

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

Virtual Meeting via Zoom
(See link below to join)

DATE/TIME:

Wednesday, December 1, 2021
12:30 pm

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

Join link: <https://us02web.zoom.us/j/86172841502?pwd=b1h5NCs0YittbEtQVlErdzhZODNBUT09>

Meeting ID: 861 7284 1502

Passcode: 471183

Phone In: +1 312 626 6799 US (Chicago)

Meeting ID: 861 7284 1502

Passcode: 471183

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. Citizen Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten-minute limit per topic and a twenty-minute limit at any meeting for Citizen Comments. Contact IFLS office for additional information.*)
- VI. Announcements/Correspondence/Introductions
- VII. * Minutes - Approve: Board of Trustees – September 22, 2021 **#048-21**
Acknowledge Receipt: Personnel Committee – September 22, 2021 **#047-21**
- VIII. * Financials - Approve: Check Registers: September-October 2021 **#049-21**
Approve: Financial Reports: September-October 2021 **#050-21**
- IX. Agenda Items and Director's Report of Monthly Activities **#051-21**
- X. * IFLS Strategic/State Long Range Plan with 2022 Budget **#052-21**
- XI. * 2022 Resource Library Agreement **#053-21**
- XII. * Update on IFLS Personnel Manual Review
- XIII. * 2022 IFLS Board Meetings
- XIV. * Nominations Committee for 2022 Election of Executive Committee
- XV. Reports: -IFLS Staff Reports **#054-21**
-Reb Kilde – PR and Communications Coordinator
-Board Member Reports

- XVI. * 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 22, 2021**

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday, September 22, 2021, via Zoom. Tripp called the meeting to order at 12:30 pm.

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

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

BOARD MEMBERS PRESENT:

Judith Achterhof (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Don Hauser** (Chippewa County); **Marilyn Holte** (Chippewa County); **Mary Alice Larson** (Barron County); **Lyle Lieffring** (Rusk County); **Jill Markgraf** (Resource Library); **Susan Marshall** (Price County); **Jackie Pavelski** (Eau Claire County); **Mike Prichard** (Polk County); **Ricky Riggins** (Pepin County); **Kris Sampson** (Pierce County); **Michael Schendel** (St. Croix County); **Josh Sterling** (Eau Claire County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Bun Hanson (Barron County); **Jeanne Tobias** (Pierce County).

OTHERS PRESENT:

John Thompson (Director); **Juli Button** (Business Manager); **Joanne Gardner** (Administrative Associate/Recorder); **Leah Langby** (Library Development and Youth Services Coordinator).

APPROVE AGENDA:

MOTION #45⁽²¹⁾: To approve the Agenda as presented. Eggert/Hauser
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Gardner reminded board members that the November board meeting was moved to Wednesday, December 1, 2021.

A certificate was prepared for outgoing trustee Linda Stelter who represented the Resource Library.

A gift receipt from UW-River Falls Foundation was received for the donation in memory of Mike Norman.

MINUTES:

MOTION #46⁽²¹⁾: To approve the Board of Trustees minutes dated July 28, 2021 (Doc. #39-21). Holte/Brue
RESULT: Carried.

(Prichard joined the meeting at 12:33 pm.)

MOTION #47⁽²¹⁾: To approve the Personnel Committee minutes dated July 28, 2021 (Doc. #38-21). Daus/Pavelski
RESULT: Carried.

FINANCIALS:

MOTION #48⁽²¹⁾: To approve the July-August 2021 Check Registers (Doc. #41-21). Pavelski/Holte
RESULT: Carried.

MOTION #49⁽²¹⁾: To approve the July-August 2021 Financial Reports (Doc. #42-21). Brue/Duerkop
RESULT: Carried.

Achterhof inquired about the difference in amounts of Accounts Payable between 2020 and 2021. Button replied it was due to a matter of timing when bill payments are processed and sent.

Achterhof asked about the IFLS contribution to MORE cataloging. It was noted that the cabs portion became a part of the MORE budget and IFLS support towards cabs was \$20,000.

It was noted there has been an ongoing issue with funding from the state and the Grow with Google Grant. There has been a large system change for getting grants out as key people left in June. Federal funds for Fairchild and Durand will be applied for soon. There is always a discrepancy as they are paid after the fact.

Markgraf inquired if the cabs charge will be seen every year moving forward. The funds IFLS contributes to support MORE run through the MORE budget. IFLS will continue to put support towards MORE. IFLS contributed a \$90,000 subsidy to offset costs to the libraries. The cataloging of records has moved within the office here, except for Eau Claire, River Falls, and Chippewa Falls. Those three libraries have dedicated staff and working with maintaining a clean database collectively. We help supplement those costs for the work done at their libraries. That dollar amount may shift moving forward. It is a yearly conversation on how IFLS supports that service.

DIRECTOR'S REPORT:

The library director at Ladysmith has submitted her intent to retire by the end of 2021. The opening has recently been posted. Altoona is in the interview stage for a new director. Cornell is recruiting for a new director.

A storm rolled through and the library in Hudson received significant damage. The roof of a bath house on the riverside park became airborne and struck the library causing significant damage to the large glass lobby and children's area. The library is currently closed until cleanup up. Pictures are posted to Hudson library's Facebook page.

Thompson has been actively supporting several libraries building projects and working on getting the IFLS budget pulled together.

Prichard inquired about how Amery was moving along with the building remodel. Thompson noted that they are in ongoing discussions with the city about who is paying for new furnishings and discussing costs associated with the move to the new facility. The intent is to move in by December. There was some mold that was recently discovered, and it is not clear if that will alter the timeline.

PERSONNEL COMMITTEE REPORT:Costs for Personnel Manual Review

The Personnel Committee agreed to propose board approval to review the IFLS Personnel Manual at a cost not to exceed \$2,000.

MOTION #50⁽²¹⁾: To approve review of IFLS Personnel Manual at a cost not to exceed \$2,000. Duerkop/Prichard

RESULT: Carried.

Thompson asked a couple firms what the cost would be to review the IFLS Personnel Manual. He did indicate the two areas with expressed concerns, including the board in the ethics statement and language to clarify "excessive". They would review the language to see if it is consistent with current federal and state regulations and laws. If areas they see as problematic, they will suggest the areas to be reworked. If they find areas significantly out of kilter, they will make that statement to us. If they come back and say the manual needs significant rewriting, or they have a template they could use to rework the language, that would include significantly more money. The intent is they would review the manual by the December 1st meeting.

2022 IFLS Staff Additions

The Personnel Committee recommends approval of the addition of one new staff and the reassignment of duties already in Thompson's prevue. The costs for the proposed concept of adding the position and restructuring are included in the proposed budget for 2022.

MOTION #51⁽²¹⁾: To approve the addition of one new staff position as provided in the proposed concept by Thompson (Doc. #40-21). Duerkop/Daus

RESULT: Carried.

The new position would be a Public Services Consultant. It would focus on programming, policy development, personnel, community engagement, library administration, readers advisory, reference, and regional and statewide collaborations.

There would be some redistribution of duties among staff, including consideration of adding Assistant Director to an existing position.

In a way to save money, the standard work week for new positions would be 35 hours, yet still maintain health insurance as a full-time benefit. Some staff have currently opted for working a 35-hour work week. This builds in a little better budget capacity and flexible time for work schedules.

IFLS is building in succession planning and sharing of duties and responsibilities. With the pending retirements, this provided an opportunity to do that. This is the first step in laying groundwork to maintain level of services we have now and strengthen them.

It was noted that Sandy Robbers position was not filled when she stepped in as director. IFLS has been down that position for several years.

Markgraf inquired if the cost for the new position is covered in part by the increase in state funding. Thompson replied that the budget is created on a two-year cycle. We have funding for 2022 and 2023. As with all state budgets which run on a two-year cycle, we will know by July 2023 the proposed funding for 2024 and 2025 and will make needed adjustments. IFLS will also be considering 2-4 additional staff retirements in the next 1-4 years.

Thompson noted that the staff makeup at IFLS has changed over the years. We've added tech support staff, staff to support MORE, and shifted job duties among positions. In addition, when we did some discussions in planning, there were some service gaps in adult services, personnel issues, planning and community engagement. Shifts in job duties allow staff additional capacity to help libraries.

Tripp is pleased to see staff taking an active role in realigning of duties, responsibilities, and succession planning. IFLS staff are congratulated on this effort.

Wages and benefits for 2022

The Personnel Committee recommends that the Board approve a Wage and Benefit Recommendation as proposed by Thompson. This includes a wage range adjustment that averages 4% and adding one additional prorated personal day for 2022. The Director would be given latitude in 2022 to adjust the hiring pay scale. This would be reviewed annually. If the Director uses this discretion, the Director will report to the Executive Committee within five days. The budget for 2022 includes costs associated with the recommendation.

MOTION #52⁽²¹⁾: To approve the Wage and Benefit Recommendation as proposed by the Personnel Committee. Duerkop/Daus
Pavelski abstained.
RESULT: Carried.

Tripp noted that Dunn County is offering a 2% increase. The proposed pay increase is within the IFLS 2022 budget and ability to pay. It is as good as can be provided at this point. In terms of

hiring a new technology position, it is difficult to find qualified candidates within the limits and why it is suggested that Thompson be provided some latitude. Tripp recommends the additional personal day as well. There is no cost to the budget and the work still gets done.

Pavelski appreciates the work the Personnel Committee has done. As she looks at the budget, there is an increase from \$724,500 to \$870,000 for salaries and fringes. Button clarified that the 2021 preliminary budget of \$777,000 is more comparable than using the revised budget of \$724,500. The new position makes up a good portion of the increase. Achterhof added that health insurance also adds to the 2022 amount.

Prichard inquired about the rationale for the increases that average 4%. Thompson noted that IFLS moved away from fixed salary ranges for positions. When there are fixed ranges, and the budget is stagnant or decreased, while being forced to use a scale, it diminishes what we can do. For the last 10-12 years, the wage adjustment takes into consideration what the budget can support.

Thompson noted that 4% is the average. Some positions will receive a 2% increase, some will be 3%. The biggest jump was for the technology support position which includes a 10% increase. There also will be some staff adjustments in terms of responsibilities. When Button and Welch retire, there will be some shifts in responsibilities.

IFLS' salaries and wages are comparable to other systems in the state. We are not the top paid nor the bottom, but rather right in the middle. We wouldn't have enough money to make pay comparable to Eau Claire public library staff.

(Markgraf left meeting at 1:50 pm.)

Tripp noted that this year IFLS received a significant increase in system aids. Every year when the board approves the budget and wages, it is wished they could pay staff more. IFLS is a service organization, and the primary expense is staff and wages. Tripp feels questions are important to understand how the budget process works. IFLS hasn't added a position in the last several years and in need of staff. The proposed increase in wages is moderate and as a board we should be pleased we can do it. There have been too many times an increase couldn't be provided. Tripp thanked board members for taking the time and energy to look carefully and consider the proposed increases.

Director's Salary for 2022

The Personnel Committee is recommending the board approve a 4.5% increase for the system director. Thompson is the longest tenured system director in the State of Wisconsin. Thompson is well-recognized in the state, director surveys rate him highly every year, and he is overworked. Duerkop added that every year, they wish they could offer him more. The budget reflects a 3.5% increase for the director. An increase to 4.5% will have a minimal impact on the budget.

MOTION #53⁽²¹⁾: To approve a 4.5% increase in the Director's salary for 2022. Duerkop/Daus
RESULT: Carried.

Duerkop inquired if the board wished to go into closed session to discuss the Director's salary. No motion was brought forth and the board proceeded in open session.

Achterhof inquired about the budget on page 33 of the meeting packet listing 2% wage increase and today's discussion has been centered around a 4% wage increase. Button noted that it is a 2% wage increase. Anything not 2% is an adjustment. The notes line states this, yet space is limited to make that clear. The 10% increase to the tech position skews the average.

Hauser expressed concern and commented that a percentage increase favors top-end and the spread between top-end and lower-end becomes greater. His preference would be to aim towards a flat dollar amount. Button noted that many people on the lower end who receive the flat increase, when calculated as a percentage, it brings the average closer to 4%.

Button will adjust the numbers on the preliminary budget. The difference for a 4.5% increase for the director is just over \$1,000.

2021 REVISED/2022 PRELIMINARY IFLS AND MORE BUDGET:

Thompson projected a slightly updated version of the budget via Zoom so board members could view the differences. Line 9 (Employee Salaries/Wages) was decreased by \$5,000 and Line 10 (Employee Fringes) was increased by \$5,000. The other change was that line 78 (IFLS Uncommitted Carryover End of Year) was increased by \$10,000 and line 90 (Future Year Budgets) was decreased by \$10,000.

MOTION #54⁽²¹⁾: To approve the 2021 Revised/2022 Preliminary IFLS and MORE Budget (Doc. #44-21) as amended. Eggert/Prichard
RESULT: Carried.

(Kilde joined meeting at 2:12 pm.)

Achterhof inquired about line 18 (new (Gale/Udemy) which was new for 2022 in the amount of \$21,000. Thompson noted Udemy is a learning tool for individuals. Right now, it is a placeholder for a resource to help support learning for the public. Leah Langby is working with the Workforce Development and the Gale courses are beyond our reach of \$41,000. We are still trying to figure out the best way to meet the needs of people in our region.

Daus inquired about line 34 and the increase to delivery service. Thompson noted that most of the increase is from our vendor. It also includes adding a few extra deliveries for Durand and Fairchild, new MORE members.

IFLS STRATEGIC/STATE LONG RANGE PLAN:

MOTION #55⁽²¹⁾: To approve the IFLS Strategic/State Long Range Plan (Doc. #45-21). Duerkop/Holte
RESULT: Carried.

IFLS' State Long Range Plan was provided in the meeting packet. Thompson noted that Chippewa Valley Technical College is planning to rejoin the MORE Consortium in 2022.

(Riggins left meeting at 2:23 pm.)

The report also includes numerous collaborations with other library systems.

The last page of the report includes place to insert the 2022 program budget figures as they were approved today. The completed plan will then be submitted to the State. A copy of the full plan will be brought back to the Board at the December meeting.

COVID DISCUSSION:

It was noted that a number of plans at have been forced to cancel due to the fluctuation and increases in COVID spikes. Some libraries are reverting back to curbside service.

No in-person meetings are planned for IFLS for the remainder of the year. In-person meetings will be reevaluated as we move forward.

Thompson noted that ideally the IFLS Board meetings that occur during the winter months will be held virtually. The other three meetings could be held in-person once we figure out how best to do that.

Live Transcript was turned on through Zoom for the Board to see text scripting of discussions. It does not note who is speaking.

REPORTS:

Brue was pleased to state that the newly hired director in Baldwin will begin working next week. Brue wanted to acknowledge the top-notch service provided by Baldwin library staff during the absence of when the director retired, and the new director started.

ADJOURNMENT:

Lieffring moved and Brue seconded to adjourn at 2:36 pm.

Joanne Gardner, Recorder/Administrative Associate

These minutes of the Board of Trustees are approved:

- ☐ as printed.
☐ with corrections noted.

Presiding Officer

Dated

IFLS LIBRARY SYSTEM
Personnel Committee
September 22, 2021

M I N U T E S

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, September 22, 2021, via Zoom. Duerkop called the meeting to order at 10:32 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); **Jan Daus** (Eau Claire County); **Susan Marshall** (Price County); **Josh Sterling** (Eau Claire County); **Jim Tripp** (Dunn County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

Bun Hanson (Barron County).

OTHERS PRESENT:

John Thompson (Director); **Joanne Gardner** (Administrative Associate/Recorder); **Leah Langby** (Library Development and Youth Services Coordinator/Meeting Coordinator).

APPROVE AGENDA:

MOTION #38⁽²¹⁾ To approve the agenda as presented. Daus/Sterling
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

MOTION #39⁽²¹⁾ To approve the Personnel Committee minutes dated July 28, 2021 (Doc. #38-21) Sterling/Daus
RESULT: Carried.

WAGES AND BENEFITS DISCUSSION AND RECOMMENDATION FOR 2022:

Thompson provided a wage and benefit recommendation to the Personnel Committee on September 21, 2021. Thompson is proposing a range of wage adjustments based on market conditions and responsibility changes with the goal to remain competitive while maintaining the wage structure at IFLS. Overall, the average increase was around 4%. The technology support position is the trickiest as it is a non-librarian position. We are competing with both governmental and private sectors for this type of position. This position would see a 10% increase. If we are not able to find someone at the increased rate, it may require the wage be bumped up.

(Susan Marshall joined 10:38 am.)

Thompson stated that IFLS is fortunate that Juli Button can provide the expertise to do the financial statements. Many places have auditors do the statements. When Button retires, IFLS would be fortunate to find these skills in the next person.

Thompson noted that one of the benefits of being with IFLS is that there is more flexibility in schedules compared to libraries. Flexibility is viewed as a huge benefit.

One of the benefits of being with IFLS is that there is more flexibility in schedules compared to libraries. Flexibility is viewed as a huge benefit. Another benefit is the personal days. As a system, IFLS has provided 3 personal days for a long time. Thompson is suggesting that we add an additional personal day for 2022. This can be made permanent down the road or can change every year. No staff have ever abused this benefit.

Tripp noted that Dunn County is providing 2% increases across the board for 2022. It is the best they could do within the boundaries of their budget. Tripp noted 4% is in the ballpark. Tripp added that the additional personal day doesn't cost anything from the budget. Thompson stated that the wage and benefit recommendation for 2022 has been built into the draft budget the Board of Trustees will review and approve today.

Tripp mentioned that a couple of years ago, the Dunn County Administrator gave authority to negotiate for positions that go above the county pay scale. Tripp suggested the Board might give the IFLS Director latitude for positions which may be highly competitive. Sterling added that we could lose someone the way the job market has been if the director doesn't have an ability to change that. Sterling would support giving that latitude. The committee discussed adding a limit and some accountability to offering that latitude. Tripp suggested limiting to 2022 with no limit on the range. We have trust in our director to use his authority wisely. If this is done on an annual basis, we don't get into something we are not prepared for.

MOTION #40⁽²¹⁾ To recommend that IFLS Board of Trustees approve the Wage and Benefit Recommendation as proposed by Thompson. This includes a wage range adjustment that averages 4% and adding one additional prorated personal day for 2022. Sterling/Marshall

AMENDMENT TO MOTION

For calendar year 2022, the IFLS Director has the latitude to adjust the hiring pay scale. This would be reviewed annually. If the Director uses this discretion, the Director will report to the Executive Committee within five days. Sterling/Marshall

RESULT: Carried

RESULT: Carried.

DIRECTOR'S SALARY FOR 2022:

MOTION #41⁽²¹⁾ To discuss the IFLS Director salary for 2022, in open session.
Daus/Marshall

RESULT: Carried.

Thompson stated that he and Button arbitrarily increased the wage from \$48.31 to \$50 which is a 3.5% increase for the Director in 2022. This increase keeps the position still in the ballpark with everyone else. It is not at the top, nor at the bottom among the library system directors. The IFLS Board makes the decision on the Director's salary. If the Board opts to go higher than 3.5%, adjustments would be needed to the proposed 2022 budget.

Marshall inquired about longevity as it relates to other system directors. Thompson noted that there are 16 library system directors. Of the 16, Thompson is the second longest tenured system director in the state. A couple systems have a director that also is the director of a library in addition to being a system director. In strictly viewing positions of library system directors, Thompson would be the longest tenured in the state.

Duerkop inquired what a 4.5% increase would entail dollar-wise and how it would impact the budget. Daus didn't feel there would be much difference between a 3.5% to a 4.5% increase. Daus inquired how much impact on the budget going to \$55 an hour for the director would be. Thompson noted that would be approximately a \$10,000 increase. Thompson greatly appreciated the sentiment, but there is not funding to support that increase. As a service organization, Thompson would personally rather hire additional staff person then go from \$50 an hour to \$55 an hour in salary. This would allow additional staffing to take on some of Thompson's duties and allow more flexibility. Sterling noted it was commendable and speaks to Thompson's character to turn down a \$5 an hour increase.

The Personnel Committee was in full agreement to recommend a 4.5% increase to the Director salary for 2022.

MOTION #42⁽²¹⁾ To recommend IFLS Board approval of a 4.5% increase to the Director salary for 2022. Daus/Sterling

RESULT: Carried.

COSTS FOR PERSONNEL MANUAL REVIEW:

At the request of the IFLS Board, Thompson reached out to a couple firms to review the IFLS Personnel Manual. Axley Brynelson LLC quoted it to take roughly 3-4 hours to review and

tweak the manual. The cost would be approximately \$1,200-\$1,500. The other firm's costs were closer to \$2,000-\$5,000.

The committee agreed to have the IFLS Personnel Manual reviewed for a cost of not more than \$2,000. It is a vital document and should be reviewed for clearness of the policies and procedures.

MOTION #43⁽²¹⁾ To approve having the IFLS Personnel Manual reviewed at a cost of not more than \$2,000. Marshall/Daus
RESULT: Carried.

2022 IFLS STAFF ADDITIONS:

With upcoming retirements and the need to focus on cross training, Thompson is proposing staff restructuring start to take place in the Spring of 2022. Thompson provided the proposed concept in his Director's Report.

The Business Manger would mostly do what is being done now. Backup of minute-taking would be added to cross train and build in redundancy. The other piece is to consider adding title/responsibilities of Assistant Director to one or two existing positions. Currently, Juli Button and Maureen Welch handle these duties. Button handles items fiscal in nature while Welch handles the service side. This would add an additional step in the segregation of duties as well adding another layer of checks and balances.

Public Services Consultant would be a new position. The key areas would include programming (focus on adult), policy development, personnel, community engagement, library administration, readers advisory, reference, and regional and statewide collaboration assistance. This position would be hired at 35 hours per week. IFLS is establishing 35 hours as a new base for hiring some positions.

The Electronic Services and Collections Consultant would be a reorganization of Maureen Welch's position of Reference and Interlibrary Loan Coordinator. This position would focus on resource sharing facilitation, collection development, and database training.

The new position of Public Services Consultant is already built into the 2022 budget and is affordable moving in 2023. It is anticipated in the next few years there will be 2-4 more retirements and IFLS will reevaluate what we are doing.

Some of the day-to-day delivery support will shift from Maureen Welch to Gail Spindler. Compensation will be adjusted when those responsibilities are taken over.

The proposed staffing concept is based on what we know now. Thompson's intent is to begin advertising for the positions in January 2022. Maureen plans to retire in early April. Thompson would like to coordinate the hiring of the Public Services Consultant and Electronic Services and Collections Consultant at the same time. The two positions can be crafted to what the new hires would bring to the table.

Thompson noted it is anticipated that the Business Manager, Juli Button, will be retiring in the summer of 2022. There is nothing official yet.

Tripp assumed the Director can do things within the parameters of the budget and has the authority to make changes in positions. Thompson noted that the Board of Trustees should authorize Thompson in the creation of a new position.

Tripp mentioned that often little is done in succession planning. Tripp agrees with the rational provided and that Thompson has come with a proposed concept. Thompson was looking for agreement of the Personnel Committee to the proposed concept provided which includes the hiring of a new position to the IFLS Board of Trustees.

Focus on recommendation of creating new position.

MOTION #44⁽²¹⁾ To support the recommendation of creating a new position of a Public Services Consultant. Daus/Sterling
RESULT: Carried.

ADJOURNMENT:

Motion to adjourn at 11:47 am. Daus/Sterling

Joanne Gardner, Recorder/Administrative Associate

These minutes of the Personnel Committee are approved: _____ As Printed _____ Corrections	
_____ Presiding Officer	_____ Dated

IFLS Library System
Check Register
October 2021

049(21)

Date	Num	Name	Memo	Amount
Oct 21				
10/01/2021	Auto Pay	Delta Dental	Oct '21 Dental & Vision	-896.84
10/01/2021	Auto Pay	Eau Claire, City of	3rd Qtr Water & Sewer	-537.48
10/12/2021	Auto Pay	AT&T	Sept Phone/Fax Line	-20.55
10/13/2021	Auto Pay	Xcel Energy	8/23 - 9/22 Gas & Electric Svc	-343.99
10/22/2021	Auto Pay	CenturyLink	Sept Phone	-1.44
10/24/2021	Auto Pay	Associated Credit Card	Sept Credit Card *see attached	-4,196.66
10/25/2021	Auto Pay	Employee Trust Funds, Dept of	Nov '21 Health Ins.	-17,714.42
10/06/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #20	-1,337.00
10/13/2021	WIRE	Internal Revenue Service	P/R #20	-7,222.72
10/15/2021	WIRE	Wisconsin Department of Revenue	P/R #19	-1,423.35
10/20/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #21	-1,337.00
10/27/2021	WIRE	Internal Revenue Service	P/R #21	-7,245.46
10/29/2021	WIRE	Wisconsin Retirement System	Sept WRF	-7,998.41
10/31/2021	WIRE	Wisconsin Department of Revenue	P/R #20	-1,445.53
10/06/2021	DD1625-1640	IFLS Staff	Direct Deposit	-20,523.52
10/20/2021	DD1641-1656	IFLS Staff	Direct Deposit	-20,641.75
10/06/2021	42324	Bayscan Technologies	Billable/Scanners for Libs	-760.00
10/06/2021	42325	Center For Independent Living Menom	Audits/Osceola, Augusta, IFLS	-2,171.84
10/06/2021	42326	DEMCO, Inc.	Billable/Supplies for Libs	-25,116.46
10/06/2021	42327	Krejci, Bridget	MORE/Rice Lk Training	-43.86
10/06/2021	42328	KW2	LSTA/LAWDS Workforce Campaign	-35,538.75
10/06/2021	42329	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Sept	-440.14
10/06/2021	42330	Maug Cleaning Solutions, Inc.	8/30-9/26/21 Cleaning Svc	-360.00
10/06/2021	42331	OCLC, Inc	LSTA/WebJunction 1 yr	-12,360.00
10/06/2021	42332	Season 2 Season	Aug Lawn, Tree, Shrub, Stump Remov	-1,360.00
10/06/2021	42333	Securian Financial Group, Inc.	Nov Life Ins.	-480.17
10/06/2021	42334	Winnefox Library System	Tech Days Sponsorship	-106.64
10/06/2021	42335	Marcive, Inc.	MORE/Sept Database Maint.	-110.58
10/06/2021	42336	OverDrive, Inc.	MORE/Oct OverDrive Titles	-4,025.20
10/13/2021	42337	Action Mechanical LLC	1/2 down for New HVAC/per Contract	-11,758.50
10/21/2021	42338	Bayscan Technologies	Billable/Cumberland Scanner	-190.00
10/21/2021	42339	KW2	LSTA/LAWD's Project Sept-Oct	-18,346.95
10/21/2021	42340	OCLC, Inc	Sept OCLC on Acct	-3,906.54
10/21/2021	42341	PermaCard	Billable/Lib Cards for Libs	-3,652.12
10/21/2021	42342	Waltco Inc.	Oct Delivery Svc	-27,112.47
10/21/2021	42343	Wisconsin Library Association	WLA Sponsorship	-250.00
10/21/2021	42344	Innovative Interfaces	MORE/Server Upgrade & RF Maint	-9,074.19
10/21/2021	42345	Library Ideas	MORE/Sept Freading Usage	-687.00
10/21/2021	42346	OverDrive, Inc.	MORE/Oct Titles	-1,997.79
Oct 21 TOTAL				<u>-252,735.32</u>

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10/27/21

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (10/24/2021)

Date	Name	Memo	Num	Amount
Sep 21				
09/01/2021	CDW-G	LSTA/MORE Durand Receipt Printer	Durand	226.85
09/01/2021	Boxx Sanitation	Sept Garbage w/Fuel Fee	274466	31.37
09/01/2021	Dell Marketing L.P.	Billable/Ellsworth 4 Comps	Comp Equip	247.56
09/01/2021	Dell Marketing L.P.	Billable/Menomonie 7 Comps	Comp Equip	433.23
09/01/2021	Dell Marketing L.P.	Billable/Fairchild Comp	Comp Equip	82.45
09/02/2021	Parking	Lib Visit/JT at Hudson	Parking	1.50
09/07/2021	Green Oasis	Replace 3 Sprinkler Heads re Shrubs	1000693	108.85
09/07/2021	Menards	Misc/Bathroom lever & Cable Ties	Bldg Spls	32.68
09/07/2021	3CX Phone System	Phone System/1 year	73986	265.00
09/08/2021	WLA	WLA Membership/B Krejci	12567	120.00
09/09/2021	Menards	6 Floodlamps for Ext Lights	Bldg Spls	35.94
09/13/2021	WLA	WLA Conf Reg/J Thompson	12612	190.00
09/15/2021	Rev.com	Billable/Captions for Tech Days	Tech Days	115.00
09/16/2021	Digital Inspiration	Cataloging/1 user - 1 year	1 year	39.78
09/19/2021	Canva	Subscription to Canva Pro	13810728	119.40
09/20/2021	WLA	WLA Membership/D Faulhaber	12658	156.00
09/21/2021	Dell Marketing L.P.	Staff Comps/2 Monitors	IFLS Comps	200.24
09/21/2021	CDW-G	Remote Meetings/OWL Device	IFLS Comps	1,117.89
09/23/2021	Quill Corporation	Misc Office & Cleaning Supplies	19746642	202.92
09/23/2021	Dell Marketing L.P.	Billable/Dresser 2 Comps	Comp Equip	338.70
09/25/2021	Intuit	Sept Direct Deposit Fee	Sept	33.76
09/30/2021	USPS	Sept Postage	Sept	32.59
09/30/2021	FlowRoute.com	Sept Phone/on Acct	Sept	64.95
Sep 21				4,196.66

IFLS Library System

Check Register

September 2021

Date	Num	Name	Memo	Amount
Sep 21				
09/01/2021	Auto Pay	Delta Dental	Sept '21 Dental & Vision	-896.84
09/06/2021	Auto Pay	Holiday Credit Office	Aug Gas	-27.05
09/08/2021	Auto Pay	AT&T	Aug Phone/Fax Line	-20.55
09/14/2021	Auto Pay	Xcel Energy	7/24 - 8/22 Gas & Electric Svc	-375.30
09/23/2021	Auto Pay	CenturyLink	Aug Phone	-1.42
09/24/2021	Auto Pay	Employee Trust Funds, Dept of	Oct '21 Health Ins.	-17,714.42
09/24/2021	Auto Pay	Associated Credit Card	Aug Credit Card *see attached	-3,600.31
09/01/2021	WIRE	Internal Revenue Service	P/R #17	-7,122.80
09/08/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #18	-1,337.00
09/15/2021	WIRE	Wisconsin Department of Revenue	P/R #17	-1,423.35
09/15/2021	WIRE	Internal Revenue Service	P/R #18	-7,122.76
09/22/2021	WIRE	Wisconsin Deferred Comp. Program	P/R #19	-1,337.00
09/29/2021	WIRE	Internal Revenue Service	P/R #19	-7,122.86
09/30/2021	WIRE	Wisconsin Department of Revenue	P/R #18	-1,423.35
09/30/2021	WIRE	Wisconsin Retirement System	Aug WRF	-7,998.41
09/08/2021	DD1593-1608	IFLS Staff	Direct Deposit	-20,312.18
09/22/2021	DD1609-1624	IFLS Staff	Direct Deposit	-20,312.15
09/08/2021	42307	Kilde, Rebecca	Somerset Branding Consult	-52.02
09/08/2021	42308	Krejci, Bridget	Rice Lake Acquisitions Training	-42.84
09/08/2021	42309	Maug Cleaning Solutions, Inc.	8/2-8/29 Cleaning Svc	-360.00
09/08/2021	42310	Securian Financial Group, Inc.	Oct Life Ins.	-480.17
09/08/2021	42311	Library Ideas	MORE/Aug Freading Usage	-799.50
09/08/2021	42312	Marcive, Inc.	MORE/Aug Database Maint.	-331.74
09/08/2021	42313	OverDrive, Inc.	MORE/Aug High Demand \$	-3,500.57
09/22/2021	42314	Hudson Public Lib	MORE Ecomm/thru Aug	-1,128.53
09/22/2021	42315	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Aug	-488.32
09/22/2021	42316	Menomonie Public Library	MORE Ecomm/thru Aug	-1,008.54
09/22/2021	42317	Bayscan Technologies	Billable & LSTA/Frchild & Drnd	-380.00
09/22/2021	42318	Centuria Public Library	ARSL Conf Scholarship/Griffin	-601.35
09/22/2021	42319	CH Johnson Library	Delivery Damage/1 item	-15.00
09/22/2021	42320	OCLC, Inc	Sept OCLC on Account	-3,901.54
09/22/2021	42321	Setter, Kathy	LSTA/Library Travel	-677.28
09/22/2021	42322	Waltco Inc.	Sept Delivery Svc	-27,097.40
09/22/2021	42323	OverDrive, Inc.	MORE/Oct OverDrive Titles	-5,450.39
Sep 21 TOTAL				-144,462.94

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10/27/21

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (9/24/2021)

Date	Name	Memo	Num	Amount
Aug 21				
08/01/2021	Quill Corporation	Copier Paper & Misc Supplies	18429300	171.13
08/01/2021	Menards	Clock and bulbs	Bldg Spls	57.09
08/01/2021	CDW-G	IFLS/Webcam	IFLS Comp	81.88
08/01/2021	Dell Marketing L.P.	Billable/Milltown Comp	Comp Equip	527.85
08/01/2021	Dell Marketing L.P.	Billable/Somerset Stands	Comp Equip	185.67
08/02/2021	Boxx Sanitation	Aug Garbage Svc	270452	29.00
08/02/2021	Auto-Owners Insurance	Auto Ins 7/20/21 - 22	016719852	1,029.29
08/11/2021	Green Oasis	Sprinkler Sys Maint/1 head	993644	67.14
08/19/2021	Innovative Users Group	MORE/Annual Membership Fee	21a-1072	110.00
08/24/2021	Dell Marketing L.P.	Billable/Fairchild Comp	Comp Equip	595.08
08/25/2021	FlowRoute.com	Aug Phone/on Acct	Aug on Acct	100.00
08/25/2021	Intuit	Aug Direct Deposit Fee	Aug Stmt	33.76
08/29/2021	Dell Marketing L.P.	Billable/Deer Park Comp	Comp Equip	595.08
08/31/2021	USPS	Aug Postage	Postage	17.34
Aug 21				3,600.31

11/18/2021
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**IFLS Library System
Balance Sheet
As of October 31, 2021**

050(21)

	IFLS	MORE	2021 TOTAL	2020 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	24,239.83		24,239.83	27,482.02
1040 · Bank Mutual - Checking	76,047.57		76,047.57	18,816.49
1050/1106 · Investments/Bank Mutual & States PIF	894,387.60	416,059.69	1,310,447.29	1,322,226.38
Total Checking/Savings & Investments	994,675.00	416,059.69	1,410,734.69	1,368,524.89
Accounts Receivable				
1200 · Accounts Receivable	18,943.61		18,943.61	28,088.39
Total Accounts Receivable	18,943.61	0.00	18,943.61	28,088.39
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,372.63		2,372.63	2,305.39
1499 · Undeposited Funds	0.00		0.00	3,123.26
1506/1507 · 2021-2022 Prepaid Expenses	2,632.00	34,571.59	37,203.59	31,861.71
Total Other Current Assets	5,079.63	34,571.59	39,651.22	37,365.36
TOTAL ASSETS	1,018,698.24	450,631.28	1,469,329.52	1,433,978.64
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	25,994.15	5,035.02	31,029.17	64,307.09
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	25,994.15	5,035.02	31,029.17	64,307.09
Other Current Liabilities				
2100 · Payroll Liabilities	1,454.25		1,454.25	1,291.00
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	1,454.25	0.00	1,454.25	1,291.00
Total Current Liabilities	27,448.40	5,035.02	32,483.42	65,598.09
Total Liabilities	27,448.40	5,035.02	32,483.42	65,598.09
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	525,551.00	289,000.00	814,551.00	753,292.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	92,410.57	85,748.54	178,159.11	141,108.18
Current Year Income Less Expense	373,288.27	70,847.72	444,135.99	473,980.37
Total Equity (End of Year)	991,249.84	445,596.26	1,436,846.10	1,368,380.55
TOTAL LIABILITIES & EQUITY	1,018,698.24	450,631.28	1,469,329.52	1,433,978.64

IFLS Library System
Revenue and Expense Statement
 January through October 2021

	Jan - Oct 21	Jan - Oct 20
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,200,056.00
5200 · Interest Income/General Funds	1,002.53	8,718.56
5263 · MORE Management Income	11,600.00	11,600.00
5280 · Technology Income	4,154.29	7,675.75
5300 · Miscellaneous Income	3,327.37	206.29
Total Income	1,220,140.19	1,228,256.60
Expense		
6500 · Salaries/Wages & Benefits	565,675.49	517,888.80
8530 · Bank & Direct Deposit Fees	849.05	475.15
8540 · Annual Audit	7,370.00	6,350.00
8620 · Collection/Electronic Resources	25,529.25	25,428.76
8630 · Wis Pub Lib Consortium Membshp	5,855.00	5,605.00
8670 · Professional Memberships	1,507.85	1,587.70
8690 · Librarian Workshops - General	3,644.26	1,385.05
8700 · CE/Collaboration Projects	100.00	350.00
8710 · CE Grants - General	3,000.00	3,396.25
8714 · Accessibility Audits	4,824.15	0.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	1,060.00	1,606.49
8735 · Library Consulting Expenses	300.00	300.00
8740 · Field Visits	3,779.30	2,811.75
8741 · Field Visits - Tech Support	0.00	288.15
8755 · Programming Kits	0.00	124.84
8812 · ILL Fees & Verification Sources	7,261.06	7,205.80
8850 · Delivery Service	214,621.79	217,926.19
8855 · Collection Dev Grant-LEPhillips	17,250.00	17,250.00
8864 · Wide-Area Network (WAN)	6,117.00	8,870.00
8890 · IFLS Contrib - MORE Operating	90,000.00	88,158.00
8892 · IFLS Contrib - MORE Cataloging	20,000.00	0.00
8898 · LEAN WI/Shared Tech WVLS	0.00	0.00
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00
8971 · Web Development	875.27	1,017.97
9010 · IFLS Committee Meetings	0.00	391.75
9020 · Professional Materials	906.42	1,151.21
9030 · Postage	569.84	106.33
9050 · Telephone	1,774.84	1,716.27
9060 · Supplies	559.13	547.07
9080 · Printing	369.90	195.98
9123 · Building Overhead Expenses	14,556.69	10,238.25
9140 · Photocopier Costs	1,679.65	1,994.86

IFLS Library System
Revenue and Expense Statement
 January through October 2021

	Jan - Oct 21	Jan - Oct 20
9160 · Computers	3,956.27	7,014.13
9190 · System Vehicle Expenses	1,219.28	1,541.23
9220 · Insurance	3,930.26	3,951.98
9240 · Contingency	2,071.55	229.24
9245 · Capital Expenditures	11,758.50	1,960.00
Total Expense	1,024,097.80	940,190.20
Net Ordinary Income	196,042.39	288,066.40
Pass-thru Income/Expense		
Pass-thru Income		
5275 · DPI/Grow w/Google Grant Inc	21,562.50	0.00
5472 · LSTA 2020 Income	0.00	15,858.80
5473 · LSTA 2021 Income	202,512.93	0.00
5620 · Shared Cataloging Svc Income	226,884.13	172,593.25
5702 · Billable Project Income	131,837.06	186,112.65
Total Pass-thru Income	582,796.62	374,564.70
Pass-thru Expense		
8830 · Shared Cataloging Service	135,288.63	138,357.73
8940 · Projects Billable to Libraries	101,724.86	150,188.64
9800 · DPI/Grow with Google Grant Exp	21,562.50	0.00
9978 · LSTA 2020 Expenses	0.00	17,403.60
9979 · LSTA 2021 Expenses	146,974.75	0.00
Total Pass-thru Expense	405,550.74	305,949.97
Net Pass-thru Income	177,245.88	68,614.73
Yer-to-date Income less Expense (IFLS Funds)	373,288.27	356,681.13
 MORE Shared System Income less Expense		
5670 · MORE Shared System Income	923,165.48	825,898.00
9500 · MORE Shared Automation Expenses	852,317.76	708,598.76
Year-to-date Income less Expense (MORE Funds)	70,847.72	117,299.24
 Year-to-date Income less Expense (ALL Funds)	444,135.99	473,980.37

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through October 2021

	Jan - Oct 21	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	1,002.53	1,000.00	2.53	100.25%
5263 · MORE Management Income	11,600.00	11,600.00	0.00	100.0%
5280 · Technology Income	4,154.29	6,000.00	-1,845.71	69.24%
5300 · Miscellaneous Income	3,327.37	200.00	3,127.37	1,663.69%
Total Income	1,220,140.19	1,218,856.00	1,284.19	100.11%
Expense				
6500 · Salaries/Wages & Benefits	565,675.49	724,500.00	-158,824.51	78.08%
8070 · New Furnishings/Equipment <\$500	0.00	1,200.00	-1,200.00	0.0%
8530 · Bank & Direct Deposit Fees	849.05	1,000.00	-150.95	84.91%
8540 · Annual Audit	7,370.00	7,370.00	0.00	100.0%
8620 · Collection/Electronic Resources	25,529.25	25,700.00	-170.75	99.34%
8630 · Wis Pub Lib Consortium Membshp	5,855.00	5,855.00	0.00	100.0%
8670 · Professional Memberships	1,507.85	3,200.00	-1,692.15	47.12%
8690 · Librarian Workshops - General	3,644.26	4,650.00	-1,005.74	78.37%
8700 · CE/Collaboration Projects	100.00	100.00	0.00	100.0%
8702 · Crisis Prevention Training	0.00	0.00	0.00	0.0%
8710 · CE Grants - General	3,000.00	3,000.00	0.00	100.0%
8714 · Accessibility Audits	4,824.15	9,111.00	-4,286.85	52.95%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	1,060.00	7,000.00	-5,940.00	15.14%
8735 · Library Consulting Expenses	300.00	600.00	-300.00	50.0%
8740 · Field Visits	3,779.30	8,000.00	-4,220.70	47.24%
8741 · Field Visits - Tech Support	0.00	1,000.00	-1,000.00	0.0%
8755 · Programming Kits	0.00	360.00	-360.00	0.0%
8812 · ILL Fees & Verification Sources	7,261.06	8,900.00	-1,638.94	81.59%
8850 · Delivery Service	214,621.79	280,777.00	-66,155.21	76.44%
8855 · Collection Dev Grant-LEPhillips	17,250.00	23,000.00	-5,750.00	75.0%
8864 · Wide-Area Network (WAN)	6,117.00	10,370.00	-4,253.00	58.99%
8890 · IFLS Contrib - MORE Operating	90,000.00	90,000.00	0.00	100.0%
8892 · IFLS Contrib - MORE Cataloging	20,000.00	20,000.00	0.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	59,000.00	-59,000.00	0.0%
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00	0.00	100.0%
8960 · Long Range Planning Meeting	0.00	500.00	-500.00	0.0%
8971 · Web Development	875.27	1,100.00	-224.73	79.57%
9010 · IFLS Committee Meetings	0.00	0.00	0.00	0.0%
9020 · Professional Materials	906.42	1,410.00	-503.58	64.29%
9030 · Postage	569.84	700.00	-130.16	81.41%
9050 · Telephone	1,774.84	8,080.00	-6,305.16	21.97%
9060 · Supplies	559.13	800.00	-240.87	69.89%

IFLS Library System
Annual Budget vs. Actual Income and Expense
January through October 2021

	<u>Jan - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9080 · Printing	369.90	1,020.00	-650.10	36.27%
9123 · Building Overhead Expenses	14,556.69	22,930.00	-8,373.31	63.48%
9140 · Photocopier Costs	1,679.65	1,980.00	-300.35	84.83%
9160 · Computers	3,956.27	6,900.00	-2,943.73	57.34%
9190 · System Vehicle Expenses	1,219.28	3,700.00	-2,480.72	32.95%
9220 · Insurance	3,930.26	5,425.00	-1,494.74	72.45%
9240 · Contingency	2,071.55	-500.00	2,571.55	-414.31%
9245 · Capital Expenditures	11,758.50	20,000.00	-8,241.50	58.79%
Total Expense	<u>1,024,097.80</u>	<u>1,369,864.00</u>	<u>-345,766.20</u>	<u>74.76%</u>
Net Ordinary Income	196,042.39	-151,008.00	347,050.39	
Other Income/Expense				
Other Income				
5275 · DPI/Grow w/Google Grant Inc	21,562.50	21,563.00	-0.50	100.0%
5473 · LSTA 2021 Income	202,512.93	319,203.00	-116,690.07	63.44%
5620 · Shared Cataloging Svc Income	226,884.13	225,097.00	1,787.13	100.79%
5702 · Billable Project Income	131,837.06	100,000.00	31,837.06	131.84%
Total Other Income	582,796.62	665,863.00	-83,066.38	87.53%
Other Expense				
8830 · Shared Cataloging Service	135,288.63	225,097.00	-89,808.37	60.1%
8940 · Projects Billable to Libraries	101,724.86	100,000.00	1,724.86	101.73%
9800 · DPI/Grow with Google Grant Exp	21,562.50	21,563.00	-0.50	100.0%
9979 · LSTA 2021 Expenses	146,974.75	319,203.00	-172,228.25	46.04%
Total Other Expense	<u>405,550.74</u>	<u>665,863.00</u>	<u>-260,312.26</u>	<u>60.91%</u>
Net Other Income	<u>177,245.88</u>	<u>0.00</u>	<u>177,245.88</u>	
Year-to-date Income less Expense (IFLS Funds)	<u>373,288.27</u>	<u>-151,008.00</u>	<u>524,296.27</u>	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	923,165.48	887,631.00	35,534.48	104.0%
9500 · MORE Shared Automation Expenses	852,317.76	977,631.00	-125,313.24	87.18%
Year-to-date Income less Expense (MORE Funds)	<u>70,847.72</u>	<u>-90,000.00</u>	<u>160,847.72</u>	
Year-to-date Income less Expense (ALL Funds)	<u>444,135.99</u>	<u>-241,008.00</u>	<u>685,143.99</u>	

My Online Resource (MORE)
Balance Sheet
As of October 31, 2021

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 416,059.69
1200-1 · Accts Receivable-MORE	-
1507-1 · 2022 Prepaid Expense-MORE	<u>34,571.59</u>
TOTAL ASSETS	<u><u>\$ 450,631.28</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	<u>5,035.02</u>
Total Liabilities	5,035.02
Equity	
MORE Reserved Fund Balance on 1/1/2021	224,000.00
MORE Committed Fund Balance on 1/1/2021	65,000.00
MORE Uncommitted Fund Balance on 1/1/2021	85,748.54
Current Year Income less Expense	<u>70,847.72</u>
Total Equity/MORE Fund Balance	<u><u>445,596.26</u></u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 450,631.28</u></u>

Indianhead Federated Library System
Revenue less Expense - MORE
January through October 2021

	<u>Jan -Oct '21</u>	<u>Jan - Oct '20</u>
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income	35,533.48	6,000.00
5670-2 · MORE Operating Income	887,632.00	819,898.00
Total MORE Income	<u>923,165.48</u>	<u>825,898.00</u>
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	236,599.20	237,299.28
9500-12 · MORE/III Annual Maintenance	139,555.55	133,164.91
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	2,150.00	1,381.11
9500-22 · MORE/High-demand Hold Project	12,871.03	10,435.79
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	11,890.92	12,472.30
9500-24 · MORE/Conferences	1,411.46	110.00
9500-31 · MORE/New Products/	9,000.00	0.00
9500-44 · MORE/Decision Center	31,846.20	30,329.71
9500-32 · MORE/Mgmt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	32,722.23	32,483.40
9500-4 · MORE/New Participant Expenses	3,704.89	300.91
9500-40 · MORE/Overdrive Content	19,921.86	28,890.38
9500-45 · MORE/Freading eBook Svc	7,930.00	10,802.50
9500-46 · MORE/Electronic Periodicals	17,811.69	17,968.15
9500-48 · MORE/I-Tiva Telephony Subscription	10,595.74	10,091.18
9500-49 · MORE/Data Scoping Project	0.00	0.00
9500-50 · MORE Discovery/Online Catalog	45,462.50	42,088.71
9500-51 · MORE Discovery/BiblioApps	9,391.38	0.00
9500-53 · MORE/Database Quality Control	142,000.00	30,000.00
9500-5 · MORE/Publicity	0.00	760.15
9500-6 · MORE/Database Cleanup/Maint	4,288.11	3,025.28
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	113,165.00	106,995.00
Total 9500 · MORE Shared Automation Expenses	<u>852,317.76</u>	<u>708,598.76</u>
Total MORE Expense	<u>852,317.76</u>	<u>708,598.76</u>
Year-to-date MORE Income less Expense	<u>70,847.72</u>	<u>117,299.24</u>
Plus 12/31/20 MORE Uncommitted Fund Balance	85,748.54	
Plus 12/31/20 MORE Reserve/Committed Balance	<u>289,000.00</u>	
MORE Fund Balance	<u>445,596.26</u>	

LEAN WISCONSIN

Budget Report - October 2021

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	\$ 183,937.00	\$ 7,283.33	\$ 122,206.18	\$ -	\$ 61,730.82
	Collaboration Management Tools		\$ 6,497.70			
	Technology Management Tools		\$ 20.00			
	Infrastructure Services and Licensing		\$ 765.63			
	Core Services Licensing					
	Other Joint-use Licensing					
6-6250	TRAVEL	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00
6-6290	INSURANCE	\$ 2,490.00	\$ -	\$ -	\$ -	\$ 2,490.00
6-6360	EQUIPMENT & SUPPLIES	\$ 3,600.00	\$ -	\$ -	\$ -	\$ 3,600.00
6-6650	RESERVE FUND	\$ 42,000.00	\$ -	\$ -	\$ -	\$ 42,000.00
	Resource Development					
	CPA - WVLS		\$ -	\$ -	\$ -	
6-6800	OUTLAY	\$ 43,000.00	\$ -	\$ -	\$ -	\$ 43,000.00
	Core Switching updates					
	Host Cluster Server cycle					
	Joint Laptop Program					
TOTAL		\$ 277,427.00	\$ 7,283.33	\$ 122,206.18	\$ -	\$ 155,220.82
Beginning October 2021 Balance		\$ 52,527.79		Beginning January 2021 Balance		\$ 173,451.10
Receipts - Encumbered (2020)		\$ -		Receipts - Encumbered (2020)		\$ -
Receipts - Partner Shares		\$ -		Receipts - Partner Shares		\$ -
Receipts - Grants and Other Revenue		\$ -		Receipts - Grants and Other Revenue		\$ -
Debit of Prepaid Service Credit		\$ -		Debit of Prepaid Service Credit		\$ -
Expenditures - Encumbered (2020)		\$ -		Expenditures - Encumbered (2020)		\$ (6,000.46)
Expenditures - 2021 Budget		\$ (7,283.33)		Expenditures - 2021 Budget		\$ (122,206.18)
Expenditures - 2021 New/Unplanned		\$ -		Expenditures - 2021 New/Unplanned		\$ -
Ending October 2021 Balance		\$ 45,244.46		2021 Year to Date Balance		\$ 45,244.46
Encumbrances - Payables				Segregated Monies - Grants		
Account #	Account			Account #	Name	Balance
6-6210	WiscNet RDC Rack 1 (2020)	\$ -		6-6210	LSTA FY21 Sparsity	\$ 69,650.00
6-6360	ServerSupply IF Modules (2020)	\$ -				
Encumbrances - Receivables				Segregated Monies - Prepaid Services		
Account #	Account			Account #	Description	Balance
6-6650	CPA (due 2021)	\$ 985.49		6-6210	CVTC RDC Rack 2	\$ 58,627.72
6-6650	CPA (due future years)	\$ 1,812.00				
Lifecycle Reserve Funds				YTD Operating Summary		
Account #	Account			Begining Balance		\$ 173,451.10
6-6650	Core Infrastructure	\$ 65,500.00		Encumbrances		\$ 2,797.49
6-6650	Licencing & Svcs	\$ 6,900.00		Receipts		\$ -
6-6650	LWIN Core Svcs - IFLS	\$ 7,500.00		Expenses		\$ (128,206.64)
6-6650	LWIN Core Svcs - NWLS	\$ 5,100.00		Transfers		\$ -
6-6650	LWIN Core Svcs - WVLS	\$ 5,900.00		Reserves		\$ (149,624.45)
6-6650	Contingency - D/R	\$ 16,724.45		Balance		\$ (101,582.50)

LEAN WISCONSIN

Budget Report - September 2021

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	\$ 183,937.00	\$ 15,271.73	\$ 114,922.85	\$ -	\$ 69,014.15
	Collaboration Management Tools		\$ 101.10			
	Technology Management Tools		\$ 20.00			
	Infrastructure Services and Licensing		\$ 765.63			
	Core Services Licensing		\$ 14,385.00			
	Other Joint-use Licensing					
6-6250	TRAVEL	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00
6-6290	INSURANCE	\$ 2,490.00	\$ -	\$ -	\$ -	\$ 2,490.00
6-6360	EQUIPMENT & SUPPLIES	\$ 3,600.00	\$ -	\$ -	\$ -	\$ 3,600.00
6-6650	RESERVE FUND	\$ 42,000.00	\$ -	\$ -	\$ -	\$ 42,000.00
	Resource Development					
	CPA - WVLS		\$ -	\$ -	\$ -	
6-6800	OUTLAY	\$ 43,000.00	\$ -	\$ -	\$ -	\$ 43,000.00
	Core Switching updates					
	Host Cluster Server cycle					
	Joint Laptop Program					
TOTAL		\$ 277,427.00	\$ 15,271.73	\$ 114,922.85	\$ -	\$ 162,504.15
Beginning September 2021 Balance		\$ 67,799.52		Beginning January 2021 Balance		\$ 173,451.10
	Receipts - Encumbered (2020)	\$ -			Receipts - Encumbered (2020)	\$ -
	Receipts - Partner Shares	\$ -			Receipts - Partner Shares	\$ -
	Receipts - Grants and Other Revenue	\$ -			Receipts - Grants and Other Revenue	\$ -
	Debit of Prepaid Service Credit	\$ -			Debit of Prepaid Service Credit	\$ -
	Expenditures - Encumbered (2020)	\$ -			Expenditures - Encumbered (2020)	\$ (6,000.46)
	Expenditures - 2021 Budget	\$ (15,271.73)			Expenditures - 2021 Budget	\$ (114,922.85)
	Expenditures - 2021 New/Unplanned	\$ -			Expenditures - 2021 New/Unplanned	\$ -
Ending September 2021 Balance		\$ 52,527.79		2021 Year to Date Balance		\$ 52,527.79
Encumbrances - Payables			Segregated Monies - Grants			
Account #	Account			Account #	Name	Balance
6-6210	WiscNet RDC Rack 1 (2020)	\$ -		6-6210	LSTA FY21 Sparsity	\$ 69,650.00
6-6360	ServerSupply IF Modules (2020)	\$ -				
Encumbrances - Receivables			Segregated Monies - Prepaid Services			
Account #	Account			Account #	Description	Balance
6-6650	CPA (due 2021)	\$ 985.49		6-6210	CVTC RDC Rack 2	\$ 58,627.72
6-6650	CPA (due future years)	\$ 1,812.00				
Lifecycle Reserve Funds			YTD Operating Summary			
Account #	Account			Beginning Balance		\$ 173,451.10
6-6650	Core Infrastructure	\$ 65,500.00		Encumbrances		\$ 2,797.49
6-6650	Licencing & Svcs	\$ 6,900.00		Receipts		\$ -
6-6650	LWIN Core Svcs - IFLS	\$ 7,500.00		Expenses		\$ (120,923.31)
6-6650	LWIN Core Svcs - NWLS	\$ 5,100.00		Transfers		\$ -
6-6650	LWIN Core Svcs - WVLS	\$ 5,900.00		Reserves		\$ (149,624.45)
6-6650	Contingency - D/R	\$ 16,724.45		Balance		\$ (94,299.17)

**IFLS Library System
Board of Trustees
December 1, 2021**

Director's Report of Monthly Activities

New Directors

Arin Wilken is the new director at the Altoona Public Library. He started on 11/15/2021. Christinna Swearingen will start on 12/27/21 as the new director at Rusk County Community Library (Ladysmith).

Amy Stormberg has resigned at the Amery Area Public Library. They will begin their search later this year.

Eau Claire is currently working on finalizing their job posting.

I recently met with Rita Magno, the new director at Baldwin to provide her an overview of IFLS services.

Building Projects

Amery is scheduled to be completed on 12/24/21 with the library move taking place the following week.

Glenwood City should be finished towards the end of December or early January.

Ellsworth is waiting for State approved building plans before bidding. Fund Raising has gone well for them. <https://fb.watch/9rkdKIDw3d/>

Eau Claire's renovation project is continuing.
<https://ecpubliclibrary.info/storybuilder/project-updates/>

Consulting

Building, Library Law, Director Hiring, Personnel, Budget, Library Planning, and Board appointments.

Agenda Items

X. IFLS Strategic/State Long Range Plan with 2022 Budget

Both the text of the State Long Range Plan and the IFLS budget were approved at the prior meeting. The board will be reviewing and approving the plan with the approved 2022 budget incorporated into the final submitted plan document.

XI. 2022 Resource Library Agreement

The agreement remains unchanged from 2021 document except to update the dates covered.

XII. Update on IFLS Personnel Manual Review

An update on the attorney review will be provided at the meeting.

XIII. 2022 IFLS Board Meetings

We are proposing that the Board Meetings held in January, March, and November (the winter months) be done virtually and the May, July, and September meetings be held in person. We are proposing that those three meetings be held at various libraries within IFLS. The desire is to showcase the various libraries within the region. While not every library will have sufficient space for our board, we should find ample locations for the next several years of meetings. We would like to focus on newer buildings for the first two years.

XIV. Nominations Committee for 2022 Election of Executive Committee

The committee will meet to put together a slate of candidates for the January meeting.

John Thompson (November 22, 2021)



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

GENERAL INFORMATION

Library System

IFLS Library System

Describe significant needs, opportunities, and challenges that influenced the development of this and other system plans.

The budget uncertainty resulting from COVID-19 has increased concerns among member libraries about current and future funding. 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 resulted in many of our services/support going virtual in 2020 and that shift has continued in 2021 and most likely will continue in 2022.

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 conducted a survey of our member libraries to ask about the importance and satisfaction with our current services as well as determine what gaps may exist. The survey was completed by 125 individuals including all 53 library directors. In addition, we asked about their aspirations for the role of the library in the community and services they wish to provide for their communities. These aspirational ideas will be the basis for our planning in the fall of 2021 and moving forward into 2022. Planning focus areas include Interlibrary Loan and Advocacy/Marketing. The survey results were shared as a brief webinar on July 1st. The strategic priorities remain from our 2019-21 plan and the focus for 2022 will be individual action steps that fit within those priorities.

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 2022. 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.
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	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--Add Chippewa Valley Technical College (CVTC) back into the MORE Consortium

ILS Improvement--Offer a library app to streamline patron access to consortium resources

Reference Referral & Interlibrary Loan Improvement--Evaluate service models based on anticipated staff retirement

Participate in statewide technology collaborations

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 professional learning 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, workplace culture, compassion resilience/self-care, and responding to other needs as indicated by library staff)

Provide regular virtual check-ins for youth service and adult services staff as well as library directors

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

Develop a program specific to fostering/supporting community engagement.

Join a collaboration between WVLS, NWLS, and SWLS that will provide two webinar series per year (service agreement pending)

Identify the names and email addresses of professional learning staff employed by the system for professional learning services:

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

If the system contracts with another system or entity to plan and conduct professional learning 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 days a week delivery to MORE public libraries; and 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, 2022, 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*):

Evaluate consulting staff needs based on anticipated staff retirements

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:

Participating in the statewide IDEA project planning (Inclusion, Diversity, Equity in Action)

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

EDI resource sharing

Accessibility Audits for member libraries

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 2021 system audit to the Division no later than September 30, 2022.

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 2022 resource library contract.

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

Activity	Amount
1. Participate in the CINC (Chippewa Valley Interconnecting Consortium). This consortium provides a fiber-based, inexpensive, high-bandwidth network for IFLS and five of our member libraries. - \$4000/year	\$9,000
2. LEAN WI Technology Services Partnership (See WVLS Report for Benefit Analysis)	
3. WPLC Participation	\$1,250,000
4. MORE Shared ILS	\$325,000
5. Shared Cataloging and Bibliographic Services (CAIS)	\$100,000
6. Delivery Coordination among IFLS and 55 member libraries along with the Statewide Network, and Minirex	\$1,100,000
7. Continuing Education collaborations with other systems and DPI	\$71,000
8. Statewide Library System Dell purchasing collaboration	
9.	
10.	
Cost Benefit Total	\$2,855,000

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 2022.

Name of System Director

John Thompson

Signature of System Director

[Signature]

Date Signed Mo/Day/Yr

10/7/2021

Name of System Board President

JAMES TRIPP

Signature of System Board President

[Signature]

Date Signed Mo/Day/Yr

10-07-2021

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

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

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

DPI Assistant Superintendent Signature

[Signature]

Date Signed Mo/Day/Yr

Comments

	PUBLIC LIBRARY SYSTEM 2022 ANNUAL PROGRAM BUDGET	
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Program	2022 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
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Technology, Reference, and Interlibrary Loan*

1. Ref & ILL Svc	\$129,904				
2. Technology	\$271,581			\$86,000	
3. MORE Shared Svc/ILS	\$178,456			\$903,053	
4.					
5. Electronic Resources	\$56,400			\$228,545	
Program Total	\$636,341	\$0	\$0	\$1,217,598	\$1,853,939

Professional Learning and Consulting Service*

1. CE & Consulting Svc	\$208,371				
2.					
Program Total	\$208,371	\$0	\$0	\$0	\$208,371

Delivery Services	\$353,022				\$353,022
Inclusive Services	\$46,253				\$46,253
Library Collection Development	\$29,115				\$29,115
Direct Payment to Members for Nonresident Access	\$0				\$0
Direct Nonresident Access Payments Across System Borders	\$0				\$0
Youth Services	\$59,945			\$5,000	\$64,945
Public Information	\$51,674			\$5,000	\$56,674
Administration	\$2,692	\$197,106			\$199,798
Subtotal	\$542,701	\$197,106	\$0	\$10,000	\$749,807

Other System Programs

1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$1,387,413	\$197,106	\$0	\$1,227,598	\$2,812,117

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

Indianhead Federated Library System
2022 Preliminary Budget (Approved by the Board on 9/22/21) Sent w/State Plan
4-Oct-21

Line Item Description	Staff	2021 Preliminary Budget	2021 Revised Budget	2022 Preliminary Budget	Admin- stration	Technology	Shared System	MORE Budget	Reference ILL Svc	Delivery Service	Cont Educ and Consulting	Inclusive Services	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
REVENUES:																
1 State Aids	JB	1,200,056	1,200,056	1,387,413	2,692	318,881	178,456	-	139,004	353,022	208,371	46,253	29,115	59,945	51,674	1,387,413
2 Interest Income	JB	4,000	1,000	2,000	2,000		-									2,000
3 Miscellaneous Income	JB	17,800	17,800	17,800	200	6,000	11,800									17,800
4 SUBTOTAL REVENUES		1,221,856	1,218,856	1,407,213	4,892	324,881	190,056	-	139,004	353,022	208,371	46,253	29,115	59,945	51,674	1,407,213
Pass-thru Income:																
5 Grant Income (Pass-thru)	GF/LL	-	297,872	-			-					-		-		-
6 Pass-thru/Shared Cataloging Svc	LR	225,097	225,097	216,599			216,599									216,599
7 MORE Shared Sys Income (Pass-thru)	JT	887,631	922,631	903,399				903,399			-					903,399
8 Pass-thru (billable) Income	MISC	150,000	100,000	150,000			80,000	60,000			-			5,000	5,000	150,000
9 SUBTOTAL PASS-THRU EXPENSES		1,262,728	1,545,600	1,269,998	-	80,000	276,599	903,399	-	-	-	-	-	5,000	5,000	1,269,998
10 Carry over of State Aids/Interest (est)	JB	484,439	617,962	476,954	356,954	50,000	60,000				10,000					476,954
11 Carry over of MORE Funds/Interest (est)	JB	304,765	374,749	332,249				332,249								332,249
12 TOTAL REVENUE		3,273,788	3,757,167	3,486,414	361,846	454,881	526,655	1,235,648	139,004	353,022	218,371	46,253	29,115	64,945	56,674	3,486,414
EXPENSES:																
14 Percentage of Hours by Program					7.6%	13.7%	43.8%	in Sh Sys	10.2%	3.7%	11.3%	2.1%	0.5%	3.3%	3.7%	100.0%
15 Salaries & Fringes (% of time in Program)	ALL	1,055,400	1,002,900	1,148,400	158,755	187,916	48,430	278,400	122,578	36,750	163,939	38,128	9,950	57,374	46,181	1,148,400
15.5 Sick Leave Payout	JB	-	-	20,800	20,800											20,800
16 Audit	JB	6,500	7,370	7,995	7,995											7,995
17 Bank Service Charges	JB	1,000	1,000	1,000	1,000											1,000
18 New Furnishings/Equip <\$500	JG	400	1,200	1,000	1,000											1,000
19 Collection/Electronic Resources	MW	25,800	25,700	26,300		26,300										26,300
19.5 - Collection/Electronic Resources	MW	-	-	21,000		21,000									-	21,000
20 Wis Pub Lib Consortium Membership	MW	5,855	5,855	6,586		6,586										6,586
21 Professional Memberships	JT	3,200	3,200	4,000							4,000					4,000
22 Librarian Workshops/All	LL	4,500	4,650	6,500							3,250	2,437		813		6,500
23 CE Collaboration Projects	LL	500	100	300							300	-		-		300
24 Library Accessibility Audits	LL	5,540	9,111	5,000							-	5,000				5,000
24.5 Community Engagement Support	LL	-	-	12,000							12,000					12,000
25 Crisis Prevention Training (unfunded LSTA)	LL	250	-	-							-			-		-
26 CE Grants - WLA Conference	LL	3,000	3,000	1,000							1,000					1,000
27 IFLS Staff Dvlpmt & Prof Mtgs	JT	9,000	7,000	9,000							9,000					9,000
28 Library Consulting Expenses	JT	600	600	1,000							1,000					1,000

Line Item Description	Staff	2021 Preliminary Budget	2021 Revised Budget	2022 Preliminary Budget	Administration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting Services	Inclusive Services	Library Collection Development	Lib Svc to Youth	Public Information	TOTALS
29 Field Visits	JT	9,000	9,000	9,000							5,000					9,000
30 Story/Programming Kits & Dies	LL	750	360	700										700		700
31 ILL Fees & Verification Sources	MW	9,300	8,900	9,100					9,100							9,100
32 Resource Lib (LEPhillips) Collection Grants	JT	23,000	23,000	23,000					4,000				19,000			23,000
33 Delivery Service - Walco Service	MW	260,000	270,000	295,000						295,000						295,000
34 Delivery Service - State-wide Service	MW	16,354	8,177	16,463						16,463						16,463
35 Delivery Service - Bags/Lost/Misc.	MW	5,600	2,600	3,600						3,600						3,600
36 Wide-Area Network Costs:	KS															
37 T-1 Line Annual Cost	KS	3,000	3,000	3,000												3,000
38 WAN/CINC Maintenance	KS	7,370	7,370	7,370												7,370
39 MORE Library Subsidy	JB	110,000	110,000	120,000			120,000									120,000
40 LEANWI/Shared Tech w/WVLS	KS	59,000	59,000	60,000			60,000									60,000
41 Long Range Planning Meetings	JT	500	500	500	500											500
42 Campaign for Wisconsin Libraries	JT	1,200	1,126	1,200											1,200	1,200
43 Web Development	KS	1,100	1,100	1,100											1,100	1,100
44 IFLS Committee Migs/Roundtables:	JT	3,000	-	2,400	2,000		400									2,400
45 Professional Materials	JT	1,500	1,410	1,500							1,500					1,500
46 Postage - General	JG	700	700	780	59	107	342		80	29	88	17	4	25	29	780
47 Telephone - Local, Long Dist, 800# Svc	JB	2,000	2,000	2,000	152	274	877		205	75	227	42	10	65	73	2,000
48 Telephone - MORE (notice calls)	JB	6,000	2,000	2,000	-	-	2,000		-	-	-	-	-	-	-	2,000
49 Telephone - Cell Phone Service	JB	960	4,080	4,320	1,960	360	2,000									4,320
50 Supplies - General Office	JG	1,120	800	900	900											900
51 Marketing & Advocacy PR	RK	1,020	1,020	2,000											2,000	2,000
52	RK															-
53 Building/Land Overhead Costs	JB	24,430	22,930	24,930	1,892	3,417	10,926		2,554	929	2,828	528	127	812	916	24,930
54 Copier Maint. Agreement & Paper	JG	2,453	1,980	1,950	148	267	855		200	73	221	41	10	64	72	1,950
55 Computer - IFLS Hardware & Software	KS	6,400	6,900	6,900		6,900										6,900
56	KS															-
57 System Vehicle - Gas/Maint/Insurance	JB	3,700	3,700	3,700							3,700					3,700
58 Insurance - Workers Comp	JB	2,600	2,600	2,800	213	384	1,227		287	104	318	59	14	91	103	2,800
59 Insurance - Bldg/Equip. Liab. Bond	JB	2,825	2,825	2,925	2,925											2,925
60 Contingency & Credit Card Reward Exp	JT	(500)	(500)	(500)	(500)											(500)
SUBTOTAL EXPENSES		1,685,927	1,628,264	1,880,519	198,799	324,881	190,056	278,400	139,004	953,022	208,371	46,253	29,115	59,945	51,674	1,880,519

Line Item Description	Staff	2021 Preliminary Budget	2021 Revised Budget	2022 Preliminary Budget	Admin- istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Inclusive Services	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
Pass-thru Expenses:																
Pass-thru/MORE Expenses (less Mgmt)	LR	674,231	686,731	684,999				684,999								684,999
Pass-thru/Shared Cataloging Svc	LR	225,097	225,097	216,599			216,599									216,599
Pass-thru/Grant Expenses	GF/LL	-	297,872	-	-	-	-	-	-	-	-	-	-	-	-	-
Pass-thru/Misc Billable Expenses	MISC	150,000	100,000	150,000		80,000	80,000	60,000						5,000	5,000	150,000
SUBTOTAL PASS-THRU EXPENSES		1,049,328	1,309,700	1,051,598	-	80,000	276,599	684,999	-	-	-	-	-	5,000	5,000	1,051,598
TOTAL EXPENSES		2,735,255	2,937,964	2,932,117	199,799	404,881	466,655	963,399	139,004	353,022	208,371	46,253	29,115	64,945	56,674	2,982,117
Percentage of Expenses by Program			ok		6.8%	13.8%	15.9%	32.9%	4.7%	12.0%	7.1%	1.6%	1.0%	2.2%	1.9%	100.0%
Capital and Reserves:																
Capital Expenditures		10,000	20,000	-	-											-
Reserves - MORE Hardware/Software	JB	224,000	224,000	224,000				224,000								224,000
Reserves - MORE Future Yr	JB	-	60,000	-				-								-
Reserves - Building/Land	JB	65,000	65,000	65,000	65,000											65,000
Reserves - MORE Startup Assist/Subsidy	JB	10,000	10,000	10,000			10,000									10,000
Reserves - Shared Svcs Prog/Bldg Expan	LR	50,000	50,000	50,000			50,000									50,000
Reserves - Vehicle Replacement	JB	25,000	25,000	25,000	25,000											25,000
Reserves - Personnel	JB	40,000	40,000	40,000	40,000											40,000
Reserves - WAN/Web Equip Replacement	GF	20,000	20,000	20,000		20,000										20,000
Reserves - System Equipment/Furnishings	JB	20,000	20,000	20,000	20,000											20,000
Reserves - Tech Project/Billable Reserves	JB	30,000	30,000	30,000		30,000										30,000
Reserves - Future Yr Operating Budgets	JB	-	184,906	-	-											-
Reserves - Computer Lab Replacement	GF	10,000	10,000	10,000							10,000					10,000
TOTAL Carryover Funds for the Next Year		34,533	60,297	60,297	12,047	0	0	48,249	0	(0)	(0)	0	(0)	0	(0)	60,297

End-of-Year Carryover Breakdown:

IFLS Carryover Reserves	270,000	270,000	270,000
IFLS Carryover Committed	184,906	184,906	
IFLS Carryover Uncommitted	18,768	12,048	12,048
MORE Carryover Reserves	224,000	224,000	224,000
MORE Carryover Committed	60,000	60,000	
MORE Carryover Uncommitted	15,765	48,249	48,249

RESOURCE LIBRARY AGREEMENT**2022**

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, 2022 to December 31, 2022.

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 _____

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
 Submitted by Leah Langby November 22, 2021

American Rescue Plan Act Grant Applications

I worked with Anne Hamland (WVLS) and Jackee Johnson (NWLS) to submit four collaborative grant proposals. We had a very tight turn-around, but came up with some options, surveyed library directors in all three systems to have them rank priorities for their libraries, wrote and submitted grants in a matter of about 2 weeks. We'll be notified soon if the grants are approved and will have until June 30 to expend the funds.

- Book Bikes, Pop-Up Canopies, and Hybrid Programming Kits (26 libraries)
- Outdoor Seating (37 libraries)
- Outdoor Event Tents (13 libraries)
- Outdoor Item Pick-Up Lockers (7 libraries)

Continuing Education/Professional Development Highlights:

- IFLS-sponsored offerings (all virtual, captioned recordings available for all but Human Resources offerings, which were not recorded due to their sensitive nature):
 - **Human Resources Q&A and Office Hours** with HR expert Mabel Gehrett, Western Technical College, September 23, 29, and October 7.
 - **Recipes for Grant Success** with Christine LaFond, Clear Lake Public Library, October 20
 - **Using Your Sphere of Influence to Create Big Ripples from Small Splashes** with Zander Miller, Kenosha Public Library, October 28
 - **Program Planning in a Pandemic...There Have Been Stranger Things** with Katherine Schoofs, Aram Public Library, November 11
- IFLS co-sponsored statewide offerings
 - **Tech Days 2021** (Four 1.5 hour webinars) September 15 and 16 (<https://techdayswisc.org/>)
 - **Actively Anti-Racist Library Service for Leisure Readers** (2 pre-taped webinars and 1 live discussion) September 30
- Upcoming opportunities are listed on the IFLS calendar: <https://iflsweb.org/calendar/>

Scholarships (funded from the IFLS budget and with LSTA funds from the Department of Public Instruction)

- Three scholarships to staff in Centuria, Phillips, and Stanley to attend the **Association for Rural and Small Libraries Conference (ARSL)** in Sparks, Nevada.
 - The conference was such an incredible opportunity to network and build connections...I have an ongoing group text made of people I really connected with at the conference, and we are all still sharing ideas ... long after the conference has ended. –*Anna Griffin, Centuria*
 - Talking to other librarians and attending conference sessions with a small library and rural library focus provides me with so much to think about and consider regarding my own library's situation and services. –*Elizabeth Miniatt, Stanley*

- Despite the state of affairs in our current covid-stricken and politically-divided world, a few days of discourse and fellowship with librarians renewed my sense of optimism for the world. *—Jake Wyrzykowski, Phillips*
- Leslie LaRose of Augusta received two scholarships to virtual conferences: **UW Madison’s Lead the Way Symposium**, and a virtual version of the **ARSL Conference**
- Awarded 13 full scholarships to attend the **Wisconsin Library Association Conference**. Eight of them presented sessions at the conference, and would not have been able to do so without the scholarship assistance. Libraries represented include: Hudson, Clear Lake, Glenwood City, Chippewa Falls, Augusta, Deer Park, Rusk County, Barron, Ellsworth, Rice Lake, Menomonie, Stanley, and St. Croix Falls.

Consulting Highlights

- Staff/director orientation meetings with staff in Amery, Prescott, Balsam Lake, Barron and Baldwin, and interview for new Youth Services Librarian in Amery.
- Assisting LEPMPL staff with revising their Collection Development Policy
- Menomonie staff meeting presentation about Libraries Transform Communities techniques for one-on-one conversations about community aspirations
- LEPMPL new circulation staff training—De-escalation Techniques

Accessibility Audits

IFLS paid for accessibility audits with The Center for Independent Living completed audits for Rusk County, Colfax, Clear Lake, Rice Lake, and Eau Claire (evaluation of blue prints). All audits are completed for 2021. Next up is evaluation of the project, along with a resource to assist libraries take next steps to addressing issues brought to light by the audits.

IT Director Report

IFLS Board of Trustees, November 2021

Kris Schwartz, IT Director

Network Security

Recently there have been several major instances of hacking of high-profile government agencies, healthcare providers and corporations in the news which has brought network security out into the public eye. Network security is something that the Lean Wisconsin partners have taken very seriously for many years. Our network has always been protected behind a firewall which keeps malicious traffic from getting into our local network. We also provide and maintain anti-virus software on all the library's computers. A couple of years ago we also added an Intrusion Detection System (IDS) to the network in an attempt to catch any malicious traffic that finds a way past the firewall. Being that there is no fool proof way to stop an attacker that has the resources and skill to bypass network security we also employ a very robust backup system. Our entire system is backed up nightly in multiple ways and in multiple locations which is considered a best practice. On top of firewalls, Intrusion Detection Systems, and backups we have been making use of a system that is provided to us by a grant that delivers training to library staff which I have outlined in the next section. Training is by far the best defense against an attack as the most common way a bad actor gets into a network is by someone clicking on a malicious link or opening an infected attachment which allows malware to propagate the network beyond the firewall.

Email security training for library staff

Last year library systems in Wisconsin were awarded a grant for internet and email security training provided through a company called Infosec IQ. With the emergence of numerous versions of ransomware that are generally delivered via phishing emails this is very important and useful training for the libraries. The training is sent out via email campaigns and include a short video and a test after the video to gather data on what information was retained. The training provided helps library staff to recognize what to look for in an email that will tell them the email is phishing. After the campaign is complete, we are given data on how staff scored on the tests overall and can use that data to create future campaigns that are less general and more focused on where the training is needed. So far, the first campaign went well, and we will be launching a new campaign quarterly to keep the new information fresh in everyone's mind and as a reminder to be on the lookout for spam and phishing attempts.

Reference & Interlibrary Loan Coordinator's Report – November 2021

Virtual Site Visits

Centuria – director orientation with Anna
Glenwood City – director orientation with Rochel
Ogema – WISCAT and database training with Hannah (new ILL staff)
Baldwin – director orientation with Rita

Meetings/Webinar/Vendor Demos

CVTC Library Advisory Board meeting
WPLC Digital Library Steering Committee
WPLC Nominations committee
WPLC Board meeting
WPLC Selection Committee meeting
WPLC Collection Development Committee meeting
MORE Resource Sharing/Collection Development meeting
MORE Director's Council meetings
Library Systems ILL Coordinators meeting
WISCAT Users Group Meeting
Library Systems Delivery Managers meetings
IFLS Director Check In – Personnel & staffing topics
IFLS ILL Planning focus group
Webinar: WiLSWorld Shorts on Assessment and Evaluation for Strategic Decision-Making
RWA (Romance Writers of America) Librarians Day
Meeting for vendor Demo of NewspaperARCHIVE
Trial access to Universal Class – a tutorial product available from OverDrive (formerly a RB Digital product; much of the content has gotten dated).

Several of the IFLS libraries have pledged additional contributions for OverDrive digital content and I've been creating additional carts of ebook titles to fill holds. And I'm putting together data from the October fall delivery study. Numbers & results will be provided in my January report.

IFLS ILL Clearinghouse Statistics

Requests Received	2017	2018	2019	2020	2021
January	1705	1718	1744	2023	1098
February	1573	1606	1599	1555	1019
March	1716	1897	1554	962	1061
April	1521	1612	1611	*	889
May	1536	1453	1452	*	773
June	1503	1462	1357	*	909
July	1464	1465	1573	59*	886
August	1605	1565	1415	877	1113
September	1523	1377	1553	817	955
October	1693	1607	1760	909	935
November	1472	1444	1255	804	
December	1464	1405	1534	922	
Total	18,775	18,611	18,407	8,928	9,638

*April-July 2020 ILL suspended except for digital materials

Maureen Welch 11/22/2021

FROM REB'S DESK: PR AND COMMUNICATION THIS MONTH

December 1, 2021

WLA CONFERENCE

I created a [small photo album](#) that includes a video of John's award speech with Kathy's introduction, and a few pictures of IFLS librarians.

I heard positive feedback about many of our library's presentations, just walking around in the halls. It was great to be with so many inspiring and creative people.

UPDATE FROM THE MARKETING COMMITTEE INITIATIVES

Our work over the last couple months was to provide more concrete information to library staff on how to implement and use system-wide resources. We're also working on making *The News from IFLS* more inclusive of Friends Groups and other library volunteers.

The News from IFLS [this month](#) saw a slight uptick in readership (40%, in line with industry standards) and 5 new subscribers. Our click-through rate, when people click on links to read more about subjects in the newsletter, is about 8%, twice the industry standard. Please encourage folks you know that are involved in IFLS library work to subscribe to *The News*. You can find the button to sign up on [The Trustees page](#) of the IFLS website.

We're intentionally coordinating the content of our Marketing Monthly e-letter with The New from IFLS themes to make the content more useful and relevant to library staff.

GET THE WORD OUT: MORE LIBRARIES APP

Help spread the word about this wonderful new resource! You can share a social media post from IFLS or your library, or create your own. I mentioned it last night at a board meeting and several people downloaded it on the spot!

Happy Thanksgiving! However you celebrate, I hope it is joyful and delicious.

MORE Administrator's Report

Lori Roholt

December 2021 – IFLS Board of Trustees

MORE Libraries App

The MORE Libraries app is now available for all users in Google Play and Apple App stores! The app mirrors many functions of the MORE Online Catalog, including searching, requesting, and account access, but provides streamlined access for mobile users, and includes some handy app-only features like a scannable, digital library card and library location information at a glance.

“BiblioApps” is the product name of MORE’s new library app, approved by MORE Directors Council at their May 2021 meeting.

MORE Cataloging and Bibliographic Services (CABS) Program Milestone

In January, it will be 1 year since MORE’s CABS program, in cooperation with cataloging partners L.E. Phillips, Chippewa Falls, and River Falls public libraries, began providing cataloging services for all MORE-member libraries. In addition to cataloging newly-acquired titles, MORE catalogers have worked to clean up the shared MORE database and fully catalog previously-added records that were less than full. Complete records help patrons and staff access libraries’ rich collections and connect users with related resources.

The CABS program has greatly reduced the number of duplicate records that used to clutter the database and confuse users. These records are addressed much more quickly by CABS staff and by staff at the cataloging partner libraries.

New MORE-member libraries

LSTA grant funds were awarded earlier this year for Fairchild Public Library and Durand Community Library to join MORE. Fairchild Public Library is live on MORE, and Durand Community Library is in preparation to “go live” on January 1, 2022.

Chippewa Valley Technical College (CVTC) has expressed interest in re-joining MORE as of July 2022. Their timeline and payment schedule was approved at the September MORE Directors Council meeting.

MORE Project Manager Kathy Setter has taken the lead on getting both Fairchild and Durand up and running, with help from MORE Project Manager Bridget Krejci and Deer Park Public Library Director Barbara Krueger. It’s a big job!

Hawkins Area Library and Cornell Public Library are the two remaining IFLS-member libraries that are not members of MORE. Before Fairchild, the last library to join MORE was Ogema in 2012.

IFLS Library System Board of Directors
Website Design Consultant and Public Library Services Consultant
Submitted by Anne Hamland – November 2021

Grant Projects

Four Grants Submitted Through the American Rescue Plan Act (ARPA) of 2021

IFLS, WVLS, and NWLS collaborated to apply for [ARPA Funding](#) on behalf of each system's member libraries. **Leah Langby** (IFLS), **Anne Hamland** (WVLS), and **Jackee Johnson** (NWLS), worked quickly within the grant's tight application window to come up with options that would be helpful to members and be within grant restrictions. Consultants gathered interest in project options and collaborated to submit four grants listed below. Libraries were encouraged to indicate their interest in any or all projects of interest.

- Event Tents: Expanding the Library as a Third Space – NWLS on behalf of 13 libraries
- LEAN WI Library Pickup Lockers – WVLS on behalf of 7 libraries
- Outdoor Seating: Space and Safety Improvement – IFLS on behalf of 37 libraries
- Outdoors and In: A Hybrid Library Service Model – IFLS on behalf of 26 libraries

The total value of the four grants the systems submitted was over \$450,000. If awarded, grants will fund 83 project items ranging from library pickup lockers, book bikes, and large event tents, to virtual program technology and solar powered benches for seating and charging personal smart devices.

Website Services

Recent Projects

The September Director's Report shared that the websites for the **Spooner** and **Deer Park** public libraries would transition from their current providers to the LEAN WI website service, and those processes have since been completed. The library in **Mercer** has also been added to the LEAN WI website service. In the weeks ahead, Anne Hamland plans to also add libraries in Medford (WVLS), Lac du Flambeau (NWLS), and New Richmond (IFLS). Details regarding the LEAN WI Website Service are available [here](#).