

IFLS LIBRARY SYSTEM  
BOARD OF TRUSTEES

**MEETING LOCATION:**

Virtual Meeting via Zoom  
(See link below to join)

**DATE/TIME:**

Wednesday, November 20, 2024  
12:30 pm

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

**Join Link:**

<https://us02web.zoom.us/j/85692078688?pwd=dmf9zkjGPIRyBLWMEryz0dG8tANCM.1>

Meeting ID: 856 9207 8688

Passcode: cGiKFCJ3

**Phone:** 1 312 626 6799

Meeting ID: 856 9207 8688

Passcode: 55034531

**A G E N D A**

1. Call to Order
2. Establish a Quorum
3. Certification of Compliance with the Open Meeting Law
4. \* Approve Agenda
5. Citizen Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten-minute limit per topic and a twenty-minute limit at any meeting for Citizen Comments. Contact IFLS office for additional information.*)
6. Announcements/Correspondence/Introductions
7. \* Minutes - Approve: Board of Trustees – September 25, 2024 **#042-24**  
Acknowledge Receipt: Personnel Committee – September 25, 2024 **#041-24**
8. \* Financials - Approve: Check Registers: September-October 2024 **#043-24**  
Approve: Financial Reports: September-October 2024 **#044-24**
9. Director's Report of Agenda Items and Monthly Activities **#045-24**
10. Reports: - IFLS Staff Reports **#046-24**  
- Lori Roholt, MORE Administrator  
- Board Member Reports
11. \* IFLS Long Range Plan with 2025 Budget **#047-24**
12. \* System Technology Plan (*To be emailed separately*) **#048-24**
13. \* Nominations Committee for 2025 Election of Executive Committee
14. \* Adjournment

\* Denotes Action Items

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

**IFLS LIBRARY SYSTEM  
Board of Trustees  
September 25, 2024**

**MINUTES**

The Board of Trustees of the IFLS Library System met on Wednesday, September 25, 2024, at Fall Creek Public Library, 122 East Lincoln Avenue, Fall Creek, Wisconsin and via Zoom. Tripp 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); **Pat Eggert** (Dunn County); **James Ericksen** (Chippewa County); **Lois Goode** (Rusk County); **Amanda Kohnen** (Barron County); **Mary Alice Larson** (Barron County); **Paula Lugar** (Pierce County); **Jill Markgraf** (Resource Library); **Sue Marshall** (Price County); **Jackie Pavelski** (Eau Claire County); **Mike Schendel** (St. Croix County); **Jim Tripp** (Dunn County); **Jane Winter** (Pein County); **Julie Woodruff** (Chippewa County).

**BOARD MEMBERS ABSENT:**

**Sue Duerkop** (Polk County); **Fran Duncanson** (Polk County); **Stella Pagonis** (Eau Claire County); **Ruth Wood** (Pierce County).

**OTHERS PRESENT:**

**John Thompson** (Director); **Adam Fuller** (Business Manager); **Joanne Gardner** (Administrative Associate/Recorder); **Katelyn Noack** (Public Services Consultant); **Reb Kilde** (PR and Communications Coordinator).

**APPROVE AGENDA:**

**MOTION #37** <sup>(24)</sup>: To approve the Agenda as presented. Achterhof/Woodruff  
**RESULT:** Carried.

**CITIZEN COMMENTS:**

There were no citizen comments.

**ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:**

Introductions were made among those attending online and via Zoom. Two new trustees joined the Board. Jane Winter will represent Pepin County and Stella Pagonis will represent Eau Claire County.

**MINUTES:**

**MOTION #38** <sup>(24)</sup>: To approve the Board of Trustees minutes dated July 24, 2024 (Doc. #032-24). Daus/Marshall  
**RESULT:** Carried.

**MOTION #39** <sup>(24)</sup>: To acknowledge receipt of the Personnel Committee minutes dated July 24, 2024 (Doc. #031-24). Daus/Eggert  
**RESULT:** Carried.

**FINANCIAL REPORTS:**

**MOTION #40** <sup>(24)</sup>: To approve the Check Registers for July/August 2024 (Doc. #034-24). Marshall/Pavelski  
**RESULT:** Carried.

Tripp reminded board members that one of the primary responsibilities as a trustee is review of the financial reports. Questions are always encouraged.

Fuller noted that the Associated Credit Card payment was \$9008.84 for June expenses. That amount is \$11.06 higher because of a merchandise return that was reflected on the credit card transaction report.

*(Brue joined at 12:42 pm.)*

**MOTION #41** <sup>(24)</sup>: To approve the Financial Reports of January-August 2024 (Doc. #035-24). Lugar/Daus  
**RESULT:** Carried.

Questions were asked about Librarian Professional Development, IFLS Staff Development and Professional Meetings, Shared Wage Income, and the LEAN Wisconsin Budget Report.

**INVESTMENT REPORT:**

Fuller reported that all investments are with the Pooled Investment Fund (PIF) and with the market account with Associated Bank. The interest rate is averaging four to five percent. Interest is higher than what was budgeted for when the 2024 was created.

The PIF and Associated are secured and a good place for IFLS funds and we earn good interest income off of both accounts.

**DIRECTOR'S REPORT:**

Thompson provided pictures with his granddaughter when they spent a day visiting libraries in Chippewa and Dunn Counties. It provided a good perspective from her what interests are as a kid. There was always something for her to do.

Plans have just been finalized for Kathy Setter's retirement. An open house with food and beverages will be provided on Wednesday, November 13<sup>th</sup> at the Phoenix Event Center in Baldwin. The only cost would be if guests would like alcoholic drinks. Invites will be sent to the Board and member libraries.

Setter has spent a significant amount of time working at and for libraries. Setter was the director at the Deer Park library prior to joining the IFLS staff. Setter played a pivotal role in the birth of MORE as an automation system. Setter was part of the initial committee to select a vendor. Setter was instrumental in the culmination of getting all fifty-three public libraries in the consortium. Setter has been active with the vendor Innovative Interfaces, which has a national presence.

Dr. Jill Underly, the State Superintendent of Public Instruction toured the Eau Claire library with Director Nancy Kerr and Thompson. It was a valuable experience for all.

There were one hundred applicants statewide for the Flexible Facilities grant. About twenty-five applicants will receive awards up to just over four million. This is a competitive grant. There were approximately 10 IFLS libraries that applied. Some worked with IFLS on the application.

**IFLS STAFF REPORTS:**

Rebecca Kilde, PR & Communications Coordinator has been with IFLS for seven years this month.

Kilde shared a presentation of the work she does for IFLS and member libraries.

Website: An Information Hub

The IFLS Website provides curated and timely information that makes it easier for library workers to do their jobs. The website is also used to communicate with library trustees. There are Trustee Pages that include resources specifically for IFLS trustees and another for all library trustees.

The For IFLS Trustees page includes meeting packets, links, trustee directory, and committee members. The Resources for Public Library Trustees provides a curated list of resources for libraries and system trustees need to do their job well.

The website includes a link For IFLS Libraries. The content is developed and updated by IFLS staff. It is accessible and easy to find information for librarians. It is broken out by program areas and provides useful and current information.

The Article Index provides a useful tool to locate information such as training documents for MORE, printables, brochures, and fact sheets.



Communications: The News, Weekly Digest

Kilde provides Library News which can be read on your phone, tablet, or computer. A Weekly Digest is also sent electronically to subscribers.

Marketing Support to Libraries

Kilde provides the bulk library card order, templates, logos, and branding consultations. Kilde provides tools to make it easy for libraries to communicate effectively to patrons. Kilde organizes a bulk library card order, assists with library card designs, library report graphics, and publishes Marketing Monthly.

Marketing and Communication Support

Kilde provides communication support for IFLS Staff by creating brochures, posters, flyers, and a MORE app Quick-start guide.

Programs

Kilde is involved with two programs. As part of the Library Legislative Day, Kilde collects “library love stories” and passes them along to the legislators. During the last event there were over two hundred comments shared.

This is the third year for the Explore MORE Passport Program. This was first launched in 2021. The preliminary statistics for 2024 include 3,459 passport visits and 296 entry forms.

Gardner will send Kilde’s presentation via email to the Board following today’s meeting.

**PERSONNEL COMMITTEE REPORT:**

The Personnel Committee Chair, Daus, reported on their meeting held in the morning. The Personnel Committee chose to remain in open session. The Board can opt to go into closed session if they choose.

The committee recommends making the 4<sup>th</sup> Personal Day a permanent change.

The committee discussed and recommended creating an opt-out health insurance incentive for staff. It is proposed an opt-out incentive of \$3,000 for eligible employees with a single health insurance plan and an opt-out incentive of \$6,000 for eligible employees with a family plan. Incentive payments will be spread out over all applicable pay periods in the year. The incentive payment is not considered Wisconsin Retirement System earnings.

It is recommended wages for IFLS employees be increased by 10% or the adjusted rate for 2025. A table with positions and proposed wages for 2025 was projected. This helps with rising health care costs as well as provides market adjustments to remain competitive. The recommendation also accounts for some position adjustments and reconfigurations.

The Personnel Committee recommends Board approval of the Wage and Benefits recommendation for 2025 as presented by Thompson.

Achterhof inquired if the proposed increase would apply to those opting out of health insurance and Thompson replied yes.

It was noted that we know the rates of health insurance. An example of the increase to the employee's share of the monthly premium increases from \$450 to \$1212 a month. It is still unclear what Quartz West will offer in terms of coverage with the closure of Sacred Heart and St. Joseph's hospitals.

Thompson noted that the proposed wage increase is abnormal compared to past years. The health care costs were significantly higher and in balancing that, IFLS wants to remain competitive with comparable employers.

Thompson stated that the 2025 budget supports the wage recommendation for 2025. Tripp added that the philosophy of this board is to stay within the budget. Staff over the years has been proven reliable, dependable, and consistent. Compared to similar positions, staff are underpaid. Tripp noted that the philosophy regarding the amount is what we can afford that best reflects staff value to us. This philosophy is paid off in staff loyalty and commitment.

Tripp noted that the Personnel Committee approved the wages and benefits, including the Director's salary and wages as one unit. Tripp thanked the board for reviewing and discussing the wages and benefits.

**MOTION #42** <sup>(24)</sup>: To approve the Wages and Benefits for 2025 as recommended by the Personnel Committee and presented to the Board. Achterhof/Ericksen  
**RESULT:** Carried.

**2024 REVISED/2025 PRELIMINARY  
IFLS AND MORE BUDGET:**

**MOTION #43** <sup>(24)</sup>: To approve the 2024 Revised/2025 Preliminary IFLS and MORE Budget (Doc. #038-24). Daus/Marshall  
**RESULT:** Carried.

Thompson noted that the budget was included in the meeting packet (Doc. #038-24), The first column is the 2024 Budget as was approved last September. The second column is the revised 2024 Budget. The third column is the budget being proposed for 2025.

Lines 1-8 include the current year's income. They include state aid, interest, catalog/processing service, technology, and miscellaneous income. IFLS has historically budgeted low for interest income.

Line 14 is for salaries/fringes. The amounts for 2025 reflect the wages/benefits as approved today. This represents a 4% increase over the 2024 budget.

A new initiative is an employee assistance program for IFLS staff and individuals from member libraries. This continues our support of libraries where we might lack staff expertise. This pilot program of consulting/coaching is for libraries directors/supervisors for personnel related questions.

Thompson noted that the building renovation costs (line 109) are split between 2024 and 2025.

Line 111 shows the Net Ordinary Income. Line 129 reflects the funds in reserves. Line 133 includes the uncommitted carryover at the end of the year. Line 145 reflects reserve funds for future year budgets. Thompson noted that there is a higher reserve balance than in years past. IFLS is in good fiscal shape.

### **IFLS/STATE LONG RANGE PLAN:**

**MOTION #44** <sup>(24)</sup>: To approve IFLS/State Long Range Plan (Doc. #039-24). Pavelski/Daus  
**RESULT:** Carried.

Thompson noted that the Long Range Plan has a slightly different format from years past. The focus is more forward-looking.

As part of the planning process, we surveyed library boards, directors, and staff for their input. Pages 27-30 provide some highlights from the survey and comments.

The plan includes only the narrative piece. We will complete by adding the budget numbers once the budget has been approved. The complete document will be shared at our November meeting.

### **2025 RESOURCE LIBRARY AGREEMENT:**

**MOTION #45** <sup>(24)</sup>: To approve the 2025 Resource Library Agreement (Doc. #040-24).  
Woodruff/Eggert  
**RESULT:** Carried.

The wording and payment remain unchanged from the 2024 Resource Library Agreement. The agreement was sent to the L.E. Phillips Memorial Public Library (LEPMPL) for their review and signature. Markgraf noted that the LEPMPL Board met last week, but they did not have a quorum, so no action was taken.

Once approved, the agreement will be sent to LEPMPL for their next board meeting.

### **BOARD MEMBER REPORTS:**

Achterhof noted that construction will be beginning for the New Richmond library. This will include underground parking.

Pavelski stated that the Chippewa Valley Book Festival is coming up and she encouraged trustees to attend and meet the authors.

Marshall announced that Phillips has hired a new children's librarian. They have also added an iguana.

Ericksen noted that D.R. Moon library in Stanley is continuing to move forward with their building project.

Tripp stated that the Public Library Trustee Manual includes a section on library advocacy (Trustee Essential 13). Please keep this in mind as the election is coming up.

**ADJOURNMENT:**

Director of the Fall Creek Public Library, Charlene Conradi, will provide a tour of the library following adjournment.

The Board of Trustees adjourned at 2:15 pm.

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

These minutes of the Board of Trustees are approved:

☐ as printed.

☐ with corrections noted.

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

\_\_\_\_\_  
Dated

IFLS LIBRARY SYSTEM  
**Personnel Committee**  
September 25, 2024

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, September 25, 2024, at Fall Creek Public Library, 122 East Lincoln Ave., Wisconsin, as well as via Zoom. Daus called the meeting to order at 10:30 am.

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

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

**PERSONNEL COMMITTEE MEMBERS PRESENT:**

**Jan Daus** (Eau Claire County); **Mary Alice Larson** (Barron County); **Lois Goode** (Rusk County); **Sue Marshall** (Price County); **Jim Tripp** (Dunn County).

**PERSONNEL COMMITTEE MEMBERS ABSENT:**

**Mike Schendel** (St. Croix County).

**OTHERS PRESENT:**

**John Thompson** (Director), **Adam Fuller** (Business Manager), **Joanne Gardner** (Administrative Associate/Recorder).

**APPROVE AGENDA:**

**MOTION #34**<sup>(24)</sup> To approve the agenda as presented. Marshall/Goode  
**RESULT:** Carried.

**CITIZEN COMMENTS:**

There were no citizen comments.

**MINUTES:**

**MOTION #35**<sup>(24)</sup> To approve the Personnel Committee Minutes dated July 24, 2024 (Doc. #031-24). Goode/Marshall  
**RESULT:** Carried.

### **WAGES AND BENEFITS DISCUSSION AND RECOMMENDATION FOR 2024-2025:**

On the benefit side, the recommendation is to make the fourth personal day a permanent change.

Thompson is recommending that IFLS create an opt-out health insurance incentive for staff when their significant other has health insurance. It is proposed that an opt-out incentive of \$3,000 for eligible employees with a single health insurance plan and an opt-out incentive of \$6,000 for eligible employees with a family plan. Not all staff have this option to opt out. Staff that do often are paying higher deductibles. The incentive payment, which will be spread out over all applicable pay periods in the year, will appear on employee's W-2 statements. The incentive payment is not considered Wisconsin Retirement System earnings.

The wage and benefits recommendation for 2025 was provided to the Personnel Committee via email prior to today's meeting. Thompson handed out and also projected the information for the committee. The wage recommendation for most staff will be 10%. There are some adjustments up and down that consider market adjustments and position reconfigurations. This increase will help with rising health care costs, but some staff will still be losing money. The market adjustments will help us to remain competitive.

The 2025 budget being presented to the Board of Trustees reflects the wage recommendation being presented today.

The health care landscape is less than ideal with the recent hospital closures. The most cost effective health plan does not have a hospital within the county. Staff would need to travel to La Crosse, Black River Falls, or Whitehall.

Staff reconfigurations include the Project Management position which is the combining of two positions and increasing the hours to full-time. This position will provide support for MORE and IFLS services as well as manage shared services communications and group supply orders. The Database Manager and the MORE replacement are slight reconfigurations from the two MORE Project Manager positions. The Database Manager will include more training and less cataloging. With Setter's retirement, this provides the opportunity to reevaluate the MORE Operations. With this shift, it would provide better training for libraries in functions.

Thompson discussed the rationale as noted on staff positions and includes market adjustments, position transfers, internal adjustments based on duties and responsibilities as well as length of employment.

**MOTION #36<sup>(24)</sup>** To recommend Board of Trustees approval of the 2025 Wages and Benefits Recommendation. Goode/Marshall  
**RESULT:** Carried.

**DIRECTOR'S SALARY FOR 2025:**

The Director's salary and benefits were included as part of the wages and benefits recommendation.

**ADJOURNMENT:**

Motion to adjourn at 10:54 am. Carried.

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Joanne Gardner, Recorder/Administrative Associate

# IFLS Library System

## Check Register

### September 2024

#043 (24)

Date	Num	Name	Memo	Amount
Sep 24				
09/01/2024	Auto Pay	Delta Dental	Sept. '24 Vision	-62.02
09/07/2024	Auto Pay	AT&T	Aug. Phone/Fax Line	-20.55
09/10/2024	Auto Pay	Kwik Trip, Inc.	Aug. Gas Stmt.	-76.63
09/16/2024	Auto Pay	Xcel Energy	07/25-08/25 Gas & Electric Svc	-344.20
09/23/2024	Auto Pay	Associated Credit Card	Aug. Credit Card *see attached	-14,094.63
09/23/2024	Auto Pay	Lumen	Sept. Phone	-1.44
09/24/2024	Auto Pay	Employee Trust Funds, Dept of	Oct. '24 Health Ins.	-24,785.18
09/18/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#19	-1,460.00
09/25/2024	WIRE	Internal Revenue Service	P/R#19	-8,246.84
09/30/2024	WIRE	Wisconsin Retirement System	Aug. WRF	-10,077.20
09/04/2024	DD2978	IFLS Staff	Direct Deposit	-25,565.49
09/18/2024	DD2997	IFLS Staff	Direct Deposit	-25,604.52
09/15/2024	ADJ012085	Wisconsin Department of Revenue	P/R#17	-1,423.61
09/11/2024	ADJ012088	Internal Revenue Service	P/R#18	-8,287.80
09/04/2024	ADJ012089	Wisconsin Deferred Comp. Program	P/R#18	-1,460.00
09/30/2024	ADJ012090	Wisconsin Department of Revenue	P/R#18	-1,453.56
09/03/2024	43379	Amery Public Lib	LSTA/ iSchool Course-Strategies of Supervisin	-206.00
09/03/2024	43380	Barron Public Library	LSTA/ Wrkshp-Foundations of WI Librarianship	-174.20
09/03/2024	43381	CA Friday Memorial Library	MORE Ecomm Payments 2024	-1,049.56
09/03/2024	43382	CESA #10	CINC Maint 7/1/24 - 6/30/25	-3,432.00
09/03/2024	43383	Emma Novak	LSTA/ Wrkshp-Foundations of WI Librarianship	-331.02
09/03/2024	43384	Hudson Public Lib	MORE Ecomm Payments 2024	-1,108.81
09/03/2024	43385	Innovative Interfaces	MORE/Sierra Data Indexing	-2,400.00
09/03/2024	43386	Jensen, Brad	Tech. Support Osceola Library	-15.00
09/03/2024	43387	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2024	-861.50
09/03/2024	43388	Maug Cleaning Solutions, Inc.	07/29/24-08/25/24 Cleaning Service	-382.00
09/03/2024	43389	Menomonie Public Library	Delivery Damage/1 item-Good Bad Girl	-30.39
09/03/2024	43390	Noack, Katelyn	Lib. Visit/Augusta-Focus Group/Board Meeting	-36.45
09/03/2024	43391	OCLC, Inc	Aug. Net OCLC Fees	-91.82
09/03/2024	43392	Roholt, Lori	New Director-Ogema	-131.32
09/03/2024	43393	South Central Library System	Statewide Delivery Svc/July-Dec. 24	-8,027.00
09/18/2024	43394	Culligan	Sept. Service	-99.95
09/18/2024	43395	Hudson Public Lib	LSTA/ iSchool Course-Strategies of Supervisin	-275.00
09/18/2024	43396	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2024	-797.98
09/18/2024	43397	Noack, Katelyn	COLAND Meeting/Lib. Visit	-398.65
09/18/2024	43398	Securian Financial Group, Inc.	Oct. Life Ins.	-428.14
09/18/2024	43399	Waltco Inc.	Sept. Delivery Service	-32,487.18
09/18/2024	43400	Marcive, Inc.	MORE/Aug. Database Maint.	-144.54
09/18/2024	43401	OverDrive, Inc.	HighDemand/Aug. Advantage	-8,952.22
09/30/2024	43402	Barbara Alvarez	Presenter-Sept. 13/Nonfiction is Non-Negotiabl	-650.00
09/30/2024	43403	Eau Claire, City of	VOID: 21894-00-1	0.00



**IFLS Library System**  
**Check Register**  
**September 2024**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
09/30/2024	43404	Eggert, Pat	Board Mileage-Fall Creek Lib.	-52.26
09/30/2024	43405	Jensen, Brad	Tech. Support/Mult. Libs.	-59.51
09/30/2024	43406	Kilde, Rebecca	Facility Toolkits Design	-2,500.00
09/30/2024	43407	Pavelski, Jackie	Board Mileage-Fall Creek Lib.	-16.75
09/30/2024	43408	South Central Library System	Tech Talk-K. Schwartz/B.Jensen	-30.64
09/30/2024	43409	Winnefox Library System	2024 Tech Days Shared Speaker Fee	-64.94
09/30/2024	43410	Woodruff, Julie	Board Mileage-Fall Creek Lib.	-37.52
<b>Sep 24</b>				<b><u>-188,236.02</u></b>

**IFLS Library System**  
**ASSOCIATED Credit Card Transaction Detail Report**  
**Electronic Auto Pay (09/23/2024)**

Date	Name	Memo	Num	Amount
<b>Jul 30 - Aug 27, 24</b>				
08/01/2024	Dell Marketing L.P.	Billable/Hudson-Latitude 5550 Laptop	Comp Equip	917.74
08/01/2024	American Library Association	Webinar-Collection Development-C. Cole	Webinar	71.10
08/02/2024	CDW-G	Billable/Menomonie-Elk Mound-Copier	Comp Equip	630.49
08/03/2024	Amazon.com Credit	IFLS Comp/ Network Cable Tester	IFLS Comp	74.26
08/05/2024	Menards	Cleaning Wipes/Gloves	Maint. Supl	6.48
08/05/2024	GFL Environmental	Aug. Garbage	770108	40.88
08/06/2024	FlowRoute.com	Aug. Phone/on Acct	on Acct	50.00
08/12/2024	American Button	Kits/Refill Button Kits	Kits	211.01
08/13/2024	Festival Foods	Food/Drinks-Book Repair Workshop	Food/Drinks	102.18
08/13/2024	Festival Foods	ICE-Book Repair Workshop	ICE	6.49
08/13/2024	Amazon.com Credit	Billable/Osceola-Zebra Printer	Comp Equip	245.00
08/14/2024	Innovative Users Group	Membership Renewal	1 year	41.88
08/15/2024	Quill Corporation	Cleaning Supplies-Soap, TP, Hand Towels	40076971	126.57
08/15/2024	Dell Marketing L.P.	Billable/Osceola-(4) AIO Monitor Stands	Comp Equip	250.76
08/15/2024	Dell Marketing L.P.	Billable/Osceola-(5) 24" Monitors	Comp Equip	493.00
08/15/2024	Dell Marketing L.P.	Billable/Osceola-(5) Optiplex Micro PC's	Comp Equip	3,500.00
08/15/2024	Innovative Users Group	Membership Renewal	1 year	220.00
08/16/2024	Dell Marketing L.P.	Billable/Osceola-(4) Optiplex Micro PC's	Comp Equip	2,800.00
08/20/2024	USPS	Aug. Postage	Postage	56.41
08/21/2024	OLAC	Virtual Cataloging Conference-B. Kejci	Conference	50.00
08/21/2024	FlowRoute.com	Aug. Phone/on Acct	on Acct	50.00
08/22/2024	OLAC	Virtual Cataloging Conference-Deb, Bonnie, Steph	Conference	150.00
08/22/2024	Amazon.com Credit	Program Kit Materials-(5) Travel World Puzzles	Kits	84.95
08/23/2024	American Library Association	Webinar-Lib. Facility Master Planning-J. Thompson	Webinar	174.47
08/27/2024	Dell Marketing L.P.	Billable/Park Falls-(4) Optiplex Micro PC's	Comp Equip	2,800.00
08/27/2024	Dell Marketing L.P.	Billable/Park Falls-(4) AIO Monitor Stands	Comp Equip	250.76
08/27/2024	Dell Marketing L.P.	Billable/Park Falls-(4) 24" Monitors	Comp Equip	394.40
08/27/2024	Dell Marketing L.P.	Billable/Milltown-24" Monitors	Comp Equip	197.20
08/27/2024	Dell Marketing L.P.	Billable/Menomonie-24" Monitor	Comp Equip	98.60
<b>Jul 30 - Aug 27, 24</b>				<b><u>14,094.63</u></b>

# IFLS Library System

## Check Register

### October 2024

Date	Num	Name	Memo	Amount
<b>Oct 24</b>				
10/01/2024	Auto Pay	Delta Dental	Oct. '24 Vision	-62.02
10/07/2024	Auto Pay	AT&T	Sept. Phone/Fax Line	-20.55
10/08/2024	Auto Pay	Eau Claire, City of	21894-00-1	-333.96
10/10/2024	Auto Pay	Kwik Trip, Inc.	Sept. Gas Stmt.	-94.96
10/15/2024	Auto Pay	Xcel Energy	08/25-09/23 Gas & Electric Svc	-318.45
10/21/2024	Auto Pay	Associated Credit Card	Sept. Credit Card *see attached	-17,765.02
10/22/2024	Auto Pay	Lumen	Oct. Phone	-1.45
10/24/2024	Auto Pay	Employee Trust Funds, Dept of	Nov. '24 Health Ins.	-21,958.32
10/02/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#20	-1,460.00
10/09/2024	WIRE	Internal Revenue Service	P/R#20	-8,246.76
10/15/2024	WIRE	Wisconsin Department of Revenue	P/R#19	-1,444.03
10/16/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#21	-1,460.00
10/23/2024	WIRE	Internal Revenue Service	P/R#21	-7,993.66
10/30/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#22	-1,460.00
10/31/2024	WIRE	Wisconsin Retirement System	Sept. WRF	-10,077.20
10/31/2024	WIRE	Wisconsin Department of Revenue	P/R#20	-1,444.02
10/02/2024	DD3016-3034	IFLS Staff	Direct Deposit	-25,604.55
10/16/2024	DD3035-3052	IFLS Staff	Direct Deposit	-24,414.61
10/30/2024	DD3053-3073	IFLS Staff	Direct Deposit	-25,415.27
10/09/2024	43411	Bayscan Technologies	Billable/Supplies for Libs	-200.00
10/09/2024	43412	Culligan	Oct. Service	-99.95
10/09/2024	43413	Innovative Interfaces	MORE Billable/SIP2 License-Rice Lake	-2,483.00
10/09/2024	43414	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2024	-776.33
10/09/2024	43415	Langby, Leah	Workshops/Presenter Gifts	-37.98
10/09/2024	43416	Securian Financial Group, Inc.	Nov. Life Ins.	-421.95
10/09/2024	43417	Thompson, John	Field Visits/Conference 6/6/24-9/30/24	-1,321.24
10/09/2024	43418	Turtleback Golf & Country Club	Workshop-B. Spratford Speaker	-2,531.29
10/09/2024	43419	Waltco Inc.	Oct. Del. Serv.	-32,010.24
10/09/2024	43420	Marcive, Inc.	MORE/Sept. Database Maint.	-212.34
10/09/2024	43421	OverDrive, Inc.	HighDemand/Sept. Advantage	-5,925.32
10/24/2024	43422	Action Mechanical LLC	2024-2025 HVAC-Maintenance Contract/UV E	-1,043.30
10/24/2024	43423	Amery Public Lib	LSTA/ ARSL Conf. Reimb.- H. Wiarda	-1,670.00
10/24/2024	43424	Bayscan Technologies	Billable/Supplies for Libs	-200.00
10/24/2024	43425	Ellen Nodolf	Mileage Reimbursement-Library Assistant Pal	-71.02
10/24/2024	43426	EO Johnson Co.	10/20/24-1/19/25-Maint. Agreement	-120.00
10/24/2024	43427	Jenna Beyer	Mentorship Meeting- Mileage/Meals Reimburs	-212.44
10/24/2024	43428	Jody J. Eckert	Mileage Reimbursement-Library Assistant Pal	-115.24
10/24/2024	43429	Joel Anderson	Mileage Reimbursement-Library Assistant Pal	-80.40
10/24/2024	43430	L.E. Phillips Memorial Public Library	3rd Qtr Contract Payment	-5,750.00
10/24/2024	43431	Langby, Leah	Library Visit/Workshop	-151.15
10/24/2024	43432	Laura Hannemear	Mileage Reimbursement-Library Assistant Pal	-134.00

**IFLS Library System**  
**Check Register**  
**October 2024**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10/24/2024	43433	Market & Johnson	Facility Repairs/Grounds Project	-16,000.00
10/24/2024	43434	Maug Cleaning Solutions, Inc.	09/23/24-10/20/24 Cleaning Service	-382.00
10/24/2024	43435	Noack, Katelyn	Lib. Visit/Augusta-Strategic Planning Meeting	-32.16
10/24/2024	43436	Robert Bachman	Mileage Reimbursement-Library Assistant Pal	-71.02
10/24/2024	43437	Season 2 Season	Jul.-Sept. Mowing/Fertilizer	-755.00
10/24/2024	43438	Wisconsin Valley Library Service	2024 LEAN WI Tech Partnership	-63,426.85
10/24/2024	43439	L.E. Phillips Memorial Public Library	MORE/3rd Qtr High Demands	-1,048.67
10/24/2024	43440	Spratford, Becky	Honorarium-Library Assistant Palooza-10/15/2	-1,800.00
10/24/2024	43441	Spratford, Becky	Speaker-Library Assistant Palooza-10/15/24	-340.05
<b>Oct 24</b>				<b><u>-288,997.77</u></b>

**IFLS Library System**  
**ASSOCIATED Credit Card Transaction Detail Report**  
**Electronic Auto Pay (10/21/2024)**

Date	Name	Memo	Num	Amount
<b>Aug 28 - Sep 26, 24</b>				
08/28/2024	Dell Marketing L.P.	Billable/Plum City-24" Monitor	Comp Equip	99.94
08/28/2024	Dell Marketing L.P.	Billable/Plum City-Optiplex Micro PC	Comp Equip	700.00
08/29/2024	Rev.com	Captioning-Creating the Annual Budget	Captioning	135.00
08/29/2024	CDW-G	Extension Cords/Wireless Headsets	Comp Equip	280.62
08/30/2024	Wisconsin Library Association	WLA Conference Reg./J.Thompson	WLA Conf	498.00
08/30/2024	Dell Marketing L.P.	Billable/Centuria-Latitude 5550 Laptop	Comp Equip	917.74
08/31/2024	FlowRoute.com	Sept. Phone/on Acct	on Acct	50.00
09/05/2024	Eau Claire Ford	Oil/Filter Chg/Tire Rotation/Skid Plate/Wipers	Sys Vehicle	162.76
09/05/2024	GFL Environmental	Sept. Garbage	787225	40.77
09/05/2024	Wisconsin Library Association	WLA Conference Reg./K. Noack	WLA Conf	410.00
09/05/2024	Wisconsin Library Association	WLA Membership/C. Cole	Renewal	169.26
09/05/2024	Echo KB	Subscription/Website Plugin	Renewal	23.00
09/06/2024	UW-Madison	AI Webinar-C.Cole	Webinar	200.00
09/06/2024	Bloomsbury Publishing	Collection Development Book-C.Cole	Webinar	45.00
09/06/2024	American Library Association	ALA Membership-C. Cole	Membership	125.00
09/09/2024	Quill Corporation	Trash Bags	40465790	123.98
09/10/2024	Wisconsin Library Association	WLA Membership/D. Faulhaber	Renewal	171.00
09/10/2024	Eau Claire Ford	Tire Patch/Bead Seal	Sys Vehicle	4.00
09/13/2024	Swank Movie Licensing USA	Billable/Movie Lic for Libs	Movie Lic	7,641.00
09/13/2024	Rev.com	Captioning-Nonfiction is non-negotiable	Captioning	127.36
09/13/2024	FlowRoute.com	Sept. Phone/on Acct	on Acct	50.00
09/14/2024	Dell Marketing L.P.	Billable/Deer Park-Optiplex Micro PC	Comp Equip	700.00
09/15/2024	Dell Marketing L.P.	Billable/Deer Park-24" Monitor	Comp Equip	99.94
09/15/2024	Dell Marketing L.P.	Billable/Deer Park-Monitor Stand	Comp Equip	62.69
09/15/2024	Dell Marketing L.P.	Billable/Luck- (2)-Optiplex Micro PC	Comp Equip	1,400.00
09/16/2024	PayPal Inc.	CABS Catalog Fee	Cabs Fee	39.00
09/16/2024	Gumroad	Mango Groteque-Typeface	Typeface	10.00
09/16/2024	PayPal Inc.	Foreign Transaction Fees	3589-8836	1.24
09/18/2024	Festival Foods	Meeting Supplies-Pop/Napkins	Supplies	53.84
09/18/2024	Dell Marketing L.P.	Billable/Barron-24" Monitor	Comp Equip	99.94
09/18/2024	Dell Marketing L.P.	Billable/Barron-Monitor Stand	Comp Equip	62.69
09/18/2024	Dell Marketing L.P.	Billable/Barron-Optiplex Micro PC	Comp Equip	700.00
09/18/2024	CDW-G	Billable/Barron-Receipt Printer	Comp Equip	235.43
09/18/2024	CDW-G	Billable/Menomonie- Printer	Comp Equip	271.59
09/21/2024	Dell Marketing L.P.	Billable/Glenwood City- (2)-Optiplex Micro PC	Comp Equip	1,400.00
09/21/2024	Dell Marketing L.P.	Billable/Glenwood City- (2)-24" Monitors	Comp Equip	199.88
09/21/2024	Dell Marketing L.P.	Billable/Glenwood City- (2)-Monitor Stands	Comp Equip	125.38
09/24/2024	Misc Restaurants	Open House/K. Setter Retirement	Open House	300.00
09/24/2024	USPS	Sept. Postage	Postage	42.15
09/26/2024	FlowRoute.com	Sept. Phone/on Acct	on Acct	16.67
09/26/2024	Festival Foods	10/15 Workshop-Tax Exempt Credit Reimbursemen Snacks		-29.85
<b>Aug 28 - Sep 26, 24</b>				<b><u>17,765.02</u></b>

IFLS Library System  
Balance Sheet  
As of October 31, 2024

#044(24)

	IFLS	MORE	2024 TOTAL	2023 TOTAL
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	27,833.87		27,833.87	22,826.09
1040 · Bank Mutual - Checking	31,259.40		31,259.40	62,793.05
1050/1106 · Investments/Bank Mutual & States PIF	1,260,790.06	434,481.07	1,695,271.13	1,423,814.88
Total Checking/Savings & Investments	1,319,883.33	434,481.07	1,754,364.40	1,509,434.02
Accounts Receivable				
1200 · Accounts Receivable	11,397.93		11,397.93	8,921.77
Total Accounts Receivable	11,397.93	0.00	11,397.93	8,921.77
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,248.00		2,248.00	2,028.58
1499 · Undeposited Funds	330.76		330.76	2,217.48
1509/1510 · 2024-2025 Prepaid Expenses	36,866.76		36,866.76	35,468.78
Total Other Current Assets	39,520.52	0.00	39,520.52	39,789.84
Total Current Assets	1,370,801.78	434,481.07	1,805,282.85	1,558,145.63
<b>TOTAL ASSETS</b>	<b>1,370,801.78</b>	<b>434,481.07</b>	<b>1,805,282.85</b>	<b>1,558,145.63</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	185,656.48	12,487.74	198,144.22	41,106.22
2011 · Credit Card - Associated	0.00		0.00	-1,572.49
Total Accounts Payable	185,656.48	12,487.74	198,144.22	39,533.73
Other Current Liabilities				
2100 · Payroll Liabilities	11,414.35		11,414.35	1,607.43
2101 · Payroll Liabilities-Other				0.00
2117 · Direct Deposit Liabilities	0.00		0.00	-24,127.67
2201 · Accrued Payroll	0.00		0.00	0.00
2900 · Unavailable Revenue	0.00		0.00	0.00
Total Other Current Liabilities	11,414.35	0.00	11,414.35	-22,520.24
Total Current Liabilities	197,070.83	12,487.74	209,558.57	17,013.49
Total Liabilities	197,070.83	12,487.74	209,558.57	17,013.49
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	726,760.30	244,000.00	970,760.30	1,039,273.43
3000 · Equity/Uncommitted Funds (Beginning of Year)	60,252.00	87,703.24	147,955.24	0.00
Current Year Income Less Expense	386,718.65	90,290.09	477,008.74	501,858.71
Total Equity (End of Year)	1,173,730.95	421,993.33	1,595,724.28	1,541,132.14
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,370,801.78</b>	<b>434,481.07</b>	<b>1,805,282.85</b>	<b>1,558,145.63</b>

# IFLS Library System

## Revenue and Expense Statement

January through October 2024

	Jan - Oct 24	Jan - Oct 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5100 · Current Year State Aids	1,649,709.00	1,499,825.00
5200 · Interest Income/General Funds	99,272.23	78,723.42
5263 · MORE Management Income	408,042.00	372,084.00
5264 · Catalog/Processing Income	91,159.00	83,879.95
5280 · Technology Income	4,930.20	1,766.27
5300 · Miscellaneous Income	424.83	356.14
<b>Total Income</b>	<b>2,253,537.26</b>	<b>2,036,634.78</b>
<b>Expense</b>		
6500 · Salaries/Wages & Benefits	1,176,177.95	1,089,172.71
6580 · Leave Payouts at Retirement	6,633.70	30,516.15
66900 · Reconciliation Discrepancies	0.00	1.65
8070 · New Furnishings/Equipment <\$500	1,955.00	946.33
8530 · Bank & Direct Deposit Fees	0.00	1.45
8540 · Annual Audit	9,545.00	8,740.00
8620 · Collection/Electronic Resources	30,479.53	29,466.94
8630 · Wis Pub Lib Consortium Membshp	7,848.00	6,953.00
8670 · Professional Memberships	1,709.56	2,564.76
8690 · Librarian Prof. Development	12,092.30	9,043.30
8700 · CE/Collaboration Projects	604.06	303.03
8714 · Accessibility Audits	5,068.00	4,384.96
8716 · Community Engagement Support	300.00	4,000.00
8720 · IFLS Staff Dvlpmt & Prof Mtgs	7,327.85	16,858.22
8735 · Library Consulting Expenses	892.00	832.00
8740 · Field Visits	3,575.97	4,151.68
8741 · Field Visits - Tech Support	265.65	182.17
8755 · Programming Kits	594.21	237.68
8812 · ILL Fees & Verification Sources	3,459.42	8,191.13
8850 · Delivery Service	288,054.13	276,049.68
8855 · Collection Dev Grant-LEPhillips	17,250.00	17,250.00
8864 · Wide-Area Network (WAN)	3,432.00	4,148.00
8890 · IFLS Contrib - MORE Operating	135,918.00	124,999.00
8898 · LEAN WI/Shared Tech WVLS	85,896.19	52,177.78
8950 · Campaign for Wisconsin Libs	1,650.00	1,800.00
8960 · Long Range Planning Meeting	0.00	272.17
8971 · Web Development	1,075.14	1,060.14
9010 · IFLS Committee Meetings	1,118.37	909.08
9020 · Professional Materials	979.47	932.87
9030 · Postage	452.05	773.69

# IFLS Library System

## Revenue and Expense Statement

January through October 2024

	Jan - Oct 24	Jan - Oct 23
9050 · Telephone	2,131.57	1,716.47
9060 · Supplies	3,562.62	4,412.38
9080 · Marketing & Advocacy PR	1,568.29	420.27
9123 · Building Overhead Expenses	16,602.58	16,125.03
9140 · Photocopier Costs	589.44	7,890.24
9160 · Computers	3,182.08	8,000.93
9190 · System Vehicle Expenses	1,908.80	2,150.90
9220 · Insurance	5,588.58	5,058.79
9240 · Contingency	1,415.90	-2,516.08
9245 · Capital Expenditures	16,168.00	0.00
<b>Total Expense</b>	<b>1,857,071.41</b>	<b>1,740,178.50</b>
<b>Net Ordinary Income</b>	<b>396,465.85</b>	<b>296,456.28</b>
<b>Pass-thru Income/Expense</b>		
<b>Pass-thru Income</b>		
5474 · LSTA 2022 Income	0.00	35,988.15
5475 · LSTA 2023 Income	0.00	139,683.57
5476 · LSTA 2024 Income	151,405.09	0.00
5620 · Shared Cataloging Svc Income	248.29	0.00
5670 · MORE Shared System Income	1,038,445.00	958,827.00
5702 · Billable Project Income	163,137.04	146,264.08
<b>Total Pass-thru Income</b>	<b>1,353,235.42</b>	<b>1,280,762.80</b>
<b>Pass-thru Expense</b>		
8830 · Shared Cataloging Service	3.67	32.20
8940 · Projects Billable to Libraries	140,020.41	117,677.92
9500 · MORE Shared Automation Expenses	968,226.29	910,246.59
9980 · LSTA 2022 Grant Expenses	0.00	35,974.20
9981 · LSTA 2023 Grant Expenses	20,920.28	11,429.46
9982 · LSTA 2024 Grant Expenses	143,521.88	0.00
<b>Total Pass-thru Expense</b>	<b>1,272,692.53</b>	<b>1,075,360.37</b>
<b>Net Pass-thru Income</b>	<b>80,542.89</b>	<b>205,402.43</b>
<b>Net Income</b>	<b>477,008.74</b>	<b>501,858.71</b>



# IFLS Library System

## Annual Budget vs. Actual Income and Expense

### January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5100 · Current Year State Aids	1,649,709.00	1,649,709.00	0.00	100.0%
5200 · Interest Income/General Funds	99,272.23	100,000.00	-727.77	99.27%
5263 · MORE Management Income	408,042.00	489,650.00	-81,608.00	83.33%
5264 · Catalog/Processing Income	91,159.00	88,100.00	3,059.00	103.47%
5280 · Technology Income	4,930.20	6,000.00	-1,069.80	82.17%
5300 · Miscellaneous Income	424.83	200.00	224.83	212.42%
5500 · Shared Wage Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>2,253,537.26</b>	<b>2,333,659.00</b>	<b>-80,121.74</b>	<b>96.57%</b>
<b>Expense</b>				
6500 · Salaries/Wages & Benefits	1,176,177.95	1,449,799.00	-273,621.05	81.13%
6580 · Leave Payouts at Retirement	6,633.70	7,523.00	-889.30	88.18%
66900 · Reconciliation Discrepancies	0.00			
8070 · New Furnishings/Equipment <\$500	1,955.00	3,000.00	-1,045.00	65.17%
8530 · Bank & Direct Deposit Fees	0.00	2,000.00	-2,000.00	0.0%
8540 · Annual Audit	9,545.00	9,545.00	0.00	100.0%
8620 · Collection/Electronic Resources	30,479.53	51,500.00	-21,020.47	59.18%
8630 · Wis Pub Lib Consortium Membshp	7,848.00	7,850.00	-2.00	99.98%
8670 · Professional Memberships	1,709.56	6,100.00	-4,390.44	28.03%
8690 · Librarian Prof. Development	12,092.30	14,000.00	-1,907.70	86.37%
8700 · CE/Collaboration Projects	604.06	1,150.00	-545.94	52.53%
8714 · Accessibility Audits	5,068.00	5,200.00	-132.00	97.46%
8716 · Community Engagement Support	300.00	8,000.00	-7,700.00	3.75%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	7,327.85	20,000.00	-12,672.15	36.64%
8735 · Library Consulting Expenses	892.00	1,700.00	-808.00	52.47%
8740 · Field Visits	3,575.97	8,000.00	-4,424.03	44.7%
8741 · Field Visits - Tech Support	265.65	1,000.00	-734.35	26.57%
8755 · Programming Kits	594.21	600.00	-5.79	99.04%
8812 · ILL Fees & Verification Sources	3,459.42	10,100.00	-6,640.58	34.25%
8850 · Delivery Service	288,054.13	379,813.00	-91,758.87	75.84%
8855 · Collection Dev Grant-LEPhillips	17,250.00	23,000.00	-5,750.00	75.0%
8864 · Wide-Area Network (WAN)	3,432.00	3,432.00	0.00	100.0%
8890 · IFLS Contrib - MORE Operating	135,918.00	136,000.00	-82.00	99.94%
8898 · LEAN WI/Shared Tech WVLS	85,896.19	83,541.00	2,355.19	102.82%
8950 · Campaign for Wisconsin Libs	1,650.00	1,600.00	50.00	103.13%
8960 · Long Range Planning Meeting	0.00	500.00	-500.00	0.0%
8971 · Web Development	1,075.14	1,100.00	-24.86	97.74%
9010 · IFLS Committee Meetings	1,118.37	1,800.00	-681.63	62.13%
9020 · Professional Materials	979.47	2,000.00	-1,020.53	48.97%

# IFLS Library System

## Annual Budget vs. Actual Income and Expense

### January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
9030 · Postage	452.05	1,000.00	-547.95	45.21%
9050 · Telephone	2,131.57	3,960.00	-1,828.43	53.83%
9060 · Supplies	3,562.62	6,400.00	-2,837.38	55.67%
9080 · Marketing & Advocacy PR	1,568.29	2,000.00	-431.71	78.42%
9123 · Building Overhead Expenses	16,602.58	24,500.00	-7,897.42	67.77%
9140 · Photocopier Costs	589.44	800.00	-210.56	73.68%
9160 · Computers	3,182.08	6,900.00	-3,717.92	46.12%
9190 · System Vehicle Expenses	1,908.80	3,700.00	-1,791.20	51.59%
9220 · Insurance	5,588.58	5,589.00	-0.42	99.99%
9240 · Contingency	1,415.90	2,500.00	-1,084.10	56.64%
9245 · Capital Expenditures	16,168.00	50,000.00	-33,832.00	32.34%
<b>Total Expense</b>	<b>1,857,071.41</b>	<b>2,347,202.00</b>	<b>-490,130.59</b>	<b>79.12%</b>
<b>Net Ordinary Income</b>	<b>396,465.85</b>	<b>-13,543.00</b>	<b>410,008.85</b>	
<b>Pass-thru Income/Expense</b>				
<b>Pass-thru Income</b>				
5476 · LSTA 2024 Income	151,405.09			
5620 · Shared Cataloging Svc Income	248.29			
5670 · MORE Shared System Income	1,038,445.00	906,426.00	132,019.00	114.57%
5702 · Billable Project Income	163,137.04			
<b>Total Pass-thru Income</b>	<b>1,353,235.42</b>	<b>906,426.00</b>	<b>446,809.42</b>	
<b>Pass-thru Expense</b>				
8830 · Shared Cataloging Service	3.67			
8940 · Projects Billable to Libraries	140,020.41	150,000.00	-9,979.59	93.35%
9500 · MORE Shared Automation Expenses	968,226.29	1,061,426.00	-93,199.71	91.22%
9981 · LSTA 2023 Grant Expenses	20,920.28			
9982 · LSTA 2024 Grant Expenses	143,521.88			
<b>Total Pass-thru Expense</b>	<b>1,272,692.53</b>	<b>1,211,426.00</b>	<b>61,266.53</b>	<b>105.06%</b>
<b>Net Pass-thru Income</b>	<b>80,542.89</b>	<b>-305,000.00</b>	<b>385,542.89</b>	
<b>Net Income</b>	<b>477,008.74</b>	<b>-318,543.00</b>	<b>795,551.74</b>	

**My Online Resource (MORE)**  
**Balance Sheet**  
As of October 31, 2024

	<u>MORE</u>
<b>ASSETS</b>	
Current Assets	
1105 · Investment Funds - MORE	\$ 434,481.07
1200-1 · Accts Receivable-MORE	-
1508-1 · 2023 Prepaid Expense-MORE	
	<u>                    </u>
<b>TOTAL ASSETS</b>	<u><u>\$ 434,481.07</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
2000-1 · Accounts Payable-MORE	12,487.74
	<u>                    </u>
Total Liabilities	12,487.74
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	90,290.09
Total Equity/MORE Fund Balance	<u>421,993.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 434,481.07</u></u>

**IFLS Library System**  
**Revenue less Expense - MORE**  
January through October 31, 2024

	Sep - Oct '24	Sep- Oct '23
<b>MORE Income/Expense</b>		
<b>MORE Income</b>		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income		18,200.00
5670-2 · MORE Operating Income	1,038,445.00	940,627.00
<b>Total MORE Income</b>	<b>1,054,064.00</b>	<b>958,827.00</b>
<b>MORE Expense</b>		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	408,042.00	372,084.00
9500-12 · MORE/III Annual Maintenance	161,052.97	153,572.50
9500-16 · MORE/Bibliographic Utility	1,185.68	0.00
9500-19 · MORE/Contingency	219.00	5,219.00
9500-22 · MORE/High-demand Hold Project	5,833.34	9,138.86
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	11,131.73	10,799.16
9500-24 · MORE/Conferences	3,858.09	6,610.95
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	873.71
9500-38 · MORE/Systemwide OCLC	42,783.39	42,180.77
9500-4 · MORE/New Participant Expenses	0.00	1,603.59
9500-40 · MORE/Overdrive Content	56,937.73	43,445.48
9500-46 · MORE/Electronic Periodicals	12,896.47	7,355.00
9500-48 · MORE/i-Tiva Telephony Subscription	11,918.76	11,460.35
9500-50 · MORE Discovery/Online Catalog	51,435.22	49,937.11
9500-51 · MORE Discovery/BiblioApps	12,963.26	12,588.73
9500-53 · MORE/Database Quality Control	0.00	0.00
9500-5 · MORE/Publicity	2,247.72	3,837.64
9500-6 · MORE/Database Cleanup/Maint	3,779.91	5,220.89
9500-8 · MORE/Host Site Costs	3,500.00	3,500.00
9500-41 · MORE/E-Content	134,866.00	129,774.00
<b>Total 9500 · MORE Shared Automation Expenses</b>	<b>963,773.91</b>	<b>910,212.88</b>
<b>Total MORE Expense</b>	<b>963,773.91</b>	<b>910,212.88</b>
<b>Year-to-date MORE Income less Expense</b>	<b>90,290.09</b>	<b>46,941.63</b>
 Plus 12/31/23 MORE Uncommitted Fund Balance	 87,703.24	
Plus 12/31/22 MORE Reserve/Committed Balance	<u>244,000.00</u>	
 <b>MORE Fund Balance</b>	 <u><b>421,993.33</b></u>	

## Director's Report of Agenda Items and Monthly Activities

**WLA Conference** – I attended a variety of sessions including three related to library spaces and planning along with one on data. There appeared a good number of IFLS libraries represented including some of our newer directors. The Awards & Honors Dinner featured two area winners.

- **Library of the Year**  
University of Wisconsin-Eau Claire McIntyre Library, Eau Claire
- **WLA/WEMTA Intellectual Freedom Award**  
Rebecca Puhl, Library Director, Phillips Public Library, Phillips

**Library Building Projects** – New Richmond regularly posts updates to their progress at <https://newrichmondlibrary.org/building/>.

**Flexible Facilities Grant** – Five IFLS were awarded funds for their projects.

- **Cadott | \$3,747,710**  
Funding will assist with the construction of a new public library, which will benefit approximately 5,000 individuals, including those who were disproportionately affected by the coronavirus pandemic and those with limited healthcare and technology access. The new public library space will feature two telemedicine rooms, two multi-purpose spaces, and a computer lab with seven desktop computers. This project will include enhanced access to medical, educational, and employment opportunities.
- **Fall Creek | \$4,250,000**  
Funding will assist with the construction of a new public library, which will benefit over 4,800 individuals, including those who experience greater challenges due to limited access to healthcare facilities and workforce shortages. The new library space will feature six Wi-Fi workspaces, four classrooms, and two computer labs with 20 laptop computers. This project will offer residents increased access to telehealth, remote work, and virtual learning by expanding technology access and introducing new collaborative areas, dedicated workstations, and computer labs.
- **Hammond | \$4,095,154**  
Funding will assist with the construction of a new public library, which will impact over 3,000 individuals, including many who are economically disadvantaged and those with limited transportation or broadband internet access. The new public library will include three classrooms, two telemedicine rooms, and a large multi-purpose space. Additionally, this project will greatly expand access to a variety of educational, work, and healthcare monitoring-related services for all residents within its service area.

- **River Falls | \$4,080,488**

Funding will assist with public library expansions and equipment upgrades, which will benefit approximately 46,500 individuals, including many with lower levels of income, lower levels of education, and a significant lack of reliable internet access. Project funding will go towards renovations on the upper level of the existing library to create an additional meeting room, two study rooms, and a quiet room, as well as equipping the library's main computer lab with 50 new laptop computers. Additionally, other renovations and equipment upgrades on the main level of the library will be implemented to create a business center and additional office and storage spaces. The renovations are focused on increasing the accessibility of digital connectivity for work, education, and healthcare monitoring purposes.

- **Stanley | \$4,137,056**

Funding will assist with public library renovations, which will benefit over 6,600 individuals, including many low-income households, seniors, and migrant workers. Funding will go towards the expansion of the existing library with two classrooms and three computer labs with 26 desktop computers. This project will modernize and expand facilities in an effort to support and enrich the lives of patrons and serve as a dynamic center for education and community connection.

**Director Openings--** Baldwin and Bruce currently have director openings. Baldwin will be interviewing candidates soon. Bruce posted their posting on 11/11/24.

**Consulting:** Budget, Library Law, Administration, Space Planning, Furnishings, Director Hiring, and Data.

## **Agenda Items**

### **11. \* IFLS Long Range Plan with 2025 Budget**

The board reviewed the text of this document at your prior meeting. This version includes the budget numbers from the budget you passed at the same meeting. It is the version we submitted.

### **13. \* Nominations Committee for 2025 Election of Executive Committee**

Approval of a committee to recommend a slate of candidates for our January meetings. This committee will meet virtually.

## MORE Administrator's Report

Lori Roholt

November 2024 – IFLS Board of Trustees

### Kathy Setter's retirement and MORE staffing changes

With tremendous appreciation for her years of service to MORE and IFLS, we will bid farewell and happy retirement to MORE Project Manager Kathy Setter in December. From its very beginnings in the late '90 to the present-day, Kathy has been instrumental in the formation, development, and maintenance of MORE as a resource-sharing consortium that now includes all of IFLS's member public libraries and one of our regional technical college libraries. While Kathy is irreplaceable, her commitment to sharing knowledge with library staff and colleagues and her dedication to public libraries will leave a lasting impact.

Kathy's retirement will of course entail staffing changes for MORE:

Current structure:



New structure:



The intent of the new structure is for IFLS staff to continue providing high-quality service to libraries while creating the best opportunity for IFLS to hire and retain well-qualified staff.



## Forthcoming text messaging service

A new text messaging service for circulation notices was included in the 2025 MORE budget. The option will be available in early 2025.

## CABS update

MORE's Cataloging and Bibliographic Services (CABS) program works with cataloging partner libraries to create and maintain high-quality title records for MORE-member libraries. The latter part of the year has seen staffing changes to this service: a new part-time cataloger, Riley Richards, was hired this summer, and full-time cataloger Alyson Jones will be joining us in December, following the resignation of Steph Regenauer in September. Steph is off to new professional adventures with McIntyre Library at UWEC!

# IT Director Report

*IFLS Board of Trustees, November 2024*

*Kris Schwartz, IT Director*

## October was Cybersecurity Awareness Month

Several events happened during the month that both reinforce the importance of cybersecurity awareness internally within IFLS and sought to educate staff at member libraries about awareness and steps they can take to improve our cybersecurity position. A few events reminded us of why cybersecurity is a major issue of concern for IFLS and our local libraries. Three websites were hacked using a 0-day exploit of a vulnerable plugin in early October, resulting in one website needing to be rebuilt as it couldn't be restored from backup. There was also a semi-successful phishing attempt in that one email from a Wisconsin library was compromised and new phishing emails were sent to LEANWI libraries from the compromised account. Fortunately, our systems alerted us to the malicious hyperlink and quickly automatically isolated those emails. Unfortunately, a couple of users did click on the link before the email was removed and later manually scrubbed from the system. However, blocking access and resetting passwords on those accounts prevented any further access by bad actors.

## Library Deep Freeze updates

Brad Jensen has been working with libraries to upgrade Deep Freeze to the newest version. Brad had found during testing that the current version of Deep Freeze we have been using has an issue with the upcoming Windows 11 major update 24h2. This Windows update will cause computers with the older version of Deep Freeze to become unresponsive after upgrading to Windows 11 update 24h2 requiring a full re-image to fix. Brad has been scheduling updates with the libraries after hours to limit downtime on the computers during business hours.

## TEACH Network Migrations

The TEACH Network migration continues with 16 of 28 IFLS libraries completed and 49 of 83 total completed in the LEAN WI footprint. TTU events are largely successful once started now, though many of them still take longer than anticipated due to minute issues that manifest case by case within the complexity of the comingled BadgerNet and TEACH Network fabrics.

## **Public Services Consultant Report**

Katelyn Dubiel

### **I. Consulting**

Strategic Planning – Augusta (final meeting); St. Croix Falls (Survey)

HR/Staff - Phillips: Working with their director on an in-service for staff in February revolving around team building

Friends – Elmwood: Helping with bylaws and MOUs for their brand-new Friends group!

### **II. Library Visits**

Augusta – Final Committee Meeting (10/19)

Elmwood – Friends Meeting (10/23)

### **III. Collaborations/Adult Services**

As of writing we haven't met yet, but I am meeting with the Community and Leadership

Development Educator at UW-Extension to talk about some collaboration opportunities regarding strategic planning education and assistance for our libraries on 11/14. I'm excited about the possibilities that this meeting might produce!

Our next adult services check-in is on December 5<sup>th</sup>.

### **IV. Committee Meetings**

WPLC Delivery Workgroup (10/04)

MORE Executive Committee (10/04)

CVTC Library Advisory Committee (10/04)

Director Check-In (10/18)

WPLC Board Meeting (10/21)

Library Workforce Connection (10/22)

COLAND (11/01)

Wisconsin Small Libraries (WISL) Board (11/06)

MORE Director's Council (11/15)

MORE Operations Committee (11/19)

### **V. Delivery**

Conducted our fall delivery study October 28 through November 1. This data will also be used in a statewide delivery volume study that the WPLC Delivery Cohort is working on.

### **VI. Other Tidbits**

Attended WLA in Green Bay (Nov. 5-8). It was great to network with other librarians from around the state and I attended several sessions of note, one about advocating for a raise by the Director of the Elroy Public Library and one about dental care in plain communities by our own Director of the Stanley Public Library!

I took some time off in October to get married as well (note the name change up-top) 😊

## **IFLS Library System Board of Directors**

### **Library Development and Youth Services Coordinator's Report of Activities**

Submitted by Leah Langby November 12, 2024

#### **Continuing Education/Professional Development Highlights:**

- Webinar: Adult Nonfiction Selection, Weeding, and Evaluation (with IFLS library directors/staff as presenters). 21 attended live, 2 have watched recording so far
- Webinar: Exploring Adult Nonfiction Collection Development (with Cecelia Cole). 20 attended live, 1 has watched recording so far
- Director Check-In Presentation: Libraries and the Law in Wisconsin (with Kris Turner, UW Madison Law Library). 25 attended live, 8 have watched recording so far
- Webinar: Bookish Programs for Adults (with IFLS library directors/staff as presenters). 15 attended live, 2 have watched recording so far
- Webinar: Improving Literacy: Understanding Dyslexia (with Becky Glade and Starla Dixen, Bright Star Tutoring and Consulting), 39 attended live on November 12
- WORKSHOP: Library Assistant Palooza, Turtle Lake
  - 70 library assistants attended live!
  - IFLS provided lunch and snacks for all, and mileage assistance for 6 carloads
  - Presenter Becky Spratford, Readers Advisory for All, talked about the role of all library staff in helping to recommend books and create a culture of sharing about books with patrons and colleagues. MORE staff Kathy Setter and Lori Roholt shared tips and tricks about using the system effectively.
  - I wrote a grant application to LibraryReads and was awarded a \$2000 grant to defray the costs of this workshop
  - Feedback was generally very positive, and many people expressed a thing they most appreciated was learning (as one person put it) "New ways to get our community more involved and excited about Readers Advisory and talking about books."

#### **Consulting highlights**

- New youth services librarian visits to Menomonie, Prescott, and Balsam Lake
- Other visits to Deer Park, Fall Creek, Frederic (youth services check-in)
- Matching mentors with new youth services librarians or directors as well as checking in with both parties and making adjustments as needed. To date there are four 2024 pairs (2 YS, 2 directors).

#### **Scholarships (funded by a grant from the Institute for Museum and Library Services, administered by the WI Department of Public Instruction)**

- Wisconsin Library Association Annual Conference scholarships
  - IFLS awarded six full scholarship and one partial (75%) scholarship.
  - Library directors in St. Croix Falls, Altoona, Deer Park, Elmwood, and Hawkins (all full scholarships)
  - Library staff from Clear Lake (full) and Eau Claire (partial)
  - All indicated they would not be able to attend without some assistance from IFLS.
  - At least two recipients shared both rides and hotel rooms with colleagues from other libraries to make the scholarship funds spread further!
  - We have received some feedback already, though the conference was just in the first week of November. A few comments:



- Two people indicated it would have been useful to have IFLS facilitate some way for people from the IFLS region find each other at the conference. I will look into this for next year!
  - “I loved getting really specific insight into the design process about Memory Care Kits, and taking ... concrete “you can do this” advice from the session. 10/10. I will act on this, and I will remember it forever.”
  - “The conference was very good and they offered a variety of sessions so there was something for everyone to enjoy.”
- Awarded one scholarship to a staff member in Amery for: UW Madison iSchool Continuing Education course: Nonfiction Readers Advisory: Beyond the Basics (a four-week asynchronous course)
- Working on putting together scholarship options for Winter/Spring.

# Board Report for Communications and Advocacy

November 2024 IFLS Board of Trustees meeting  
from Rebecca Kilde

## The website

This has been a month of clean up and subtle improvements. Checking for broken links is a regular maintenance task, and I’ve been focusing on that this month. I’ve also been working on ADA/accessibility compliance, thanks to the great guidance from Erica and Brendan at Lean WI.

I also am updating how our blogs work. We currently maintain 3 blog categories on the website:

- Keeping Up With Kids, Leah Langby’s long-running Youth Services blog.
- Weekly Digest, our compilation email bringing the best information that comes across our desks out to all of our library workers.
- Our Jobs Board is also a blog.

Leah would like to add a blog that focuses on Continuing Education, and asked if it would be possible to send an automatic email every time she posts a blog. I’ve been digging into how to make that work. To start, though, I redesigned the way that blog appear, and the general blog page, to help people navigate their way around all the information that goes out that way.

The old blog had a search sidebar, listed publication date, and expanded content. It looked like this:

### Weekly Digest: Tip Jar, AR ideas from libraries, new on the website and coming events

by IFLS Staff | Feb 15, 2024 | digest

#### Tip Jar

ILL

When mailing an out of state ILL item, consider including a return address label so the item comes back directly to your library instead of making a pit stop at IFLS!

#### Chapter 43 Quiz

Q: Can your municipality (administrator, mayor, etc.) have access to library security cameras? What about the ones on the outside of the building? What if that building is a shared building?

A: No, your municipality cannot have access to cameras, even ones outside the building. For a shared space, they cannot have access to any cameras that view a library entrance.

Library security video is considered a library record and identifies individuals as library users. Therefore, it may not be disclosed to anyone other than library staff acting within their duties. Exceptions to this rule only include release by court order or to law enforcement if a crime was knowingly committed at the library, and/or if the library requests their assistance.

For More Information, view [WI State Statute 43.30](#)

#### Have a website issue?

Use the [HelpDesk ticket](#) to get that addressed as soon as possible. Really! Use a [HelpDesk ticket](#)! Thank you.

#### Applications for the 2024-25 ARSL Leadership Institute participant cohort are now open until February 21, 2024

The [ARSL Leadership Institute](#) is a grant-funded pilot program that seeks to provide timely, relevant leadership development opportunities for rural and small library workers.

### Latest Keeping Up With Kids posts

March 7 YS Round-Up  
March 7, 2024

An Author in Our Midst  
January 8, 2024

Youth Services Round-Up  
December 20 2023  
December 20, 2023

Youth Services Round-Up  
December 6, 2023  
December 6, 2023

Youth Services Round-Up  
November 15 2023  
November 15, 2023

#### Archives

▼

#### Categories

▼

The new blog post page includes categories, and along the bottom you’ll see the three latest blog posts in that category. It looks like this:

# Great Halloween Cupcake Bake-Off in Phillips

Leah Langby

November 5, 2024

Keeping Up With Kids

[collaboration](#) | [contests](#) | [schools](#) | [teens](#)

Thanks to Linda Johnson, the new youth services librarian in Phillips, for sharing this fun collaboration. Leveraging her existing connection with the school and with the Family and Consumer Education teacher, Linda organized a Great Halloween Cupcake Bake-Off for students in the Foods I course at the high school. Students from several grade levels created spooky cupcakes for the contest. They were bussed to the library to show off their creations to the judges—a library board member, a community member, and two library staffers. It made for a fun, lighthearted project that capitalized on the popularity of bake-off television programs and **attracted the attention of the media!** Next up: a cookie contest in time for winter holidays!



search all blog posts using  
keywords or title, date,  
categories

search by title or keywords

Search

Archives

Select Month

Categories

Select Category

## Related Articles

### Thanksgiving Books

Oct 21, 2024

I recently got a question from a librarian who had weeded a lot of Thanksgiving books that perpetuate myths about Thanksgiving that are both historically inaccurate and promote harmful ideas about the Indigenous people already here when the colonists celebrated their...

### Marketing to Teens

Oct 11, 2024

Thanks to Reb for passing along this sound advice from Angela Hirsch about marketing to what can be a very tricky audience: teens. Take a look at this short video, Boost Teen Library Attendance, and see how many of these things you are already doing, and if there...

### Art to Calm Squirmy Bodies and Minds

Sep 19, 2024

I attended an excellent webinar yesterday through Early Childhood Education Webinars with Anna Reyner, an art therapist who is also an early childhood expert. Wow! So many wonderful ideas. The Early Childhood Education Webinars are almost always thought-provoking...

Still a work in progress, but I think the new layout is easier to navigate and understand.

## Design consultations

- I worked with St. Croix Falls Public Library to create promotional materials for their fall/winter patron survey.
- We're wrapping up work on a new logo and name for the New Richmond library – watch for updates!

## Guest webinar for CALL

CALL (California Libraries Learn) invited me to present a webinar about Plain Language. That's scheduled for next Wednesday.



# Resource Sharing and Collection Consultant's Report

Cecelia Cole, November 2024 - IFLS Board of Trustees

## Project Highlights:

- **Updated sample collection development policy for member libraries:** It's been almost two years since we first developed a sample collection development policy for libraries to use when updating or creating their own. A new version will be available on the IFLS website soon and will include updated language and sections on labeling and diverse collections.
- **MORE circulation policy addendum on labeling:** An addendum to the MORE circulation policy regarding circulation of labeled materials, which was proposed by the IFLS Intellectual Freedom Working Group, will be discussed at an upcoming MORE Operations Committee meeting.
- **OverDrive Advantage selection:** Selection of e-materials for the IFLS OverDrive Advantage collection (ebooks and e-audiobooks) ramps up in November as several libraries voluntarily contribute additional funds. The contributions are always welcome and helpful in addressing the increasingly high demand for e-materials within IFLS and across the state. Selection orders are placed on a monthly basis throughout the year and wrap up in December as the annual budget cycle closes.
- **Upcoming projects:**
  - ILL training module on out-of-system courier preparation
  - Staff training resources on OverDrive e-materials: selection process, licensing, navigating patron expectations

## Consultation Highlights:

- **WISCAT/ILL Training:** Menomonie PL, October 2024
- **E-Materials Contributions & Purchasing:** Milltown PL, October 2024
- **New Director Orientation:** Altoona PL, October 2024

## Committee Meetings:

- **ILL/ILS Coordinators:** November 2024
- **MORE Directors Council:** November 2024
- **MORE Operations Committee:** November 2024

## Professional Development:

- **Webinar:** *OverDrive Wisconsin Public Library Consortium Training*, OverDrive, September 2024
- **Online Course:** *Tech Crash Course: AI & Libraries*, UW Madison iSchool Continuing Education, (5-part webinar course) October/November 2024





## GENERAL INFORMATION

### Library System

IFLS Library System

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

The system continues to seek ways to more effectively provide the highest quality services while trying to limit the amount of fees charged to our member libraries. Administration of libraries continues to increase in complexity and the pool of candidates for library director positions seems to be diminishing. The needs for consulting services and training have increased due to significant turnover in library staff positions in the past few years. We are also seeing an increase in the need to better inform and educate library trustees. Rapid growth in some areas of the system as well as aging facilities has increased the need for facilities consulting. This often requires a significant investment of consulting time. Libraries are needing help on advocating their value as well as their role in promoting learning/reading while supporting everyone's ability to access to materials/resources. IFLS continues to seek a balance between virtual services/support and the increased desire by some to return to in-person trainings and meetings. Both methods have their advantages and we seek to continue to provide high quality service to our member libraries. Impact on two regional hospital closures are unknown at this time. Concerns about insurance rates, access to local specialists, and other factors may impact system and library budgets.

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

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

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

IFLS conducted an IFLS Library System Plan: Member input survey in August of 2024. The survey was sent to member library directors, staff, and board members. We received 73 responses --35 from directors, 28 from staff, and 10 from board members. We asked the following questions: 1. Please describe your top service priorities for the IFLS Library System in 2025 2. Please describe how IFLS Library System could better serve you in 2025 3. Please rate your satisfaction with the IFLS Library System 4. Additional comments you would like to share with IFLS staff 5. On Average, How often do you contact IFLS/MORE staff for assistance or consulting? 6. Their position 7. If you'd like an IFLS staff person to follow up with you, please share your contact information We did not receive any requests for new service areas but some requests to enhance our current service offerings.

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

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

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

The system has a 13 person advisory committee consisting of one representative from each of the 10 counties, the resource library director and two multi-type at large members representing academic, school or special libraries. Members serve two-year terms that are staggered so that each year six or seven terms expire. The representative serving determines if they wish to continue. If they don't the individual county library directors select their representative. The agenda and minutes are posted on the IFLS website <https://iflweb.org/knowledge-base/advisory-council/> and provided to the IFLS Board. A representative from the group tries to attend the IFLS Board meeting to provide an update. In 2025 we will conduct a bylaw review that will include creating more flexibility in determining representation by academic, school, and special libraries.

## ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year 2025. Indicate, with a Y or N, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

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

### Membership Agreements

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

[ Y ] The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15.

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

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**ASSURANCES (cont'd)**


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**Resource Library Agreement**

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

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

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

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**Reference Referral, Interlibrary Loan, and Technology**


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[ Y ] 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.

**For each reference, referral, interlibrary loan, and technology service listed below, indicate with a Y or N whether your system intends to provide the service. If your system intends to provide reference, referral, interlibrary loan, and technology services that are not shown here, please list those services in Others.**

[ N ] Reimbursed member libraries for ILL

[ Y ] Maintained ILL Clearinghouse

[ N ] Contracted for ILL Clearinghouse

[ Y ] Maintained a shared database of member library bibliographic records and holdings

[ Y ] Utilized WISCAT to promote interlibrary loan

[ Y ] Maintained a system interlibrary loan plan

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

[1]Reference Referral & Interlibrary Loan Improvement--Continue to evaluate service models based on staff transitions [2]Continue to seek out statewide technology collaborations

**Others:**

A. Technology 1. Continue to develop "LEAN Wisconsin" (LEAN WI), a partnership between multiple library systems (currently, IFLS, NWLS and WVLS), to provide member libraries with access to a strong and cost efficient enterprise technology service platform, including: virtualization, durable data storage, technology consultation, technology support, applications services and an array of additional beneficial technology services. 2. Facilitate group purchases of computers, network devices, and other technology-related devices for member libraries in order to promote ownership of state of the art equipment and cost savings. Continue to promote effective cost-sharing by facilitating the hosting and licensing of shared applications and databases used by member libraries. 3.. Blend WVLS, NWLS and IFLS technology services platform into a unified LEAN WI service model. 13. Work to normalize the use of technology between LEAN WI internally, as well as between partner systems and their respective member libraries. 4. Pursue collaborative opportunities under LEAN WI and statewide efforts. B.Reference Referral & Interlibrary Loan [1] Administers the MORE shared system (ILS). [2] Subscribes to and promotes electronic databases. [3] IFLS inter-library loan staff continue to handle & refer reference and inter-library loan requests as needed to all types of libraries in the IFLS area as well as to out-of-system and out-of-state libraries using the ILS, WISCAT and WorldCat/OCCLC software. [4] Participates in WPLC projects including the statewide buying pool.

**Other Comments:**

	<b>ASSURANCES (cont'd)</b>	
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**Inservice Training and Professional Consultation**

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

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

**For each inservice training listed below, indicate with a Y or N whether your system intends to provide the opportunity. If your system intends to provide inservice training to participating public library personnel and trustees that is not shown here, please list those opportunities in Others below Professional Consultation.**

[ Y ] Conducted workshops for member library staff and trustees

[ Y ] Maintained a calendar of CE events

[ Y ] Provided scholarships and grants for member library staffs

[ Y ] Maintained a professional collection for system and member library staffs

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

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

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

*See Appendix A.*

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

*See Appendix B.*

**Professional Consultation**

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

**For each professional consultant service listed below, indicate with a Y or N whether your system intends to provide the service. If your system intends to provide professional consultant services that are not shown here, those services are listed in Others.**

[ Y ] Public library administration and governance

[ Y ] Adult services

[ Y ] Youth services

[ Y ] Library automation

[ Y ] Building and remodeling

[ Y ] Technical services

[ Y ] Interlibrary loan and resource sharing

[ Y ] Staff development (certification, CE, etc.)

[ Y ] Planning and evaluation, standards

[ Y ] Collection development

[ Y ] Legal issues

[ Y ] Public relations

[ Y ] Reference and information services

[ Y ] Inclusive Services

**Indicate new or priority activities relating to the professional consultant services requirement for the plan year (if no change from current year, indicate so):**

[1] Recruitment and retention support [2] New Director orientation and mentoring [3] Collection development [4] Board development

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

*See Appendix C.*

## ASSURANCES (cont'd)

Others:

Other Comments:

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**Delivery and Communication**

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

For each delivery or communication service listed below, indicate with a Y or N whether your system intends to provide the service. If your system intends to provide delivery or communication services for physical delivery, reference resources, personnel, and vendors that are not shown here, those services are listed in Others.

**Delivery Services:**

[ Y ] Had regular courier or van delivery service

[ Y ] Provided an 800 number, phone credit card, or accepted collect calls

[ Y ] Used fax for document delivery/communication

[ N ] Used mail as primary delivery system

[ Y ] Published a newsletter

**ILL Transactions sent by:**

[ Y ] Email [ Y ] OCLC [ Y ] Local automated system [ N ] WISCAT

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

[1] Further strengthen our advocacy/communication/PR training and support. Deploy and maintain a updated IFLS website. [2] Enhance patron facing advocacy resources [3] Review and enhance communication tools for IFLS staff and member libraries. [4] Monitor/evaluate courier performance and viability.

Others:

[1] Provide 3 days a week delivery to MORE public libraries; and 5 days a week delivery for the resource library. [2] Provide 1-2 day a week delivery for other member libraries based on ILL volume. [3] Fund the system's share of the statewide delivery network. [4] Survey, monitor and evaluate the courier volume. [5] Provide consulting and training on websites and website development including mobile versions. [6] Disseminate information via electronic newsletters or blogs to staff from all types of libraries

Other Comments:

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**ASSURANCES (cont'd)**


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**Service Agreements**

☐ [ Y ] Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.

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

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

**For each of the services listed below, indicate with a Y or N whether the service is provided for in the adjacent library system agreements for the report year. If your system intends to provide for services in its adjacent library system agreements that are not shown here, please list those services in Others.**

☐ [ Y ] Reciprocal borrowing between systems

☐ [ N ] Cash payments in cross-system lending

☐ [ Y ] Continuing education

☐ [ N ] Delivery

☐ [ N ] Newsletter exchange

☐ [ Y ] Cooperative planning/information exchange

☐ [ N ] Audiovisual services

☐ [ Y ] Cooperative purchasing

**Others:**

**Other Comments:**

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**Inclusive Services**

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

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

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

Ensuring library and system websites meet the accessibility guidelines set forth in the new rule by the U.S. Department of Justice. Continuing a multi-year project to improve system services to neurodiverse library employees.

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

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

Reach Out and Read, University of Wisconsin-Extension, other systems, DPI

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

Inclusive services are imbedded into many "general" continuing education offerings. Specific 2024 IFLS offerings (aside from statewide projects) include: Information Access for Blind and Visually Impaired People (webinar); Improving Literacy: Understanding Dyslexia and Reading Instruction. Specific 2025 IFLS offerings planned so far include: Empowering Readers: Serving Dyslexic Kids and Other Emerging Readers at the Library

**Other Comments:**

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**ASSURANCES (cont'd)**


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**Other Types of Libraries**

[ Y ] 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.

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

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

**For each service provided to other types of libraries listed below, indicate with a Y or N whether your system intends to provide the service. If your system intends to provide services to other types of libraries that are not shown here, please list those services in Others.**

[ Y ] Consultation

[ N ] Continuing education / workshops

[ Y ] ILL (Direct) Union list of serials

[ N ] Union list of serials

[ N ] Directory of libraries

[ N ] Delivery services

[ N ] Back-up reference services

[ Y ] Newsletter

[ N ] Technical services

**Others:**

**Other Comments:**

---

**Library Technology and Resource Sharing Plan**

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

[ Y ] The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2025, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See [the Library System Technology and Resource Sharing plan webpage](#) for the most current version of the system library technology and resource sharing plan.

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

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

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

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

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

Continued integration of IFLS, NWLS, and WVLS into collaborative technology support platform. Continue development of collaborative backup program. Continue to support a LEAN shared technology support person for websites (with WRLS), digitization, and data visualization.

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**ASSURANCES (cont'd)**

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**Other Service Programs**

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

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

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**Administration**

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

[ Y ] The system will submit the prior year system audit to the Division no later than September 30, 2025.

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**Budget**

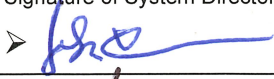

[ Y ] The system completed and included the budget by service program category and fund source for the plan year ([see guidelines](#)).

## COLLABORATIVE ACTIVITIES

Briefly describe a new or enhanced collaborative activity with other libraries, public library systems, or other organizations.

## CERTIFICATION

**WE, THE UNDERSIGNED, CERTIFY** that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2025**.

Name of System Director John Thompson	Signature of System Director ➤ 	Date Signed Mo./Day/Yr. 10/1/24
Name of System Board President Sue Duerkop	Signature of System Board President ➤ 	Date Signed Mo./Day/Yr. 10/1/24

FOR DPI USE  
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is:	DLT Assistant Superintendent Signature ➤	Date Signed Mo./Day/Yr.
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Comments



**PUBLIC LIBRARY SYSTEM 2025  
ANNUAL PROGRAM BUDGET**

Program	2025 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference, and Interlibrary Loan*</b>					
1. Technology/Shared Svcs	324,124	51,488			
2. Ref & Interlibrary Loan	122,725	10,872			
3. MORE Consortium / ILS	174,599	47,704			
4.					
5. Electronic Resources	82,500				
<b>Program Total</b>	<b>\$703,948</b>	<b>\$110,064</b>	<b>\$0</b>	<b>\$0</b>	<b>\$814,012</b>
<b>Continuing Education and Consulting Service*</b>					
1. CE & Consulting	244,411	21,651			
2.					
<b>Program Total</b>	<b>\$244,411</b>	<b>\$21,651</b>	<b>\$0</b>	<b>\$0</b>	<b>\$266,062</b>
<b>System Programs*</b>					
<b>Delivery Services</b>	493,510	43,718			\$537,228
<b>Inclusive Services</b>	55,317	4,900			\$60,217
<b>Library Collection Development</b>	33,862	3,000			\$36,862
<b>Direct Payment to Members for Nonresident Access</b>					\$0
<b>Direct Nonresident Access Payments Across System Borders</b>					\$0
<b>Youth Services</b>	69,854	6,188			\$76,042
<b>Public Information</b>	57,395	5,084			\$62,479
<b>Administration</b>	141,296	12,517			\$153,813
1.					
2.					
3.					
4.					\$0
<b>Program Total</b>	<b>\$851,234</b>	<b>\$75,407</b>	<b>\$0</b>	<b>\$0</b>	<b>\$926,641</b>
<b>Grand Totals</b>	<b>\$1,799,593</b>	<b>\$207,122</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,006,715</b>

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

Indianhead Federated Library System  
2025 Preliminary Budget

Line	Item Description	Staff	2024	2024	2025	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Inclusive Services	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
			Preliminary Budget	Revised Budget	Preliminary Budget												
1	REVENUES:																
2	State Aids	AF	1,649,709	1,649,709	1,799,593	141,296	406,624	174,599	-	122,725	493,510	244,411	55,317	33,862	69,854	57,395	1,799,593
3	Interest Income	AF	8,000	100,000	8,000		8,000	-									8,000
	Shared Wage Income	AF	48,074				-									-	
4	MORE Management Inc (MORE to IFLS)	AF	489,650	489,650	532,684			532,684									532,684
5	Material Processing Svc Income (4 Libs)	AF	88,100	88,100	100,275			100,275									100,275
6	Federal Grant Indirect Funds	AF	-	-	-												-
7	Miscellaneous Income	AF	6,200	6,200	6,500		6,500										6,500
	<b>SUBTOTAL REVENUES</b>		2,289,733	2,333,659	2,447,052	141,296	421,124	807,558	-	122,725	493,510	244,411	55,317	33,862	69,854	57,395	2,447,052
	<b>Pass-thru Income:</b>																
8	Grant Income (Pass-thru)	AF	-	-	-			-					-		-		-
9	MORE Shared Sys Income (Billed to Libs)	LR	906,426	906,426	974,994			-	974,994								974,994
10	MORE Shared Sys Income (IFLS to MORE)	JT	135,000	135,000	148,500				148,500			-					148,500
11	Pass-thru (billable) Income	MISC	150,000	150,000	150,000		80,000	60,000	-			-			5,000	5,000	150,000
	<b>SUBTOTAL PASS-THRU REVENUES</b>		1,191,426	1,191,426	1,273,494	-	80,000	60,000	1,123,494	-	-	-	-	-	5,000	5,000	1,273,494
12	Carry over of State Aids/Interest (est)	AF	765,250	675,630	661,987	541,987	50,000	60,000				10,000					661,987
13	Carry over of MORE Funds/Interest (est)	AF	331,704	311,704	291,704				291,704								291,704
14	<b>TOTAL REVENUE</b>		4,578,113	4,512,419	4,674,237	683,283	551,124	927,558	1,415,198	122,725	493,510	254,411	55,317	33,862	74,854	62,395	4,674,237
15	EXPENSES:																
16	Percentage of Hours by Program					8.1%	16.5%	44.2%	in Sh Sys	7.7%	4.1%	8.6%	2.1%	0.7%	3.0%	4.9%	100.0%
17	Salaries & Fringes (% of time in Program)	ALL	1,536,628	1,449,799	1,593,827	182,469	216,992	641,882		104,804	95,008	177,039	45,674	14,638	64,769	50,553	1,593,827
18	Sick Leave Payout	AF	6,000	7,523	15,000	15,000											15,000
19	Audit	AF	9,000	9,545	9,545	9,545											9,545
	Employee Assistance Program	LL			12,000	2,000						10,000					
20	Bank Fees, Qbooks/Direct Deposit	AF	2,000	2,000	2,000	2,000											2,000
21	New Furnishings/Equip <\$500	JG	2,000	3,000	2,000	2,000											2,000
22	Collection/Electronic Resources	CC	32,000	30,500	32,500		32,500										32,500
23	- Collection/Electronic Resources	CC	21,000	21,000	50,000		50,000									-	50,000
24	Wis Pub Lib Consortium Membership	CC	7,715	7,850	8,500		8,500										8,500
25	Professional Memberships	JT	6,100	6,100	9,000							9,000					9,000
26	Librarian Professional Development	LL	12,050	14,000	15,200							8,800	3,150		3,250		15,200
27	CE Collaboration Projects	LL	1,150	1,150	850							850	-		-		850
28	Library Accessibility Audits	LL	5,950	5,200	5,830							-	5,830				5,830
29	Community Engagement Support	LL	8,000	8,000	8,000							8,000					8,000

Line	Item Description	Staff	2024	2024	2025	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Inclusive Services	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
			Preliminary Budget	Revised Budget	Preliminary Budget												
31	IFLS Staff Dvlpmnt & Prof Mtgs	JT	16,000	20,000	25,000	10,000						15,000					25,000
32	Library Consulting Expenses	JT	1,700	1,700	1,700							1,700					1,700
33	Field Visits	JT	9,000	9,000	12,000		1,000	6,000				5,000					12,000
34	Story/Programming Kits & Dies	LL	600	600	900										900		900
35	ILL Fees & Verification Sources	CC	11,000	10,100	11,500					11,500							11,500
36	Resource Lib (LEPhillips) Collection Grants	JT	23,000	23,000	23,000					4,000				19,000			23,000
37	Delivery Service - Walco Service	KN	356,400	356,400	369,600						369,600						369,600
38	Delivery Service - State-wide Service	KN	17,613	17,613	21,010						21,010						21,010
39	Delivery Service - Bags/Lost/Misc.	KN	6,600	5,800	6,600						6,600						6,600
40	Wide-Area Network Costs:	KS															-
42	WAN/CINC Maintenance	KS	3,432	3,432	3,432		3,432										3,432
43	IFLS to MORE Library Subsidy	AF	135,000	136,000	148,500			148,500									148,500
44	LEANWI/Shared Tech w/WVLS	KS	65,100	83,541	96,242		96,242										96,242
45	Long Range Planning Meetings	JT	500	500	5,000	5,000											5,000
46	Campaign for Wisconsin Libraries	JT	1,600	1,600	1,800											1,800	1,800
47	Web Development	KS	1,100	1,100	1,100											1,100	1,100
48	IFLS Committee Mtgs/Roundtables:	JT	1,800	1,800	1,800	1,400		400									1,800
49	Professional Materials	JT	1,500	2,000	2,500							2,500					2,500
50	Postage - General	JG	1,000	1,000	1,000	81	165	442		77	41	86	21	7	30	49	1,000
51	Telephone - Local, Long Dist, 800# Svc	AF	2,000	2,000	2,000	163	330	884		154	82	173	42	14	59	98	2,000
52	Telephone - MORE (notice calls)	AF	1,000	1,000	1,000	-	-	1,000		-	-	-	-	-	-	-	1,000
53	Telephone - Cell Phone Service	AF	960	960	960	240	360	360									960
54	Supplies - General Office	JG	1,000	900	1,000	1,000										-	1,000
55	Supplies - Processing Svc	AF	5,500	5,500	5,500			5,500									5,500
56	Marketing & Advocacy PR	RK	2,000	2,000	2,400											2,400	2,400
57	Building/Land Overhead Costs	AF	26,130	24,500	25,000	2,035	4,129	11,053		1,923	1,026	2,162	527	178	742	1,225	25,000
58	Copier Maint. Agreement & Paper	JG	900	800	975	79	161	431		75	40	84	21	7	29	48	975
59	Computer - IFLS Hardware & Software	KS	6,900	6,900	6,900		6,900										6,900
61	System Vehicle - Gas/Maint/Insurance	AF	3,700	3,800	3,800							3,800					3,800
62	Insurance - Workers Comp	AF	3,000	2,153	2,500	204	413	1,105		192	103	216	53	18	74	122	2,500
63	Insurance - Bldg/Equip, Liab, Bond	AF	3,225	3,436	4,000	4,000											4,000
64	Contingency & Credit Card Reward Exp	JT	500	2,500	3,500	3,500											3,500
65	<b>SUBTOTAL EXPENSES</b>		2,359,353	2,297,302	2,556,471	240,716	421,124	817,558	-	122,725	493,510	244,411	55,317	33,862	69,854	57,395	2,556,471

Line Item Description	Staff	2024 Preliminary Budget	2024 Revised Budget	2025 Preliminary Budget	Administration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Inclusive Services	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
66 Pass-thru Expenses:																
67 Pass-thru/MORE Expenses (less Mgmt)	LR	571,776	571,776	610,810				610,810			-					610,810
68 Pass-thru/MORE Mgmt Fee (MORE to IFLS)	LR	489,650	489,650	532,684			-	532,684								532,684
70 Pass-thru/Grant Expenses	AF	-	-	-	-	-	-					-		-		-
71 Pass-thru/Misc Billable Expenses	MISC	150,000	150,000	150,000		80,000	60,000	-			-			5,000	5,000	150,000
72 SUBTOTAL PASS-THRU EXPENSES		1,211,426	1,211,426	1,293,494	-	80,000	60,000	1,143,494	-	-	-	-	-	5,000	5,000	1,293,494
73 TOTAL EXPENSES		3,570,779	3,508,728	3,849,965	240,716	501,124	877,558	1,143,494	122,725	493,510	244,411	55,317	33,862	74,854	62,395	3,849,965
74 Percentage of Expenses by Program					6.3%	13.0%	22.8%	29.7%	3.2%	12.8%	6.3%	1.4%	0.9%	1.9%	1.6%	100.0%
75 Capital and Reserves:																
76 Capital Expenditures		20,000	50,000	50,000	50,000											50,000
77 Reserves - MORE Hardware/Software	AF	224,000	224,000	224,000				224,000								224,000
78 Reserves - MORE Future Yr	AF															-
79 Reserves - Building/Land	AF	65,000	65,000	65,000	65,000											65,000
80 Reserves - MORE Startup Assist/Subsidy	AF	10,000														-
81 Reserves - Shared Svcs Prog/Bldg Expan	LR	50,000	50,000	50,000			50,000									50,000
82 Reserves - Vehicle Replacement	AF	35,000	35,000	35,000	35,000											35,000
83 Reserves - Personnel	AF	40,000	40,000	40,000	40,000											40,000
84 Reserves - WAN/Web Equip Replacement	JT	20,000	20,000	20,000		20,000										20,000
85 Reserves - System Equipment/Furnishings	AF	20,000	20,000	20,000	20,000											20,000
86 Reserves - Tech Project/Billable Reserves	AF	30,000	30,000	30,000		30,000										30,000
87 Reserves - Future Yr Operating Budgets	AF	300,000	300,000	200,000	200,000											200,000
88 Reserves - Computer Lab Replacement	JT	10,000	10,000	10,000							10,000					10,000
89 TOTAL Carryover Funds for the Next Year		183,334	159,691	80,272	32,567	(0)	0	47,704	0	0	0	0	(0)	(0)	0	80,272
90 End-of-Year Carryover Breakdown:																
91 IFLS Carryover Reserves		480,000	470,000	470,000												
92 IFLS Carryover Committed		100,000	100,000													
93 IFLS Carryover Uncommitted		95,631	91,987	32,568												
94 MORE Carryover Reserves		224,000	224,000	224,000												
95 MORE Carryover Committed																
96 MORE Carryover Uncommitted		87,703	67,704	47,704												

# Public Library System Plan

## PI-2446 Continuing Education Staff - Appendix A

Wisconsin Public Library System Plan    Period: **2025Start , (2025-01)**    Months: **12**

<b>Location (1)</b>	<b>Name</b>	<b>Email</b>
<i>IFLS Library System</i>	<i>1</i>	<i>1</i>
<i>IFLS Library System</i>	<i>Leah Langby</i>	<i>langby@ifls.lib.wi.us</i>

# Public Library System Plan

**PI-2446 Continuing Education Service Contracts - Appendix B**

Wisconsin Public Library System Plan    Period: **2025Start , (2025-01)**    Months: **12**

**Location (0)**

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# Public Library System Plan

## PI-2446 Professional Consultation Staff - Appendix C

Wisconsin Public Library System Plan Period: **2025Start , (2025-01)** Months: **12**

<b>Location (1)</b>	<b>Name</b>	<b>Service Area</b>	<b>Related Activities</b>
<i>IFLS Library System</i>	<b>5</b>	<b>5</b>	<b>4</b>
<i>IFLS Library System</i>	<i>John Thompson</i>	<i>Library Administration, Library Law, Library Space Planning, Trustee Support</i>	
<i>IFLS Library System</i>	<i>Cecelia Cole</i>	<i>Collection Development, Resource Sharing</i>	<i>Intellectual Freedom</i>
<i>IFLS Library System</i>	<i>Rebecca Kilde</i>	<i>Marketing, Advocacy, Graphic Design</i>	<i>System communications coordinator</i>
<i>IFLS Library System</i>	<i>Leah Langby</i>	<i>Youth Services, CE, Inclusive Services</i>	<i>Director Certification, Personnel</i>
<i>IFLS Library System</i>	<i>Katelyn Noack</i>	<i>Adult Services, Strategic Planning, Library Administration</i>	<i>Delivery</i>