

IFLS LIBRARY SYSTEM  
BOARD OF TRUSTEES

MEETING LOCATION:  
**Virtual Meeting via Zoom**

DATE/TIME:  
Wednesday, March 26, 2025  
12:30 pm

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

**Click on Link to join Zoom Meeting:**

<https://us02web.zoom.us/j/87350800898?pwd=izsPbDYP0WRNG3RBT4nwvxGjZEVGu2.1>

Meeting ID: 873 5080 0898

Passcode: wWTfn0PE

Dial: +1 312 626 6799

Meeting ID: 873 5080 0898

Passcode: 34861191

**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. Public Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten-minute limit per topic and a twenty-minute limit at any meeting for Public Comments. Contact IFLS office for additional information related to Public Comments.*)
6. Announcements/Correspondence/Introductions
7. \* Minutes - Approve: Board of Trustees - January 22, 2025 **#006(25)**
8. \* Financials - Approve: Check Registers: January/February 2025 **#007(25)**  
Approve: Financial Reports: December 2024 **#008(25)**, January/February 2025 **#009(25)**
9. \* Investment Report and Policy Review **#010(25)**
10. Director's Report of Agenda Items and Monthly Activities **#011(25)**
11. IFLS Staff Reports (*In-depth Report: Katelyn Dubiel, Public Services Consultant*) **#012(25)**
12. \* IFLS Annual Report and Statement of Compliance **#013(25)**
13. System Effectiveness Statements from Member Libraries **#014(25)**
14. \* Approval of Executive Committee Officers and Personnel Committee members for 2025 **#015(25)**
15. Trustee Orientation **#016(25)**
16. Certificates for Outgoing Trustees **#017(25)**
17. Board Member Reports
18. \* Adjournment

\* Denotes Action Items

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

**IFLS LIBRARY SYSTEM  
Board of Trustees  
January 22, 2025**

**M I N U T E S**

The Board of Trustees of the IFLS Library System met on Wednesday, January 22, 2025, via Zoom. Duerkop called the meeting to order at 12:31 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); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **James Ericksen** (Chippewa County); **Lois Goode** (Rusk County); **Mary Alice Larson** (Barron County); **Sue Marshall** (Price County); **Stella Pagonis** (Eau Claire County); **Jackie Pavelski** (Eau Claire County); **Mike Schendel** (St. Croix County); **Jim Tripp** (Dunn County); **Jane Winter** (Pepin County); **Julie Woodruff** (Chippewa County).

**BOARD MEMBERS ABSENT:**

**Jan Daus** (Eau Claire County); **Fran Duncanson** (Polk County); **Amanda Kohnen** (Barron County); **Charlie Schell** (Resource Library); Pierce County Vacancy, Pierce County Vacancy.

**OTHERS PRESENT:**

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

**APPROVE AGENDA:**

**MOTION #01** <sup>(25)</sup>: To approve the Agenda as presented. Brue/Woodruff  
**RESULT:** Carried.

**CITIZEN COMMENTS:**

There were no citizen comments.

**ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:**

None were forthcoming.

### ELECTION OF 2025 OFFICERS:

Two votes will be taken. The five candidates gaining the most votes will be declared the Executive Committee. A second vote will be held to determine which Executive Committee member will be Board President. Nominations from the floor will be taken before voting.

Thompson entertained nominations from the floor. None were received.

Gardner will launch a poll for the election of the Executive Committee. The top five candidates declared the Executive Committee include: Jan Daus, Sue Duerkop, James Ericksen, Sue Marshall, and Jim Tripp.

Gardner launched the second poll for the board to select one member from the Executive Committee to serve as Board President. Sue Duerkop was declared Board President for 2025.

*(Schendel arrived at 12:36 pm.)*

### MINUTES:

**MOTION #02** <sup>(25)</sup>: To approve the Board Minutes dated November 20, 2024 (Doc. #049-24).  
Brue/Woodruff  
**RESULT:** Carried.

### FINANCIAL REPORTS:

**MOTION #03** <sup>(25)</sup>: To approve the Check Registers for November-December 2024 (Doc. #002-25). Eggert/Winter  
**RESULT:** Carried.

Questions were asked about Delta Dental, MORE Ecommerce, Life Insurance, South Central Library System, Market & Johnson Facility/Grounds project, Center for Independent Living for library assessments, and Tangled Up in Hue for MORE Passport prize.

It was noted that the 2024 Annual Budget Report (Doc. #003-25) was for review only.

Questions were asked about Interest Income, Fund Balance, Payroll Liabilities, Professional Memberships, Unavailable Revenue, Community Engagement Support, and Undesignated Fund Balance.

It was noted that unspent funds from 2024 are placed into a temporary undesignated fund balance. Once the audit is completed, the unallocated funds would be allocated to either the same line item, a new service, or designated for a reserve expenditure for 2026. The 2025 budget is typically amended midyear to reflect any changes. All unexpended funds stay within our organization.

The 2024 Annual Budget Report provided for this meeting will be on the March Board agenda to review and approve.

**DIRECTOR'S REPORT:**

Thompson noted that the staff reports provided for the meeting include information about 2024 and accomplishments during the year.

This legislative session is a budget year which will determine IFLS funding for 2026 and 2027. There are several legislators from our area serving on Joint Finance.

Thompson will send out legislative updates as needed throughout the legislative session. Duerkop added that Thompson's report included links for who the representatives are and those serving on Joint Finance.

There has been a lull in new director turnovers. Bruce and Baldwin have filled their director positions. Currently Turtle Lake and Frederic have director positions open.

**IFLS STAFF REPORTS:**

Adam Fuller is the Business Manager at IFLS and was present to provide a review of what he does at IFLS.

- Processes accounts payable and receivables
- Prepares annual invoices for libraries for extra delivery costs as well as MORE and Shared Services costs
- Prepares invoices and calculates credits
- Reconciliation of credit card and bank accounts
- Reviews chart of accounts
- Prepares financial statements for the Board
- Prepares all funding paid or received from libraries for the annual report database
- Completes the financial accounting for the system annual report
- Assists program managers with their budget
- Assists program managers on grant programs
- Reviews and monitors costs of insurance policies
- Documents and processes Wisconsin Retirement System monthly and annual reconciliations
- Assists Director and MORE Administrator in preparing the annual budget and revisions
- Participates and completes annual audit
- Maintains confidential employee records
- Onboarding of new employees with reviewing employee manual policies and procedures
- Prepare quarterly and annual documents such as W-2s, etc.
- Conduct light maintenance as needed around the building

January through March is the busiest time of year for Fuller. He is working on the system annual report, the system audit, preparing W-2's, closing out 2024 books, and opening 2025 books.

Duerkop pointed out the Library Love Story program and the importance of participating. Links are provided in Rebecca Kilde's report on page 31 of the meeting packet.



Dubiel shared some delivery numbers for 2024. The weekly average of items moving through our courier system in 2024 was 31,000 between libraries. That is an estimate of 1,600,000 items that travel from one library to another in 2024.

The cost breakdown is approximately twenty-six cents to travel from one library to another. Mailing a 1-pound book via the United States Parcel Service costs \$3.32.

The highest volume month was February with 166,022 items. The lowest volume month was November with 114,114.

97% - 99% of our items travel to their intended destination in under 1 week.

### **LEANWI WEBSITE SERVICES POLICY:**

**MOTION #04** <sup>(25)</sup>: To accept the LEANWI Website Services Policy. Brue/Marshall  
**RESULT:** Carried.

LEANWI Website Services provides web hosting, design, training, and support to each partner system's member libraries. Wisconsin Valley and Northern Waters Library Services are our partner systems in website support. The policy outlines the website services that will be provided and expectations from libraries maintaining their sites.

Shared website services is a new service we started in 2024. All other technical services are paid for individually by the three systems. Kris Schwartz does a lot of the network infrastructure for this partnership. Josh at Wisconsin Valley manages the grant writing for the collaboration. This is a shared collaboration without exchanging money.

There is one paid position that is shared among the three systems. Other team members are from IFLS and Wisconsin Valley.

### **COMMITTEE APPOINTMENTS:**

Duerkop will reach out to Board members after today's meeting to ask them to serve on the Personnel Committee. Duerkop will provide the committee members at the March Board of Trustees meeting. If any Board member is interested in serving on the Personnel Committee, they should let Duerkop know. There are five members appointed to this committee.

The positions held by today's elected Executive Committee will be announced at the March Board of Trustees meeting.

**MOTION #05** <sup>(25)</sup>: To postpone approval of committee appointments until the March 2025 IFLS Board of Trustees meeting. Pagonis/Marshall  
**RESULT:** Carried.

### **WISCONSIN LIBRARY ASSOCIATION MEMBERSHIP:**

The IFLS budget supports paying for two board members to join the Wisconsin Library Association (WLA). The Board President has been one of those individuals. Any Board member interested in a WLA membership should contact Joanne Gardner.

**REPORTS:**

## Board Member Reports:

Achterhof noted that Glenwood City and Deer Park public libraries were remembered in someone's passing and made a large donation.

Brue stated the new director in Baldwin has been a smooth transition and she is eager to work on projects.

Ericksen noted the Stanley building project is moving ahead and still needs money.

Eggert stated downtown Colfax is holding a fundraiser for the library next Tuesday. There is a matching challenge grant.

## Sunshine Fund Report for 2024:

Gardner provided the activity on the IFLS Board Sunshine Fund for 2024. It was noted donations are voluntary and the fund has a balance of \$245.43. Gardner will let Board members know when the fund needs replenishment.

The fund is used for memorial donations for IFLS Board and IFLS staff members. Gardner can provide the information at any time upon request.

**ADJOURNMENT:**

The Board of Trustees adjourned at 1:53 pm. Ericksen/Brue

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

These minutes of the Board of Trustees are approved:

☐ as printed.

☐ with corrections noted.

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

\_\_\_\_\_  
Dated

## Check Register

January 2025

Date	Num	Name	Memo	Amount
<b>Jan 25</b>				
01/01/2025	Auto Pay	Delta Dental	Jan. '25 Vision	-73.44
01/06/2025	Auto Pay	AT&T	Dec. Phone/Fax Line	-20.55
01/10/2025	Auto Pay	Kwik Trip, Inc.	Dec. Gas Stmt.	-47.39
01/14/2025	Auto Pay	Eau Claire, City of	4th Qtr Water & Sewer	-342.05
01/16/2025	Auto Pay	Xcel Energy	11/20-12/25 Gas & Electric Svc	-543.44
01/21/2025	Auto Pay	Associated Credit Card	Dec. Credit Card *see attached	-9,342.49
01/22/2025	Auto Pay	Lumen	Jan. Phone	-1.46
01/24/2025	Auto Pay	Employee Trust Funds, Dept of	Feb. '24 Health Ins.	-22,929.42
01/21/2025	CC Adj.		Balance Adjustment-Paypal Refund	189.80
01/08/2025	WIRE	Wisconsin Deferred Comp. Program	P/R#1	-1,535.00
01/15/2025	WIRE	Wisconsin Department of Revenue	P/R#26	-1,355.55
01/15/2025	WIRE	Internal Revenue Service	P/R#1	-14,269.52
01/22/2025	WIRE	Wisconsin Deferred Comp. Program	P/R#2	-1,510.00
01/29/2025	WIRE	Internal Revenue Service	P/R#2	-9,163.68
01/31/2025	WIRE	Wisconsin Department of Revenue	P/R#1	-2,384.28
01/31/2025	WIRE	Wisconsin Retirement System	Dec. WRF	-11,823.43
01/08/2025	DD3143-3160	IFLS Staff	Direct Deposit	-35,019.19
01/22/2025	DD3161-3178	IFLS Staff	Direct Deposit	-28,345.39
01/06/2025	43526	Culligan	Jan. Service	-99.95
01/06/2025	43527	EBSCO Publishing	24 Novelist + (IFLS) Select (MORE)	-14,262.00
01/06/2025	43528	EO Johnson Co.	1/120/25-4/19/2025 Maint. Agreement	-120.00
01/06/2025	43529	Innovative Interfaces	MORE Billable/SIP2 License	-428.00
01/06/2025	43530	Jensen, Brad	Tech. Support/Mult. Libs.	-26.45
01/06/2025	43531	Library Systems Services	Billable to Multiple Libs-Performance Analytics 1,	-11,650.00
01/06/2025	43532	Market & Johnson	Facility Repairs/Grounds Project	-9,500.00
01/06/2025	43533	RealLiving, LLC.	EAP Membership Fee Jan.-Mar. 2025	-1,283.00
01/06/2025	43534	Summit Companies	Annual Fire Exting Inspection	-81.00
01/06/2025	43535	Bibliocommons Inc.	MORE/BiblioCore & Apps/Jan-Dec'25	-67,529.59
01/06/2025	43536	Innovative Interfaces	MORE Maint./Decision Center/Content Cafe	-226,690.41
01/06/2025	43537	OverDrive, Inc.	MORE Billable/Osceola Titles	-1,501.53
01/17/2025	43538	Bayscan Technologies	Billable/Supplies for Libs	-200.00
01/17/2025	43539	Becky Glade	Webinar-Serving Dyslexic Kids at the Library	-250.00
01/17/2025	43540	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2024	-414.13
01/17/2025	43541	Maug Cleaning Solutions, Inc.	12/16/24-1/12/25 Cleaning Service	-382.00
01/17/2025	43542	Season 2 Season	Dec. Plowing	-160.00
01/17/2025	43543	Securian Financial Group, Inc.	Feb. Life Ins.	-371.66
01/17/2025	43544	Starla Dixen	Webinar-Serving Dyslexic Kids at the Library	-250.00
01/17/2025	43545	Johnson, Jackee	WLA Membership-Renewal	-180.00
01/17/2025	43546	Shoutbomb, LLC	MORE/Text 4 Library Service	-7,388.00
<b>Jan 25</b>				<b>-481,284.20</b>

**IFLS Library System**  
**ASSOCIATED Credit Card Transaction Detail Report**  
**Electronic Auto Pay (1/21/2025)**

Date	Name	Memo	Num	Amount
<b>Nov 28 - Dec 30, 24</b>				
11/30/2024	FlowRoute.com	Dec. Phone/on Acct	on Acct	50.00
12/04/2024	Dell Marketing L.P.	Billable/Barron-Monitor Stand	Comp Equip	62.69
12/04/2024	Dell Marketing L.P.	Billable/Barron-Monitor	Comp Equip	99.94
12/04/2024	Dell Marketing L.P.	Billable/Barron-Computer	Comp Equip	700.00
12/05/2024	GFL Environmental	Dec. Garbage	845112	40.29
12/06/2024	Dell Marketing L.P.	Billable/Hudson-(3) Computers	Comp Equip	2,100.00
12/06/2024	Dell Marketing L.P.	Billable/Hudson-(3) Monitor Stands	Comp Equip	188.07
12/06/2024	Dell Marketing L.P.	Billable/Hudson-(3) Monitors	Comp Equip	299.82
12/09/2024	Wisconsin Library Association	WLA/ Lib. John-Legislative Day Registration Fee	Reg. Fee	45.00
12/09/2024	Festival Foods	Pop	Supplies	31.63
12/10/2024	Dell Marketing L.P.	Billable/Sand Creek-Monitor	Comp Equip	99.94
12/10/2024	Dell Marketing L.P.	Billable/Sand Creek-Monitor Stand	Comp Equip	63.70
12/10/2024	Dell Marketing L.P.	Billable/Sand Creek-Computer	Comp Equip	700.00
12/10/2024	Associated Credit Card	Redeem YTD Credit Card Rewards	CC Rewards	-2,075.00
12/10/2024	PayPal Inc.	Fraud Charge Refund	Fraud Chg.	-189.80
12/11/2024	Quill Corporation	Packing Tape	41939566	39.99
12/11/2024	CDW-G	Billable/Bruce-Laptop Locking Cable	Comp Equip	42.35
12/11/2024	Sams Club	Holiday Gifts/Services	gifts	106.47
12/11/2024	Hobby Lobby	Holiday Gifts/Services	gifts	16.88
12/12/2024	Quill Corporation	Packing Tape	41939566	-39.99
12/12/2024	Quill Corporation	Packing Tape	41939566	20.79
12/13/2024	FlowRoute.com	Dec. Phone/on Acct	on Acct	50.00
12/16/2024	GoDaddy.com	2025 Prepaid/Domain Name Renewals	Renewals	1,436.54
12/16/2024	Intuit	Quickbooks-Enterprise Gold/Enhanced Payroll	Software	2,027.71
12/16/2024	Department of Natural Resources	MORE/Passport Prog Prizes	Prize	137.00
12/16/2024	Department of Natural Resources	MORE/Passport Prog Prizes	Prize	84.00
12/18/2024	Misc Restaurants	Staff Lunch/K. Setter Retirement-Casa Margarita	Staff Meals	324.61
12/18/2024	Menards	Cleaning Wipes/Cable Ties	Maint. Supl	14.94
12/23/2024	Innovative Users Group	MORE/L. Roholt	IUG Conf	550.00
12/27/2024	FlowRoute.com	Dec. Phone/on Acct	on Acct	16.67
12/30/2024	USPS	Dec. Postage	Postage	33.45
<b>Nov 28 - Dec 30, 24</b>				<b><u>7,077.69</u></b>

# IFLS Library System

## Check Register

### February 2025

Date	Num	Name	Memo	Amount
<b>Feb 25</b>				
02/01/2025	Auto Pay	Delta Dental	Feb. '25 Vision	-73.44
02/07/2025	Auto Pay	AT&T	Jan. Phone/Fax Line	-20.55
02/10/2025	Auto Pay	Kwik Trip, Inc.	Jan. Gas Stmt.	-73.49
02/18/2025	Auto Pay	Xcel Energy	12/25-1/27 Gas & Electric Svc	-654.96
02/21/2025	Auto Pay	Associated Credit Card	Jan. Credit Card *see attached	-13,773.45
02/22/2025	Auto Pay	Lumen	Feb. Phone	-1.46
02/24/2025	Auto Pay	Employee Trust Funds, Dept of	Mar. '25 Health Ins.	-27,818.58
02/28/2025	CC-Adj.		Balance Adj.- CC Credit Adj. -Office Max/Depot	5.82
02/05/2025	WIRE	Wisconsin Deferred Comp. Program	P/R#3	-1,510.00
02/12/2025	WIRE	Internal Revenue Service	P/R#3	-9,348.18
02/15/2025	WIRE	Wisconsin Department of Revenue	P/R#2	-1,675.62
02/19/2025	WIRE	Wisconsin Deferred Comp. Program	P/R#4	-1,510.00
02/26/2025	WIRE	Internal Revenue Service	P/R#4	-9,398.58
02/28/2025	WIRE	Wisconsin Department of Revenue	P/R#3	-1,679.03
02/28/2025	WIRE	Wisconsin Retirement System	Jan. WRF	-11,277.01
02/05/2025	DD3179-3197	IFLS Staff	Direct Deposit	-28,345.39
02/19/2025	DD3198-3216	IFLS Staff	Direct Deposit	-28,626.09
02/03/2025	43547	Altoona Public Lib	Delivery Damage/1 item-Kids Brains & Screens	-58.00
02/03/2025	43548	Baker Tilly US, LLP	2024 Audit in Progress	-1,732.50
02/03/2025	43549	Fuller, Adam	Tax Forms	-42.19
02/03/2025	43550	Hawkins Public Lib	Delivery Damage/1 item-Offside Hearts	-28.00
02/03/2025	43551	L.E. Phillips Memorial Public Library	4th Qtr Contract Payment	-5,750.00
02/03/2025	43552	Langby, Leah	Lib. Visit/Mutl. Libs.	-115.15
02/03/2025	43553	Market & Johnson	Facility Repairs/Grounds Project	-6,000.00
02/03/2025	43554	Pepin Public Library	Delivery Damage/1 item-This is Happiness	-30.00
02/03/2025	43555	ProQuest	2025 Ancestry for Libraries	-19,886.16
02/03/2025	43556	Turtle Lake Public Library	Delivery Damage/1 item-Skinny Taste Mead Pr	-32.00
02/03/2025	43557	Waltco Inc.	Jan. Delivery Service	-33,536.39
02/03/2025	43558	WiLS	Transparent Languages 2025	-3,349.34
02/03/2025	43559	L.E. Phillips Memorial Public Library	MORE/4th Qtr High Demands	-1,799.19
02/03/2025	43560	WiLS	MORE/IFLS EContent, Mags, WPLC Share	-163,315.00
02/14/2025	43561	Culligan	Feb. Service	-99.95
02/14/2025	43562	Fuller, Adam	Lib. Visit -Somerset	-98.70
02/14/2025	43563	Green, Alisha	Mentorship Program-Mileage Reimbursement	-50.40
02/14/2025	43564	Jones, Alyson	WLA Membership-Renewal	-126.72
02/14/2025	43565	Julia E.F. Reid	WLA Membership-Renewal	-76.00
02/14/2025	43566	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2025	-1,191.48
02/14/2025	43567	Maug Cleaning Solutions, Inc.	1/13/25-2/9/25 Cleaning Service	-382.00
02/14/2025	43568	Dubiel, Katelyn	Lib. Visit/Bruce-New Director	-66.78
02/14/2025	43569	OCLC, Inc	MORE-WebDewey/Net Fees	-881.33
02/14/2025	43570	Securian Financial Group, Inc.	Mar. Life Ins.	-384.99

**IFLS Library System**  
**Check Register**  
February 2025

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
02/14/2025	43571	Thompson, John	Field Visits/Conference 1/2/25-2/11/25	-987.00
02/14/2025	43572	Waltco Inc.	Feb. Delivery Service	-33,656.14
02/14/2025	43573	Johnson Litho Graphics of Eau Claire, LTD	MORE/20K Brochures-More For You	-1,380.00
02/14/2025	43574	OverDrive, Inc.	MORE/Jan. Advantage	-5,807.35
<b>Feb 25</b>				<b><u>-416,642.77</u></b>

**IFLS Library System**  
**ASSOCIATED Credit Card Transaction Detail Report**  
**Electronic Auto Pay (02/21/2025)**

Date	Name	Memo	Num	Amount
<b>Dec 31, '24 - Jan 28, 25</b>				
01/01/2025	3CX Phone System	Phone System Annual Fee	Annual Fee	295.00
01/01/2025	FlowRoute.com	Jan. Phone/on Acct	on Acct	50.00
01/02/2025	Survey Monkey.com	Survey Software/1 year	Surv. Monk.	372.00
01/02/2025	Target	Annual Report Help-Gift Cards	Gift Cards	479.00
01/02/2025	Southwest Air	MORE/IUG Conf Flight-LR	IUG Flight	68.30
01/02/2025	Southwest Air	MORE/IUG Conf Flight-LR	IUG Flight	198.83
01/02/2025	PayPal Inc.	Fraud Charge Refund	Fraud Chg.	189.80
01/03/2025	American Library Association	Webinar-Celebrating Autistic Joy in Your Library	Webinar	39.50
01/03/2025	Wisconsin Library Association	WLA Membership/JThompson	Renewal	240.00
01/03/2025	American Library Association	ALA Membership/J Thompson	Memb. Renew	280.00
01/03/2025	Dell Marketing L.P.	Billable/Roberts-Laptop	Comp Equip	958.00
01/03/2025	Facebook	MORE/Advertising	Ad Fee	4.00
01/04/2025	Facebook	MORE/Advertising	Ad Fee	8.00
01/04/2025	Facebook	MORE/Advertising	Ad Fee	15.00
01/07/2025	USPS	1 box Stamped Window Envelopes	Envelopes	455.30
01/08/2025	Amazon.com Credit	Billable/Somerset-Zebra Printer	Comp Equip	245.00
01/08/2025	Vistaprints	100 Business Cards/N. Noack	Printing	37.96
01/10/2025	Dell Marketing L.P.	Billable/Somerset-Laptop(2)	Comp Equip	1,960.00
01/10/2025	Dell Marketing L.P.	Billable/Somerset-Docking Station(2)	Comp Equip	430.00
01/10/2025	Dell Marketing L.P.	Billable/Phillips-Laptop	Comp Equip	980.00
01/10/2025	Wisconsin Library Association	WLA Membership/K. Noack	Renewal	183.00
01/14/2025	Innovative Users Group	IUG Conference Registration-D. Faulhaber	IUG Con Reg	450.00
01/14/2025	United Airlines	MORE IUG Conf/Flights-D.Faulhaber/J.Johnson	IUG Conf	643.94
01/14/2025	GFL Environmental	Jan. Garbage	867479	42.86
01/14/2025	Rev.com	Captioning-Serving Dslexic Kids	Captioning	80.80
01/14/2025	Dell Marketing L.P.	Billable/Osceola-Laptop(2)	Comp Equip	1,960.00
01/14/2025	Dell Marketing L.P.	Billable/Osceola-Optiplex Micro PC(2)	Comp Equip	1,400.00
01/15/2025	Dell Marketing L.P.	Billable/Osceola-Monitor(2)	Comp Equip	199.88
01/15/2025	FlowRoute.com	Jan. Phone/on Acct	on Acct	50.00
01/17/2025	Dell Marketing L.P.	Billable/Plum City-Laptop	Comp Equip	980.00
01/17/2025	Zoom	Add'l Zoom Lic-J. Johnson	Add'l Lic	29.35
01/17/2025	Parking	ALA Conf/L. Roholt	Conf Park	74.97
01/20/2025	Quill Corporation	Cleaning/Office Supplies/Paper	42493915	277.52
01/28/2025	USPS	Jan. Postage	Postage	45.44
01/28/2025	FlowRoute.com	Jan. Phone/on Acct	on Acct	50.00
<b>Dec 31, '24 - Jan 28, 25</b>				<b><u>13,773.45</u></b>

IFLS Library System  
**Balance Sheet**  
As of December 31, 2024

#008(25)

	IFLS	MORE	2024 TOTAL	2023 TOTAL
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	14,235.16		14,235.16	13,901.53
1040 · Bank Mutual - Checking	13,570.70		13,570.70	54,251.26
1050/1106 · Investments/Bank Mutual & States PIF	2,177,666.97	383,860.00	2,561,526.97	2,318,571.65
Total Checking/Savings & Investments	2,205,472.83	383,860.00	2,589,332.83	2,386,724.44
Accounts Receivable				
1200 · Accounts Receivable	34,614.24		34,614.24	27,042.42
Total Accounts Receivable	34,614.24	0.00	34,614.24	27,042.42
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,440.00		2,440.00	2,028.58
1499 · Undeposited Funds	0.00		0.00	2,916.67
1509/1510 · 2024-2025 Prepaid Expenses	151,417.72		151,417.72	142,150.10
Total Other Current Assets	153,932.72	0.00	153,932.72	147,170.35
Total Current Assets	2,394,019.79	383,860.00	2,777,879.79	2,560,937.21
<b>TOTAL ASSETS</b>	<b>2,394,019.79</b>	<b>383,860.00</b>	<b>2,777,879.79</b>	<b>2,560,937.21</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	52,412.33	70,830.31	123,242.64	40,929.15
2011 · Credit Card - Associated	-189.80		-189.80	50.00
Total Accounts Payable	52,222.53	70,830.31	123,052.84	40,979.15
Other Current Liabilities				
2100 · Payroll Liabilities	1,345.55		1,345.55	8,991.13
2101 · Payroll Liabilities-Other				0.00
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	34,297.51		34,297.51	21,494.64
2900 · Unavailable Revenue	1,349,694.75		1,349,694.75	1,370,756.75
Total Other Current Liabilities	1,385,337.81	0.00	1,385,337.81	1,401,242.52
Total Current Liabilities	1,437,560.34	70,830.31	1,508,390.65	1,442,221.67
Total Liabilities	1,437,560.34	70,830.31	1,508,390.65	1,442,221.67
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	169,447.15	-18,673.55	150,773.60	79,442.11
Total Equity (End of Year)	956,459.45	313,029.69	1,269,489.14	1,118,715.54
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,394,019.79</b>	<b>383,860.00</b>	<b>2,777,879.79</b>	<b>2,560,937.21</b>



**IFLS Library System**  
**Balance Sheet**  
As of December 31, 2024

**NOTES:**

\* Total Equity (End of Year) IFLS Funds 956,459.45

**IFLS Funds in Reserve:**

Building/Land Reserves	65,000.00
MORE Startup Assistance/Subsidy	0.00
Shared Svcs Prog/Building Expansion	50,000.00
Vehicle Replacement	35,000.00
Personnel	40,000.00
WAN/Web Equipment Replacement	20,000.00
System Equipment/Furnishings	20,000.00
Computer Lab Replacement	10,000.00
Tech Projects/Billable Reserves	30,000.00
Committed to 2024 Operating/Capital Budget	300,000.00

Total IFLS Funds in Reserve/Committed 570,000.00

Additional IFLS Carryover Funds @ 12/31/24 386,459.45

Balance of IFLS Building Loan @ 12/31/24 0.00

\* Total Equity (End of Year) MORE Funds 313,029.69

**MORE Funds in Reserve:**

Software Replacement/Upgrades	175,000.00
Hardware Replacement/Upgrades	24,000.00
System Contingency	25,000.00
Committed to the 2024 MORE Budget	

Total MORE Funds in Reserve 224,000.00

Additional MORE Carryover Funds @ 12/31/24 89,029.69

# IFLS Library System

## Revenue and Expense Statement

January through December 2024

	Jan - Dec 24	Jan - Dec 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	115,833.32	98,480.19
5263 · MORE Management Income	489,650.00	446,500.00
5264 · Catalog/Processing Income	91,159.00	83,879.95
5277 · Fed Grant Indirect Funds	0.00	6,208.57
5280 · Technology Income	7,976.74	5,547.25
5300 · Miscellaneous Income	274.93	12,356.14
<b>Total Income</b>	<b>2,354,602.99</b>	<b>2,152,797.10</b>
<b>Expense</b>		
6500 · Salaries/Wages & Benefits	1,405,499.64	1,340,420.46
6580 · Leave Payouts at Retirement	6,633.70	31,561.81
66900 · Reconciliation Discrepancies	0.00	0.00
8070 · New Furnishings/Equipment <\$500	1,955.00	946.33
8530 · Bank & Direct Deposit Fees	2,027.71	4.08
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	2,726.76
8690 · Librarian Prof. Development	12,652.51	9,408.84
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	12,380.74	17,692.22
8735 · Library Consulting Expenses	892.00	832.00
8740 · Field Visits	4,959.32	4,843.95
8741 · Field Visits - Tech Support	342.90	215.61
8755 · Programming Kits	594.21	723.86
8812 · ILL Fees & Verification Sources	3,504.16	14,850.19
8850 · Delivery Service	351,546.22	337,591.81
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00
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	1,247.00	944.83
9020 · Professional Materials	1,106.07	932.87

# IFLS Library System

## Revenue and Expense Statement

### January through December 2024

	Jan - Dec 24	Jan - Dec 23
9030 · Postage	547.31	842.11
9050 · Telephone	2,838.91	2,507.14
9060 · Supplies	3,741.64	4,694.55
9080 · Marketing & Advocacy PR	1,578.84	458.64
9123 · Building Overhead Expenses	19,727.82	18,991.72
9140 · Photocopier Costs	743.49	7,924.46
9160 · Computers	3,980.08	10,167.54
9190 · System Vehicle Expenses	2,027.74	2,252.29
9220 · Insurance	5,396.58	5,058.79
9240 · Contingency	-585.75	-2,287.75
9245 · Capital Expenditures	34,168.00	0.00
<b>Total Expense</b>	<b>2,186,031.32</b>	<b>2,075,610.13</b>
<b>Net Ordinary Income</b>	<b>168,571.67</b>	<b>77,186.97</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	46,625.46
5476 · LSTA 2024 Income	162,934.69	0.00
5620 · Shared Cataloging Svc Income	248.29	0.00
5670 · MORE Shared System Income	1,038,445.00	977,827.00
5702 · Billable Project Income	188,490.81	158,816.78
<b>Total Pass-thru Income</b>	<b>1,390,118.79</b>	<b>1,219,257.39</b>
<b>Pass-thru Expense</b>		
8830 · Shared Cataloging Service	3.67	32.20
8940 · Projects Billable to Libraries	178,182.26	143,036.73
9500 · MORE Shared Automation Expenses	1,057,118.55	991,319.71
9980 · LSTA 2022 Grant Expenses	0.00	35,974.20
9981 · LSTA 2023 Grant Expenses	20,920.28	46,639.41
9982 · LSTA 2024 Grant Expenses	151,692.10	0.00
<b>Total Pass-thru Expense</b>	<b>1,407,916.86</b>	<b>1,217,002.25</b>
<b>Net Pass-thru Income</b>	<b>-17,798.07</b>	<b>2,255.14</b>
<b>Net Income</b>	<b>150,773.60</b>	<b>79,442.11</b>

# IFLS Library System

## Annual Budget vs. Actual Income and Expense

January through December 2024

	Jan - Dec 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	115,833.32	100,000.00	15,833.32	115.83%
5263 · MORE Management Income	489,650.00	489,650.00	0.00	100.0%
5264 · Catalog/Processing Income	91,159.00	88,100.00	3,059.00	103.47%
5280 · Technology Income	7,976.74	6,000.00	1,976.74	132.95%
5300 · Miscellaneous Income	274.93	200.00	74.93	137.47%
5500 · Shared Wage Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>2,354,602.99</b>	<b>2,333,659.00</b>	<b>20,943.99</b>	<b>100.9%</b>
<b>Expense</b>				
6500 · Salaries/Wages & Benefits	1,405,499.64	1,449,799.00	-44,299.36	96.94%
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	2,027.71	2,000.00	27.71	101.39%
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	12,652.51	14,000.00	-1,347.49	90.38%
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	12,380.74	20,000.00	-7,619.26	61.9%
8735 · Library Consulting Expenses	892.00	1,700.00	-808.00	52.47%
8740 · Field Visits	4,959.32	8,000.00	-3,040.68	61.99%
8741 · Field Visits - Tech Support	342.90	1,000.00	-657.10	34.29%
8755 · Programming Kits	594.21	600.00	-5.79	99.04%
8812 · ILL Fees & Verification Sources	3,504.16	10,100.00	-6,595.84	34.7%
8850 · Delivery Service	351,546.22	379,813.00	-28,266.78	92.56%
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	0.00	100.0%
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	1,247.00	1,800.00	-553.00	69.28%
9020 · Professional Materials	1,106.07	2,000.00	-893.93	55.3%

# IFLS Library System

## Annual Budget vs. Actual Income and Expense

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
9030 · Postage	547.31	1,000.00	-452.69	54.73%
9050 · Telephone	2,838.91	3,960.00	-1,121.09	71.69%
9060 · Supplies	3,741.64	6,400.00	-2,658.36	58.46%
9080 · Marketing & Advocacy PR	1,578.84	2,000.00	-421.16	78.94%
9123 · Building Overhead Expenses	19,727.82	24,500.00	-4,772.18	80.52%
9140 · Photocopier Costs	743.49	800.00	-56.51	92.94%
9160 · Computers	3,980.08	6,900.00	-2,919.92	57.68%
9190 · System Vehicle Expenses	2,027.74	3,700.00	-1,672.26	54.8%
9220 · Insurance	5,396.58	5,589.00	-192.42	96.56%
9240 · Contingency	-585.75	2,500.00	-3,085.75	-23.43%
9245 · Capital Expenditures	34,168.00	50,000.00	-15,832.00	68.34%
<b>Total Expense</b>	<b>2,186,031.32</b>	<b>2,347,202.00</b>	<b>-161,170.68</b>	<b>93.13%</b>
<b>Net Ordinary Income</b>	<b>168,571.67</b>	<b>-13,543.00</b>	<b>182,114.67</b>	
<b>Pass-thru Income/Expense</b>				
<b>Pass-thru Income</b>				
5476 · LSTA 2024 Income	162,934.69			
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	188,490.81			
<b>Total Pass-thru Income</b>	<b>1,390,118.79</b>	<b>906,426.00</b>	<b>483,692.79</b>	
<b>Pass-thru Expense</b>				
8830 · Shared Cataloging Service	3.67			
8940 · Projects Billable to Libraries	178,182.26	150,000.00	28,182.26	118.79%
9500 · MORE Shared Automation Expenses	1,057,118.55	1,061,426.00	-4,307.45	99.59%
9981 · LSTA 2023 Grant Expenses	20,920.28			
9982 · LSTA 2024 Grant Expenses	151,692.10			
<b>Total Pass-thru Expense</b>	<b>1,407,916.86</b>	<b>1,211,426.00</b>	<b>196,490.86</b>	<b>116.22%</b>
<b>Net Pass-thru Income</b>	<b>-17,798.07</b>	<b>-305,000.00</b>	<b>287,201.93</b>	
<b>Net Income</b>	<b>150,773.60</b>	<b>-318,543.00</b>	<b>469,316.60</b>	

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

	<u>MORE</u>
<b>ASSETS</b>	
Current Assets	
1105 · Investment Funds - MORE	\$ 383,860.00
1200-1 · Accts Receivable-MORE	-
1509-1 · 2024 Prepaid Expense-MORE	
	<u>                    </u>
<b>TOTAL ASSETS</b>	<u><u>\$ 383,860.00</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
2000-1 · Accounts Payable-MORE	70,830.31
	<u>                    </u>
Total Liabilities	70,830.31
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	(18,673.55)
Total Equity/MORE Fund Balance	<u>313,029.69</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 383,860.00</u></u>
 <b>NOTES:</b>	
* Total Equity MORE Funds	313,029.69
 Funds in Reserve/Committed:	
Reserve/Software Replacement/Upgrades	175,000.00
Reserve/Hardware Replacement/Upgrades	24,000.00
Reserve/System Contingency	25,000.00
Committed to the 2025 Budget	
Total Funds in MORE Reserve/Committed	<u>224,000.00</u>
	<u>                    </u>
Total Uncommitted MORE Carryover	<u><u>\$ 89,029.69</u></u>

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

	Nov - Dec'24	Nov- Dec. '23
<b>MORE Income/Expense</b>		
<b>MORE Income</b>		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income		37,200.00
5670-2 · MORE Operating Income	1,038,445.00	940,627.00
<b>Total MORE Income</b>	<u>1,038,445.00</u>	<u>977,827.00</u>
<b>MORE Expense</b>		
8940 · Projects Billable to Libraries	0.00	529.01
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	489,650.00	446,500.00
9500-12 · MORE/III Annual Maintenance	161,052.97	153,572.50
9500-16 · MORE/Bibliographic Utility	1,185.68	0.00
9500-21 · MORE/Training Mtg Expenses	0.00	-33.71
9500-19 · MORE/Contingency	29.20	5,219.00
9500-22 · MORE/High-demand Hold Project	9,372.77	9,384.25
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	11,131.73	10,799.16
9500-24 · MORE/Conferences	6,460.47	6,610.95
9500-3 · MORE/Misc. Expenses	2,400.00	0.00
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/Mgmt 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	59,989.16	50,009.43
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	2,468.72	3,865.64
9500-6 · MORE/Database Cleanup/Maint	3,892.11	5,569.68
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>	<u>1,057,118.55</u>	<u>991,815.01</u>
<b>Total MORE Expense</b>	<u>1,057,118.55</u>	<u>992,344.02</u>
<b>Year-to-date MORE Income less Expense</b>	<u><u>-18,673.55</u></u>	<u><u>-16,189.51</u></u>
 Plus 12/31/23 MORE Uncommitted Fund Balance	 87,703.24	
Plus 12/31/23 MORE Reserve/Committed Balance	<u>244,000.00</u>	
 <b>MORE Fund Balance</b>	 <u><u>313,029.69</u></u>	

**LEAN WISCONSIN**  
**Budget Report - December 2024**

Exhibit 6b

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6100	HR - SALARIES/WAGES	\$47,840.00	\$0.00	\$34,450.16	\$0.00	\$13,389.84
6-6130	HR - BENEFITS and OTHER	\$27,776.59	\$0.00	\$21,307.53	\$0.00	\$6,469.06
6-6210	LICENSING AND SERVICES	\$200,658.00	\$4,727.06	\$86,257.84	\$0.00	\$114,400.16
6-6250	TRAVEL	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
6-6290	INSURANCE	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
6-6360	MAINTENANCE	\$2,100.00	\$0.00	\$0.00	\$0.00	\$2,100.00
6-6650	LIFECYCLE \ LONG RANGE	\$70,558.40	\$0.00	\$486.50	\$0.00	\$70,071.90
6-6800	CAPITAL	\$0.00	\$0.00	\$41,976.82	\$0.00	(\$41,976.82)
TOTAL		\$360,932.99	\$4,727.06	\$184,478.85	\$0.00	\$176,454.14



**IFLS Library System**  
**Balance Sheet**  
As of February 28, 2025

# 009(25)

	<u>IFLS</u>	<u>MORE</u>	<u>2025 TOTAL</u>	<u>2024 TOTAL</u>
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	18,837.62		18,837.62	17,809.60
1040 · Bank Mutual - Checking	236,814.59		236,814.59	81,504.04
1050/1106 · Investments/Bank Mutual & States PIF	1,431,023.64	879,964.58	2,310,988.22	2,583,105.38
Total Checking/Savings & Investments	1,686,675.85	879,964.58	2,566,640.43	2,682,419.02
Accounts Receivable				
1200 · Accounts Receivable	290,617.85		290,617.85	103,749.44
Total Accounts Receivable	290,617.85	0.00	290,617.85	103,749.44
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	0.00		0.00	0.00
1499 · Undeposited Funds	60,198.99		60,198.99	0.00
1509/1510 · 2024-2025 Prepaid Expenses	0.00		0.00	0.00
Total Other Current Assets	60,273.99	0.00	60,273.99	75.00
Total Current Assets	2,037,567.69	879,964.58	2,917,532.27	2,786,243.46
<b>TOTAL ASSETS</b>	<b>2,037,567.69</b>	<b>879,964.58</b>	<b>2,917,532.27</b>	<b>2,786,243.46</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	40,906.14	16,131.54	57,037.68	37,141.14
2011 · Credit Card - Associated	0.00		0.00	592.88
Total Accounts Payable	40,906.14	16,131.54	57,037.68	37,734.02
Other Current Liabilities				
2100 · Payroll Liabilities	1,834.79		1,834.79	-10.00
2101 · Payroll Liabilities-Other				0.00
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	0.00		0.00	0.00
2900 · Unavailable Revenue	0.00		0.00	0.00
Total Other Current Liabilities	1,834.79	0.00	1,834.79	-10.00
Total Current Liabilities	42,740.93	16,131.54	58,872.47	37,724.02
Total Liabilities	42,740.93	16,131.54	58,872.47	37,724.02
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	570,000.00	224,000.00	794,000.00	1,118,715.54
3000 · Equity/Uncommitted Funds (Beginning of Year)	386,459.45	89,029.69	475,489.14	0.00
Current Year Income Less Expense	1,038,367.31	550,803.35	1,589,170.66	1,629,803.90
Total Equity (End of Year)	1,994,826.76	863,833.04	2,858,659.80	2,748,519.44
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,037,567.69</b>	<b>879,964.58</b>	<b>2,917,532.27</b>	<b>2,786,243.46</b>

# IFLS Library System

## Revenue and Expense Statement

January through February 2025

	Jan - Feb 25	Jan - Feb 24
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5100 · Current Year State Aids	1,349,694.75	1,237,281.75
5200 · Interest Income/General Funds	15,461.25	19,533.73
5263 · MORE Management Income	88,784.00	81,610.00
5264 · Catalog/Processing Income	100,274.90	91,159.00
5300 · Miscellaneous Income	134.80	185.07
<b>Total Income</b>	<b>1,554,349.70</b>	<b>1,429,769.55</b>
<b>Expense</b>		
6500 · Salaries/Wages & Benefits	226,137.23	222,076.93
6580 · Leave Payouts at Retirement	14,696.19	3,878.84
66900 · Reconciliation Discrepancies	-5.82	0.00
7000 · Employee Assistance Program	1,283.00	0.00
8070 · New Furnishings/Equipment <\$500	251.23	0.00
8540 · Annual Audit	2,257.50	0.00
8620 · Collection/Electronic Resources	31,594.50	30,479.53
8630 · Wis Pub Lib Consortium Membshp	8,112.00	7,848.00
8670 · Professional Memberships	1,085.72	587.00
8690 · Librarian Prof. Development	4,312.92	4,208.53
8714 · Accessibility Audits	0.00	559.42
8716 · Community Engagement Support	6,050.00	0.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	593.99	1,281.21
8735 · Library Consulting Expenses	372.00	372.00
8740 · Field Visits	1,359.98	821.25
8741 · Field Visits - Tech Support	27.20	18.32
8755 · Programming Kits	0.00	87.97
8812 · ILL Fees & Verification Sources	6,676.78	208.66
8850 · Delivery Service	20,311.22	14,524.83
8864 · Wide-Area Network (WAN)	1,716.00	1,716.00
8890 · IFLS Contrib - MORE Operating	148,500.00	0.00
8971 · Web Development	1,436.54	940.54
9010 · IFLS Committee Meetings	0.00	77.30
9020 · Professional Materials	979.57	0.00
9030 · Postage	516.40	58.06
9050 · Telephone	605.69	525.67
9060 · Supplies	273.68	83.14
9080 · Marketing & Advocacy PR	92.79	25.32
9123 · Building Overhead Expenses	2,607.55	2,388.19
9140 · Photocopier Costs	138.95	114.45
9160 · Computers	268.40	0.00

**IFLS Library System**  
**Revenue and Expense Statement**  
January through February 2025

	<u>Jan - Feb 25</u>	<u>Jan - Feb 24</u>
9190 · System Vehicle Expenses	135.83	105.27
9220 · Insurance	2,440.00	2,028.58
9240 · Contingency	0.00	945.06
9245 · Capital Expenditures	15,532.91	0.00
<b>Total Expense</b>	<u>500,359.95</u>	<u>295,960.07</u>
<b>Net Ordinary Income</b>	1,053,989.75	1,133,809.48
<b>Pass-thru Income/Expense</b>		
<b>Pass-thru Income</b>		
5476 · LSTA 2024 Income	0.00	133,475.00
5620 · Shared Cataloging Svc Income	0.00	248.29
5670 · MORE Shared System Income	1,122,281.00	905,506.00
5702 · Billable Project Income	18,815.64	24,252.89
<b>Total Pass-thru Income</b>	<u>1,141,096.64</u>	<u>1,063,482.18</u>
<b>Pass-thru Expense</b>		
8940 · Projects Billable to Libraries	15,370.51	23,600.10
9500 · MORE Shared Automation Expenses	583,857.72	536,596.66
9981 · LSTA 2023 Grant Expenses	0.00	7,291.00
9982 · LSTA 2024 Grant Expenses	6,687.50	0.00
<b>Total Pass-thru Expense</b>	<u>605,915.73</u>	<u>567,487.76</u>
<b>Net Pass-thru Income</b>	<u>535,180.91</u>	<u>495,994.42</u>
<b>Net Income</b>	<u><u>1,589,170.66</u></u>	<u><u>1,629,803.90</u></u>

# IFLS Library System

## Annual Budget vs. Actual Income and Expense

January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5100 · Current Year State Aids	1,349,694.75	1,799,593.00	-449,898.25	75.0%
5200 · Interest Income/General Funds	15,461.25	8,000.00	7,461.25	193.27%
5263 · MORE Management Income	88,784.00	532,684.00	-443,900.00	16.67%
5264 · Catalog/Processing Income	100,274.90	100,275.00	-0.10	100.0%
5280 · Technology Income	0.00	6,000.00	-6,000.00	0.0%
5300 · Miscellaneous Income	134.80	500.00	-365.20	26.96%
<b>Total Income</b>	<b>1,554,349.70</b>	<b>2,447,052.00</b>	<b>-892,702.30</b>	<b>63.52%</b>
<b>Expense</b>				
6500 · Salaries/Wages & Benefits	226,137.23	1,593,827.00	-1,367,689.77	14.19%
6580 · Leave Payouts at Retirement	14,696.19	15,000.00	-303.81	97.98%
66900 · Reconciliation Discrepancies	-5.82			
7000 · Employee Assistance Program	1,283.00	12,000.00	-10,717.00	10.69%
8070 · New Furnishings/Equipment <\$500	251.23	2,000.00	-1,748.77	12.56%
8530 · Bank & Direct Deposit Fees	0.00	2,000.00	-2,000.00	0.0%
8540 · Annual Audit	2,257.50	9,545.00	-7,287.50	23.65%
8620 · Collection/Electronic Resources	31,594.50	82,500.00	-50,905.50	38.3%
8630 · Wis Pub Lib Consortium Membshp	8,112.00	8,500.00	-388.00	95.44%
8670 · Professional Memberships	1,085.72	9,000.00	-7,914.28	12.06%
8690 · Librarian Prof. Development	4,312.92	15,200.00	-10,887.08	28.37%
8700 · CE/Collaboration Projects	0.00	850.00	-850.00	0.0%
8714 · Accessibility Audits	0.00	5,830.00	-5,830.00	0.0%
8716 · Community Engagement Support	6,050.00	8,000.00	-1,950.00	75.63%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	593.99	25,000.00	-24,406.01	2.38%
8735 · Library Consulting Expenses	372.00	1,700.00	-1,328.00	21.88%
8740 · Field Visits	1,359.98	12,000.00	-10,640.02	11.33%
8741 · Field Visits - Tech Support	27.20			
8755 · Programming Kits	0.00	900.00	-900.00	0.0%
8812 · ILL Fees & Verification Sources	6,676.78	11,500.00	-4,823.22	58.06%
8850 · Delivery Service	20,311.22	397,210.00	-376,898.78	5.11%
8855 · Collection Dev Grant-LEPhillips	0.00	23,000.00	-23,000.00	0.0%
8864 · Wide-Area Network (WAN)	1,716.00	3,432.00	-1,716.00	50.0%
8890 · IFLS Contrib - MORE Operating	148,500.00	148,500.00	0.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	96,242.00	-96,242.00	0.0%
8950 · Campaign for Wisconsin Libs	0.00	1,800.00	-1,800.00	0.0%
8960 · Long Range Planning Meeting	0.00	5,000.00	-5,000.00	0.0%
8971 · Web Development	1,436.54	1,100.00	336.54	130.6%
9010 · IFLS Committee Meetings	0.00	1,800.00	-1,800.00	0.0%
9020 · Professional Materials	979.57	2,500.00	-1,520.43	39.18%

# IFLS Library System

## Annual Budget vs. Actual Income and Expense

January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
9030 · Postage	516.40	1,000.00	-483.60	51.64%
9050 · Telephone	605.69	2,960.00	-2,354.31	20.46%
9060 · Supplies	273.68	6,500.00	-6,226.32	4.21%
9080 · Marketing & Advocacy PR	92.79	2,400.00	-2,307.21	3.87%
9123 · Building Overhead Expenses	2,607.55	25,000.00	-22,392.45	10.43%
9140 · Photocopier Costs	138.95	975.00	-836.05	14.25%
9160 · Computers	268.40	6,900.00	-6,631.60	3.89%
9190 · System Vehicle Expenses	135.83	3,800.00	-3,664.17	3.57%
9220 · Insurance	2,440.00	6,500.00	-4,060.00	37.54%
9240 · Contingency	0.00	3,500.00	-3,500.00	0.0%
9245 · Capital Expenditures	15,532.91	50,000.00	-34,467.09	31.07%
<b>Total Expense</b>	<b>500,359.95</b>	<b>2,605,471.00</b>	<b>-2,105,111.05</b>	<b>19.2%</b>
<b>Net Ordinary Income</b>	<b>1,053,989.75</b>	<b>-158,419.00</b>	<b>1,212,408.75</b>	
<b>Pass-thru Income/Expense</b>				
<b>Pass-thru Income</b>				
5477 · LSTA 2025 Income	0.00	0.00	0.00	0.0%
5670 · MORE Shared System Income	1,122,281.00	974,994.00	147,287.00	115.11%
5702 · Billable Project Income	18,815.64			
<b>Total Pass-thru Income</b>	<b>1,141,096.64</b>	<b>974,994.00</b>	<b>166,102.64</b>	
<b>Pass-thru Expense</b>				
8940 · Projects Billable to Libraries	15,370.51	150,000.00	-134,629.49	10.25%
9500 · MORE Shared Automation Expenses	583,857.72	1,155,194.00	-571,336.28	50.54%
9982 · LSTA 2024 Grant Expenses	6,687.50			
<b>Total Pass-thru Expense</b>	<b>605,915.73</b>	<b>1,305,194.00</b>	<b>-699,278.27</b>	<b>46.42%</b>
<b>Net Pass-thru Income</b>	<b>535,180.91</b>	<b>-330,200.00</b>	<b>865,380.91</b>	
<b>Net Income</b>	<b>1,589,170.66</b>	<b>-488,619.00</b>	<b>2,077,789.66</b>	

# My Online Resource (MORE)

## Balance Sheet

As of February 28, 2025

	MORE
<b>ASSETS</b>	
Current Assets	
1105 · Investment Funds - MORE	\$ 879,964.58
1200-1 · Accts Receivable-MORE	-
1510-1 · 2025 Prepaid Expense-MORE	
<b>TOTAL ASSETS</b>	<b>\$ 879,964.58</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
2000-1 · Accounts Payable-MORE	16,131.54
<b>Total Liabilities</b>	<b>16,131.54</b>
Equity	
MORE Reserved Fund Balance on 1/1/2025	224,000.00
MORE Committed Fund Balance on 1/1/2025	
MORE Uncommitted Fund Balance on 1/1/2025	89,029.69
Current Year Income less Expense	550,803.35
<b>Total Equity/MORE Fund Balance</b>	<b>863,833.04</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 879,964.58</b>

**IFLS Library System**  
**Revenue less Expense - MORE**  
January through February 28, 2025

	Jan - Feb '25	Jan - Feb '24
<b>MORE Income/Expense</b>		
<b>MORE Income</b>		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income		
5670-2 · MORE Operating Income	1,127,881.00	916,406.00
<b>Total MORE Income</b>	<u>1,127,881.00</u>	<u>916,406.00</u>
<b>MORE Expense</b>		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	88,784.00	81,610.00
9500-12 · MORE/III Annual Maintenance	167,101.99	160,677.97
9500-16 · MORE/Bibliographic Utility	841.51	817.00
9500-19 · MORE/Contingency	479.00	0.00
9500-22 · MORE/High-demand Hold Project	-434.57	366.69
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	9,676.88	9,331.73
9500-24 · MORE/Conferences	1,550.14	1,019.20
9500-3 · MORE/Misc. Expenses	3,500.00	0.00
9500-31 · MORE/New Products/	16,970.75	3,300.00
9500-44 · MORE/Decision Center	37,255.55	35,822.64
9500-38 · MORE/Systemwide OCLC	22,113.95	20,848.17
9500-40 · MORE/Overdrive Content	11,686.14	8,390.50
9500-46 · MORE/Electronic Periodicals	0.00	12,896.47
9500-50 · MORE Discovery/Online Catalog	54,023.67	51,435.22
9500-51 · MORE Discovery/BiblioApps	0.00	12,858.81
9500-5 · MORE/Publicity	1,409.99	0.00
9500-6 · MORE/Database Cleanup/Maint	0.00	2,356.26
9500-41 · MORE/E-Content	155,203.00	134,866.00
<b>Total 9500 · MORE Shared Automation Expenses</b>	<u>570,162.00</u>	<u>536,596.66</u>
<b>Total MORE Expense</b>	<u>570,162.00</u>	<u>536,596.66</u>
<b>Year-to-date MORE Income less Expense</b>	<u><u>550,803.35</u></u>	<u><u>379,809.34</u></u>
 Plus 12/31/24 MORE Uncommitted Fund Balance	 89,029.69	
Plus 12/31/24 MORE Reserve/Committed Balance	<u>224,000.00</u>	
 <b>MORE Fund Balance</b>	 <u><u>863,833.04</u></u>	

**LEAN WISCONSIN**  
*Budget Report - February 2025*

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6100	HR - SALARIES/WAGES	\$63,807.00	\$0.00	\$0.00	\$0.00	\$63,807.00
6-6130	HR - BENEFITS and OTHER	\$23,600.00	\$0.00	\$0.00	\$0.00	\$23,600.00
6-6210	LICENSING AND SERVICES	\$200,658.00	\$387.55	\$2,688.24	\$0.00	\$197,969.76
6-6250	TRAVEL	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
6-6290	INSURANCE	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
6-6360	MAINTENANCE	\$2,100.00	\$0.00	\$0.00	\$0.00	\$2,100.00
6-6650	LIFECYCLE \ LONG RANGE	\$70,558.40	\$3,945.16	\$14,036.85	\$0.00	\$56,521.55
6-6800	CAPITAL	\$0.00	\$1,740.04	\$1,740.04	\$0.00	(\$1,740.04)
TOTAL		\$372,723.40	\$6,072.75	\$18,465.13	\$0.00	\$354,258.27
Beginning February 2025 Balance		\$574,318.47		Beginning 2025 Balance		\$586,519.85
Receipts\Transfers - Partner Shares		\$0.00		Receipts - Partner Shares		\$0.00
Receipts - CPA		\$300.00		Receipts - CPA		\$491.00
Transfers - Expenses to 3-Grants		\$0.00		Transfers - Expenses to 3-Grants		\$0.00
Expenditures - 2025 Budget		(\$4,332.71)		Expenditures - 2025 Budget		(\$16,725.09)
Expenditures - 2025 New/Unplanned		(\$1,740.04)		Expenditures - 2025 New/Unplanned		(\$1,740.04)
Ending February 2025 Balance		\$568,545.72		2025 Year to Date Balance		\$568,545.72
Segregated Monies - Grants Awarded				Realized Technology Grant Transfers		
Account #	Name	Balance		Account #	Name	Balance
3-2024-251	LSTA '23-'24 Sparsity 77,028	\$ 66,243.82		3-2024-251	LSTA '23-'24 Sparsity	\$ 10,784.18
3-2025-251	LSTA '24-'25 Sparsity	\$ -		3-2025-251	LSTA '24-'25 Sparsity	\$ -
Segregated Monies - Prepaid Services				Unrealized Receivables 6-0000-		
Account #	Description	Balance		Account #	Account	
6-6210	CVTC RDC Rack 2	\$ 8,557.72		100	Partner Shares	\$ 250,517.82
				100	HR Shares	\$ 69,569.00
				201	CPA Running Balance	\$ 844.35
Lifecycle Reserves				YTD Operating Summary		
Account #	Account	Balance		Begining Balance		\$586,519.85
6-6650	Core Infrastructure	\$ 275,071.43		Encumbrances		\$ -
6-6650	Licencing & Svcs	\$ 54,300.00		Receipts		\$ 491.00
6-6650	Infrastructure & Core Svc - IFLS	\$ -		Expenses		\$ (18,465.13)
6-6650	Infrastructure & Core Svc - NWLS	\$ -		Transfers		\$ -
6-6650	Infrastructure & Core Svc - WVLS	\$ 33,000.00		Reserves		\$ (425,371.43)
6-6650	Contingency - D/R	\$ 63,000.00		Balance		\$ 143,174.29



## IFLS LIBRARY SYSTEM

### INVESTMENT POLICY

#### **Delegation of Authority:**

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

#### **Acceptable Investment Practices:**

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

1. The preservation of principal shall be the paramount objective.
2. Liquidity shall be maintained sufficient for the library system to meet all disbursement requirements when due.
3. Return on investments shall be maximized only to the extent that the first two objectives are met. The Board of Trustees recognizes that meeting these objectives may result in interest earnings less than that obtainable with a more aggressive policy.

#### **Reporting:**

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

#### **Policy Review:**

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

*Approved by the IFLS Board of Trustees: September 26, 1995.  
Reviewed: Annually.*

## **Director's Report**

### **Agenda Items**

#### **12. \* IFLS Annual Report and Statement of Compliance**

Enclosed in your packet is 2024 Annual Report. The budget information is shown based on program categories established for the report. It appears differently than our regular monthly financial reports. (included in board packet)

#### **13. System Effectiveness Statements from Member Libraries**

All libraries indicated that IFLS provided effective leadership. Joanne compiled all the comments made by the libraries on their annual reports. (included in board packet)

#### **14. \* Approval of Executive Committee Officers and Personnel Committee members for 2025**

The Board will take formal action on the individuals identified to serve as officers on the Executive Committee and the members of the Personnel Committee. (included in board packet)

#### **15. Trustee Orientation**

John will provide an overview of the responsibilities of the system board and answer any questions that the board might have on the operations of the system. Additional resources can be found at <https://iflsweb.org/home/ifls-trustees>

## Director's Report of Monthly Activities

**Annual Report** – All of our member library annual reports were submitted on time. Thanks to all the IFLS/MORE staff who helped make it successful annual report season.

**WI Library Legislative Day** – The day was well attended by library directors and some board members. All of our area legislators received a visit and were provided with a copy of the library love story booklet. Reb did a great job putting it together.

**Federal Budget Update** -- On Friday, March 14, President Donald Trump signed [an executive order](#) regarding the Institute of Museum and Library Services (IMLS), and six other federal agencies.

*The executive order states that the agencies' "non-statutory components and functions ... shall be eliminated to the maximum extent consistent with applicable law," and they should also "reduce the performance of their statutory functions and associated personnel to the minimum presence and function required by law."*

While IFLS and the Wisconsin's library community are aware of the executive order, what it means and how the potential reductions to IMLS funding will impact library services in Wisconsin is not yet known. You may read about how the funding cuts will be impacting libraries in other States. Each State develops their own plan for the Grants to States program. In Wisconsin, the [Division for Libraries and Technology implements a plan](#) for the use of those funds. It is not known if this particular program is impacted by the Executive Order.

Library systems in Wisconsin are primarily supported by State Aids while local libraries receive their funding from their municipalities and counties.

IFLS will share updates as more is learned about the impact of the order on library service in Wisconsin and how best to advocate for IMLS funding.

**System Director Meetings** – I attended a two day retreat with the other library system directors along with Library Division staff to discuss some future planning ideas as well as discuss items impacting systems and libraries. While we have been meeting virtually on a regular basis this is our first in-person meeting in several years.

**Consulting**—County library plans, County library funding, library law, space planning, money management, and library administration.

---

John Thompson (March 17, 2025)

**Public Services Consultant Report**

Katelyn Dubiel

**I. Consulting**

Aided with the Annual Report Workshops in Fall Creek and Somerset and helped make sure all libraries got their reports done and in on time.

Strategic Planning – Prescott (virtual meetings), Altoona (Board meeting), St. Croix Falls (data gathering)

Conducted an inservice at the Phillips library about team strengths and culture

Policy – Reviewed some policies for Chetek and Plum City, a subset of IFLS staff are also working on creating a self-audit procedure for some policies to help libraries be proactive in strengthening them.

**II. Library Visits**

Bruce (02/10) for a New Director Visit

Phillips (02/17) for a Staff Inservice

Altoona (02/24) for a Board Meeting and Strategic Planning

**III. Collaborations/Adult Services**

Adult Services Check-In was moved from March to April

Exploratory Partnership with UW-Extension regarding strategic planning has hit some scheduling snags, but we're set to meet in April.

**IV. Committee Meetings**

WPLC Delivery Workgroup (02/07, 02/14, 02/21, 02/28, 03/07)

Director Check-In (02/21)

WISL Board Meeting (02/21)

Intellectual Freedom Working Group (02/28)

COLAND Meeting (03/14)

Director's Council (03/21)

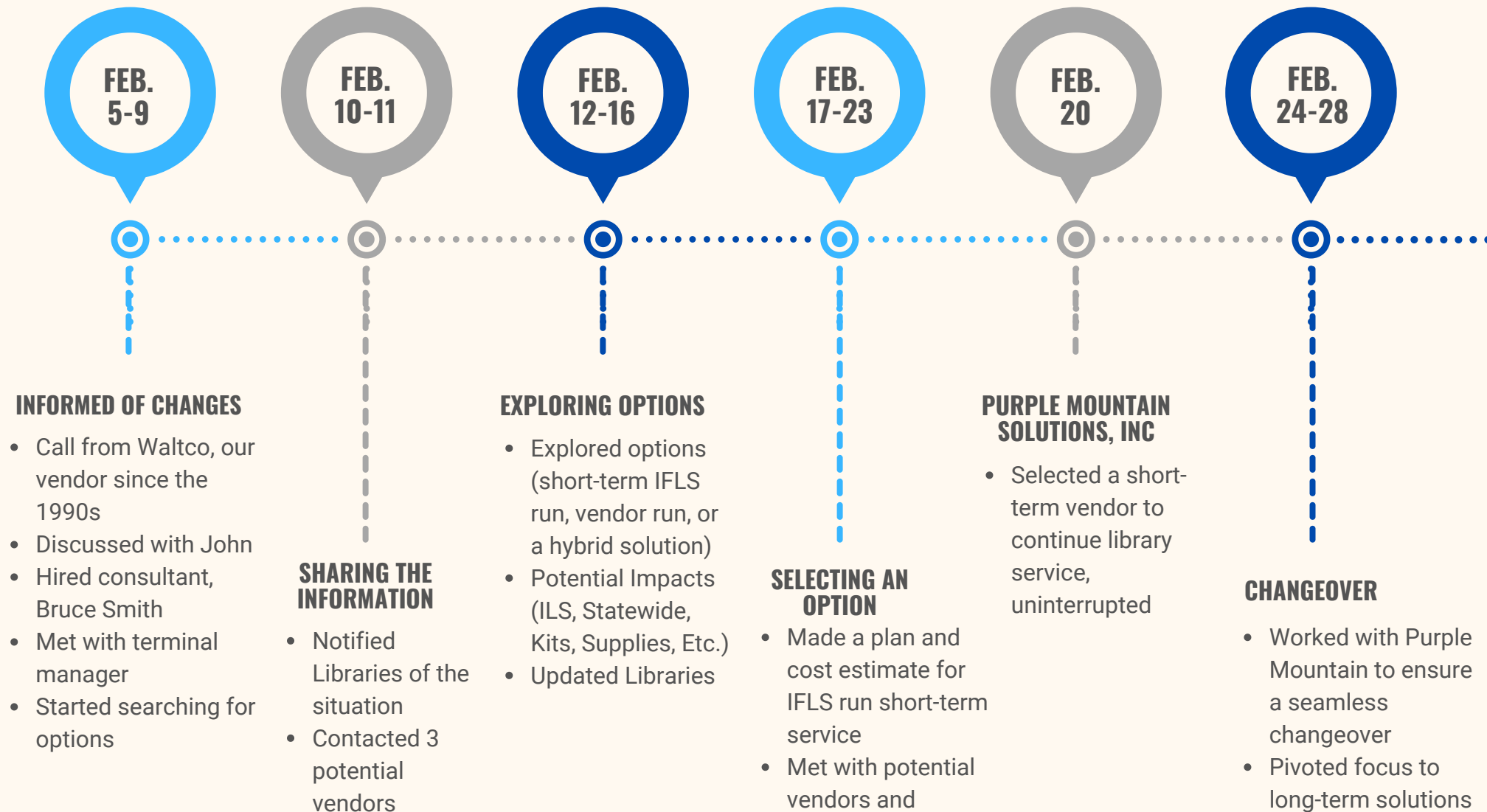
**V. Delivery**

Delivery has seen some major changes in the past two months, for information about that, please see my delivery handout.

# IFLS DELIVERY CHANGES

In February we were forced to change delivery vendors on an accelerated timeline.

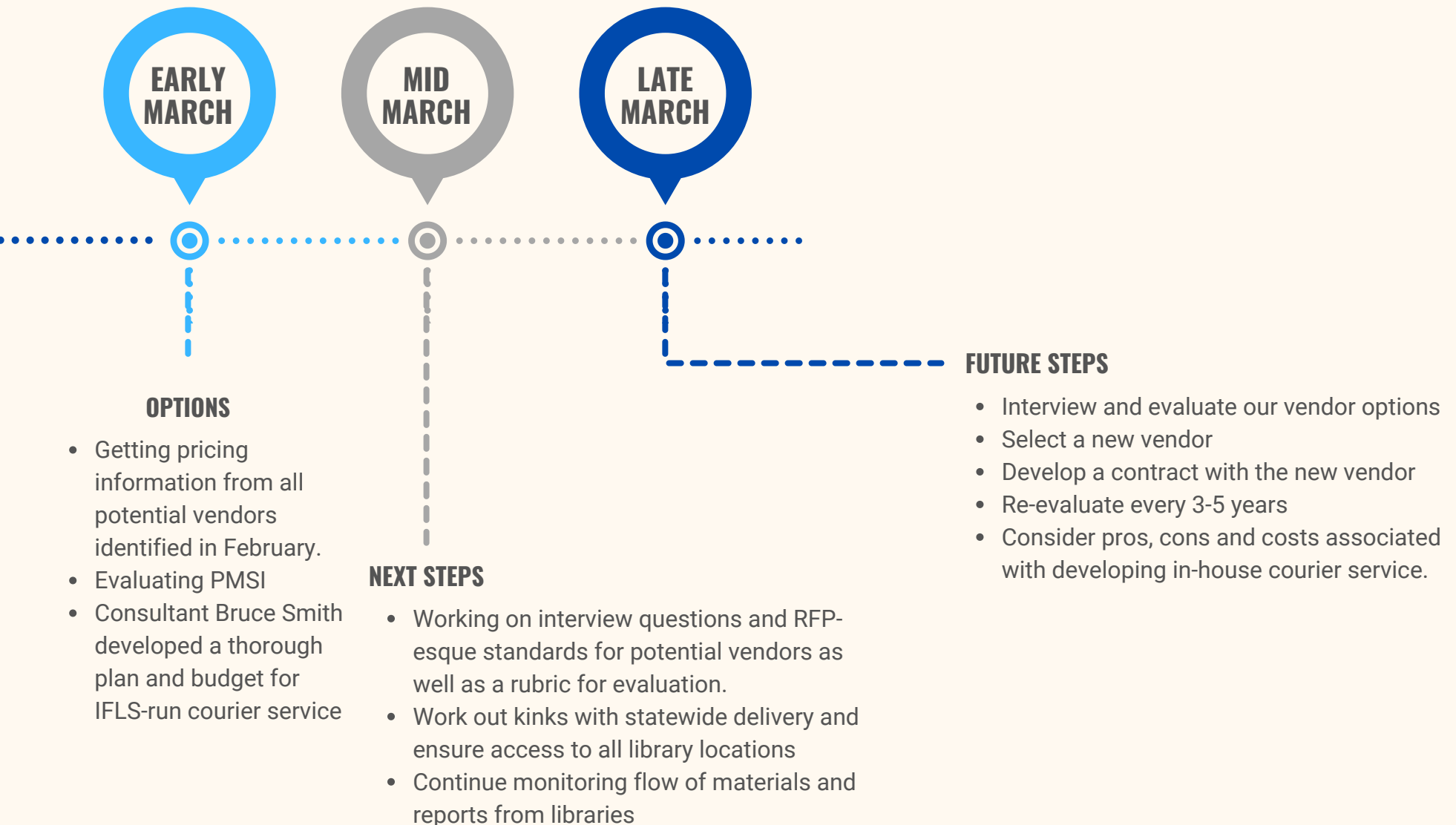
Below is a brief history of what took place and the progress yet to come.



# IFLS DELIVERY CHANGES

In February we were forced to change delivery vendors on an accelerated timeline.

Below is a brief history of what took place and the progress yet to come.



## **March 2025 Board Report** from Leah Langby, Submitted March 14, 2025

### **Continuing Education**

January 22-23: *2025 Wild Wisconsin Winter Web Conference*: 14 webinars, statewide/national reach.

- Total live Attendance: 1,318. Total live IFLS attendance: 161. Very positive comments in general.
- Coordinated by Jamie Matczak (Wisconsin Valley), with assistance from Jean Anderson (South Central) and me.
- I coordinated and hosted the Small Libraries track.

January 30 and February 4: *Annual Report workshops* in Fall Creek and Somerset. Total attendance: 17.

February 19: *A Community for All: Understanding Disability Inclusion in Libraries* with Shelley Harris. 40 attended live. 7 have viewed recording so far. Some comments: Great information I will definitely be sharing at a staff development session! This was a wonderful presentation, and I learned so much about more I can be doing to support people with disabilities!

March 12: *A Community for All: Building Lifelong Connections Through Programming* with Shelley Harris. 37 attended live. 6 have viewed recording so far. 13 of 16 respondents said they had at least one idea they plan to implement before the end of the year.

Human Resources for Library Leaders Project:

- Statewide project funded by LSTA grant from Wisconsin Department of Public Instruction
- Rolling out May 2025 with a combination of live webinars, short recordings, and other tools for human resources management.
- I am assisting Angela Schneider (Winnefox) with planning and coordinating this resource

### **Consulting Highlights**

- Answered several questions about Annual Report, especially about programming statistics
- New director orientation meetings in Baldwin and Bruce and paired with mentors

### **Scholarships**

We received federal LSTA grant funding, administered by the WI Department of Public Instruction, to provide professional development scholarships and support to libraries in our system. We have awarded fourteen scholarships, with additional scholarships pending. So far we are supporting staff from Somerset, Hudson, Ladysmith, Stanley, Colfax, Woodville, Hammond, Prescott, Park Falls, Menomonie, and New Richmond. No reports yet, as most of these events are pending or in progress. Activities include

- a staff inservice with an outside consultant
- online courses at the UW Madison iSchool's Continuing Education Department
- Conferences, including Partners for Rural Impact Rural Summit, Lead the Way: Libraries at the Heart of Community Engagement, Power Up: A Leadership Conference for Youth Services Managers and Staff, and the Wisconsin Association of Public Libraries Conference.

### **Other noteworthy projects**

Coordinating Employee Assistance Program resources, developing [IFLS Niche Academy](#), updating IFLS website pages for youth services and continuing education, and analyzing CE accessibility survey





# Resource Sharing and Collection Consultant's Report

Cecelia Cole, March 2025 - IFLS Board of Trustees

## Updates & Project Highlights:

- **Selection of Authorized Materials:** I continue to work with individual libraries and CABS on monitoring the selection of authorized materials. Unauthorized DVDs (or bootleg copies) continue to be a problem for libraries as many streaming films and TV shows aren't being officially released on DVD anymore. Third party sellers on platforms like Amazon and Walmart are common places where bootleg copies are sold, and unfortunately, they can make their way into library collections when staff unknowingly add them. When unauthorized copies are brought to our attention, we at IFLS work to take them out of circulation for both copyright and ethical reasons. In addition to the [guidelines](#) I developed for the IFLS website, I am also working to develop further training and resources to help libraries maintain collection integrity and avoid the accidental selection of unauthorized copies.

## Consultation Highlights:

- **New Director Orientation:** Bruce PL, January 2025
- **New Director Orientation:** Baldwin PL, January 2025
- **Collection Development:** Phillips PL, January & February 2025
- **WISCAT/ILL Training:** Bruce PL, February 2025
- **WISCAT/ILL Policy & Patron Borrowing:** Plum City, February 2025
- **WISCAT/ILL Workflows & Default Lenders:** UWEC McIntyre Library, March 2025
- **WISCAT/ILL Statistical Analysis:** Colfax PL, March 2025
- **ILL Mailing Budget:** Cornell PL, March 2025

## Committee Meetings:

- **ILL Coordinators (DPI):** February 2025
- **MORE Executive Committee:** February 2025
- **Intellectual Freedom Working Group:** February 2025
- **WISCAT User Group:** March 2025
- **WPLC Selection Committee:** March 2025
- **MORE Resource Sharing & Collection Development Committee:** March 2025
- **MORE Directors Council:** March 2025

## Professional Development:

- **Virtual Conference:** *Wild Wisconsin Winter Web Conference*, January 2025
- **Virtual Mini-Conference:** *AI and Libraries: Literacy, Ethics, and Responsible Use*, Library 2.025, March 2025
- **Virtual Training:** *WISCAT: ISSI Configuration and Use*, WI DPI, March 2025

## MORE Administrator's Report

Lori Roholt

March 2025 – IFLS Board of Trustees

### New Text Message Notification Service

In February, a new text messaging service for materials due soon, overdue materials, and holds ready for pickup became available to patrons. This is a handy new way for patrons to track their checkouts, and allows for quick renewal requests as well.

### MORE Server Migration

On Tuesday, March 25, MORE's servers, which are currently hosted locally and maintained by IFLS staff, will be migrated to a service hosted by our primary software vendor. This has recently become an affordable option for MORE and relieves local staff of server maintenance and upgrade responsibilities. Many MORE-member libraries plan to close to the public that day, as no automated circulation or database functions will be operational during the migration. Connected services like Libby will also be unavailable to patrons that day.

### 2025 Innovative Users Group (IUG) Conference

From March 13th to 15<sup>th</sup>, staff from IFLS, L.E. Phillips Memorial Public Library, and New Richmond Public Library attended the annual Innovative Users Group Conference in Denver. The IUG Conference is always a good opportunity to share ideas and news among library users of the automation software in use by MORE.

### 2026 MORE Budget Preparation

In the coming months, IFLS staff will be working on preparing a 2026 budget for consideration and approval by MORE Directors Council in July. Each year, the consortium considers existing and new products and services to enhance users' access to shared resources and the library experience generally.

# IT Director Report

*IFLS Board of Trustees, March 2025*

*Kris Schwartz, IT Director*

## CISA, CIS, and MS-ISAC:

Several months ago, we signed up for a new service that was being provided through a public/private partnership with the Cybersecurity and Infrastructure Security Agency (CISA), the Center for Internet Security (CIS) and the Multi State Information Sharing and Analysis Center (MS-ISAC) called the Malicious Domain Blocking Service (MDBR). The MDBR is basically a free cloud domain name blocking service that has a list of internet domains that are known to be used for malicious activity including ransomware, spyware, keyloggers, etc. If any traffic from the Lean Wisconsin network is requesting the address of a malicious domain that request will be blocked, and the malicious site will not be available to our network. This service also provides us with a report letting us know what the top 10 blocked domains were and how many domain requests we made that week. On top of the MDBR MS-ISAC also provides daily and weekly emails that provide specific detail on new threats to be aware of and how to recognize the threat. These services have been a great addition to help us stay ahead of and stop a lot of the worst threats from infecting our network and devices.

## Windows 10 End of Life

In October of 2025 Microsoft will end support for Windows 10 and will require all Windows 10 computers to be upgraded to Windows 11. Windows 11 has a new strict set of hardware requirements that will be enforced over the coming year. Some of the hardware requirements had been loosened by Microsoft when Windows 11 was released to be able to work on some older hardware. Microsoft will be eliminating the looser requirements in 2025. This will require libraries to update to Windows 11 and may also require computer upgrades to fit the new hardware requirements. Brad has been and will continue working with libraries to get them all up to date on Windows 11 before October.

## TEACH Network Migrations

The TEACH Network migration continues with 21 of 28 IFLS libraries completed and 58 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.

# PR and Communication report for March 2025 Board meeting

From Rebecca Kilde

## Library Love Stories

Thanks to everyone that participated in our annual story-telling to share our users comments with legislators at Library Legislative Day. John Thompson and IFLS-area librarians and board members traveled to Madison to talk about public libraries.

We collected over 400 stories this year (You can access the [2025 Library Legislative Day handout](#) by clicking the linked text. It's also available on the [For IFLS Libraries](#) page.)

Here's what we learned:

- We can be proud of the high level of service our libraries provide to their communities. Small rural libraries can provide an outstanding level of service because of the way that we share resources within our system, as well as across system boundaries.
- People in our communities value their libraries.
- Libraries are a safe place for families and children to gather.
- Libraries provide essential services, and are sometimes the only supplier of those services locally.

Here's a post from Woodville Public Library director Karen Furo-Bonnstetter. (This small library has been a consistent presence at Library Legislative Day, and this year brought members of their board! Kudos to them for their consistent, informed advocacy!)

"On Feb 11th, I and one of the library board members traveled to Madison for Library Legislative Day. Governor Evers kindly came and spoke taking time out of his busy schedule. We met with State Senator Rob Stafsholt and Representative Rob Kreibich. Please thank our governor and representatives for their support of Wisconsin libraries."

**Action requested:** Please contact your state elected officials and thank them for their support for public libraries and the essential work that they do for our communities.

## What's going on right now?

You may have seen the IMLS funding is in the news right now. If you'd like, John can give you an up-to-the moment update on this subject. I'll be meeting this afternoon with

systems across the state to develop a consistent state-wide strategy. Watch for advocacy alerts and updates.

It seems like the trickiest part of the current situation is knowing where to look for up-to-date and usable information. Here's a start at a list of trustworthy sources.

- The National Council of Nonprofits is maintaining information about executive orders and how they will affect nonprofits. This document will be updated frequently, so please use this link to see the most up-to-date version:  
<https://www.councilofnonprofits.org/files/media/documents/2025/chart-executive-orders.pdf>
- The Wisconsin Department of Public Instruction has published a good webpage about [federal funding](#). The map of the impact of proposed cuts on Wisconsin school districts is especially insightful. (The Department of Public Instruction is responsible for both public libraries and public schools.)
- The ALA just sent out a newsletter about IMLS funding, but I haven't had a chance to review it yet. I'll pass on information to John to share with you before the next board meeting if that seems appropriate.
- You are always welcome to contact John or Rebecca about advocacy issues.

The way that Wisconsin organizes funding this cut wouldn't immediately impact individual library operational funding. It would decimate Interlibrary Loan (ILL) which is an enormously popular service in Wisconsin. It would also gut the support staff at the Department of Public Instruction that provide a lot of support services to systems.

**Action requested:** Please contact your elected federal officials to express your support of public library programs in Wisconsin.

## Plain Language Presentation to Florida Librarians

Last week I had the opportunity to present another Plain Language webinar to Florida librarians.

March Board Report  
Submitted by Sarah Szymanski, Cooperative Services Lead  
March 26, 2025

**Annual Group Supply Orders:**

For many years, IFLS has organized annual bulk orders for library supplies. We can secure larger discounts when we order in bulk. Our libraries appreciate this cooperative opportunity to save money and time. Over the years, the number of libraries participating in the group order and our list of vendors has grown. I recently took over the task of organizing and placing these orders (previously it was handled by Kathy Setter (recently retired MORE Project Manager)).

This year, 43 IFLS libraries and 15 libraries from two other systems participated in our group order, for a total of 58 libraries. This order focuses on general library supplies such as labels, stickers, book coverings, media cases, and office supplies. We order from 6 vendors: Demco, Bayscan, KAPCO, CCI Solutions, Showcases, and Quill. Demco is the largest order; they offer us a generous 25% discount on all products and free shipping. Most of the other vendors offer us free shipping or discounts that offset shipping charges. All orders totaled approximately \$66,000.

The project starts in January with gathering estimated prices on commonly ordered items via vendor websites or direct communication with our reps. Using this information, I create an order form spreadsheet that is sent out to all libraries at the end of January. If they choose to participate, they use the next few weeks to inventory their supplies on hand and decide what they need to order for the next year. They return their order forms to me via email. I organize all the information and create orders for each of the vendors. I place all orders during the last week of February and the beginning of March, and supplies start arriving at the IFLS office mid-March. Large orders are delivered via freight truck on pallets, but some things also arrive via delivery companies like UPS and FedEx. I create packing lists for each library, and we use the IFLS conference room to organize and pack items as they arrive. We send boxes out via our system-wide courier service to libraries after that.

A second group supply order begins immediately after this: collecting orders for library barcodes, receipt paper rolls, and spine labels and printer ribbons (used when processing library materials). We place the orders with 4 vendors: Bayscan, Discount Paper Products, CDW, and Computype. These items are delivered to the IFLS office during the month of April and are also organized and distributed as they arrive.

Our business manager, Adam, sends invoices out after all the supplies have been sent from our office and received at the libraries, usually in May.



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

I. GENERAL INFORMATION				
1. System name IFLS Library System	2. System Director Name John Thompson	3. Certification Grade Grade 1	4. Date Certification Expires 2028-05-31	
5. Street Address 1538 Truax Blvd.		6. Phone Area/No. (715) 839-5082	7. Fax Number Area/No. (715) 839-5151	
8. Mailing Address PO Box	9. System Website URL <a href="https://iflswb.org/">https://iflswb.org/</a>		10. Director System Email Address thompson@ifls.lib.wi.us	
11. City / Village / Town Eau Claire		12. County Eau Claire		13. Zip Code 54703-1569
14. Number of Public Libraries Participating in the System 53	15. Does System Operate a Books-by-Mail Program No	16. Number of Book-mobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 144,164	18. UEI Number HHUKGL4LUW84
II. SYSTEM COLLECTION				
	No. Owned / Leased	Number Added		No. Owned / Leased
1. Books in Print	99	1	7. Electronic Books	0
2. Physical Subscriptions	6		8. Electronic Serials	0
3. Physical Audio	0	0	9. Electronic Audio Materials	0
4. Physical Video	15	0	10. Electronic Video Materials	0
5. Other Physical Materials	1			
III. SYSTEM SERVICES				
Circulation Transactions <i>Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.</i>		1. Total Circulation 1,056	2. Interlibrary Loans <i>System interlibrary loan transactions</i>	
			a. Items Loaned 462	b. Items Received 1,056
3. System Electronic Content Circulation Transactions				
a. E-book 378,022	b. E-serial 87,888	c. E-audio 496,018	d. E-video 0	

#### IV. SYSTEM BOARD AND ORGANIZATION

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

First Name	Last Name	Street Address	City	ZIP Code	Email Address
1. President Sue	Duerkop	1799 172nd Avenue	Centuria	54824	sduerkopb4a@gmail.com
2. Mary Alice	Larson	36 W. Knapp St.	Rice Lake	54768	maryalice.larson@gmail.com
3. Mary	Ellen Brue	1210 Lokhorst	Baldwin	54002	brewT4me@gmail.com
4. Jan	Daus	E6255 Walnut Rd.	Eau Claire	54701	jan.daus.18@gmail.com
5. Amanda	Kohnen	PO Box 897	Chetek	54728	manda.kohnen@co.barron.wi.us
6. Joanne	Johnson	420 E. Elm Street	River Falls	54022	joanne.johnson@co.pierce.wi.us
7. Pat	Eggert	E9001 County Road N	Colfax	54730	eggertpatricia@gmail.com
8. Charlie	Schell	222 S. Michigan Street	Eau Claire	54703	cshell@gmail.com
9. Lois	Goode	204 Maplewood Drive	Ladysmith	54848	lgoode@ruskcountywi.us
10. Julie	Woodruff	11571 State Hwy 124	Chippewa Falls	54729	julie@woodrufffarms.com
11. Jackie	Pavelski	1715 Meadow Lane	Eau Claire	54701	Jackie_Pavelski@yahoo.com
12. James	Ericksen	519 Kennedy Ave	Stanley	54768	jericksen@co.chippewa.wi.us
13. Fran	Duncanson	723 Pondhurst Circle	Amery	54001	s.duncanson@polkcountywi.gov
14. Judy	Achterhof	1759 County Road O	Emerald	54013	jachterhof@hotmail.com
15. James	Tripp	621 Fagstad Street	Menomonie	54751	jimtripp23@gmail.com
16. Jane	Winter	812 11th Avenue East	Durand	54736	Snowma40@yahoo.com
17. Michael	Schendel	808 Second St.	Hudson	54016	michael@schendel.com
18. Stella	Pagonis	1019 Tenth Street W	Altoona	54720	a.pagonis@eauclairecounty.gov
19. Sue	Marshall	W7370 Morningside Dr.	Phillips	54555	marshfam@pctcnet.net
20. VACAN T					
21.					
22.					
23.					



# V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government						
a. System Member County Appropriations Received by Library System				b. Other County Payments Received		
County Name	Amount	County Name	Amount	County Name	Amount	
		Subtotal 1a	\$0	Subtotal 1b		\$0
2. State Aid to Public Library Systems						\$1,649,709
3. Other State Funded Programs <i>List individually. Attach listing if necessary.</i>						
a.						
b.						
c.						
					Subtotal 3	\$0
4. Federal Aid Program name and project number. List each program individually. Attach listing if necessary.						
a. LSTA Library Staff Support 251	\$22,553	f.				
b. LSTA Equitable Access to Resources 251	\$4,719	g.				
c.		h.				
d.		i.				
e.		j.				
					Subtotal 4	\$27,272
5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. <i>List names individually. Attach listing if necessary.</i>						
a. MORE Fee Income	\$687,855	f. New Richmond PL - Shared Cataloging	\$29,012			
b. MORE Materials Income	\$217,652	g. Rice Lake PL - Shared Cataloging	\$23,599			
c. Additional Delivery Days Income	\$56,751	h.				
d. Amery PL - Shared Cataloging	\$12,567	i.				
e. Menomonie PL - Shared Cataloging	\$28,620	j.				
					Subtotal 5	\$1,056,056
6. Other Income						
Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
\$787,012	\$115,833	\$331,703	\$0	\$0	\$406,722	\$1,641,270
7. Total Income Add 1 through 6						\$4,374,307

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

	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$641,663	\$0	\$358,513	\$1,000,176
2. Employee Benefits	\$247,794	\$0	\$157,529	\$405,323
3. System Collection Expenditures				
a. Printed Material	\$341	\$0	\$0	
b. Electronic Material	\$30,480	\$0	\$249,896	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$0	\$0	\$0	
Subtotal <i>Collection Expenditures</i>	\$30,821	\$0	\$249,896	\$280,717
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$455,110	\$161,082	\$296,635	\$912,827
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$42	\$11,530	\$20,000	\$31,572
6. All Other Operating Expenditures	\$286,786	\$0	\$152,728	\$439,514
7. Total Operating Expenditures	\$1,662,216	\$172,612	\$1,235,301	\$3,070,129
8. System Capital Expenditures	\$0	\$0	\$34,168	\$34,168

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

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

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

**VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE**

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

County Name	Amount	County Name	Amount	County Name	Amount
1. Barron	\$672,157	5. Pepin	\$82,809	8. Price	\$257,701
2. Chippewa	\$953,406	6. Pierce	\$576,843	9. Rusk	\$347,528
3. Dunn	\$795,856	7. Polk	\$1,078,327	10. St. Croix	\$1,741,172
4. Eau Claire	\$1,307,503				

**VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE**

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

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

Membership Agreements

☒ (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4. with all member libraries.☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Resource Library Agreement

☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.☒ Signed copies of the report year and current year resource library agreements have been filed with the division.

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

### Reference Referral and Interlibrary Loan

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

- |  |   |
|--|---|
| <input type="checkbox"/> Reimbursed member libraries for ILL     | <input checked="" type="checkbox"/> Maintained a shared database of member library bibliographic records and holdings |
| <input checked="" type="checkbox"/> Maintained ILL Clearinghouse | <input checked="" type="checkbox"/> Utilized WISCAT to promote interlibrary loan                                      |
| <input type="checkbox"/> Contracted for ILL Clearinghouse        | <input checked="" type="checkbox"/> Maintained a system interlibrary loan plan  |

Comments

### Inservice Training

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

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Conducted workshops for member library staff and trustees | <input checked="" type="checkbox"/> Provided scholarships and grants for member library staffs                |
| <input checked="" type="checkbox"/> Maintained a calendar of CE events                        | <input checked="" type="checkbox"/> Maintained a professional collection for system and member library staffs |

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

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

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Public library administration and governance | <input checked="" type="checkbox"/> Technical services                          | <input checked="" type="checkbox"/> Legal issues                       |
| <input checked="" type="checkbox"/> Adult services                               | <input checked="" type="checkbox"/> Interlibrary loan and resource sharing      | <input checked="" type="checkbox"/> Public relations                   |
| <input checked="" type="checkbox"/> Youth services                               | <input checked="" type="checkbox"/> Staff development (certification, CE, etc.) | <input checked="" type="checkbox"/> Reference and information services |
| <input checked="" type="checkbox"/> Library automation                           | <input checked="" type="checkbox"/> Planning and evaluation, standards          | <input checked="" type="checkbox"/> Inclusive services                 |
| <input checked="" type="checkbox"/> Building and remodeling                      | <input checked="" type="checkbox"/> Collection Development                      |  |

Comments

### Delivery and Communication

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

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

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Had regular courier or van delivery service                          | <input checked="" type="checkbox"/> Used fax for document delivery/communication |
| <input checked="" type="checkbox"/> Provided an 800 number, phone credit card, or accepted collect calls | <input type="checkbox"/> Used mail as primary delivery system                    |
| <input checked="" type="checkbox"/> Published a newsletter   |  |

ILL transactions sent by:

- |   |  |   |                                 |
|---|--|---|---------------------------------|
| <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> OCLC | <input checked="" type="checkbox"/> Regional Automated System | <input type="checkbox"/> WISCAT |
|---|--|---|---------------------------------|

Comments

### Service Agreements

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

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

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

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Reciprocal borrowing between systems | <input type="checkbox"/> Delivery   | <input type="checkbox"/> Audiovisual services              |
| <input type="checkbox"/> Cash payments in cross-system lending           | <input type="checkbox"/> Newsletter exchange                                  | <input checked="" type="checkbox"/> Cooperative purchasing |
| <input checked="" type="checkbox"/> Continuing education                 | <input checked="" type="checkbox"/> Cooperative planning/information exchange |  |

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

## Service Agreements (cont'd.)

Comments

## Inclusive Services

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

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

Comments

## Other Types of Libraries

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

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

☒ The system has agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

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

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

Comments

## Library Technology and Resource Sharing Plan

☒ **Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.**

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

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

## Other Service Programs

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

Comments

Maintain ILS for circulation, patron database, online catalog, and catalog App Cooperative purchasing for computers and supplies  
Technology support and email, website

## Administration

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

	<b>IX. COLLABORATIVE ACTIVITIES</b>	
--	-------------------------------------	--

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

Collaboration with Reach Out and Read and other libraries/library systems on a statewide effort to connect libraries and Reach Out and Read clinics. Programming kits for libraries, shared between WVLS, IFLS, and NWLS. Continuing Education collaborations between all systems and DPI included: Wild Wisconsin, Wisconsin Libraries Talk About Race, Spring webinar series, Trustee Training Week, Wisconsin Library Technology Days. Continuing education workshops collaboration with NWLS, WVLS, and Cooperative Children's Book Center. Group supply order (IFLS libraries, with some participation from NWLS/WVLS libraires)

# X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

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

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference and Interlibrary Loan</b> See note				
1. Reference & ILL Svc	105,040	0	0	105,040
2. Tech/Share System	428,807	140,631	212,251	781,689
3. MORE Consortium	0	0	849,367	849,367
4.	0	0		0
5. Electronic Resources	30,480	0	249,896	280,376
<b>Subprogram Total</b>	<b>564,327</b>	<b>140,631</b>	<b>1,311,514</b>	<b>2,016,472</b>
<b>Continuing Education and Consulting Service</b> See note				
1. CE & Consulting	192,307	22,847	520	215,674
2.				0
<b>Subprogram Total</b>	<b>192,307</b>	<b>22,847</b>	<b>520</b>	<b>215,674</b>
Delivery	398,145	0	0	398,145
Inclusive Services	49,042	0	0	49,042
Library Collection Development	33,134	0	0	33,134
Direct Payment to Members for Nonresident Access	0		0	0
Direct Nonresident Access Payments Across System Borders	0	0	0	0
Library Services to Youth	63,635	0	8,024	71,659
Public Information	50,633	0	0	50,633
Administration	201,201	0	0	201,201
<b>Other System Programs</b>				
1.				0
2.				0
3.				0
4.				0
<b>Grand Totals</b>	<b>1,552,424</b>	<b>163,478</b>	<b>1,320,058</b>	<b>3,035,960</b>
<b>Estimated Expenditures for Technology-Related Services Provided by the System</b>	<b>525,000</b>	<b>210,000</b>	<b>1,286,000</b>	<b>2,021,000</b>

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

**XI. SYSTEM STAFF****a. Employees Holding the Title of Librarian as of December 31 in the reporting year**

Position	Type of Staff	Job Title	Annual Salary	Hours Worked/Year	FTE
1. Director	Librn. MLS (ALA)	System Director / Chief Officer	\$119,225	2,080.00	1.000
2. Lib Dev/Yth Svcs Coord/Asst. Director	Librn. MLS (ALA)	System Consultant - Lead	\$70,860	1,950.00	0.938
3. MORE Administrator/Asst.	Librn. MLS (ALA)	System Consultant - Lead	\$75,584	2,080.00	1.000
4. IT Director	Other no-MLS	Network Manager	\$73,227	2,080.00	1.000
5. Public Services Consultant	Librn. MLS (ALA)	System Consultant	\$56,420	1,820.00	0.875
6. Resource Sharing & Collection Consultant	Librn. MLS (ALA)	System Consultant	\$56,420	1,820.00	0.875
7. MORE Project Manager	Librn. no-MLS	Librarian (MLS)	\$115,506	3,770.00	1.820
8. PR & Communication Coord	Other no-MLS	Public Relations Officer	\$59,931	1,040.00	0.500
9. Bib Services Manager	Librn. no-MLS	Associate Librarian (non-MLS)	\$60,779	2,080.00	1.000
10. ILL Consultant	Librn. no-MLS	Associate Librarian (non-MLS)	\$38,220	1,820.00	0.875
11. Business Manager	Other no-MLS	Human Resources Manager	\$56,420	1,820.00	0.875
12.					
13.					
14.					
15.					

**b. Other Paid Staff**

Position	Type of Staff	Job Title	Total Annual Wages Paid	Hours Worked/Year	FTE
1. Administrative Support	Other no-MLS	Executive Assistant	\$63,697	2,080.00	1.000
2. Bibliographic Services Catalogers	Other no-MLS	Cataloger	\$68,452	4,368.00	2.100
3. Bibliographic Services Assistants/Delivery	Other no-MLS	Library Assistant - Technical Services	\$49,146	2,756.00	1.325
4. Technology Support	Other no-MLS	Technical Support/Computer Technician	\$55,037	2,080.00	1.000
5.					
6.					
7.					
8.					
9.					
10.					
11.					

	<b>XI. SYSTEM STAFF (cont'd.)</b>	
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## b. Other Paid Staff (cont'd.)

Position	Type of Staff	Job Title	Total Annual Wages Paid	Hours Worked/Year	FTE
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

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

- ☒ The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [Wis. Stat. § 43.15(4)(c)1]
- ☒ The public library members are authorized by the municipal governing board to participate in the public library system. [Wis. Stat. § 43.15(4)(c)3]
- ☒ The public library members have entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program or from providing remote access to a library's online resources only to residents. [Wis. Stat. § 43.15(4)(c)4]
- ☒ The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [Wis. Stat. § 43.15(4)(c)6 and Administrative Code Rules PI 6.03]
- ☒ All counties participating in the system have entered into written agreements with the system as required under [Wis. Stat. § 43.15(4)(b)3]
- ☒ All counties participating in the system have adopted and maintained the plan of library service submitted and approved under Wis. Stat. § 43.11(3) and Wis. Stat. § 43.13(1). [Wis. Stat. § 43.15(4)(b)1]. **On the attached membership listing, indicate the year of the last plan revision.**
- ☒ Each public library member, beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer. [Wis. Stat. § 43.15(4)(c)7]
- ☒ Each public library member, beginning in 2008, annually spends at least \$2,500 on library materials. [Wis. Stat. § 43.15(4)(c)8]



### XIII. CERTIFICATION OF STATUTORY COMPLIANCE

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

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

- ☒ Library system board is constituted and operated in compliance with Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).
- ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. § 43.17(4)]
- ☒ Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.

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

- ☒ (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)(4). with all member libraries.
- ☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
- ☒ (e) Inservice training for participating public library personnel and trustees.
- ☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.
- ☒ (g) Service agreements with all adjacent library systems.
- ☒ (h) Professional consultant services to participating public libraries.
- ☒ (i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.
- ☒ (k) Promotion and facilitation of library service to users with special needs.
- ☒ (L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5<sup>th</sup> January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☐ (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

### XIV. CERTIFICATION

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

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

## Statements Concerning Public Library System Effectiveness 2024 Member Library Annual Report Comments

### **Balsam Lake**

The system is consistently a great resource and support to our library.

### **Bloomer**

IFLS staff goes above and beyond. They have been invaluable to me as a director. I especially appreciate all the help with training our new library staff. Thank you!

### **Cameron**

IFLS Library System staff is living up to their vision statement “to inspire and facilitate library success by providing member libraries with the tools to serve, empower and lead their communities.” They do an exemplary job of this by providing knowledgeable, kind, compassionate staff, great resources, timely continuing ed opportunities and support in literally every aspect of the community library, from facility accessibility, construction and improvement to technology, legislation, our collections and everything in-between. The result is confident library staff who can serve and engage communities and the individuals who make up those communities.

### **Colfax**

We have good support from our library system and enjoy being a member library of IFLS. The interlibrary loan system works well, technical support is good, training and website are helpful, and we appreciate all the good services they provide.

### **Deer Park**

The IFLS Library System Director and staff provide leadership and support to the library directors, library staff and library board of trustees. When questions are submitted via a HelpDesk ticket the response is timely. IFLS staff help to resolve the issue. Whether a Zoom session, telephone call, site visit or email works best for answering a question. IFLS staff will work with libraries on the best way to approach the question and resolution. The IFLS Director and staff support and provide opportunities for networking and learning opportunities for member library staff. The IFLS Director and staff contribute to the functioning and success of the member libraries, regardless of size, including tiny Deer Park.

### **Eau Claire**

Our library receives consistently excellent service from IFLS staff. They offer invaluable assistance with our Annual Report, run efficient member meetings, and offer many suggestions for mandatory and optional staff training and continual education.

### **Ellsworth**

In 2024, our library was particularly appreciative of IFLS Library System for: a broad range of training opportunities for library staff, both foundational knowledge needed for new team members and deeper dives into specialized areas; assistance with technology purchases, troubleshooting, and upgrades; and help with interlibrary loan questions. We are always appreciative of the system’s courier coordination, cataloging work, and general availability to help answer questions about accessibility, policy, best practices and so much more.

**Frederic**

IFLS staff is always so speedy to respond to any question or issue we have. We are VERY happy being a part of this system!

**Hudson**

We receive excellent support and resources.

**Ladysmith**

IFLS continues to show strong support of library employees and the library by offering materials, providing continuing education for all levels of staff, and frequent availability in response to questions and needs.

**Luck**

We agree (the system did provide effective leadership and adequately met the needs of the library.

**New Richmond**

We have always been very satisfied with the support we receive from the IFLS system. Couldn't be happier as it is timely and professional.

**Plum City**

We are very appreciative of the IFLS Library System staff, who consistently go above and beyond in supporting and assisting us. They also regularly ask for feedback and make changes to better meet the needs of the various-sized libraries in the system.

**Rice Lake**

John Thompson was incredibly helpful when the libraries of Barron County faced a potential reduction in ACT 150 reimbursement.

**Sand Creek**

Our library system is wonderful. Anytime I have a question, problem or concern I know I can always count on them for help.

**St. Croix Falls**

Excellent support from all of IFLS staff.

**Stanley**

As always, our staff at IFLS go above and beyond in supporting each library, community, and individual library worker. They truly set the standard for creating and maintaining an excellent library system. Special mention goes to John Thompson, Lori Roholt, Leah Langby, and Katelyn Dubiel for all their time and care this year.

IFLS Board of Trustees  
**Officers and Committees for 2025**  
March 26, 2025

Executive Committee

- Sue Duerkop, President
- Jim Tripp, Vice President
- Jan Daus, Treasurer
- James Ericksen, Secretary
- Sue Marshall, Member-at-large

Personnel Committee

- Mary Ellen Brue
- Pat Eggert
- Mary Alice Larson
- Sue Marshall
- Julie Woodruff

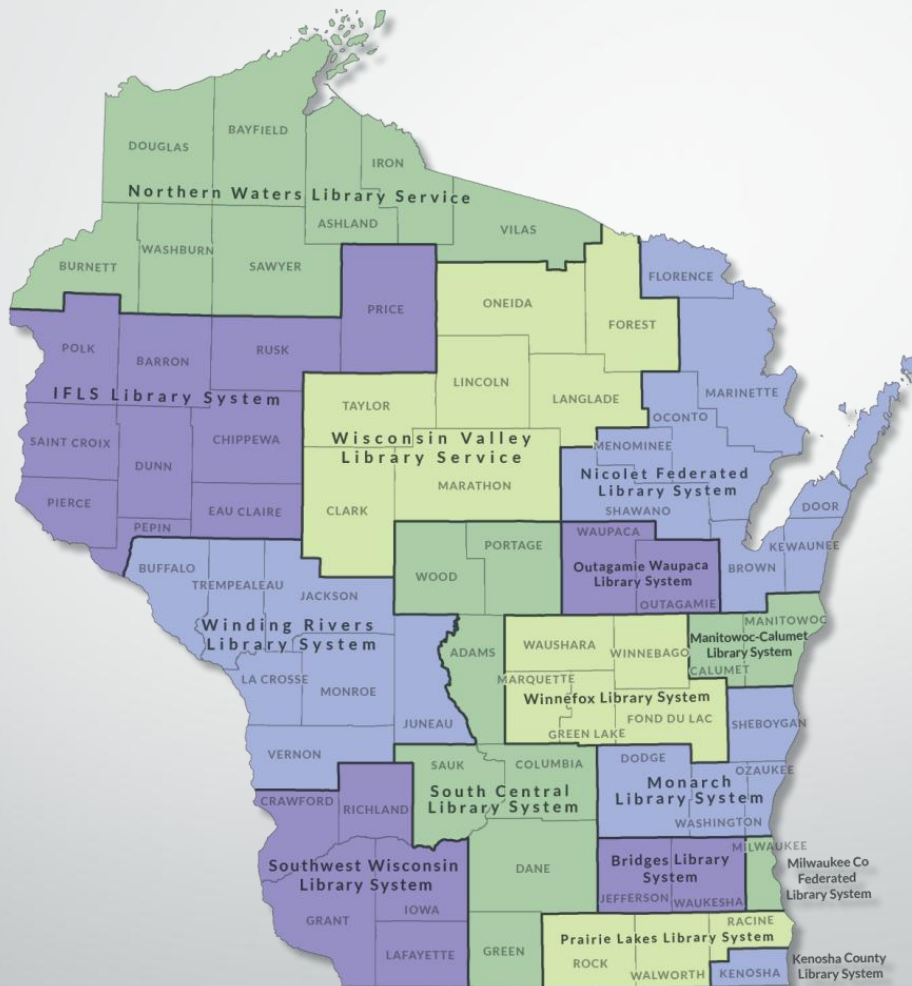


# **System Board Roles and Responsibilities**

2025

John Thompson, System Director

# IFLS – 1 of 15



# IFLS– 1 of 15

Public Library System	2025 Estimated System Aid
Bridges Library System	\$1,946,153
IFLS Library System	\$1,799,593
Kenosha County Library System	\$637,671
Manitowoc-Calumet Library System	\$499,217
Milwaukee County Federated Library System	\$4,281,811
Monarch Library System	\$1,710,870
Nicolet Federated Library System	\$1,710,501
Northern Waters Library Service	\$846,290
Outagamie Waupaca Library System	\$971,704
Prairie Lakes Library System	\$1,721,549
South Central Library System	\$2,299,050
Southwest Wisconsin Library System	\$581,155
Winding Rivers Library System	\$1,227,920
Winnefox Federated Library System	\$1,416,952
Wisconsin Valley Library Service	\$1,362,664

# Roles and Responsibilities of Library System Board

- As a library system trustee, you occupy a unique position in Wisconsin's pattern of library services. .... Perhaps most important of all, when you represent the library system, you need to consider not only your community or your county, but the entire region served by your library system and the many libraries and users of that region.



# Roles and Responsibilities of Library System Board

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

# Roles and Responsibilities of Library System Board

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

# Roles of System Board and Director

	Board	Director
Board Meetings	Review Agenda before meeting	Prepare agenda with Board President
	Study background materials	Prepare background materials
	Know Open Meetings Law	Know Open Meetings Law
	Support Board Decisions	Support Board Decisions
	Approve Minutes	Maintain meeting records
	Be an active participant	Act as technical advisor
Planning	Approve Long Range Plan	Draft Long Range Plan
	Provide input on library needs	Solicit library input

# Roles of System Board and Director

	Board	Director
Personnel	Hires/evaluates Director	Hires/evaluates staff
	Approves Wages	Recommends wages
Budget	Approves Budget	Drafts Budget
	Approves Expenditures	Expend Budget
	Approves Financial Report	Prepares Financial Report
Policy	Approves Policy	Reviews policy examples/samples and relevant laws prior to drafting policy
	Reviews Existing Policies	Reviews Existing Policies

# Roles of System Board and Director

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



# Library Law

# Overview



- Chapter 43 (Wisconsin Statutes about public libraries)  
<https://docs.legis.wisconsin.gov/statutes/statutes/43>
- Open Meeting Law
- Public Record Law
- Americans with Disabilities Act
- And more

# Wisconsin Statutes

- Wisconsin Statutes are available in print and online in PDF format

<https://docs.legis.wisconsin.gov/statutes/prefaces/toc>



# Libraries--Chapter 43

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

# Libraries--Chapter 43

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

# Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.17 Public Library Systems; general provisions
    - Board Organization/Terms
    - Advisory Committee
  - 43.18 Withdrawal, abolition and expulsion
    - Outlines leaving a system
  - 43.19 Federated Public Library Systems
    - Size of board in multi county systems
      - IFLS 20 member board

# Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.57 Consolidated County Libraries and County Library Services
  - 43.60 County Tax
    - Outlines exempting from County Library tax for municipality with a library

# Libraries--Chapter 43

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

# Libraries--Chapter 43

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

# Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.53 Joint Libraries
    - Created by 2 or more municipalities or county and one or more municipalities
    - Agreement Requirements
      - Fiscal Agent
      - Distribution of assets if dissolved
      - Library Board establishment

# Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.54 Municipal Library Board Composition
    - Appointed by Mayor, Village President or Town Chairperson with approval of governing body
  - Composition
    - School District Administrator or their designee
    - Only one governing board member (not required)
    - Up to two may be residents of other municipalities



# Libraries--Chapter 43

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

# Libraries--Chapter 43

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

# Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.60 County Appointments to municipal and joint public library boards
    - 1. If the annual sum appropriated by the county to the public library is equal to at least one-sixth, but less than one-third, of the annual sum appropriated to the public library by any municipality in which the public library is located during the preceding fiscal year, one additional member.
    - 2. If the annual sum appropriated by the county to the public library is equal to at least one-third, but less than one-half, of the annual sum appropriated to the public library by any municipality in which the public library is located, 2 additional members.
    - 3. If the annual sum appropriated by the county to the public library is equal to at least one-half, but less than two-thirds, of the annual sum appropriated to the public library by any municipality in which the public library is located, 3 additional members.
    - 4. If the annual sum appropriated by the county to the public library is equal to at least two-thirds, but less than the annual sum appropriated to the public library by any municipality in which the public library is located, 4 additional members.
    - 5. If the annual sum appropriated by the county to the public library is equal to at least the annual sum appropriated to the public library by any municipality in which the public library is located, 5 additional members.

3/17/2025 23

# Open Meeting Law

- Contained in Chapter 19 General duties of public officials
- Meeting notice posted at least 24 hours in advance
  - Provided to the official local newspaper
  - Any news organization requesting a copy
  - Posted in one or more public locations (usually three locations)
    - Library
    - City/Village/Town Hall

# Open Meeting Law

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

# Open Meeting Law

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

# Open Meeting Law

- Closed Session – limited reasons to go into closed session
  - Listed in Statute 19.85
    - Consider Employment, promotion, compensation, or performance evaluation data of any employee
      - For specific individual not general wage increases, compensation, or personnel policies
    - Consider dismissal, demotion or discipline of employee
      - Employee can request discussion be in open session

# Open Meeting Law

- Closed Session – limited reasons to go into closed session
  - Listed in Statute 19.85
    - Deliberate purchase of public property
    - Confer with legal counsel
    - Other reasons but most often don't apply to libraries



# Open Meeting Law

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

# Open Meeting Law

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

# Open Meeting Law

- Discussion in closed session limited to stated agenda purpose
- Most if not all votes should be taken in open session
- Must notice that board will reconvene in open session.
- Legal penalties range from \$25 to \$300 per violation
- Actions can be voided if law violated

# Public Records Law

- Must respond to requests
  - Don't have to be written requests
  - Can view or receive copies regardless of format
- Personnel Records
  - Balance test--public good versus privacy
  - Personal information like SS# can be removed
- Need record retention policy
- Staff Email
  - Personal emails not public per Supreme Court Ruling

# Resources

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

# Open Meeting Resources

- Chapter 19 General Duties of Public Officials  
<https://docs.legis.wisconsin.gov/statutes/statutes/19>
- Wisconsin Trustee Essential #14 <https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>
- DPI FAQ on Open Meetings <https://dpi.wi.gov/libraries/public-libraries/legal>
- Department of Justice Compliance Guide  
[https://www.wisdoj.gov/Open%20Government/OML\\_guide.pdf](https://www.wisdoj.gov/Open%20Government/OML_guide.pdf)
- League of Wisconsin Municipalities Governing Bodies: Open Meeting Law <http://www.lwm-info.org/957/Open-Meetings-Law>

# Public Records Resources

- Trustee Essential #15 <https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>
- Wisconsin's Public Records Law (DPI) <https://dpi.wi.gov/libraries/public-libraries/legal>
- Records Retention Schedule for Wisconsin Public Libraries <https://dpi.wi.gov/libraries/public-libraries/legal>
- Department of Justice Compliance Guide [https://www.wisdoj.gov/Open%20Government/PRL\\_guide.pdf](https://www.wisdoj.gov/Open%20Government/PRL_guide.pdf)
- League of Wisconsin Municipalities Public Records FAQ <http://www.lwm-info.org/1073/Public-Records>

# Ethics Resources

- Trustee Essential #16 <https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>



# Questions

Contact

John Thompson at

[thompson@ifls.lib.wi.us](mailto:thompson@ifls.lib.wi.us)

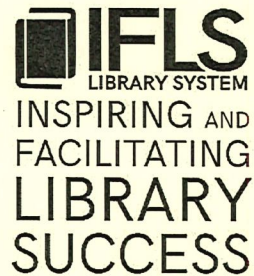
or 715-839-5082 ex. 116

# Paula Lugar

WHEREAS, Paula Lugar served on the IFLS Library System Board representing the Pierce County from March 2022 - December 2024 AND

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

DATED this 26<sup>th</sup> day of March, 2025



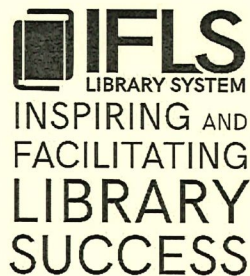
*IFLS Library System Board of Trustees*

# Jill Markgraf

WHEREAS, Jill Markgraf served on the IFLS Library System Board representing the Eau Claire County-Resource Library from January 2022 - December 2024 AND

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

DATED this 26<sup>th</sup> day of March, 2025



*IFLS Library System Board of Trustees*

## 2025 IFLS Board of Trustees

### Judith Achterhof

1759 County Road O  
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(715) 265-7160  
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St. Croix County Board Member  
(Term Exp: 12/2027)

### Mary Ellen Brue

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(Term Exp: 12/2025)

### Jan Daus - *Treasurer*

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Eau Claire County Citizen Member  
(Term Exp: 12/2027)

### Sue Duerkop - *President*,

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### Fran Duncanson

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### Pat Eggert

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### James Ericksen - *Secretary*

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### Lois Goode

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### Joanne Johnson

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### Amanda Kohnen

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### Mary Alice Larson

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### Sue Marshall - *M-A-L*,

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### Stella Pagonis

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### Jackie Pavelski

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### Charlie Schell

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### Mike Schendel

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### Jim Tripp - *Vice President*

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### Jane Winter

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### Julie Woodruff

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Chippewa County Citizen Member  
(Term Exp: 12/2027)

### Vacancy

Pierce County



**Executive Committee**



**Personnel Committee**

*Updated: March 2025*