you are policy-makers. As a system trustee, however, you cannot make policies for any system member libraries. You should avoid any unnecessary interference with the autonomy of member libraries.

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Roles and Responsibilities of Library System Board

- Library Trustee job description
  - Review and update board bylaws (reviewed 2019)
  - Assist with development and approval of long-range plan
  - Advocate for the Library System and Libraries
  - Attend library conferences, workshops and other library education opportunities
  - Work as a team member in support of library system services
  - Provide input on library needs and interest to help guide services to meet member library needs

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Roles of System Board and Director
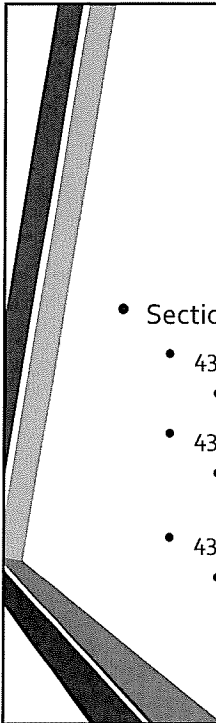
	Board	Director
Advocacy	Supports the Library System and library issues	Informs the System Board on library issues and law
	Attend Library Legislative Day	Attend Library Legislative Day
	Attend candidate forums	Network with legislators
	Contact legislators via letters, emails or phone calls	
		Prepare/share talking points

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Library Law

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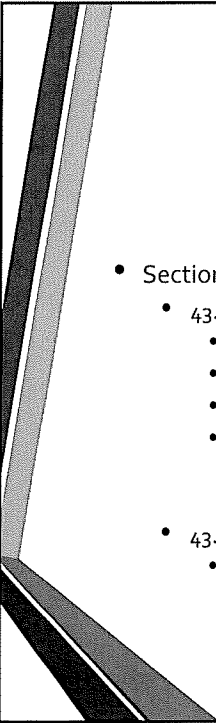
Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.09 Certificates and Standards
    - Director certification authority (Rules in Administrative Code)
  - 43.11 County Library Planning Committees
    - Outlines the creation of a county wide library planning committee and their duties and powers
  - 43.12 County Payment for Library Services
    - More commonly known as ACT 150; details formula for home county and adjacent counties

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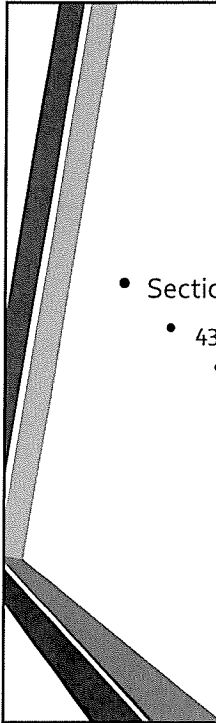
Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.15 Standards for Public Library Systems
    - Population of system
    - Financial Support
    - Organization
    - Membership requirements
      - County
      - Local Library
  - 43.16 Resource Libraries
    - Usually largest library in system

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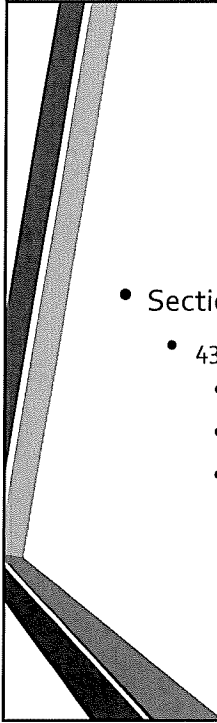
Libraries--Chapter 43

- Sections pertaining to Public Libraries
    - 43.30 Public Library Records (known as library privacy law)
        - Library Records are Confidential
            - Custodial Parent for children under the age of 16
            - Release to other libraries
            - Court order needed
            - Surveillance Device release for Law Enforcement if library requests or criminal conduct within library
            - Use of collection agencies or law enforcement is allowable with Library Board approved policy

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Libraries--Chapter 43

- Sections pertaining to Public Libraries
    - 43.52 Municipal Libraries
        - Outlines starting a new library
        - Libraries shall be free for use
        - Opinion by Library Division on feasibility

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Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.54 Municipal Library Board Composition
    - Terms
      - Three year staggered
        - No term limit by library board (can be set by municipal board)
    - Size of Board
      - Village -- 5 (but can be increased to 7)
      - 2nd or 3rd Class City -- 9
      - 4th Class – 7

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Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.58 Powers and Duties
    - Exclusive control of all library expenditures
    - Supervising the administration of the library and appointing a library director
    - Prescribing the duties and compensation of all library employees
    - Purchasing of a library site and the erection of the library building when authorized
    - Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes

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Open Meeting Law

- Agenda
  - Time, date, place and all subjects to be discussed or acted upon
  - Can't use "other business" as agenda item
- Held in Accessible Location
- Provide accommodations if requested
- Minutes must be kept and made available to public

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Open Meeting Law

- Meeting Quorum
  - Majority of board
  - Purpose to engage in business
  - Email Quorum
    - Can't make decision or influence decisions via email
    - Use email to distribute agenda; not for discussion or poll
  - Negative Quorum
    - If 2/3 vote is needed, then a block of members that meet/discuss outside a meeting to oppose an item

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Open Meeting Law

- Agenda must indicate any contemplated closed session, subject matter of closed session and the specific provision
  - 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Conduct Library Director Evaluation*

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Open Meeting Law

- Board must first convene in open session
- Announce intention to go into closed session
- Must state reason for going into closed session
- Requires a motion, second and roll call to go into closed session
- Attendance limited to board, necessary staff and others whose presence is needed

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Resources

- IFLS Trustee Resource Page http://www.iflsweb.org/trustees
- Tools and Resources for Public Library Directors and Board Members https://dpi.wi.gov/libraries/public-libraries/governance-administration
- Trustee Essentials https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees
- Wisconsin State Statute Chapter 43 Libraries http://docs.legis.wisconsin.gov/statutes/statutes/43.pdf
- Wisconsin Public Library Standards https://dpi.wi.gov/libraries/public-libraries/planning-evaluation (Sixth edition: March 2018)

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Open Meeting Resources

- Chapter 19 General Duties of Public Officials https://docs.legis.wisconsin.gov/statutes/statutes/19
- Wisconsin Trustee Essential #14 https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees
- DPI FAQ on Open Meetings https://dpi.wi.gov/libraries/public-libraries/legal
- Department of Justice Compliance Guide https://www.doj.state.wi.us/sites/default/files/office-open-government/Resources/OML-GUIDE.pdf
- League of Wisconsin Municipalities Governing Bodies: Open Meeting Law http://www.lwm-info.org/957/Open-Meetings-Law

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Questions

Contact

John Thompson at

thompson@ifls.lib.wi.us

or 715-839-5082 ex. 116

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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***

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

Joel Seidlitz

WHEREAS, Joel Seidlitz served on the IFLS Library System Board representing the Chippewa County from January 2022 – December 2023 AND

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

DATED this 27th day of March, 2024

IFLS
LIBRARY SYSTEM
INSPIRING AND
FACILITATING
LIBRARY
SUCCESS
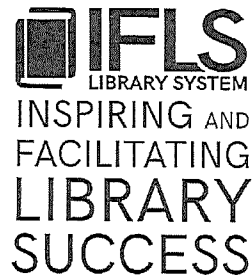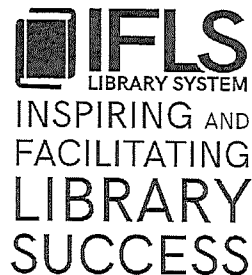
IFLS Library System Board of Trustees

Ricky Riggins

WHEREAS, Ricky Riggins served on the IFLS Library System Board representing the Pepin County from January 2020 – December 2023 AND

WHEREAS, Ricky Riggins served on the IFLS Library System Personnel Committee in 2020 through 2023 AND

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

DATED this 27th day of _March_, 2024

IFLS
LIBRARY SYSTEM
INSPIRING AND
FACILITATING
LIBRARY
SUCCESS

IFLS Library System Board of Trustees