

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

Virtual Meeting via Zoom

Join Link: <https://us02web.zoom.us/j/87809964731>

To call in: +13126266799

Meeting ID: 878 0996 4731

DATE/TIME:

Wednesday

November 18, 2020

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.**

A G E N D A

- I. Call to Order
- II. Establish a Quorum
- III. Certification of Compliance with the Open Meeting Law
- IV. * Approve Agenda
- V. Public Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten-minute limit per topic and a twenty-minute limit at any meeting for Public Comments. Contact IFLS office for additional information related to Public Comments.*)
- VI. Announcements/Correspondence/Introductions
- VII. * Minutes- Approve: Board of Trustees – September 23, 2020 **#038(20)**
Acknowledge Receipt: Personnel Committee – September 23, 2020 **#037(20)**
- VIII. * Financials - Approve: Check Registers: September/October 2020 **#039(20)**
Approve: Financial Reports: September/October 2020 **#040(20)**
- IX. Director's Report of Monthly Activities and Agenda Items **#041(20)**
- X. * Nomination Committee
- XI. * 2021 Resource Library Agreement **#042(20)**
- XII. * 2021 State Long Range Plan and Budget **#043(20)**
- XIII. Reports:
 - IFLS Staff Reports **#044(20)**
 - Board Member Reports
- XIV. * Adjournment

** Denotes Action Items*

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

IFLS LIBRARY SYSTEM
Board of Trustees
September 23, 2020

M I N U T E S

The Board of Trustees of the IFLS Library System met on Wednesday, September 23, 2020 via Zoom. Tripp called the meeting to order at 12:31 pm.

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

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

BOARD MEMBERS PRESENT:

Judy Achterhof (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Bun Hanson** (Barron County); **Dave Hardin** (St. Croix County); **Marilyn Holte** (Chippewa County); **Mary Alice Larson** (Barron County); **Lyle Lieftring** (Rusk County); **Susan Marshall** (Price County); **Jackie Pavelski** (Eau Claire County); **Mike Prichard** (Polk County); **Linda Stelter** (Eau Claire County); **Josh Sterling** (Eau Claire County); **Jeanne Tobias** (Pierce County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Chuck Hull (Chippewa County); **Robert Mercord** (Pierce County); **Ricky Riggins** (Pepin County).

OTHERS PRESENT:

John Thompson (Director); **Juli Button** (Business Manager); **Joanne Gardner** (Administrative Assistant/Recorder); **Leah Langby** (Library Development and Youth Services Coordinator/Meeting Coordinator); **Maureen Welch** (Reference & Interlibrary Loan Coordinator).

APPROVE AGENDA:

MOTION #27⁽²⁰⁾: To approve the agenda as presented. Hanson/Stelter
RESULT: Carried.

CITIZEN COMMENTS:

There were no citizen comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Tripp received a response from Ron Kind to support library funding.

MINUTES:

MOTION #28⁽²⁰⁾: To approve the Board of Trustee minutes dated July 22, 2020 (Doc. #029-20). Holte/Pavelski
RESULT: Carried.

FINANCIALS:

MOTION #29⁽²⁰⁾: To approve the July-August 2020 Check Registers (Doc. #031-20). Daus/Holte
RESULT: Carried.

Question were asked about cell/internet use payments to staff and Action Mechanical for 2 UV-air purifiers. Both of those expenses are COVID related. Button created a line item in the budget for virus related expenses.

Other questions were about computers that were purchased and billed to libraries and for an explanation on BiblioCommons and Overdrive.

Achterhof noted that counties are getting help due to COVID and wondering if IFLS would qualify for assistance as well. Thompson replied that right now, there is no assistance for library systems. There is some Cares Act money that was spent on software licensing and features for IFLS member libraries. Thompson added that IFLS may be able to recover some other COVID costs; but the priority right now is to spend money connecting the libraries.

MOTION #30⁽²⁰⁾: To approve the July-August 2020 Financial Reports (Doc. #032-20). Daus/Hanson
RESULT: Carried.

Button noted that pages 20-21 of the meeting packet are the Profit & Loss Budget vs. Actual and is the document used in preparing the revised 2020 and preliminary 2021 budget.

Things to note is that interest income is down from last year. Last year at this time IFLS had almost \$29,000 in interest income compared to this year at \$8,000. There are fluctuations in amounts spent because of the different way vendors bill and when payment issued. LEAN WI (8898) is an example where nothing has been spent yet. This tends to get billed at the end of the year. Delivery Service is often a timing issue of billing and payment as well.

The LEAN WISCONSIN Report (page 24) shows how they spend funds based on the partnership between IFLS, Northern Waters Library System, and Wisconsin Valley Library System for technical infrastructure. The three systems work on these pieces together to maximize resources and funding. The report provided is through August of 2020. Wisconsin Valley maintains the budget and provides reporting

MID-YEAR INVESTMENT REPORT:

Button mentioned the deficit in Interest Income compared to last year and the budget. There are not a lot of options available to IFLS. Currently, the Investment Savings Account has a little higher interest rate and contains about half of the funds. The other half of funds are in the State's Pooled Investment Fund (PIF). When the state aids are received in November, Button will review the rates and deposit the funds accordingly.

AGENDA ITEMS AND DIRECTOR'S REPORT OF MONTHLY ACTIVITIES:

Thompson noted that the most answered questions from libraries have been related to COVID.

There are Director openings in Hudson, New Richmond, and Roberts. Roberts has posted the position. New Richmond plans to post soon. Hudson is reviewing their job description and developing materials to post the position.

Glenwood City received a Community Facilities Block Grant which was approved this week.

Achterhof inquired who determines who receives the facility assessment audits. Langby noted that prior to COVID, twelve libraries were interested. The costs vary based on the square footage of the library. One chunk will be done this year and the rest in 2021. Brue noted that when libraries are looking to expand, they should consider installing push buttons for the bathroom doors. Brue hopes this is a high priority for libraries. Thompson noted that push button door openers are not mandatory as part of ADA. They are encouraged; but not all municipalities have the funds for them. When Thompson does building consulting, he does the best he can to bring awareness.

PERSONNEL COMMITTEE REPORT:

Duerkop reported that the Personnel Committee met this morning. After discussion, it is the recommendation to accept the staff wage proposal from Thompson. This would include the recommendation that all staff will increase by 2% while 1 individual will receive a market adjustment to better align with marketplace factors. This position will be increased to our new minimum pay of \$15/hour. The benefits would remain unchanged.

In discussing the Director wage increase, those on the committee felt a 2% increase would be in line.

Both the staff and director wage increases are built into the proposed 2021 budget.

The Board may go into closed session to discuss the Director's wage increase; but are not required to. Tripp asked if there were any questions for the Personnel Committee on their recommendations.

MOTION #31⁽²⁰⁾: To approve the Personnel Committee's recommendations for 2021 wages and benefits for the IFLS Staff and Director. *(All staff will increase 2% while 1 individual will receive a market adjustment by increasing the wage to \$15/hour. The Director would receive a 2% wage increase. Benefits would remain unchanged.)* Brue/Holte
RESULT: Carried.

Tripp noted that the increases are far less than what the Board would like to do; but are in line among other counties within the system.

2020 REVISED/2021 PRELIMINARY IFLS AND MORE BUDGET:

Thompson noted that interest income was lowered in the revised 2020 budget. Because of the changes due to COVID, there were some categories where things were not happening such as travel and speakers for workshops. The funds were switched to offer attendance at virtual conferences to help libraries stay connected.

Line 54 anticipates spending more than we have for new revenue. Carryover dollars and other monies are projected to have the 2021 to the good by \$18,000 (line 75). Button added that Line 70 of Reserved Carryover shows \$270,000. The breakdown of the reserves is in Lines 83-93.

Achterhof inquired how the tech staff vacancy was reflected in the budget. Button responded that the wages are still reflected in Line 9. In addition to the tech vacancy, some staff chose to go down in hours. Line 11 shows the savings on the Tech vacancy which has been open since February. A partial amount of wages for the vacant position were left in the budget if the position would be filled yet this year.

Prichard stated that looking forward with the current COVID situation, are there one or two areas of emphasis to focus on in 2021. Thompson replied that in terms of supporting libraries, IFLS will continue to do what we are doing. Another focus is looking at hiring resources for IFLS Library Boards to understand the legal and equity issues in hiring a library director. A hiring guide for staffing would also be helpful. Other areas of emphasis include accessibility and inclusivity for facilities and services.

Pavelski inquired about Delivery Service (Line 30). Button noted that IFLS received a slight credit from the state for the statewide delivery. The budget is only revised if it is a known increase or decrease. If there are additional savings in delivery costs, those will be recovered at the end of the year. Maureen Welch added that Waltco's gas surcharge was lower, but the cost of additional bins made costs higher. It is harder to decipher because you are not comparing apples to apples.

MOTION #32⁽²⁰⁾: To approve the 2020 Revised/2021 Preliminary IFLS and MORE Budget (Doc. #034-20). Daus/Prichard
RESULT: Carried.

Prichard inquired about quarantining bins. Thompson noted that there is a national study of the life of the COVID virus on materials. The study includes different piles of materials. While the virus can still be detected, is there enough viability to get someone sick is the unknown. Thompson noted that the system is using the best data available to make recommendations. There have been no reports of people sick with COVID from library materials.

Brue asked if the tech position was being actively advertised. Thompson replied not at this time. Part of the issue with hiring now, is that training would involve closeness of staff in addition to being out to libraries for some training. Due to COVID, it is not a good time to hire. Kris Schwartz is working more than his standard hours; but managing the workload. Staff have offered to help as they are able to do so. Lori Roholt is doing some research projects for Schwartz.

Tripp is aware of two people in quarantine because of the identical situation. Tripp appreciates the efforts of staff and willingness to be flexible and for Schwartz doing above and beyond his duties because of the circumstances.

IFLS STRATEGIC/STATE LONG RANGE PLAN:

Thompson noted that pages 31-37 of the meeting packet contain the standard form for the state filing. The form changes a bit from year to year.

Pages 38-40 include a progress report from September 1, 2019 through August 1, 2020 on how we met activities and objectives in IFLS' Strategic Plan. Pages 41-43 projects the work plan directions for the final 4-months of 2020 and proposed activities in 2021.

The Strategic plan (pages 44-49) was reviewed by staff and the IFLS Advisory Council of Librarians. The plan was endorsed by the Advisory Council.

MOTION #33⁽²⁰⁾: To approve the IFLS Strategic/State Long Range Plan (Doc. #035-20). Marshall/Brue
RESULT: Carried.

Following today's approval of the budget and state long range plan, the budget figures will be added to the plan prior to submission. The plan is due to the State by October 16th. Gardner will mail the signature page to Tripp for his signature.

The plan with the budget inserted will be brought back to the November Board meeting for approval.

Achterhof noted Langby's innovative and creative approach in her many duties. Langby replied that with the areas she is responsible for, it lends itself more towards being innovative. Her duties are more service related and less concrete. Pavelski and Brue agreed with Achterhof about Langby thinking outside the box and being innovative.

COVID-19 DISCUSSION:

Thompson provided a summary of what IFLS staff and libraries are doing as it relates to dealing with COVID.

Thompson noted that with some schools back in session, a couple libraries have had students who were sent home to quarantine; but came to the library. Thompson is assisting libraries in navigating those type of situations.

Pages 51-60 of the meeting packet include updates from the libraries as submitted by the IFLS Advisory Council reaching out to the libraries within their county.

Eggert noted the opening and closing of libraries due to COVID as well as switching services to curbside. Eggert noted Colfax still has magazines in the racks, while Chippewa Falls does not. Thompson noted that part of the magazine issue is it typically something a patron would sit and browse. Libraries are trying to limit the amount of time patrons are in the library to limit exposure. There is also the 96 hours between readers. Due to these factors, many libraries have taken magazines out of the equation. Some libraries are considering not having magazines with the availability of electronic magazines available to patrons.

Prichard noted that home use of Ancestry.com was extended to December 31, 2020.

Thompson noted that in today's electronic world, it raises the question the number of subscriptions organizations use and the pooling of resources.

REPORTS:

Achterhof announced that St. Croix County is funding two hotspots for each library next year and hope to make it continuous.

It was noted that some patrons at Baldwin are getting phone calls/computer messages late at night about library materials. It was noted due to the libraries being closed; due

dates kept adjusting during closures due to COVID. The system is catching up with making contacts now that libraries have opened back up.

ADJOURNMENT:

The meeting adjourned at 2:01 pm.

Joanne Gardner/Recorder/Administrative Associate

These minutes of the Board of Trustees are approved: ____ as printed ____ corrected

Presiding Officer

Dated

IFLS LIBRARY SYSTEM
Personnel Committee
September 23, 2020

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, September 23, 2020 via Zoom. Duerkop called the meeting to order at 11:11 am.

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

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

PERSONNEL COMMITTEE MEMBERS PRESENT:

Sue Duerkop (Polk County); **Bun Hanson** (Barron County); **Dave Hardin** (St. Croix County); **Lyle Lieffring** (Rusk County); **Susan Marshall** (Price County); **Jim Tripp** (Dunn County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

None.

OTHERS PRESENT:

John Thompson (Director); **Joanne Gardner** (Administrative Associate/Recorder); **Lori Roholt** (MORE Administrator/Meeting Coordinator).

APPROVE AGENDA:

MOTION #23⁽²⁰⁾ To approve the agenda as presented. Hardin/Tripp
RESULT: Carried.

MINUTES:

MOTION #24⁽²⁰⁾ To approve the Personnel Committee minutes of July 22, 2020 (Doc. #028-20). Hardin/Marshall
RESULT: Carried.

**WAGES AND BENEFITS DISCUSSION
AND RECOMMENDATION FOR 2021:**

Thompson noted that since the wage recommendation is not specific to individual staff, the committee cannot go into closed session.

Thompson is recommending that all staff would receive a 2% increase while one staff member would receive a market adjustment to better align with marketplace factors and increased to the new minimum pay of \$15.

MOTION #25⁽²⁰⁾ To accept the Staff Wage proposal for 2021 as presented by Thompson and forward to the Board for approval. (Marshall/Harding)
RESULT: Carried.

Hanson attended a Barron County Board meeting last night and Thompson's recommendation was very appropriate.

Thompson noted that the proposed recommendation has been included in the proposed IFLS budget for 2021. System funding is on a two-year cycle; and that includes 2020 and 2021.

Thompson noted that only one position would be boosted to meet the new \$15 minimum. There are places in Eau Claire that are setting the new minimum wage at \$15 an hour. IFLS wants to retain staff we have.

DIRECTOR'S SALARY FOR 2021:

The committee can go into closed session if they wish, but it is not required.

The proposed 2021 IFLS budget would support a 2% increase in wages for the Director.

MOTION #26⁽²⁰⁾ To accept a 2% salary increase for the Director's salary in 2021 and forward to the Board for approval. (Hardin/Marshall)
RESULT: Carried.

Hardin inquired if a 2% increase would keep Thompson competitive nationally and statewide. Thompson noted that a 2% would be in the middle of the other system directors.

Tripp added that he agreed with Hanson on a 2% increase based on what is happening in Dunn County. With similar institutions, a 2% increase was about right. Tripp noted that if the Board could afford more, they would consider that.

Duerkop inquired if all staff and Thompson were good and how they are handling adjustments in work related to COVID. Thompson replied all staff was doing what works best for them. The work is getting done. There have been no complaints regarding system services. Kris Schwartz has a lot of work because of the tech position remaining open. Schwartz has an overload of work; but managing. Roholt is doing some project/research for Schwartz. Other staff have offered to help how they can.

Gardner and Roholt were asked how things were going from the staffs' perspective. Both agreed they appreciated the flexibility in completing their work during COVID.

ADJOURNMENT:

Motion to adjourn at 11:34 am. Hanson/Hardin

Joanne Gardner, Administrative Associate/Recorder

These minutes of the IFLS Personnel Committee are approved: ____ as printed ____ corrected

Presiding Officer

Dated

IFLS Library System Check Register September 2020

#039(20)

Date	Num	Name	Memo	Amount
Sep 20				
09/01/2020	Auto Pay	Delta Dental	Sept '20 Dental	-811.44
09/10/2020	Auto Pay	Holiday Credit Office	Aug Gas	-36.78
09/14/2020	Auto Pay	Xcel Energy	7/25-8/22 Gas & Electric Svc	-226.27
09/23/2020	Auto Pay	CenturyLink	IFLS/MORE Aug Phone	-1.39
09/24/2020	Auto Pay	Employee Trust Funds, Dept of	Oct '20 Health Ins.	-16,673.34
09/24/2020	Auto Pay	Associated Credit Card	Aug Credit Card *see attached	-19,205.67
09/02/2020	WIRE	Internal Revenue Service	P/R #17	-6,647.46
09/09/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #18	-1,174.00
09/15/2020	WIRE	Wisconsin Department of Revenue	P/R #17	-1,289.93
09/16/2020	WIRE	Internal Revenue Service	P/R #18	-6,647.48
09/23/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #19	-1,174.00
09/30/2020	WIRE	Wisconsin Department of Revenue	P/R #18	-1,289.93
09/30/2020	WIRE	Wisconsin Retirement System	Aug WRF	-7,211.30
09/30/2020	WIRE	Internal Revenue Service	P/R #19	-6,647.56
09/09/2020	DD1177-192	IFLS Staff	P/R #18 Direct Deposit	-19,124.53
09/23/2020	DD1193-208	IFLS Staff	P/R #19 Direct Deposit	-19,124.50
09/10/2020	41998	Kilde, Rebecca	Pick up Library Signs	-42.84
09/10/2020	41999	Krejci, Bridget	MORE/Acq Training - Roberts	-46.36
09/10/2020	42000	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Aug	-1,489.67
09/10/2020	42001	Mick, Christopher	CE Grant/YALSA Symposium	-249.00
09/10/2020	42002	Milltown Public Lib	CE Grant/ALSC Instit - B Vold	-75.00
09/10/2020	42003	Minuteman Press	Billable/Lib Signup Signs	-357.60
09/10/2020	42004	OCLC, Inc	LSTA WebJunction & Jul-Aug on Acct	-20,321.79
09/10/2020	42005	Securian Financial Group, Inc.	Oct Life Ins.	-454.97
09/10/2020	42006	Library Ideas	MORE/Aug Freading Usage	-1,022.00
09/10/2020	42007	Marcive, Inc.	MORE/Aug Database Maint.	-135.60
09/10/2020	42008	OverDrive, Inc.	MORE/OverDrive Titles	-1,500.08
09/24/2020	42009	Bayscan Technologies	Billable/Milltown Scanner	-190.00
09/24/2020	42010	CA Friday Memorial Library	CE Grant/YALSA Symposium	-249.00
09/24/2020	42011	Clasper, Emily	2 Tech Days Webinars	-2,000.00
09/24/2020	42012	Ellsworth Public Lib	CE Grant/ALSC Inst & YALSA Symp	-204.00
09/24/2020	42013	Krejci, Bridget	Library Trainings	-169.32
09/24/2020	42014	Maug Cleaning Solutions, Inc.	8/3 - 8/30 Cleaning Svc	-277.50
09/24/2020	42015	OCLC, Inc	IFLS/MORE Sept-Oct on Acct	-6,999.16
09/24/2020	42016	Season 2 Season	July Lawncare Svc	-335.00
09/24/2020	42017	South Central Library System	State Delivery/Jul-Dec w/Rebate	-7,769.06
09/24/2020	42018	Turner, Kris	2 Tech Days Webinars	-1,500.00
09/24/2020	42019	Waltco Inc.	Sept Delivery Svc	-23,676.31
09/24/2020	42020	Kilde, Rebecca	Lib Visits & Cell/Internet	-204.13
09/28/2020	42021	Dalberto, Peggy	Reimb/YA Symposium & ALSC	-324.00
Sep 20 TOTAL				<u>-176,877.97</u>

3:33 PM

11/03/20

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (9/24/2020)

Date	Name	Memo	Num	Amount
Aug 20				
08/01/2020	Auto-Owners Insurance	7/20/20-21 Auto Insurance	1 Yr Auto	971.08
08/01/2020	Virchow, Krause & Co. LLP	Final 2019 Audit/Board Presentation	BT1653240	700.00
08/01/2020	Dell Marketing L.P.	Billable/Luck 2 Comps	Comp Equip	1,552.44
08/01/2020	CDW-G	Billable/Somerset Printer	Comp Equip	155.19
08/01/2020	GoDaddy.com	MORE/Renew SSL Certificate	Renewal	199.99
08/01/2020	Dell Marketing L.P.	Billable/Hudson 8 Laptops	Comp Equip	9,207.04
08/01/2020	Dell Marketing L.P.	Billable/Altoona Comp	Comp Equip	826.61
08/01/2020	CDW-G	IFLS Comps/Drive Enclosure	IFLS Tech	16.16
08/03/2020	Quill Corporation	Delivery Spls/Paper Products/COVID Spls	9069712	315.90
08/06/2020	Rev.com	Caption/WISCAT Basic Training	Captioning	110.00
08/07/2020	Rev.com	Caption/Raising Monarch Caterpillars	By ME Brue	12.50
08/10/2020	CDW-G	Billable/Chippewa MS Office	Comp Equip	185.76
08/10/2020	Dell Marketing L.P.	Billable/Spring Valley Comp	Comp Equip	776.22
08/11/2020	Green Oasis	Irrigation System Maintenance	917989	59.28
08/14/2020	Dell Marketing L.P.	Billable/Baldwin 2 Comps	Comp Equip	1,552.44
08/15/2020	Boxx Sanitation	Aug Garbage Svc	221393	29.00
08/19/2020	PayPal Inc.	WisLiteracy/RK @ Lang/Comm Train	Registratio	75.00
08/20/2020	EverLibrary Stripe.com	LAFCON Conf Reg/J Thompson	Conf Reg	100.00
08/20/2020	Dell Marketing L.P.	Billable/Bloomer 3 Comps	Comp Equip	1,895.64
08/25/2020	Intuit	Payroll Direct Deposit Fees	Aug Fees	33.76
08/26/2020	3CX Phone System	Annual Fee/IP Phone Service	Annual Fee	325.00
08/31/2020	USPS	Aug Postage	Aug	6.66
08/31/2020	FlowRoute.com	Aug Phone - on Acct	Aug on Acct	100.00
Aug 20				19,205.67

IFLS Library System
Check Register
October 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Oct 20				
10/01/2020	Auto Pay	Eau Claire, City of	3rd Qtr Water & Sewer	-425.79
10/01/2020	Auto Pay	Delta Dental	Oct '20 Dental	-811.44
10/14/2020	Auto Pay	Xcel Energy	8/22 - 9/22/20 Gas & Electric	-215.25
10/22/2020	Auto Pay	CenturyLink	Sept Phone Svc	-1.41
10/24/2020	Auto Pay	Associated Credit Card	Sept Credit Card *see attached	-12,018.42
10/26/2020	Auto Pay	Employee Trust Funds, Dept of	Sept '20 Health Ins.	-16,673.34
10/07/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #20	-1,187.00
10/14/2020	WIRE	Internal Revenue Service	P/R #20	-6,646.40
10/15/2020	WIRE	Wisconsin Department of Revenue	P/R #19	-1,289.93
10/21/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #21	-1,187.00
10/28/2020	WIRE	Internal Revenue Service	P/R #21	-6,652.08
10/31/2020	WIRE	Wisconsin Department of Revenue	P/R #20	-1,289.02
10/31/2020	WIRE	Wisconsin Retirement System	Sept WRF	-7,211.30
10/07/2020	DD1209-224	IFLS Staff	P/R #20 Direct Deposit	-19,113.51
10/21/2020	DD1225-240	IFLS Staff	P/R #21 Direct Deposit	-19,142.57
10/07/2020	42022	AT&T	Sept Phone Svc	-20.55
10/07/2020	42023	CA Friday Memorial Library	Reimb/ALSC Institute/J Irwin	-75.00
10/07/2020	42024	Kilde, Rebecca	Reim/Affinity Designer	-52.74
10/07/2020	42025	Maug Cleaning Solutions, Inc.	Sept Cleaning Svc	-300.00
10/07/2020	42026	Plum City Public Lib	Delivery Damage/1 item	-17.00
10/07/2020	42027	Securian Financial Group, Inc.	Sept Life Ins.	-454.97
10/07/2020	42028	Library Ideas	MORE/Sept Freading Usage	-1,006.00
10/07/2020	42029	Marcive, Inc.	MORE/Sept Database Maint	-99.06
10/07/2020	42030	OverDrive, Inc.	MORE/OverDrive Titles	-3,399.85
Oct 20 TOTAL				-99,289.63

3:33 PM

11/03/20

Accrual Basis

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (10/24/2020)

Date	Name	Memo	Num	Amount
Sep 20				
09/01/2020	Assoc of Rural & Small Libr...	LSTA/44 ARSL Conf Regs & 4 IFLS Staff	57565	1,680.00
09/01/2020	Dell Marketing L.P.	Billable/Bloomer 3 Comps	Comp Equip	433.02
09/01/2020	CDW-G	MORE Conting/Replace Tech Talk Comp	HP Server	1,059.36
09/02/2020	Dell Marketing L.P.	IFLS Comps/2 Laptops	IFLS Hardwa	2,015.56
09/03/2020	Dell Marketing L.P.	Billable/Hammond 2 Laptops	Comp Equip	1,976.08
09/08/2020	Dell Marketing L.P.	Billable/Cumberland 3 Comp 1 Laptop	Comp Equip	3,364.70
09/09/2020	Dell Marketing L.P.	Billable/Bruce MS Office	Comp Equip	92.88
09/11/2020	Dell Marketing L.P.	Billable/Milltown Printer & Dock	Comp Equip	406.91
09/14/2020	Quill Corporation	COVID Supplies/gloves & wipes	10427490	22.75
09/15/2020	Rev.com	Captioning of 9/14 Webinar	Workshops	76.25
09/16/2020	Innovative Users Group	MORE/IUG Membership Renewal	Membership	110.00
09/16/2020	PayPal Inc.	MORE/CABS on-line transmit form	Digital Ins	39.78
09/18/2020	Festival Foods	Gen Pstg & Board Packets	Sept Pstg	26.91
09/18/2020	Amazon.com Credit	4 spare SD Cards	IFLS Tech	29.96
09/22/2020	Amazon.com Credit	AAUW & LWV Funds/Voting Books	8982602	207.32
09/23/2020	Rev.com	Captioning Tech Days Webinar	Workshops	116.25
09/25/2020	FlowRoute.com	Sept Phone Svc	Sept	64.78
09/25/2020	Intuit	Sept Direct Deposit Fees	Sept Fee	33.76
09/25/2020	Canva	Graphic Design Software	PR Tool	119.40
09/25/2020	Rev.com	Captioning Tech Days Webinar	Workshops	113.75
09/30/2020	Boxx Sanitation	Sept Garbage Svc	225339	29.00
Sep 20				12,018.42

11/10/2020
4:36 PM

IFLS Library System
Balance Sheet
As of October 31, 2020

040(20)

	IFLS	MORE	2020 TOTAL	2019 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	27,482.02		27,482.02	35,035.24
1040 · Bank Mutual - Checking	21,939.75		21,939.75	5,569.04
1050/1106 · Investments/Bank Mutual & States PIF	890,978.05	431,248.33	1,322,226.38	1,214,146.50
Total Checking/Savings & Investments	940,399.82	431,248.33	1,371,648.15	1,254,750.78
Accounts Receivable				
1200 · Accounts Receivable	28,088.39	0.00	28,088.39	14,854.54
Total Accounts Receivable	28,088.39	0.00	28,088.39	14,854.54
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,305.39		2,305.39	2,345.87
1505/1506 · 2020-2021 Prepaid Expenses	3,685.00	28,176.71	31,861.71	34,367.68
Total Other Current Assets	6,065.39	28,176.71	34,242.10	36,788.55
TOTAL ASSETS	974,553.60	459,425.04	1,433,978.64	1,306,393.87
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	58,993.23	5,315.22	64,308.45	52,543.82
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	58,993.23	5,315.22	64,308.45	52,543.82
Other Current Liabilities				
2100 · Payroll Liabilities	1,291.00		1,291.00	1,337.00
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	1,291.00	0.00	1,291.00	1,337.00
Total Current Liabilities	60,284.23	5,315.22	65,599.45	53,880.82
Total Liabilities	60,284.23	5,315.22	65,599.45	53,880.82
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	497,246.00	256,046.00	753,292.00	677,145.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	60,343.60	80,764.58	141,108.18	223,273.25
Current Year Income Less Expense	356,679.77	117,299.24	473,979.01	352,094.80
Total Equity (End of Year)	914,269.37	454,109.82	1,368,379.19	1,252,513.05
TOTAL LIABILITIES & EQUITY	974,553.60	459,425.04	1,433,978.64	1,306,393.87

IFLS Library System
Revenue and Expense Statement
 January through October 2020

	Jan - Oct 20	Jan - Oct 19
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,200,056.00
5200 · Interest Income/General Funds	8,718.56	33,197.30
5263 · MORE Management Income	11,600.00	10,000.00
5280 · Technology Income	7,675.75	6,752.29
5300 · Miscellaneous Income	206.29	4,021.05
Total Income	1,228,256.60	1,254,026.64
Expense		
6500 · Salaries/Wages	376,446.46	421,604.06
6560 · Payroll Expenses	141,442.34	174,670.05
8070 · New Furnishings/Equipment <\$500	0.00	51.10
8530 · Bank & Direct Deposit Fees	475.15	103.00
8540 · Annual Audit	6,350.00	6,430.00
8620 · Collection/Electronic Resources	25,428.76	44,399.00
8630 · Wis Pub Lib Consortium Membshp	5,605.00	5,605.00
8670 · Professional Memberships	1,587.70	1,793.73
8690 · Librarian Workshops - General	1,385.05	4,213.28
8700 · CE/Collaboration Projects	350.00	200.00
8702 · Crisis Prevention Training	0.00	40.80
8710 · CE Grants - General	3,396.25	2,400.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	1,606.49	5,836.41
8735 · Library Consulting Expenses	300.00	593.13
8740 · Field Visits	2,811.75	5,481.48
8741 · Field Visits - Tech Support	288.15	0.00
8755 · Programming Kits	124.84	1,138.10
8812 · ILL Fees & Verification Sources	7,205.80	6,995.61
8850 · Delivery Service	217,926.19	213,508.53
8855 · Collection Dev Grant-LEPhillips	17,250.00	17,250.00
8864 · Wide-Area Network (WAN)	8,870.00	7,370.00
8890 · IFLS Contrib - MORE Operating	88,158.00	85,177.00
8898 · LEAN WI/Shared Tech WVLS	0.00	0.00
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00
8971 · Web Development	1,017.97	1,006.80
9010 · IFLS Committee Meetings	391.75	3,127.59
9020 · Professional Materials	1,151.21	966.42
9030 · Postage	106.33	721.33
9050 · Telephone	1,717.63	3,323.32
9060 · Supplies	547.07	818.03
9080 · Printing	195.98	1,350.40
9123 · Building Overhead Expenses	10,238.25	16,500.88

IFLS Library System
Revenue and Expense Statement
January through October 2020

	Jan - Oct 20	Jan - Oct 19
9140 · Photocopier Costs	1,994.86	2,161.08
9160 · Computers	7,014.13	935.87
9190 · System Vehicle Expenses	1,541.23	2,118.31
9220 · Insurance	3,951.98	4,216.51
9235 · Coronavirus Expenses	2,301.74	0.00
9240 · Contingency	77.50	630.00
9241 · Credit Card Reward Program	-2,150.00	-1,086.36
9245 · Capital Expenditures	1,960.00	0.00
Total Expense	940,191.56	1,042,776.46
Net Ordinary Income	288,065.04	211,250.18
Other Income/Expense		
Other Income		
5470 · LSTA #17 - PLSR Sys Redesign 3	0.00	8,013.79
5471 · LSTA #17 - WPLC Biblioboard Inc	0.00	24,000.00
5472 · LSTA 2020 Income	15,858.80	0.00
5506 · TEACH Grant Income	0.00	2,910.00
5620 · Shared Cataloging Svc Income	172,593.25	135,653.46
5702 · Billable Project Income	186,112.65	167,424.85
Total Other Income	374,564.70	338,002.10
Other Expense		
8830 · Shared Cataloging Service	138,357.73	64,849.44
8940 · Projects Billable to Libraries	150,188.64	130,062.35
9920 · TEACH Grant Expenses	0.00	2,910.00
9976 · LSTA #17 - PLSR Syst Redesign 3	0.00	8,013.79
9977 · LSTA #17 - WPLC Biblioboard	0.00	24,000.00
9978 · LSTA 2020 Expenses	17,403.60	0.00
Total Other Expense	305,949.97	229,835.58
Net Other Income	68,614.73	108,166.52
Year-to-date Income less Expense (IFLS Funds)	356,679.77	319,416.70
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	825,898.00	732,081.00
9500 · MORE Shared Automation Expenses	708,598.76	699,402.90
Year-to-date Income less Expense (MORE Funds)	117,299.24	32,678.10
Year-to-date Income less Expense (ALL Funds)	473,979.01	352,094.80

IFLS Library System
Profit & Loss Budget vs. Actual
January through October 2020

	TOTAL			
	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,200,056.00	1,200,056.00	0.00	100.0%
5200 · Interest Income/General Funds	8,718.56	9,000.00	-281.44	96.87%
5263 · MORE Management Income	11,600.00	11,600.00	0.00	100.0%
5280 · Technology Income	7,675.75	6,000.00	1,675.75	127.93%
5300 · Miscellaneous Income	206.29	200.00	6.29	103.15%
Total Income	1,228,256.60	1,226,856.00	1,400.60	100.11%
Expense				
6500 · Salaries/Wages	376,446.46	530,000.00	-153,553.54	71.03%
6560 · Payroll Expenses	141,442.34	171,000.00	-29,557.66	82.72%
8070 · New Furnishings/Equipment <\$500	0.00	100.00	-100.00	0.0%
8530 · Bank & Direct Deposit Fees	475.15	800.00	-324.85	59.39%
8540 · Annual Audit	6,350.00	6,350.00	0.00	100.0%
8620 · Collection/Electronic Resources	25,428.76	25,470.00	-41.24	99.84%
8630 · Wis Pub Lib Consortium Membshp	5,605.00	5,605.00	0.00	100.0%
8670 · Professional Memberships	1,587.70	3,200.00	-1,612.30	49.62%
8690 · Librarian Workshops - General	1,385.05	4,025.00	-2,639.95	34.41%
8700 · CE/Collaboration Projects	350.00	350.00	0.00	100.0%
8702 · Crisis Prevention Training	0.00	0.00	0.00	0.0%
8710 · CE Grants - General	3,396.25	3,650.00	-253.75	93.05%
8714 · Accessibility Audits	0.00	5,764.00	-5,764.00	0.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	1,606.49	4,000.00	-2,393.51	40.16%
8735 · Library Consulting Expenses	300.00	450.00	-150.00	66.67%
8740 · Field Visits	2,811.75	6,500.00	-3,688.25	43.26%
8741 · Field Visits - Tech Support	288.15	1,000.00	-711.85	28.82%
8755 · Programming Kits	124.84	125.00	-0.16	99.87%
8812 · ILL Fees & Verification Sources	7,205.80	9,000.00	-1,794.20	80.06%
8850 · Delivery Service	217,926.19	282,300.00	-64,373.81	77.2%
8855 · Collection Dev Grant-LEPhillips	17,250.00	23,000.00	-5,750.00	75.0%
8864 · Wide-Area Network (WAN)	8,870.00	10,370.00	-1,500.00	85.54%
8890 · IFLS Contrib - MORE Operating	88,158.00	88,158.00	0.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	62,000.00	-62,000.00	0.0%
8950 · Campaign for Wisconsin Libs	1,126.00	1,200.00	-74.00	93.83%
8971 · Web Development	1,017.97	1,100.00	-82.03	92.54%
9010 · IFLS Committee Meetings	391.75	560.00	-168.25	69.96%
9020 · Professional Materials	1,151.21	1,410.00	-258.79	81.65%
9030 · Postage	106.33	150.00	-43.67	70.89%
9050 · Telephone	1,717.63	8,960.00	-7,242.37	19.17%
9060 · Supplies	547.07	870.00	-322.93	62.88%
9080 · Printing	195.98	900.00	-704.02	21.78%

IFLS Library System
Profit & Loss Budget vs. Actual
January through October 2020

	TOTAL			
	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
9123 · Building Overhead Expenses	10,238.25	23,200.00	-12,961.75	44.13%
9140 · Photocopier Costs	1,994.86	2,095.00	-100.14	95.22%
9160 · Computers	7,014.13	8,400.00	-1,385.87	83.5%
9190 · System Vehicle Expenses	1,541.23	3,200.00	-1,658.77	48.16%
9220 · Insurance	3,951.98	5,245.00	-1,293.02	75.35%
9235 · Coronavirus Expenses	2,301.74	4,000.00	-1,698.26	57.54%
9240 · Contingency	77.50	1,000.00	-922.50	7.75%
9241 · Credit Card Reward Program	-2,150.00	-1,500.00	-650.00	143.33%
9245 · Capital Expenditures	1,960.00	6,000.00	-4,040.00	32.67%
Total Expense	940,191.56	1,310,007.00	-369,815.44	71.77%
Net Ordinary Income	288,065.04	-83,151.00	371,216.04	
Pass-thru Income/Expense				
Pass-thru Income				
5472 · LSTA 2020 Income	15,858.80	15,000.00	858.80	105.73%
5620 · Shared Cataloging Svc Income	172,593.25	173,000.00	-406.75	99.77%
5702 · Billable Project Income	186,112.65	180,000.00	6,112.65	103.4%
Total Pass-thru Income	374,564.70	368,000.00	6,564.70	101.78%
Pass-thru Expense				
8830 · Shared Cataloging Service	138,357.73	173,000.00	-34,642.27	79.98%
8940 · Projects Billable to Libraries	150,188.64	180,000.00	-29,811.36	83.44%
9978 · LSTA 2020 Expenses	17,403.60	15,000.00	2,403.60	116.02%
Total Pass-thru Expense	305,949.97	368,000.00	-62,050.03	83.14%
Net Pass-thru Income	68,614.73	0.00	68,614.73	100.0%
Year-to-date Income less Expense (IFLS Funds)	356,679.77	-83,151.00	439,830.77	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	825,898.00	819,900.00	5,998.00	100.73%
9500 · MORE Shared Automation Expenses	708,598.76	851,946.00	-143,347.24	83.17%
Year-to-date Income less Expense (MORE Funds)	117,299.24	-32,046.00	149,345.24	
Year-to-date Income less Expense (ALL Funds)	473,979.01	-115,197.00	589,176.01	

My Online Resource (MORE)
Balance Sheet
As of October 31, 2020

	<u>MORE</u>
ASSETS	
Current Assets	
1105 - Investment Funds - MORE	\$ 431,248.33
1200-1 - Accts Receivable-MORE	-
1506-1 - 2021 Prepaid Expense-MORE	<u>28,176.71</u>
TOTAL ASSETS	<u><u>\$ 459,425.04</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 - Accounts Payable-MORE	<u>5,315.22</u>
Total Liabilities	5,315.22
Equity	
MORE Reserved Fund Balance on 1/1/2020	224,000.00
MORE Committed Fund Balance on 1/1/2020	32,046.00
MORE Uncommitted Fund Balance on 1/1/2020	80,764.58
Current Year Income less Expense	<u>117,299.24</u>
Total Equity/MORE Fund Balance	<u><u>454,109.82</u></u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 459,425.04</u></u>

Indianhead Federated Library System
Revenue less Expense - MORE
January through October 2020

	Jan -Oct '20	Jan - Oct '19
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670 · MORE Other Income	6,000.00	5,000.00
5670-2 · MORE Operating Income	819,898.00	727,081.00
Total MORE Income	825,898.00	732,081.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	237,299.28	234,999.20
9500-12 · MORE/III Annual Maintenance	133,164.91	120,151.63
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	1,381.11	2,942.41
9500-22 · MORE/High-demand Hold Project	10,435.79	10,018.60
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,472.30	12,126.00
9500-24 · MORE/Conferences	110.00	7,517.12
9500-31 · MORE/Add'l III Products/Encore/Decision	30,329.71	67,835.44
9500-32 · MORE/Mgmt Team Training	0.00	199.00
9500-38 · MORE/Systemwide OCLC	32,483.40	31,377.57
9500-4 · MORE/New Participant Expenses	300.91	0.00
9500-40 · MORE/Overdrive Content	28,890.38	26,084.87
9500-45 · MORE/Freading eBook Svc	10,802.50	7,720.00
9500-46 · MORE/Electronic Periodicals	17,968.15	15,000.00
9500-48 · MORE/i-Tiva Telephony Subscription	10,091.18	9,610.65
9500-49 · MORE/Data Scoping Project	0.00	2,500.00
9500-50 · MORE Discovery/Online Catalog	42,088.71	45,455.74
9500-53 · MORE/Database Quality Control	30,000.00	0.00
9500-5 · MORE/Publicity	760.15	0.00
9500-6 · MORE/Database Cleanup/Maint	3,025.28	4,124.62
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	106,995.00	101,740.05
Total 9500 · MORE Shared Automation Expenses	708,598.76	699,402.90
Total MORE Expense	708,598.76	699,402.90
Year-to-date MORE Income less Expense	117,299.24	32,678.10
 Plus 12/31/19 MORE Uncommitted Fund Balance	 80,764.58	
Plus 12/31/19 MORE Reserve/Committed Balance	256,046.00	
 MORE Fund Balance	 454,109.82	

Director's Report of Monthly Activities

COVID: With cases of COVID increasing in the region, some libraries have scaled back to curbside. Libraries continue to monitor case levels. Hammond closed temporarily pending test results on a possible staff COVID exposure. The [Wisconsin Public Libraries Reopening Guide](#) was updated to include additional information on ventilation of facilities.

Building Presentation Webinar: Building Projects: Evaluating the Alternatives
with John Thompson

- [Recording of Building Projects: Evaluating the Alternatives](#)
- [Slides for Evaluating the Alternatives](#)

System Director Meetings: The 16 system directors are continuing our weekly meetings with Library Division Staff to discuss COVID concerns, PLSR Implementation <https://dpi.wi.gov/coland/plsr-update>, and other statewide topics. The plan is to continue meeting regularly until the end of the year.

Consulting: Budgets, County Funding, COVID, Space Planning, Wellness and Sanity Checks, and personnel.

Agenda Items

X. Nomination Committee – The group will work with Joanne to develop a slate of candidates to present for board action at the January meeting.

XI. 2021 Resource Library Agreement -- The agreement is unchanged from 2020. The L. E. Phillips Memorial Public Library Board will be acting upon the agreement at their November meeting. Requested action: Authorizing the IFLS Board President sign the agreement after IFLS receives the signed copy.

XII. 2021 State Long Range Plan and Budget – The finalized State Plan (approved in September) and Budget (Juli inserted the approved IFLS budget into the State Form) is presented for final approval in the State format.

John Thompson (11-10-2020)

RESOURCE LIBRARY AGREEMENT

2021

This agreement is between the IFLS Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "IFLS," and the L.E. Phillips Memorial Public Library, Eau Claire, hereinafter called "LEPMPL."

WHEREAS, IFLS is organized under authority of Chapter 43 to provide for the improvement of public library services to the residents of Barron, Chippewa, Dunn, Eau Claire, Pepin, Pierce, Polk, Price, Rusk, and St. Croix counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that "each public library system shall have at least one system resource library" and

WHEREAS, LEPMPL is a member in good standing of IFLS and of the MORE shared automation system and meets all the statutory requirements to serve as a resource library,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

1. LEPMPL shall serve as resource library for IFLS.

As the resource library, LEPMPL shall develop and maintain resources to serve the needs of the entire system such as provide backup reference and interlibrary loan services including the development of and access to specialized collections. This agreement meets the requirements of Section 43.24(2)(b) Wisconsin Statutes.

Terms and conditions of compensation for such services are as follows:

- a) Resource Library Grant (\$23,000)

IFLS shall pay LEPMPL \$5,750 quarterly to provide the needed resources and access to all residents of IFLS Library System. This grant shall cover expenditures for system resident access to downloadable e-resources; specialized collection development including in demand popular materials and unique items; access payments for all system residents including residents of Fairchild; back up reference and interlibrary loan service; and resource library services. LEPMPL shall submit a year end summary of the grant expenditures.

- b) Delivery

IFLS shall fund 5-day a week, twice a day pick-up and drop-off of materials to LEPMPL to facilitate efficient delivery of materials to and from the library and among IFLS member libraries.

2. This agreement shall be in effect from January 1, 2021 to December 31, 2021.

This agreement may be amended at any time by mutual agreement of both parties. The parties shall meet and confer with each other on possible modifications to this agreement in the event of changes in interlibrary loan services, or the state telecommunications network that have an effect on the terms and conditions of this agreement.

President, LEPMPL Board of Trustees

Date _____

President, IFLS Board of Trustees

Date _____



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

	GENERAL INFORMATION	
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Library System

IFLS Library System

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

While many of our municipalities have seen little or no growth thus impacting their ability to increase funding of library or other municipal services, some of the larger more urban communities have seen some increases in new development. The budget uncertainty resulting from COVID-19 has increased concerns among member libraries. The system continues to seek ways to more effectively provide the highest quality services while trying to limit the amount of fees charged to our member libraries. Administration of libraries continues to increase in complexity and the pool of candidates for library director positions seems to be diminishing. The needs for consulting services and training have increased due to significant turnover in library staff positions in the past few years.

COVID-19 has resulted in many of our services/support going virtual in 2020 has shifted the way we have supported our libraries from in-person to more virtual consulting. The impacts for 2021 are uncertain.

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

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

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

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

IFLS has an Advisory Committee which represents our 10 member counties, the resource library and nonpublic libraries in our area. The library directors in the member counties select their representatives every two years (half in the even numbered years and the other half in the odd numbered years). They advise the IFLS Board and Staff on planning, budget and services. Every three years we have a more involved planning process. Development of the 2019 plan used a more extensive planning process.

IFLS staff reviewed our 2019 Strategic Plan key work plan directions and provided a progress update to our member libraries in September 2020. We also requested them to review the strategic plan and provide suggested changes to the plan. The IFLS Board received the progress report at their September meeting. No significant changes to the Strategic Plan are being proposed. A more extensive planning process is scheduled for 2021 for the development of a new plan (2022-24/25).

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

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

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

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

The system has a 13 person advisory committee consisting of one representative from each of the 10 counties, the resource library director and two multitype at large members representing academic, school or special libraries. The two year terms are staggered for the members. Each year six terms expire. The representative serving determines if they wish to continue. If they don't the individual county library directors select their representative. The agenda and minutes are posted on the IFLS website <https://iflswb.org/knowledge-base/advisory-council/> and provided to the IFLS Board. A representative from the group tries to attend the IFLS Board meeting to provide an update. A bylaw review will be conducted in 2021 with the consideration to look at the multitype membership to provide more flexibility in determining representation.

	ASSURANCES	
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The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year 2021. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

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

Membership Agreements

- ☒ Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.
- ☒ The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

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

Resource Library Agreement

- ☒ Wis. Stat. § 43.24(2)(b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ The system will provide a signed copy of the resource library agreement to the Division by January 15.

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

Reference Referral, Interlibrary Loan, and Technology

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

List ongoing activities related to this requirement:

Technology

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

	ASSURANCES (cont'd)	
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Reference Referral & Interlibrary Loan

Administers the MORE shared system (ILS).

Subscribes to and promotes electronic databases.

IFLS interlibrary loan staff continue to handle & refer reference and interlibrary loan requests as needed to all types of libraries in the IFLS area as well as to out-of-system and out-of-state libraries using the ILS, WISCAT and WorldCat/OCLC software.

Participates in WPLC projects including the statewide buying pool.

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

ILS Improvement--Implement a consortium based bibliographic/cataloging service with the support of several member libraries to provide bibliographic records for all consortium members.

ILS Improvement--Add IFLS member libraries to the MORE consortium.

Inservice Training

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

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

List ongoing activities related to this requirement.

Assess the CE needs of staff and directors of member libraries and the MORE shared system.

Provide 30 or more contact hours of CE for staff and directors and at least 12 hours of specialized training on the MORE shared system.

Collaborate with other library systems to develop training and development opportunities, particularly in a virtual environment
Strive to hold 50% of in-person workshops/opportunities outside of Eau Claire (though depending on COVID 19, all opportunities may be virtual)

Provide remote access to workshops and webinars as appropriate.

Continue to promote and offer inservices at individual libraries as COVID 19 allows (including sessions about customer service, crisis prevention, teens, the ILS and databases, self-care, and responding to other needs as indicated by library staff)

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

In 2020, we have instituted regular (weekly or bi-weekly) check-ins for directors, youth services and adult services library staff members to facility sharing and mutual support. This isn't continuing education exactly, but does prioritize allowing staff to connect with each other. We have prioritized this above some other activities due to requests from library staff and directors.

Promoting and supporting use of Inclusive Services Assessment and Guide; Equity and Inclusion (statewide effort); Compassion resilience (statewide effort); Libraries Activating Workforce Development Skills (statewide effort); Collection Development facilitated discussions; New Director Cohort; Support Staff retreat; Community Engagement; Advocacy and Board Development (some of these efforts are continued from last year due to the need to pivot in 2020).

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

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

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

Delivery and Communication

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

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

Provide 3 day a week delivery to MORE public libraries; and twice a day, 5 days a week delivery for the resource library.

Provide 1-2 day a week delivery for other member libraries based on ILL volume.

Fund the system's share of the statewide delivery network.

Survey, monitor and evaluate the courier volume.

Provide consulting and training on websites and website development including mobile versions.

Disseminate information via electronic newsletters or blogs to staff from all types of libraries

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

Further strengthen our advocacy/communication/PR training and support. Refine the newly deployed IFLS website.

Monitor/evaluate courier performance and viability

	ASSURANCES (cont'd)	
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Service Agreements

- ☒ Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.
- ☒ The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

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

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

Other Types of Libraries

- ☒ Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. The system will provide a copy of the agreement with a list of all signing libraries to the Division by January 15.

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

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

Library Technology and Resource Sharing Plan

- ☐ Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2021, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See the Library System Technology and Resource Sharing plan webpage for the most current version of the system library technology and resource sharing plan.

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

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

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

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

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

Continued integration of IFLS, NWLS, and IFLS into collaborative technology support platform. Continue development of collaborative backup program.

	ASSURANCES (cont'd)	
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Professional Consultation

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

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

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

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

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

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

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

Business Manager -- Financial management/accounting

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

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

Library Space Planning/Construction

New director resources/orientation/mentoring

Staff hiring resources

Inclusive Services

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

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

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

Promoting and supporting use of the Inclusive Services Assessment and Guide.

EDI resource sharing

Other Service Programs

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

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

Administration

- ☒ The system will not expend more than 20 percent of state aid received in the plan year for administration.
- ☒ The system will submit the 2020 system audit to the Division no later than September 30, 2021.

Budget

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

COLLABORATIVE ACTIVITIES

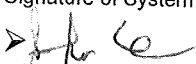
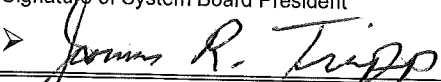
Summary of Activities Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2021 resource library contract.

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

Activity	Amount
1. Participate in the CINC (Chippewa Valley Internetworking Consortium). This consortium provides a fiber-based, inexpensive, high-bandwidth network for IFLS and five of our member libraries. - > \$4000/year	
2. LEAN WI Technology Services Partnership	
3. WPLC Participation	\$1,105,000
4. MORE Shared ILS	\$325,000
5. Shared Cataloging and Bibliographic Services (CABS)	\$75,000
6. Delivery Coordination among IFLS and 53 member libraries along with the Statewide Network and Minitex	\$1,100,000
7. Webinars	\$85,000
8. Statewide Library System Dell purchasing collaboration	
9.	
10.	
Cost Benefit Total	\$2,690,000

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year 2021.

Name of System Director John Thompson	Signature of System Director 	Date Signed Mo./Day/Yr. 9/30/2020
Name of System Board President James R. Tripp	Signature of System Board President 	Date Signed Mo./Day/Yr. 09.30.2020

FOR DPI USE
LIBRARY-SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is:

- ☐ Approved
☐ Provisionally Approved See Comments.
☐ Not Approved See Comments.

DLT Assistant Superintendent Signature

Date Signed Mo./Day/Yr.

Comments

**PUBLIC LIBRARY SYSTEM 2021
ANNUAL PROGRAM BUDGET**

Program	2021 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference, and Interlibrary Loan*					
1. Ref & ILL Svc	\$145,717				
2. Technology	\$210,225	\$16,512		\$86,000	
3. MORE Shared Svc/ILS	\$170,418			\$920,163	
4.					
5. Electronic Resources	\$35,100			\$219,165	
Program Total	\$561,460	\$16,512	\$0	\$1,225,328	\$1,803,300

Continuing Education and Consulting Service*					
1. CE & Consulting Svc	\$128,729				
2.					
Program Total	\$128,729	\$0	\$0	\$0	\$128,729

Delivery Services	\$323,010				\$323,010
Inclusive Services	\$45,954				\$45,954
Library Collection Development	\$29,439				\$29,439
Direct Payment to Members for Nonresident Access					\$0
Direct Nonresident Access Payments Across System Borders					\$0
Youth Services	\$59,856			\$5,000	\$64,856
Public Information	\$51,608			\$5,000	\$56,608
Administration		\$183,039		\$200	\$183,239
Subtotal	\$509,867	\$183,039	\$0	\$10,200	\$703,106

Other System Programs

1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$1,200,056	\$199,551	\$0	\$1,235,528	\$2,635,135

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

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
 Submitted by Leah Langby November 11, 2020

Keeping Libraries Connected

- Host, facilitate, and follow-up on weekly check-ins for library directors and youth services staff and bi-weekly check-ins for adult-services staff. These continue to be well-attended.

Continuing Education/Professional Development Highlights:

- Webinars:
 - 9/23 and 9/24: *Tech Days*—4 webinars, statewide project, IFLS hosted/moderated 2 of the 4 sessions. Nearly 250 at each session, 161 have viewed recordings of the two IFLS-hosted sessions. <https://techdayswisc.org/>
 - 10/7: *Are You Fumbling with Facebook*—IFLS-only webinar by Rebecca Kilde. 17 viewed live, 9 have viewed recording.
 - 10/20: *Dementia-Friendly Libraries*—IFLS-only webinar by ADRC Dementia Care Specialist Lisa Wells. 20 viewed live, 5 have viewed recording
 - 10/23: *Evaluating Alternatives for Building Projects*—IFLS webinar promoted statewide by John Thompson. 50 viewed live, 10 have viewed recording.
 - 11/5: Part One (of a four-part series): *Trustees Supporting Library Directors*—IFLS series promoted statewide. Presented by Stef Morrill and Melissa McLimans.
- Staff inservice for Hudson staff on Self-Care (1 hour long)
- To find out what other opportunities for professional development we are hosting or promoting, please take a look at our calendar: <https://iflsweb.org/calendar/>
- Member of Public Library System Redesign work group for Goal #7 (Professional Learning)—we'll be beta-testing solutions for a statewide platform for professional learning/development
- Statewide professional development collaborations I am assisting with for 2021:
 - Streamline for Success (analyzing services with an eye toward mission/vision/goals)—2 virtual workshops in the early spring, with follow-up consulting
 - Equity (this is a bigger project, still very much under construction)

Consulting Highlights

- Working on a plan for three IFLS staff members to do 1:1 consulting about COVID preparation and response with library directors who are particularly overwhelmed.
- Questions about collection development, talking about race, and more.
- Hosted/moderated a discussion for parents/caregivers who are doing virtual public school. Youth services librarians from around the system now working to coordinate a regular discussion group for adults helping kids in their lives with virtual school.

Other projects and learning opportunities

- Wisconsin Libraries Transform Communities: I am coaching teams from Brodhead and Kenosha—I have been learning a lot from them and from the process.
- Attended the Association for Rural and Small Libraries virtual conference, including useful sessions on citizen science and collaborating with schools.
- Attended a *Library Journal* course (along with 4 other librarians from around the system): Equity in Action: Building and Anti-racist Culture at Your Library. I will be meeting with others who took the course to help support them with projects related to the content of the course.
- 1-day WLA Virtual Conference—I had some technical and scheduling trouble with this conference, but was able to attend a few sessions.

IT Director Report

IFLS Board of Trustees, November 2020

Kris Schwartz, IT Director

Technology for Libraries During the Pandemic

During this very confusing and erratic time as libraries continue to open in various capacities I have been working with them on getting the computers setup to be used by patrons again and making sure the computers are functional and up to date. Many of the libraries had to shut down the library computers during the quarantine and closures as they were closed for months. One problem with computers being turned off is they are not able to update themselves and keep licensing up to date on the licensing servers for various software vendors. I have been able to remote into the computers and work on making sure the computers are secure and in good working condition before patrons start using them. As I visit some libraries, I have also been helping them move some computers around in the library to keep them separated for social distancing purposes. At some libraries it is possible to move computers around but others it is not because the wiring limits the locations computers can be installed so some libraries are shutting down every other computer to keep distance between patrons using the computers. The libraries that use the time management software Pharos I have been working with them to update schedules for temporary hours and change the time patrons can use the computers every day. The LWIN partnership is working together to use some grants to help libraries expand their wireless coverage outside the building so patrons with limited or no access to internet can still access the internet via the library WiFi. We will also be looking into several other projects through grants including adding WiFi access points outside the library building to expand coverage and adding network wiring inside the buildings to allow for public computers to be spaced out better to allow for proper social distancing.

Reference & Interlibrary Loan Coordinator's Report – November 2020

Meetings/Webinars/Conferences

MORE Directors Council

Wisconsin Tech Days webinars

Association for Rural & Small Libraries Conference

CVTC Library Advisory Committee meeting

WPLC Collection Development Committee meeting

WI Delivery Managers meeting

WPLC Board meeting

Notable Books Marathon webinar

WPLC Selection Committee meeting

Power Your Job Search with Google Tools webinar

WISCAT User Group meeting

WLA Virtual 1-day Conference

WPLC Steering Committee meeting

IFLS Directors Check In meetings as well as the Adult Services Check In meetings (all on Zoom)

Wisconsin's Digital Library (WDL)

I selected a few e-titles on the topic of suffrage which were purchased as a part of donation that Leah was working on.

Delivery & Interlibrary Loan (ILL)

The courier guidelines for quarantine have been modified again. The libraries participated in our Fall Delivery Study Oct. 26-30 and I'm tabulating the results which include bin counts for sent and received bins, total number of bins in the library on Oct. 30 including empty bins, and the quarantine times the libraries are observing. The first result of the study was that I ordered an additional 200 bins to help with quarantine delays.

IFLS ILL Clearinghouse Statistics

Requests Received	2017	2018	2019	2020
January	1705	1718	1744	2023
February	1573	1606	1599	1555
March	1716	1897	1554	962
April	1521	1612	1611	*
May	1536	1453	1452	*
June	1503	1462	1357	*
July	1464	1465	1573	59*
August	1605	1565	1415	877
September	1523	1377	1553	817
October	1693	1607	1760	909
November	1472	1444	1255	
December	1464	1405	1534	
Total	18,775	18,611	18,407	7,202

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

Maureen Welch 11/11/2020

MORE Administrator's Report

Lori Roholt

November 2020 – IFLS Board of Trustees

COVID-19 Response

My colleagues who primarily work with MORE and I continue to be responsive to the changing needs of member libraries as many continually adjust services.

- Adjusting notices for clear communication with patrons
- Suspending fine assessment
- Supporting evolving services, like a new contactless pickup option at L.E. Phillips.
- Remaining accessible as resources to directors and staff

Fairchild Public Library is now a member of MORE

LSTA funds will be available in the current grant cycle for public libraries in Wisconsin that are not members of an ILS/resource-sharing consortium (like MORE) to join. Fairchild Public Library has committed to joining MORE, and work has begun for the library to be live on MORE by next spring. Durand Community Library continues to discuss MORE membership for its public library operations. Hawkins Area Library and Cornell Public Library are not likely to join at this time. The last library to join MORE was Ogema in 2012.

New centralized cataloging service

At their July 17 meeting, MORE Directors Council approved the 2021 MORE budget, which includes funding for "Centralized Bibliographic Services." This means IFLS and three cataloging partner libraries will be responsible for all bibliographic- (or title-) level cataloging for MORE beginning in January. A centralized approach to cataloging work is a common service model among public library consortia like MORE, including among consortia in Wisconsin. The service's goals are to improve patron access to all libraries' collections, and to streamline the technical services work of member libraries. IFLS will add a full-time cataloger position to the existing bibliographic services team to provide this expanded service.

My colleagues Kathy Setter and Bridget Krejci have been meeting with all libraries that will be using the service, about half of which will be new to the service. We meet regularly with IFLS's cataloging staff and have also met with the cataloging partner staff to ensure a smooth transition and cooperation in supplying high-quality title records for all MORE members.

In PR and Communications Land, November 2020

I'm continuing to update the COVID-19 page on the website as everything continues to change.

I'm in the middle of the bulk library card order. Welcome to Fairchild, our latest MORE library!

I'm working with our directors to communicate to our communities that libraries continue to serve them, even when the doors are closed. We've designed banners, yard signs and FB posts (like this one:

<https://www.facebook.com/IFLS.lib/photos/a.155966681102296/3744339748931620/>).

Please make a point of sharing Facebook posts from IFLS and your local library, if you're able! It's a great way to get the word out there.

Recently Reb was delighted to talk about libraries on Spectrum West.

(<https://www.wpr.org/shows/spectrum-west-oct-29-2020>)

