



Things to Mention

The IFLS Board of Trustees will be meeting on Wednesday, July 27, 2022, in Phillips, Wisconsin. The schedule for the day is as follows:

- 10:30 am IFLS Personnel Committee Meeting
Phillips Public Library
286 Cherry Street, Phillips, WI
- 11:45 am Lunch
Marie's on Fayette
145 Fayette Street, Phillips, WI
- 1:15pm Tour of Phillips Public Library &
IFLS Board of Trustees Meeting
286 Cherry Street, Phillips, WI

If your plans to attend meetings and lunch in-person change, please contact me at your earliest convenience. We want to ensure we have a quorum and are better able to plan for lunch. I can be contacted via phone at 1-800-321-5427 Ext. 110 (715-839-5082) or by email at gardner@ifls.lib.wi.us.

Seeing everyone is coming from different directions, I suggest you map out the best route for you. Sue Marshall has also provided a map which is included in the meeting packet.

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

In Person: Phillips Public Library
286 Cherry Street, Phillips, WI 54555
(715) 339-2868 <http://www.phillipspl.org>

DATE/TIME:

Wednesday, July 27, 2022
1:15 pm

Virtual: Zoom Link

<https://us02web.zoom.us/j/81952939427?pwd=N2xKRDI5R1pCS3VnVFJZSEJieVkrQT09>

Meeting ID: 819 5293 9427

Passcode: sjyaCu8B

Phone in: +13126266799

Meeting ID: 819 5293 9427

Passcode: 75628682

**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.**

TOUR: Phillips Public Library led by Becky Puhl, Director

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 related to Citizen Comments.*)
- VI. Announcements/Correspondence/Introductions
- VII. * Minutes - Approve: Board of Trustees – May 25, 2022 **#030** (22)
Acknowledge Receipt: Personnel Committee – May 25, 2022 **#029** (22)
- VIII. * Financials - Approve: Check Registers: May-June 2022 **#031** (22)
Approve: Financial Reports: May-June 2022 **#032** (22)
- IX. * Mid-year Investment Report (Discussion)
- X. Director's Report of Agenda Items and Monthly Activities **#033** (22)
- XI. Reports
 - IFLS Staff Reports **#034** (22)
 - Board Member Reports

XII. * Personnel Committee Report

- Director Accountabilities #035 (22)
- System Director Evaluation**

*** The IFLS Library System may go into closed session to consider matters relating to employment, promotion, compensation or performance evaluation of any public employee over which the IFLS Library System has jurisdiction or exercises responsibility, pursuant to Section 19.85(1)(c) of the Wisconsin Statutes. The committee will reconvene into open session.*

XIII. * Action on Closed Session

XIV. Trustee Orientation - System Board Roles and Responsibilities

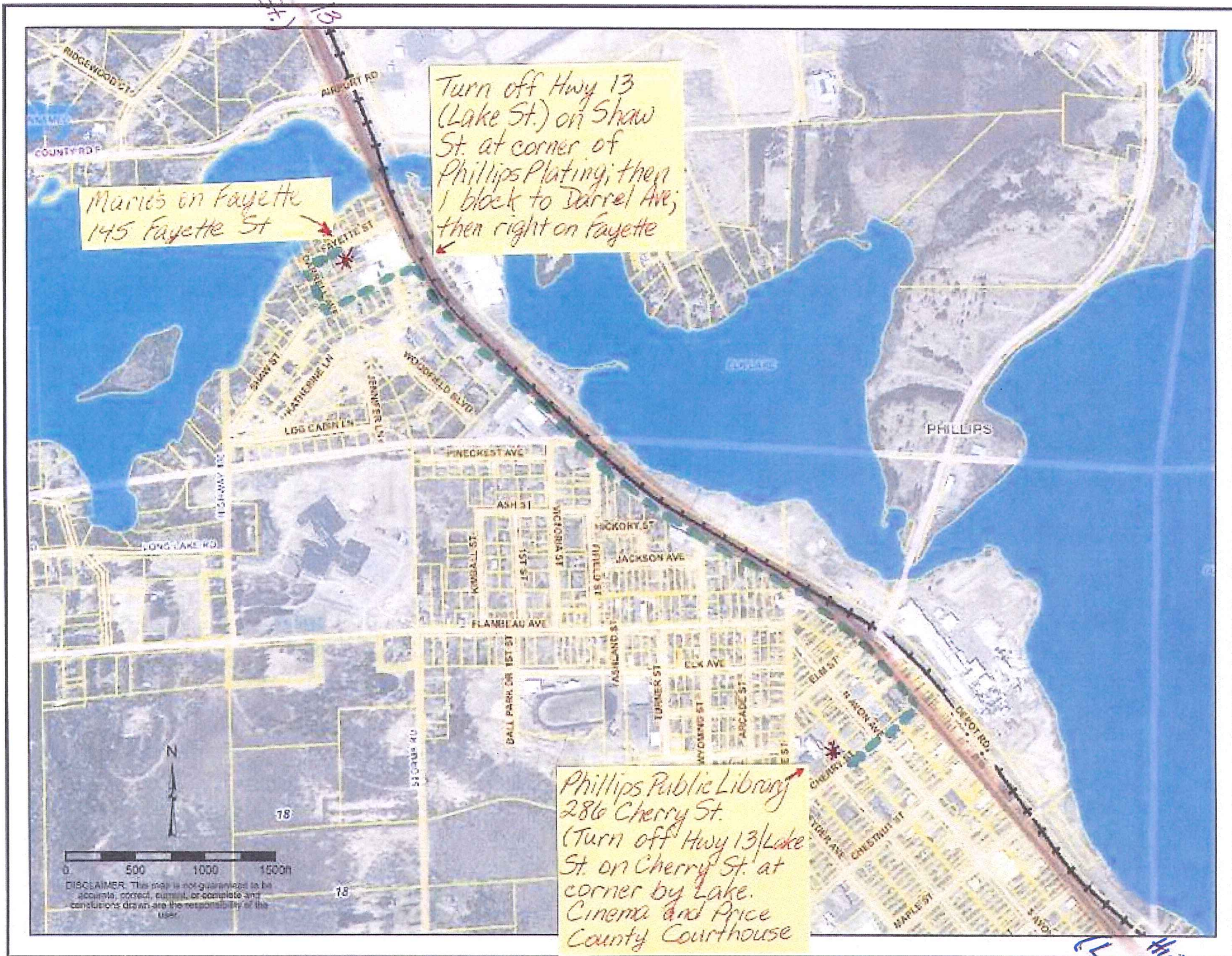
XV. * Adjournment

Wisconsin Trustee Training Week

<https://www.wistrusteetraining.com/#:~:text=Join%20us%20August%2022%20%2D%2026%20for%20Trustee%20Training%20Week%202022>

* *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
May 25, 2022**

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday May 25, 2022, via Zoom. Tripp called the meeting to order at 12:30 pm.

Moment of silence was held for the recent shooting at the Uvalde school in Texas.

**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.

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), **Marilyn Holte** (Chippewa County), **Mary Alice Larson** (Barron County), **Sheila Lorentz** (Pierce County), **Jill Markgraf** (Resource Library), **Jackie Pavelski** (Eau Claire County), **Jim Tripp** (Dunn County), **Diane Vaughn** (Barron County), **Curtis Wandmacher** (Pierce County).

BOARD MEMBERS ABSENT:

Lyle Lieftring (Rusk County), **Sue Marshall** (Price County), **Mike Prichard** (Polk County), **Ricky Riggins** (Pepin County), **Mike Schendel** (St. Croix County), **Joel Seidlitz** (Chippewa County), **Josh Sterling** (Eau Claire County)

OTHERS PRESENT:

John Thompson (Director), **Juli Button** (Business Manager), **Joanne Gardner** (Administrative Associate/Recorder), **Reb Kilde** (PR and Communications Coordinator), **Sheanne Hediger** (Baker Tilly-Auditor).

APPROVE AGENDA:

MOTION #19⁽²²⁾: To approve the agenda as presented. Daus/Holte
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Gardner noted the trustees to join the Board: Sheila Lorentz (Pierce County), Curtis Wandmacher (Pierce County), Diane Vaughn (Barron County), and Joel Seidlitz (Chippewa County).

(Reb Kilde joined the meeting at 12:36 pm)

Tripp received notification from the Division for Libraries of IFLS receiving the second state aids payment for 2022.

MINUTES:

MOTION #20⁽²²⁾: To approve the Board of Trustees minutes dated March 23, 2022 (Doc. #21-22). Duerkop/Holte
RESULT: Carried.

FINANCIAL REPORTS:

MOTION #21⁽²²⁾: To approve the check registers for March/April 2022 (Doc. #23-22). Eggert/Daus
RESULT: Carried.

Questions were asked about: ProQuest – Ancestry for Libraries, billables to libraries for computers, American Library Association membership, Wisconsin Library Association membership, and fraudulent charge removal from credit card.

MOTION #22⁽²²⁾: To approve the Financial Reports for March/April 2022 (Doc. #24-22). Pavelski/Holte
RESULT: Carried.

Questions were asked about: IFLS Contributions for MORE Operating costs, LEAN Wisconsin shared tech with Wisconsin Valley Library Service (WVLS), the LEAN Wisconsin budget report provided by WVLS, and inclusion of MORE and LEAN WI as part of the annual audit.

2021 AUDIT REPORT AND PRESENTATION:

Sheanne Hediger provided a presentation on the IFLS 2021 audit. Hediger will discuss a slide deck which was emailed to board members prior to the meeting. The audit was conducted remotely in late April and consisted of two days of fieldwork. The audit went well, and Juli Button was very prepared and responsive. Thompson, Gardner, and staff were helpful as well.

Hediger will cover the Independent Auditors' Report, Financial Highlights, and Required Communication.

The Independent Auditors' Report included an unmodified opinion. The financial statements are presented fairly, in all material aspects, in accordance with accounting principals generally accepted in the U.S. Hediger was happy to present an unmodified, clean opinion.

Management's responsibility is the preparation and fair presentation of financial statements; design, implementation, and maintenance of internal controls; and evaluate conditions or events that raise substantial doubt about ability to continue as a going concern.

The auditors' responsibilities are to obtain reasonable assurance about whether financial statements are free of material misstatement and issue an opinion on the financial statements; exercise professional judgement and maintain professional skepticism; gain an understanding of internal controls relevant to the audit in order to design audit procedures; evaluate appropriateness of accounting policies and significant estimates; and conclude whether there are conditions or events that raise substantial doubt regarding ability to be a going concern.

Hediger noted that nothing came out of the audit to raise concerns and the financial statements were fairly stated.

The audit included other matters of required supplementary information and management discussion and analysis. It is IFLS management's analysis of the financial condition and operating results of the system. It provides a good summary of operations and outlook for 2022.

Hediger noted some financial highlights from the audit. The Statement of Net Position and Statement of Activities. The change in net position was \$125,063 to the positive.

The general funds balance of assigned and unassigned funds is 26% of 2021 expenditures (GFOA recommends a minimum of 15%). The assigned fund balance for reserves corresponds with the 2022 budget and the amounts set aside. Revenues and expenditures showed a net change in fund balance of \$70,919.

Hediger reviewed the Note Disclosures: Cash and investments increased by \$237,275 from 2020 and no deposits were exposed to custodial credit risk. There is no debt outstanding. Net OPEB liability of \$143,888 (Local Retiree Life Insurance Fund) and Compensated absences of \$142,744. Net pension was an asset of \$287,120 as of 12/31/2021, compared to net pension asset of \$154,092 on 12/31/2020. This is the second year in a row that the Wisconsin Retirement System is reflected as a net pension asset. The Wisconsin Retirement Plan is fully funding.

Hediger noted that OPEB is just an estimate based on what what actuaries predict. It is not money IFLS would pay to anyone. If the fund were to fail, it would be IFLS' portion. Hediger further noted that page 80 of the audit explains more of the plan, benefit, and contributions.

Hediger reviewed the Required Communication which includes Internal Control Matters. IFLS has a significant deficiency of internal control environment due to a lack of segregation of duties. This is a step down from a material weakness. The auditor cannot wipe away entirely, yet the system does a good job mitigating controls where possible. This is extremely common for organizations of our size. Juli Button provides a lot of good information and the reviews done by the IFLS Board are extremely important. Hediger offered kudos for the Board in being diligent in review of financial statements. There were not any red flags, and the only possible solution would be to hire more staff and resources, which we would have to weigh the cost to the benefit. The auditor is required to report on internal control matters.

Hediger reviewed the Other Required Audit Communications related to the 2021 audit. This communication includes: the responsibilities of the auditor, significant risks of material misstatement and areas of audit emphasis, changes in accounting policies in 2021, significant estimates included in financial statements – pension calculations, OPEB calculations and depreciable lives for capital assets, corrected and uncorrected misstatements. Hediger noted there were no audit entries for 2021. Juli Button does a great job. There were no difficulties, disagreements, or consultations.

There were three past adjustments: GASB 75 Health Insurance OPEB, LEAN WI equity joint venture, and unavailable grant revenue. Notes on these are included in the audit. The audit concludes with Two-way Communication Regarding 2022 Audit Planning.

Hediger provided contact information to reach out with any questions or concerns.

MOTION #23⁽²²⁾: To approve the 2021 IFLS Audit Report and presentation (Doc. #25-22).
Daus/Holte
RESULT: Carried.

Daus, Tripp, and other trustees commended Juli Button for her work and preparation to the audit. Holte expressed appreciation to Hediger and Button for the presentation of the audit this year which was easy to follow along and trustees were provided plenty of opportunities to ask questions.

DIRECTOR'S REPORT OF AGENDA ITEMS AND MONTHLY ACTIVITIES:

There is a director vacancy in Hawkins and will soon be an opening in Bloomer as well.

Thompson noted that building projects are ramping up. In addition to work at Ellsworth and Eau Claire, several libraries including Cadott, Balsam Lake, and Stanley are discussing additional library space.

Thompson is working on strategic planning with Menomonie. Katelyn Noack will help with the process as well.

Thompson presented a webinar: Where Does the Money Come From? Wisconsin Public Library Funding. Achterhof noted it was a very good webinar to listen to. Tripp agreed.

Thompson shared being “fired” by his 5-year-old granddaughter as a library assistant as he juggled making breakfast.

IFLS 2022 BUDGET REVISION:

Thompson noted that the 2022 Revised Budget readjusts the payroll expenses to where newly hired staff are at and also includes a better sense of payouts for potential retirees. Other adjustments include the elimination of a database which will be reconsidered for the 2023 budget.

Button noted that line 69 of IFLS Carryover Funds reflect the actual amount from 2021 close. Some capital items were added including crack filling in parking lot, entrance door and concrete work, and purchase of a new copier.

Additional budget revisions may occur during our 2024 budget development process.

MOTION #24⁽²²⁾: To approve the IFLS 2022 Budget Revision (Doc. #27-22). Eggert/Brue
RESULT: Carried.

REPORT FROM IFLS PERSONNEL COMMITTEE:

Duerkop noted that the Personnel Committee met earlier to review and recommend a director evaluation process and timeline.

Survey Monkey evaluation will be sent to the IFLS Board and IFLS staff. Library directors will receive an email asking if there are concerns, they would like to share with the committee. Two adjustments will be made. There will be clarification on the Survey Monkey form to make it clearer when contact is requested by the chair of the Personnel Committee. The email will clarify to respondents can mail anonymously if they are more comfortable.

The timeline is to send the surveys and email in the beginning of June, there will be reminders sent, and the survey to be collected by the end of June. Duerkop will be provided the survey results the first week of July and present a report on the director evaluation at the July meetings.

MOTION #25⁽²²⁾: To approve the Director Evaluation Process/Timeline (Doc. #22-22).
Brue/Daus
RESULT: Carried.

Brue thanked Duerkop for her time, work, and preparation of the director evaluation process.

REPORTS:

Tripp noted appreciation of receiving written staff reports for the board meetings. Eggert suggested that if staff attend meetings, it would be nice to move staff reports up on the agenda rather than at the end.

Achterhof noted that Hudson Joint Library is facing problems with their finances. Achterhof believes they found a solution that is awaiting approval. If all goes as planned, it will be unique to the state.

Thompson and Gardner are checking into meeting sites for the July Board meeting. The Board will be notified once we have a plan.

ADJOURNMENT:

Brue moved and Pavelski seconded to adjourn at 2:20 pm.

Joanne Gardner, Recorder/Administrative Associate

These minutes of the Board of Trustees are approved:	<input type="checkbox"/> as printed. <input type="checkbox"/> with corrections noted.
_____ Presiding Officer	_____ Dated

IFLS Library System

Check Register

May 2022

#031 (22)

Date	Num	Name	Memo	Amount
May 22				
04/25/2022	42554	Baldwin Pub Lib	Credit on Acct/Refund	-121.22
05/01/2022	Auto Pay	Delta Dental	May '22 Dental & Vision	-885.40
05/09/2022	Auto Pay	AT&T	Apr Phone	-20.55
05/10/2022	Auto Pay	Baker Tilly Virchow, Krause & Co. LLP	2021 Audit/in Progress	-3,835.00
05/10/2022	Auto Pay	Kwik Trip, Inc.	Sys Vehicle Gas/Apr-May	-86.32
05/16/2022	Auto Pay	Xcel Energy	3/27 - 4/25 Gas & Electric Svc	-444.86
05/22/2022	Auto Pay	CenturyLink	Apr Phone	-1.33
05/24/2022	Auto Pay	Employee Trust Funds, Dept of	Jun '22 Health Ins.	-20,368.56
05/24/2022	Auto Pay	Associated Credit Card	Apr Credit Card *see attached	-10,830.94
05/04/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #9	-1,150.00
05/11/2022	WIRE	Internal Revenue Service	P/R #9	-7,905.66
05/16/2022	WIRE	Wisconsin Department of Revenue	P/R #8	-1,294.63
05/18/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #10	-1,150.00
05/25/2022	WIRE	Internal Revenue Service	P/R #10	-7,901.88
05/31/2022	WIRE	Wisconsin Department of Revenue	P/R #9	-1,290.27
05/31/2022	WIRE	Wisconsin Retirement System	Apr WRF	-8,833.09
05/04/2022	DD1876-1893	IFLS Staff	Direct Deposit	-23,862.82
05/18/2022	DD1894-1911	IFLS Staff	Direct Deposit	-23,856.53
05/11/2022	42555	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Apr	-644.53
05/11/2022	42556	River Falls Public Lib	MORE Ecomm/thru Apr	-1,095.04
05/11/2022	42557	Action Mechanical LLC	2022 HVAC Maintenance	-300.00
05/11/2022	42558	Bayscan Technologies	Billable/Amery Scanner	-190.00
05/11/2022	42559	Center For Independent Living Menom	2 Lib Assess/Bruce & Frederic	-1,383.23
05/11/2022	42560	Haley Tricycles Book Bikes	LSTA/ARPA 11 Book Bikes 50% down	-28,875.00
05/11/2022	42561	Kapco	Billable/ Library Supplies	-474.40
05/11/2022	42562	Krejci, Bridget	MORE Acquisitions/Rice Lk	-36.72
05/11/2022	42563	OCLC, Inc	May OCLC on Acct	-3,889.04
05/11/2022	42564	Securian Financial Group, Inc.	Jun Life Ins..	-452.40
05/11/2022	42565	Library Ideas	MORE/Mar Freading Usage	-761.50
05/11/2022	42566	Marcive, Inc.	MORE/Apr Database Maint.	-300.78
05/11/2022	42567	OverDrive, Inc.	MORE/Apr OverDrive Titles	-3,059.73
05/18/2022	42568	Paper Roll Products	Billable Spls/Rec Paper Rolls	-7,394.75
05/25/2022	42569	Bulgrin, Bethany	Staff/Mother's Celebration of Life	-50.00
05/31/2022	42570	Bayscan Technologies	Billable/Library Supplies & Tech	-4,444.30
05/31/2022	42571	CA Friday Memorial Library	Reimb/B & T items	-83.93
05/31/2022	42572	Center For Independent Living Menom	2 Lib Assess/Altoona & Chetek	-1,192.17
05/31/2022	42573	Computype, Inc.	Billable/Supplies for Libs	-4,665.62
05/31/2022	42574	EO Johnson Co.	Qtr Copier Contract & Color Copies	-301.98
05/31/2022	42575	Kilde, Rebecca	Passports & Altoona	-12.24
05/31/2022	42576	Maug Cleaning Solutions, Inc.	4/11-5/8 Cleaning Svc	-360.00
05/31/2022	42577	Sunrise Exchange of EC	Patriot Flag Program	-30.00
05/31/2022	42578	ULINE Shipping Supply	LSTA/ARPA Canopies for Libs	-3,541.53
05/31/2022	42579	Waltco Inc.	May Delivery Svc	-30,042.44
05/31/2022	42580	WiLS	Lake Superior Conf Sponsorship	-300.00
05/31/2022	42581	Library Ideas	MORE/Apr Freading Usage	-740.00
May 22 TOTAL				-208,460.39

2:51 PM
06/15/22
Accrual Basis

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (5/24/2022)

Date	Name	Memo	Num	Amount
Apr 22				
04/01/2022	Restaurants	M Welch's Retirement Treat	Maureen	29.52
04/01/2022	Rooney Printing Co.	MORE/10k Brochures	94314	887.00
04/01/2022	Facebook	MORE/Advertising	Ad Fee	20.68
04/01/2022	Melissa and Doug	MORE/Passport Stamp set	Publicity	24.96
04/01/2022	Innovative Users Group	MORE/12 Conf Attendees	IUG Conf	1,300.00
04/01/2022	Dell Marketing L.P.	Billable/Woodville 3 Comps	Comp Equip	2,411.67
04/01/2022	Assoc of Rural & Small Libr...	ARSL Membership/J Thompson	Membership	100.00
04/04/2022	PayPal Inc.	MORE/Annual Fee for Ecommerce	Annual Fee	219.00
04/05/2022	Amazon.com Credit	Furnishings/KN new chair	New Chair	195.93
04/05/2022	Rev.com	4/5 Webinar Captioning	4/5 Webinar	127.50
04/06/2022	WLA	WAPL Conf Reg/J Thompson	WAPL Conf	160.00
04/08/2022	WLA	WLA Membership/L Langby	Membership	186.00
04/11/2022	Dell Marketing L.P.	Billable/Frederic 2 Comps	Comp Equip	1,781.93
04/12/2022	Wild Rumpus Books	Books for Kits	Kits	136.42
04/12/2022	Amazon.com Credit	IFLS Comps/2 Headsets	IFLS Comp	124.00
04/12/2022	Marquette University	Renew Foundations in WI Online	Renewal	155.00
04/12/2022	GFL Environmental	Feb - Apr Garbage Svc	Feb-Apr	98.38
04/13/2022	Amazon.com Credit	Car Charger & Phone Mount	Vehical	36.58
04/13/2022	Amazon.com Credit	Credit/Glenwood Filters	Comp Equip	-110.97
04/14/2022	Quill Corporation	Copy Paper, Office & Clean Spls	24499424	216.92
04/14/2022	Dell Marketing L.P.	Billable/Ladysmith Comp	Comp Equip	803.89
04/19/2022	American Library Association	ALA Virtual Conf Reg/B Krejci	Conf Reg	250.00
04/20/2022	American Library Association	Prof Mtls/"Strategic Planning... PLibs"	Prof Mtls	63.23
04/21/2022	FlowRoute.com	Apr Phone/on Acct	Apr	100.00
04/22/2022	Sticker Mule	Billable/MORE Passport Sticker	Ret Sticker	72.00
04/25/2022	Intuit	Apr Direct Dep Fees	Apr Stmt	35.87
04/25/2022	Dell Marketing L.P.	Billable/Balsam Lk 2 Comps	Comp Equip	1,319.10
04/27/2022	VetSource	Refund/Fraudulent Charge	Refund	-82.64
04/30/2022	USPS	Apr Postage	Apr Pstg	54.97
04/30/2022	American Library Association	ALA Membership/B Krejci	Membership	114.00
Apr 22				<u>10,830.94</u>

IFLS Library System

Check Register

June 2022

Date	Num	Name	Memo	Amount
Jun 22				
06/01/2022	Auto Pay	Baker Tilly Virchow, Krause & Co. LLP	Final/2021 Audit	-2,675.00
06/01/2022	Auto Pay	Delta Dental	Jun '22 Dental & Vision	-933.06
06/06/2022	Auto Pay	AT&T	May Phone	-20.55
06/10/2022	Auto Pay	Kwik Trip, Inc.	May-Jun System Vehicle Gas	-170.65
06/15/2022	Auto Pay	Xcel Energy	4/24-5/24 Gas & Electric Svc	-306.26
06/20/2022	Auto Pay	CenturyLink	May Phone	-1.38
06/24/2022	Auto Pay	Employee Trust Funds, Dept of	Jul '22 Health Ins.	-20,368.56
06/24/2022	Auto Pay	Associated Credit Card	May Credit Card *see attached	-18,406.69
06/01/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #11	-1,150.00
06/08/2022	WIRE	Internal Revenue Service	P/R #11	-7,899.32
06/15/2022	WIRE	Wisconsin Department of Revenue	P/R #10	-1,288.85
06/15/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #12	-1,150.00
06/22/2022	WIRE	Internal Revenue Service	P/R #12	-7,899.48
06/29/2022	WIRE	Wisconsin Deferred Comp. Program	P/R #13	-1,150.00
06/30/2022	WIRE	Wisconsin Department of Revenue	P/R #11 & 12	-2,576.64
06/30/2022	WIRE	Wisconsin Retirement System	May WRF	-8,636.17
06/01/2022	DD1912-29	IFLS Staff	Direct Deposit	-23,843.38
06/15/2022	DD1930-47	IFLS Staff	Direct Deposit	-23,843.31
06/29/2022	DD1948-65	IFLS Staff	Direct Deposit	-31,129.94
06/15/2022	42582	Bridges Library System	2 Zoom Subs/Mtg & Webinar	-480.00
06/15/2022	42583	Cole, Cecelia	Lib Visit/Rice Lake	-16.32
06/15/2022	42584	Krejci, Bridget	MORE/Durand Travel	-44.88
06/15/2022	42585	L.E. Phillips Memorial Public Library	MORE Ecomm/thru May	-606.17
06/15/2022	42586	OCLC, Inc	Jun OCLC on Acct	-3,885.83
06/15/2022	42587	Securian Financial Group, Inc.	Jul Life Ins.	-437.55
06/15/2022	42588	South Central Library System	LSTA/Webinar Captioning	-195.00
06/15/2022	42589	Innovative Interfaces	MORE/i-Tiva Subscrip & SIP2 Lic/EC	-13,609.57
06/15/2022	42590	Marcive, Inc.	MORE/May Database Maint	-370.32
06/15/2022	42591	OverDrive, Inc.	MORE/OverDrive Titles	-3,269.87
06/15/2022	42592	Roholt, Lori	MORE/Apple Dev Membership	-99.00
06/30/2022	42593	Bayscan Technologies	Billable/Dresser Scanner	-190.00
06/30/2022	42594	Center For Independent Living Menom	Access Audits/Plum C & Hammond	-1,056.10
06/30/2022	42595	Krejci, Bridget	MORE/Training @ Durand	-44.88
06/30/2022	42596	L.E. Phillips Memorial Public Library	Delivery Damage/1 item	-29.32
06/30/2022	42597	Langby, Leah	Lib Visits/Ladysm, Hawk, Bruce	-88.84
06/30/2022	42598	Maug Cleaning Solutions, Inc.	Cleaning Svc 5/9-6/5/22	-360.00
06/30/2022	42599	Rochester Public Library	LSTA/ARPA H Acerro Webinar	-500.00
06/30/2022	42600	South Central Library System	LSTA/Statewide Backup & Digitiz	-120,550.00
06/30/2022	42601	Walco Inc.	Jun Delivery Svc	-30,628.38
06/30/2022	42602	WILS	LSTA/Archives & Backup Collab Sppt	-65,400.00
06/30/2022	42603	Wisconsin Valley Library Service	LSTA/Overhd Exp for LEAN Data Center	-5,000.00
06/30/2022	42604	Library Ideas	MORE/May Freeding Usage	-747.00
06/30/2022	42605	OverDrive, Inc.	MORE Billable/Milltown Jun	-468.18
Jun 22				-401,526.45

2:43 PM

07/19/22

Accrual Basis

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (6/24/2022)

Date	Name	Memo	Num	Amount
May 22				
05/01/2022	Quill Corporation	Delivery/Labels & Bubble wrap	Supplies	52.17
05/01/2022	Rev.com	Captioning/Money Webinar	4/28Webinar	106.50
05/01/2022	CDW-G	IFLS Comp/Cable, Adapter, FI Drives	IFLS Tech	157.56
05/01/2022	Dell Marketing L.P.	Billable/Balsam Lk Comp	Comp Equip	288.68
05/01/2022	Dell Marketing L.P.	Billable/Chetek 3 Comps	Comp Equip	3,121.16
05/01/2022	Gas/CENEX	Sys Vehicle/Gas	Sys Vehicle	30.14
05/02/2022	Vimeo Plus	Billable/Video Subscrip to LEANWI	Renewal	199.00
05/04/2022	Green Oasis	2022 Sprinkler Maint	Sprinkler	275.50
05/06/2022	Amazon.com Credit	Billable/Pepin Rec Printer	Comp Equip	249.00
05/09/2022	CDW-G	LSTA/ARPA 4 TV's & 6 Mtg OWLS	TV's/OWL	9,597.27
05/11/2022	Target	Bin for a Storykit	Kits	10.12
05/11/2022	WILIUG	MORE/Wis/ILL Membership Renew	Users Group	41.46
05/11/2022	Dell Marketing L.P.	Billable/Glenwood Comp	Comp Equip	848.88
05/11/2022	CDW-G	IFLS/ARPA 1 TV Mount	TV Mount	130.01
05/11/2022	Dell Marketing L.P.	Billable/Chetek Monitor	Comp Equip	184.79
05/12/2022	Auto-Owners Insurance	Bond Insurance-5/11/22-23	Renewal	200.00
05/12/2022	Savage Universal	LSTA/ARPA 4 Video Backdrops	4 Libs	1,285.12
05/13/2022	Ingleside Hotel	SRLAAW/WAPL Conf/J Thompson	Conf Trav	285.00
05/15/2022	GFL Environmental	May Garbage Svc	May	38.40
05/17/2022	Dell Marketing L.P.	Billable/Hawkins Monitor Stand	Comp Equip	82.45
05/18/2022	Dell Marketing L.P.	Billable/Turtle Lake Comp	Comp Equip	742.00
05/20/2022	FlowRoute.com	May Phone/on Acct	May	100.00
05/24/2022	Minuteman Press	MORE/600 Passports	25744	197.49
05/25/2022	Intuit	May Direct Dep Fees	May Stmt	40.09
05/26/2022	ProValley Auto Glass	Sys Vehicle/Windshield chip	10006759	49.95
05/26/2022	EC Parks & Rec	Park Reserve/Jul 15 Event	Permit R736	60.00
05/30/2022	USPS	May Postage	May Pstg	33.95
				18,406.69
May 22				

IFLS Library System
Balance Sheet
As of June 30, 2022

#032(22)

	IFLS	MORE	2022 TOTAL	2021 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	22,365.29		22,365.29	20,155.83
1040 · Bank Mutual - Checking	26,401.56		26,401.56	29,078.76
1050/1106 · Investments/Bank Mutual & States PIF	1,297,072.35	661,057.65	1,958,130.00	1,764,089.75
Total Checking/Savings & Investments	1,345,839.20	661,057.65	2,006,896.85	1,813,324.34
Accounts Receivable				
1200 · Accounts Receivable	16,796.46		16,796.46	77,304.03
Total Accounts Receivable	16,796.46	0.00	16,796.46	77,304.03
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	4,163.85		4,163.85	3,971.63
1499 · Undeposited Funds	0.00		0.00	0.00
1506/1507 · 2021-2022 Prepaid Expenses	0.00	0.00	0.00	34,571.59
Total Other Current Assets	4,238.85	0.00	4,238.85	38,618.22
TOTAL ASSETS	1,366,874.51	661,057.65	2,027,932.16	1,929,246.59
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	55,659.69	7,847.71	63,507.40	37,168.19
2010 · Credit Card - Associated	-3,125.95	0.00	-3,125.95	0.00
Total Accounts Payable	52,533.74	7,847.71	60,381.45	37,168.19
Other Current Liabilities				
2100 · Payroll Liabilities	13,757.29		13,757.29	15,054.11
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	13,757.29	0.00	13,757.29	15,054.11
Total Current Liabilities	66,291.03	7,847.71	74,138.74	52,222.30
Total Liabilities	66,291.03	7,847.71	74,138.74	52,222.30
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	624,906.00	284,000.00	908,906.00	814,551.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	38,822.50	115,901.27	154,723.77	178,159.11
Current Year Income Less Expense	636,854.98	253,308.67	890,163.65	884,314.18
Total Equity (End of Year)	1,300,583.48	653,209.94	1,953,793.42	1,877,024.29
TOTAL LIABILITIES & EQUITY	1,366,874.51	661,057.65	2,027,932.16	1,929,246.59

IFLS Library System
Revenue and Expense Statement
January through June 2022

	Jan - Jun 22	Jan - Jun 21
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,387,411.00	1,200,056.00
5200 · Interest Income/General Funds	3,447.50	644.99
5263 · MORE Management Income	216,000.00	11,600.00
5264 · Catalog/Processing Income	79,885.66	0.00
5277 · Fed Grant Indirect Funds	9,138.00	0.00
5280 · Technology Income	5,393.41	2,789.73
5300 · Miscellaneous Income	119.24	52.02
Total Income	1,701,394.81	1,215,142.74
Expense		
6500 · Salaries/Wages & Benefits	632,925.08	360,648.34
6580 · Leave Payouts at Retirement	3,437.94	0.00
8070 · New Furnishings/Equipment <\$500	633.25	0.00
8530 · Bank & Direct Deposit Fees	781.94	714.01
8540 · Annual Audit	7,245.00	7,370.00
8620 · Collection/Electronic Resources	26,244.66	25,529.25
8630 · Wis Pub Lib Consortium Membshp	6,586.00	5,855.00
8670 · Professional Memberships	920.50	916.50
8690 · Librarian Workshops - General	1,307.21	2,369.27
8700 · CE/Collaboration Projects	0.00	100.00
8710 · CE Grants - General	0.00	225.00
8714 · Accessibility Audits	5,078.88	0.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	2,199.95	325.00
8735 · Library Consulting Expenses	372.00	300.00
8740 · Field Visits	1,938.73	2,114.47
8741 · Field Visits - Tech Support	18.36	0.00
8755 · Programming Kits	229.87	0.00
8812 · ILL Fees & Verification Sources	4,418.38	4,369.15
8850 · Delivery Service	137,691.99	110,489.59
8855 · Collection Dev Grant-LEPhillips	11,500.00	5,750.00
8864 · Wide-Area Network (WAN)	2,432.00	3,685.00
8890 · IFLS Contrib - MORE Operating	119,965.00	90,000.00
8892 · IFLS Contrib - MORE Cataloging	0.00	20,000.00
8950 · Campaign for Wisconsin Libs	0.00	1,126.00
8971 · Web Development	1,022.14	1,006.97
9020 · Professional Materials	1,055.49	906.42
9030 · Postage	220.77	482.71
9050 · Telephone	1,235.10	1,056.91
9060 · Supplies	5,310.63	367.77
9080 · Marketing & Advocacy PR	0.00	250.50

IFLS Library System
Revenue and Expense Statement
January through June 2022

	Jan - Jun 22	Jan - Jun 21
9123 · Building Overhead Expenses	8,276.82	8,856.22
9140 · Photocopier Costs	940.02	1,251.45
9160 · Computers	2,714.49	464.00
9190 · System Vehicle Expenses	1,127.63	162.94
9220 · Insurance	2,444.28	2,331.26
9240 · Contingency	212.09	1,646.55
Total Expense	990,486.20	660,670.28
Net Ordinary Income	710,908.61	554,472.46
Other Income/Expense		
Other Income		
5275 · DPI/Grow w/Google Grant Inc	0.00	21,562.50
5474 · LSTA 2022 Income	264,885.62	0.00
5620 · Shared Cataloging Svc Income	0.00	226,884.13
5702 · Billable Project Income	126,620.62	94,473.90
Total Other Income	391,506.24	342,920.53
Other Expense		
8830 · Shared Cataloging Service	0.00	79,907.25
8940 · Projects Billable to Libraries	79,049.87	62,604.45
9800 · DPI/Grow with Google Grant Exp	0.00	21,562.50
9979 · LSTA 2021 Grant Expenses	143,648.07	48,713.21
9980 · LSTA 2022 Grant Expenses	242,861.93	0.00
Total Other Expense	465,559.87	212,787.41
Net Other Income	-74,053.63	130,133.12
Year-to-date Income less Expense (IFLS Funds)	636,854.98	684,605.58
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	903,400.00	922,132.00
9500 · MORE Shared Automation Expenses	650,091.33	722,423.40
Year-to-date Income less Expense (MORE Funds)	253,308.67	199,708.60
Year-to-date Income less Expense (ALL Funds)	890,163.65	884,314.18

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,387,411.00	1,387,413.00	-2.00	100.0%
5200 · Interest Income/General Funds	3,447.50	2,000.00	1,447.50	172.38%
5263 · MORE Management Income	216,000.00	432,000.00	-216,000.00	50.0%
5264 · Catalog/Processing Income	79,885.66	79,886.00	-0.34	100.0%
5277 · Fed Grant Indirect Funds	9,138.00	0.00	9,138.00	
5280 · Technology Income	5,393.41	6,000.00	-606.59	89.89%
5300 · Miscellaneous Income	119.24	200.00	-80.76	59.62%
Total Income	1,701,394.81	1,907,499.00	-206,104.19	89.2%
Expense				
6500 · Salaries/Wages & Benefits	632,925.08	1,374,999.00	-742,073.92	46.03%
6580 · Leave Payouts at Retirement	3,437.94	16,000.00	-12,562.06	21.49%
8070 · New Furnishings/Equipment <\$500	633.25	1,700.00	-1,066.75	37.25%
8530 · Bank & Direct Deposit Fees	781.94	1,000.00	-218.06	78.19%
8540 · Annual Audit	7,245.00	7,370.00	-125.00	98.3%
8620 · Collection/Electronic Resources	26,244.66	26,300.00	-55.34	99.79%
8630 · Wis Pub Lib Consortium Membshp	6,586.00	6,586.00	0.00	100.0%
8670 · Professional Memberships	920.50	4,000.00	-3,079.50	23.01%
8690 · Librarian Workshops - General	1,307.21	6,500.00	-5,192.79	20.11%
8700 · CE/Collaboration Projects	0.00	300.00	-300.00	0.0%
8710 · CE Grants - General	0.00	1,000.00	-1,000.00	0.0%
8714 · Accessibility Audits	5,078.88	5,000.00	78.88	101.58%
8716 · Community Engagement Support	0.00	12,000.00	-12,000.00	0.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	2,199.95	9,000.00	-6,800.05	24.44%
8735 · Library Consulting Expenses	372.00	1,000.00	-628.00	37.2%
8740 · Field Visits	1,938.73	8,000.00	-6,061.27	24.23%
8741 · Field Visits - Tech Support	18.36	1,000.00	-981.64	1.84%
8755 · Programming Kits	229.87	700.00	-470.13	32.84%
8812 · ILL Fees & Verification Sources	4,418.38	9,100.00	-4,681.62	48.55%
8850 · Delivery Service	137,691.99	330,063.00	-192,371.01	41.72%
8855 · Collection Dev Grant-LEPhillips	11,500.00	23,000.00	-11,500.00	50.0%
8864 · Wide-Area Network (WAN)	2,432.00	10,370.00	-7,938.00	23.45%
8890 · IFLS Contrib - MORE Operating	119,965.00	120,000.00	-35.00	99.97%
8898 · LEAN WI/Shared Tech WVLS	0.00	60,000.00	-60,000.00	0.0%
8950 · Campaign for Wisconsin Libs	0.00	1,200.00	-1,200.00	0.0%
8960 · Long Range Planning Meeting	0.00	500.00	-500.00	0.0%
8971 · Web Development	1,022.14	1,100.00	-77.86	92.92%
9010 · IFLS Committee Meetings	0.00	2,400.00	-2,400.00	0.0%
9020 · Professional Materials	1,055.49	1,500.00	-444.51	70.37%
9030 · Postage	220.77	780.00	-559.23	28.3%

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
9050 · Telephone	1,235.10	8,320.00	-7,084.90	14.85%
9060 · Supplies	5,310.63	5,900.00	-589.37	90.01%
9080 · Marketing & Advocacy PR	0.00	2,000.00	-2,000.00	0.0%
9123 · Building Overhead Expenses	8,276.82	25,930.00	-17,653.18	31.92%
9140 · Photocopier Costs	940.02	1,950.00	-1,009.98	48.21%
9160 · Computers	2,714.49	6,900.00	-4,185.51	39.34%
9190 · System Vehicle Expenses	1,127.63	3,700.00	-2,572.37	30.48%
9220 · Insurance	2,444.28	5,725.00	-3,280.72	42.7%
9240 · Contingency	212.09	-500.00	712.09	-42.42%
9245 · Capital Expenditures	0.00	20,000.00	-20,000.00	0.0%
Total Expense	990,486.20	2,122,393.00	-1,131,906.80	46.67%
Net Ordinary Income	710,908.61	-214,894.00	925,802.61	
Other Income/Expense				
Other Income				
5474 · LSTA 2022 Income	264,885.62	143,648.00	121,237.62	
5702 · Billable Project Income	126,620.62	150,000.00	-23,379.38	84.41%
Total Other Income	391,506.24	293,648.00	97,858.24	133.33%
Other Expense				
8940 · Projects Billable to Libraries	79,049.87	150,000.00	-70,950.13	52.7%
9979 · LSTA 2021 Grant Expenses	143,648.07	143,648.00	0.07	
9980 · LSTA 2022 Grant Expenses	242,861.93	0.00	242,861.93	
Total Other Expense	465,559.87	293,648.00	171,911.87	158.54%
Net Other Income	-74,053.63	0.00	-74,053.63	100.0%
Year-to-date Income less Expense (IFLS Funds)	636,854.98	-214,894.00	851,748.98	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	903,400.00	903,399.00	1.00	100.0%
9500 · MORE Shared Automation Expenses	650,091.33	963,399.00	-313,307.67	67.48%
Year-to-date Income less Expense (MORE Funds)	253,308.67	-60,000.00	313,308.67	
Year-to-date Income less Expense (ALL Funds)	890,163.65	-274,894.00	1,165,057.65	

My Online Resource (MORE)
Balance Sheet
As of June 30, 2022

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 661,057.65
1200-1 · Accts Receivable-MORE	-
1507-1 · 2022 Prepaid Expense-MORE	-
	<u> </u>
TOTAL ASSETS	<u><u>\$ 661,057.65</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	7,847.71
	<u> </u>
Total Liabilities	7,847.71
Equity	
MORE Reserved Fund Balance on 1/1/2022	224,000.00
MORE Committed Fund Balance on 1/1/2022	60,000.00
MORE Uncommitted Fund Balance on 1/1/2022	115,901.27
Current Year Income less Expense	253,308.67
Total Equity/MORE Fund Balance	<u>653,209.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 661,057.65</u></u>

IFLS Library System
Revenue less Expense - MORE
January through June 2022

	<u>Jan -Jun '22</u>	<u>Jan - Jun '21</u>
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income	0.00	0.00
5670-2 · MORE Operating Income	903,400.00	922,132.00
Total MORE Income	<u>903,400.00</u>	<u>922,132.00</u>
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	216,000.00	146,599.52
9500-12 · MORE/III Annual Maintenance	145,220.32	139,481.36
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	315.00	2,150.00
9500-22 · MORE/High-demand Hold Project	6,300.55	4,227.92
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,306.38	11,890.92
9500-24 · MORE/Conferences	1,441.46	1,301.46
9500-31 · MORE/New Products/	0.00	0.00
9500-44 · MORE/Decision Center	33,120.05	31,846.20
9500-32 · MORE/Mgmt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	20,392.62	19,994.63
9500-4 · MORE/New Participant Expenses	852.52	0.00
9500-40 · MORE/Overdrive Content	18,442.57	19,383.70
9500-45 · MORE/Freading eBook Svc	3,657.50	4,280.50
9500-46 · MORE/Electronic Periodicals	17,628.23	17,811.69
9500-48 · MORE/I-Tiva Telephony Subscription	11,019.57	10,595.74
9500-49 · MORE/Data Scoping Project	0.00	0.00
9500-50 · MORE Discovery/Online Catalog	28,809.66	45,462.50
9500-51 · MORE Discovery/BiblioApps	5,860.93	9,261.93
9500-53 · MORE/Database Quality Control	0.00	142,000.00
9500-5 · MORE/Publicity	2,816.35	0.00
9500-6 · MORE/Database Cleanup/Maint	3,597.62	2,970.33
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	122,310.00	113,165.00
Total 9500 · MORE Shared Automation Expenses	<u>650,091.33</u>	<u>722,423.40</u>
Total MORE Expense	<u>650,091.33</u>	<u>722,423.40</u>
Year-to-date MORE Income less Expense	<u><u>253,308.67</u></u>	<u><u>199,708.60</u></u>
 Plus 12/31/21 MORE Uncommitted Fund Balance	 115,901.27	
Plus 12/31/21 MORE Reserve/Committed Balance	<u>284,000.00</u>	
 MORE Fund Balance	 <u><u>653,209.94</u></u>	

Director's Report

Monthly Activities

New Directors: Nancy Kerr is new director at the L.E. Phillips Memorial Public Library, Amanda Blackmon is the new director at Frederic, Kallie Anderson will be starting soon as the new director in Elmwood. Currently Rice Lake and Chetek has posted positions for Library Director.

Upcoming Presentations: I will be presenting for Trustee Training Week <https://www.wistrusteetraining.com/> Making Sense & Cents of a Library Building Project: The Library Trustee Role and at the Association for Small and Rural Libraries Conference <https://www.arsl.org/2022-schedule-and-programs>

Consulting Topics: Library Buildings/Space Planning, Library Law, County Library Planning (Barron County), Money Management, Personnel, Director Hiring, and Policy Development.

Agenda Items

XII. * Personnel Committee Report – The Committee will be meeting in the morning prior to the Board meeting. ***The committee chair will share a summary of the meeting and present any recommendations to the Board. The Board may choose to go into closed session, but it is not required.***

- Director Accountabilities
- System Director Evaluation**

***** The IFLS Library System may go into closed session to consider matters relating to employment, promotion, compensation or performance evaluation of any public employee over which the IFLS Library System has jurisdiction or exercises responsibility, pursuant to Section 19.85(1)(c) of the Wisconsin Statutes. The committee will reconvene into open session.***

XIII. * Action on Closed Session

XIV. Trustee Orientation Process—***An overview of system board member roles and responsibilities will be provided for the IFLS Board.***

John Thompson (July 19, 2022)

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities

Submitted by Leah Langby July 19, 2022

American Rescue Plan Act (ARPA) Grant (with NWLS and WVLS)

Most libraries have received their programming materials (canopies and hybrid programming kits), and the book bikes are starting to be shipped this month. Met with book bike recipients to share ideas and resources, this group will continue to meet (virtually).

Continuing Education/Professional Development Highlights:

- [Wisconsin Libraries Talk About Race](#) statewide project was successful, and will receive LSTA funding for the current year, as well. IFLS is fiscal agent for last year, so I'm working on reporting. [Summary of the series](#) and outcomes, created by Cole Zrostlik.
- Youth Services check-in about Intellectual Freedom on June 8 (smaller group, but a timely topic!)
- Planning for fall and winter webinars, workshops and other offerings! Check the IFLS calendar for updates.

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

- Working on evaluation and reporting for 2021/22 scholarships/in-services.
- We have \$22,097 from LSTA funding to put toward scholarships in 2022/23. We will be:
 - Sending the director of the Balsam Lake Library to the Association of Rural and Small Libraries Conference in September.
 - Funding CliftonStrengths Assessments and In-services in New Richmond and Cumberland.
 - Providing scholarship opportunities to attend the Wisconsin Library Association Conference, plus classes from the iSchool and a few other virtual offerings

Consulting Highlights

- Consulting about: personnel issues, intellectual freedom, collection development, accessibility audits, policies.
- Presented to Bruce Area Library Board about the importance of board approved policies
- Visited
- Orientation meetings with new Youth services librarians in Turtle Lake and Deer Park
- Orientation meetings with new directors in Frederic, Barron, and Eau Claire.

Other

- Finished up the Compassion Resilience Toolkit facilitation with IFLS staff during staff meetings.
- Attended Mental Health First Aid for Youth training, offered by University of Wisconsin-Madison Extension.

IT Director Report

IFLS Board of Trustees, July 2022

Kris Schwartz, IT Director

Library email migrations

For the past few months Brad has been working on migrating all library Google Gsuite emails accounts over to Microsoft 365 accounts. Google decided to discontinue its legacy free Gsuite accounts and require all the free accounts to be changed to paid accounts. This was a large and very time sensitive project that needed to be completed by August 1st and has been completed as of the end of June. We are now focusing on some security updates we will need to put in place over the next few months.

Mobile printing for library patrons

This year the Lean Wisconsin partnership was able to use grant money to procure licensing for a print management system called Princh. Princh will allow patrons to print to the library printer from their mobile devices and laptops and then come and pick the printed item up at the library. This has been a common request from libraries for years and up until recently there was not an affordable product that could allow patrons to print from their mobile devices seamlessly without requiring a driver to be installed. Princh uses a simple mobile app that can be installed on any mobile device that allows a patron to upload a document to a Princh console at the library and then library staff can release the job to the printer when the patron comes to pick it up. We will be helping libraries deploy this product over the next few weeks. This will be a great feature for libraries to be able to offer their communities.

Public Services Consultant Report

Katelyn Noack

I. Library Visits

Hammond (General Check-In)
Baldwin (General Check-In)
Pepin (General Check-In)
Menomonie (General Check-In)
Elk Mound (General Check-In)
Fall Creek (General Check-In; Musings of Strategic Planning)
Fairchild (General Check-In)
Prescott (General Check-In)
River Falls (General Check-In)
Ellsworth (General Check-In)
Augusta (General Check-In)

II. Consulting

I have had several virtual meetings with Somerset PL to help advance their strategic planning process.

During my library visit to Fall Creek, I discussed with the Director their desire to conduct a strategic planning process. We will be in contact over the next few weeks to begin the planning process.

III. Collaborations/Adult Services

Leah and I have been continuing our explorations of AHEC interns and other community resource interns for member libraries. We are also looking into a misinformation interactive opportunity to offer our member libraries.

IV. Committee Meetings

Libraries Activating Workforce Development Meeting
Wisconsin Public Library Consortium Board Meeting
State Delivery Meetings
IFLS Directors Check-In
MORE Directors Council & Budget Hearing

V. New Director Orientation

I have been working with fellow IFLS staff and directors to develop a more in-depth orientation resource page and tracking for orientation of new directors. I am in the early stages of information gathering, but it is an exciting project!

VI. Delivery

CVTC has been successfully added to our routes. Upon check-in, everything has been going well. LE Phillips will be suspending delivery for a short period next month while they move into their new building!

Resource Sharing and Collection Consultant's Report

Cecelia Cole, July 2022 - IFLS Board of Trustees

Project Highlights:

- **Database Needs Assessment Project Focus Group:** In June 2022, I participated in a statewide focus group assessing [Badgerlink](#) resources following the Department of Public Instruction's survey in May. The results of the survey and input gathered from the focus groups will help inform DPI of any potential additions or improvements to the Badgerlink collection. This information will also be beneficial in assessing IFLS's future resource needs and subscriptions.
- **Collection Development Resources Webpage:** By Fall 2022, I hope to have this page completed and available on IFLS's website as a resource for our libraries to find information regarding collection development policies, tools, selection, weeding, etc.
- **IFLS Interlibrary Loan (WISCAT) Workflow Review:** We are working with DPI and AutoGraphics (WISCAT's vendor) to separate our interlibrary loan requests into two WISCAT code accounts: one for the brokered lending requests we process on behalf of our libraries and the other for default/blank requests IFLS receives. This will enable us to transition to a paperless workflow and improve management of ILL requests.

Consultations:

- **Materials Challenges and Intellectual Freedom Support:** Leah Langby and I have continued to provide guidance to several libraries regarding challenges to library materials and intellectual freedom conversations.
- **Collection Development Policy Support:** I continue to work with a few of our libraries on writing/revising their Collection Development policies. This work will be ongoing in conjunction with the development of the Collection Development Resources Webpage described above.

Staff Training Sessions:

- **WISCAT Training** (virtual): Ogema PL, June 2022

Library Visits:

- **Collection Development Discussion and Tour of Collection** – Rice Lake PL, June 2022

Committee Meetings:

- **Resource Sharing and Collection Development Committee** – May 2022
- **ILL Coordinators** (Dept of Public Instruction) – June 2022
- **Youth Services Check-in** (re: Intellectual Freedom) – June 2022

Professional Development:

- **Webinars:**
 - *Foundations of Public Libraries: Principles of Intellectual Freedom* – State Library of Iowa Continuing Education - archived from Nov 2021, viewed June 2022
 - *OverDrive Advantage Account Level Weeding Training- Wisconsin Public Library Consortium* – OverDrive, July 2022
 - *Where Intellectual Freedom and Social Justice Meet: A Call to Action A Virtual Symposium* Hosted by the Freedom to Read Foundation – July 2022
 - *Weed 'Em and Reap: Getting Your Collection from Awful to Awesome* – WebJunction, July 2022

MORE Administrator's Report

Lori Roholt

July 2022 – IFLS Board of Trustees

New MORE-member libraries

Thanks to the availability of LSTA grant funds for adding public libraries to a resource-sharing and automation system like MORE, preliminary activities are underway to add Cornell Public Library to MORE. If grant funding is approved, Cornell could join by July 2023. This would leave just one IFLS-member library as a non-MORE library: Hawkins Area Library in Rusk County.

Chippewa Valley Technical College (CVTC) Library is live on MORE as of this month. CVTC Library was an original MORE-member library in the early 2000s; it's good to have the library back as a resource-sharing partner with MORE's public library members.

OCLC holdings update

In May and June, IFLS staff worked with OCLC to update what is shown to other OCLC-member libraries as being owned by one or more MORE-member libraries. This facilitates ILL lending and was offered by OCLC as a limited-time, free promotion. This process is also helping IFLS catalogers identify and tackle clean-up opportunities on older records.

2023 MORE Budget

At their meeting on July 17, MORE Directors Council approved a 2023 MORE Budget to include another multi-year term for our online catalog service from vendor BiblioCommons, an additional product for staff- and patron-facing learning resources called Niche Academy, and additional funds for electronic content from OverDrive. Directors Council opted to discontinue Freading, an ebook service separate from OverDrive, for MORE in 2023. Overall, the MORE budget increased 4.12% over 2022.

Earlier this year, MORE Directors Council approved a cost-sharing formula that uses a 3-year average of collection size and circulation, rather than a single year's worth of data. Using an average will help stabilize costs to libraries year-to-year.

Marketing & Communication Update to the IFLS board

July 2022

From Reb Kilde, PR & Communications coordinator

Last month I put together a comprehensive summary of what I've been up to this summer. Here's a quick update:

- Prescott Public Library's board approved the logo redesign. They'll be launching that in September.
- The Explore MORE Passport Program closed last Friday. Entry forms and survey results are coming in. I'll collect all the data for a report to this board and the MORE Directors Council.
- The Marketing Committee has produced a plan for the rest of the calendar year. We'll be creating a toolkit for Library Card Sign-up Month and start planning for next year's Passport Program.
- I'm coordinating with Leah on marketing webinars for the fall and winter.
- Behind-the-scenes planning for the website update continues.

Please sign up for *The News from IFLS* (and consider sharing it!)

You can sign up or read archives by clicking on the button on the bottom of our home page. You can also [use this link](#).

A few of the happy participants in the Explore MORE Passport Program.



July 2021-June 2022

Accountability 1: Provide effective leadership for the system

Action Step 1: At least 95% of member libraries rate IFLS as providing effective leadership on their annual reports

- *100% No negative comments*

Action Step 2: Continue to be involved in statewide leadership opportunities

- *Attended System Library Director Meetings*

Accountability 2: Communicate with state and federal legislators on library issues

Action Step 1: Attend Library Legislative Day

- *Attended in-person meetings with legislators and their staff*

Action Step 2: Communicate with legislators on library issues as needed

Action Step 3: Provide board and libraries with information on current legislative issues needing attention

Accountability 3: Maintain effective communication with the IFLS Board, IFLS staff and member libraries

Action Step 1: Provide updates to IFLS staff, board, and member libraries via email; and other electronic methods regarding library issues

- *Attended virtual group director check-ins*
 - *Facilitated by IFLS Staff mainly Leah Langby*
- *Sent emails to IFLS staff, board members and member libraries as needed*
- *Participated in regular IFLS staff meetings*
- *Began monthly program manager meetings (May 2022) in addition to regular staff meetings*

Action Step 2: Visit 20-member libraries per year (Note: some visits will be virtual)

- *Visited 34 distinct libraries either in person or virtually. 164 total visits.*
 - *Visited at least one in each of the 10 counties*
 - *Does not include telephone calls that may have done normally in-person*

Action Step 3: Attend local library board or committee meetings as requested (Note: some attendance will be virtual)

- *Included Balsam Lake, Ellsworth, Cadott, Menomonie, Amery, Glenwood City, Eau Claire*
- *Attended Municipal Board/Committee meetings for library related items as requested—Amery, Ellsworth, and Balsam Lake*

Accountability 4: Maintain a positive work environment for system staff

Action Step 1: Allocated budget resources for staff professional development

- *Maintained increased funding for professional membership*

Action Step 2: Seek ways to boost/support staff morale including through staff retreats and networking events

- *Reb Kilde, Leah Langby, and Kathy Setter presented a series of compassion resilience training sessions for IFLS staff*

Action Step 3: Explore ways to improve staff meetings in a shared in-person/virtual meeting

- *Held staff check-in/staff meetings virtually IFLS staff and with individual staff members as needed*

- *Meet with program managers to facilitate staff meeting agenda development*

Accountability 5: Develop additional training/support for library directors

Action Step 1: Seek additional ways to share information and educate new and existing library directors

- *Public Services consultant has begun development new director tracking system for use by IFLS Staff*

Action Step 2: Meet with new directors within 90 days of hire and follow up as needed.

- *Met with all new directors*

Accountability 6: Participate in 5 conferences/webinars/workshops per year.

Action Step 1: Attend annual library conference

- *WAPL 2022 Spring Conference*
- *WLA 2021 Fall Conference in-person*

Action Step 2: Make one conference, webinar, workshop presentation

- *Space Planning—Southwest Library System (3 sessions)*
- *Where Does the Money Come From? Public Library Funding in Wisconsin*
- *Annual Report Workshop with Juli Button*

July 2022-June 2023

Accountability 1: Provide effective leadership for the system

Action Step 1: At least 95% of member libraries rate IFLS as providing effective leadership on their annual reports

Action Step 2: Continue to be involved in statewide leadership opportunities

Accountability 2: Communicate with state and federal legislators on library issues

Action Step 1: Attend Library Legislative Day

Action Step 2: Communicate with legislators on library issues as needed

Action Step 3: Provide board and libraries with information on current legislative issues needing attention

Accountability 3: Maintain effective communication with the IFLS Board, IFLS staff and member libraries

Action Step 1: Provide updates to IFLS staff, board and member libraries via email; and other electronic methods regarding library issues

Action Step 2: Visit 20-member libraries per year (Note: some visits will be virtual)

- Continue visit patterns similar to pre-pandemic levels

Action Step 3: Attend local library board meetings as requested (Note: some attendance could be virtual)

Accountability 4: Maintain a positive work environment for system staff

Action Step 1: Allocated budget resources for staff professional development

Action Step 2: Seek ways to boost/support staff morale including through staff retreats and networking events

Action Step 3: Explore ways to improve staff meetings in a shared in-person/virtual meeting

Action Step 4: Advocate for staff additional compensation and staffing reorganization as budget and service needs change

Action Step 5: Encourage IFLS staff to participate in professional associations and statewide committee and leadership opportunities

Accountability 5: Develop additional training/support for library directors

Action Step 1: Seek additional ways to share information and educate new and existing library directors

Action Step 2: Meet with new directors within 90 days of hire and follow up as needed.

Accountability 6: Participate in 5 conferences/webinars/workshops per year.

Action Step 1: Attend annual library conference

Action Step 2: Make one conference, webinar, workshop presentation

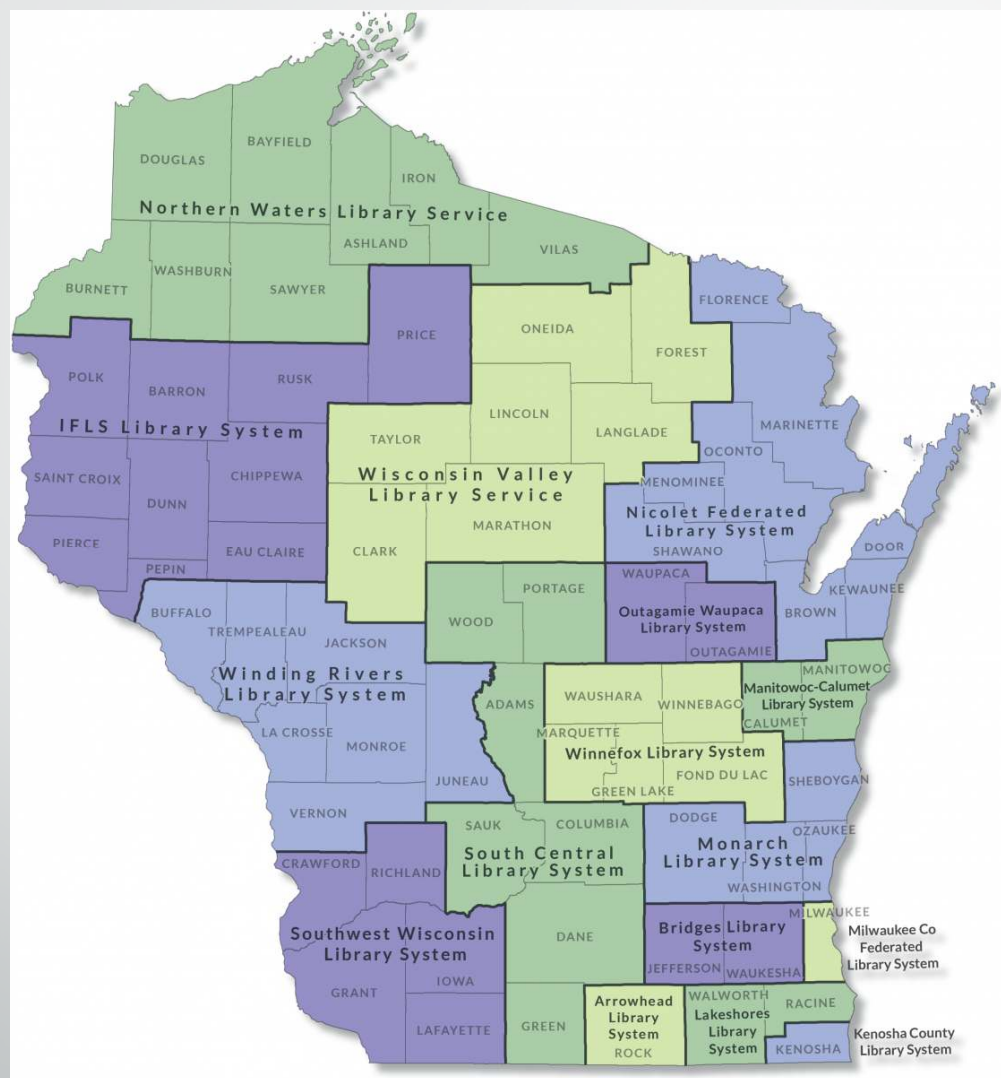


System Board Roles and Responsibilities

2022

John Thompson, System Director

IFLS – 1 of 16



IFLS– 1 of 16

Public Library System	2022 Estimated System Aid
Arrowhead Library System	\$540,857
Bridges Library System	\$1,500,403
IFLS Library System	\$1,387,411
Kenosha County Library System	\$491,618
Lakeshores Library System	\$786,386
Manitowoc-Calumet Library System	\$384,875
Milwaukee County Federated Library System	\$3,301,099
Monarch Library System	\$1,319,009
Nicolet Federated Library System	\$1,318,725
Northern Waters Library Service	\$652,454
Outagamie Waupaca Library System	\$749,144
South Central Library System	\$2,543,429
Southwest Wisconsin Library System	\$448,047
Winding Rivers Library System	\$946,674

Roles and Responsibilities of Library System Board

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

Roles and Responsibilities of Library System Board

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

Roles and Responsibilities of Library System Board

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

Roles of System Board and Director

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

Roles of System Board and Director

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

Roles of System Board and Director

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



Library Law

Overview



- Chapter 43 (Wisconsin Statutes about public libraries)
- Open Meeting Law
- Public Record Law
- Americans with Disabilities Act
- And more

Wisconsin Statutes

- Wisconsin Statutes are available in print and online in PDF format <http://legis.wisconsin.gov/rsb/Statutes.html>
- A searchable database is also available <http://legis.wisconsin.gov/rsb/stats.html>

Libraries--Chapter 43

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

Libraries--Chapter 43

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

Libraries--Chapter 43

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

Libraries--Chapter 43

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

Libraries--Chapter 43

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

Libraries--Chapter 43

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

Libraries--Chapter 43

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

Libraries--Chapter 43

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

Libraries--Chapter 43

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

Libraries--Chapter 43

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

Libraries--Chapter 43

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

7/21/2022 23

Open Meeting Law

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

Open Meeting Law

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

Open Meeting Law

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

Open Meeting Law

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

Open Meeting Law

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

Open Meeting Law

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

Open Meeting Law

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

Open Meeting Law

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

Public Records Law

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

Resources

- IFLS Trustee Resource Page <http://www.iflsweb.org/trustees>
- Tools and Resources for Public Library Directors and Board Members <http://dpi.wi.gov/pld/boards-directors>
- Trustee Essentials <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>
- Wisconsin Policy Resources <http://dpi.wi.gov/pld/boards-directors/policy-resources>
- Wisconsin State Statute Chapter 43 Libraries <http://docs.legis.wisconsin.gov/statutes/statutes/43.pdf>
- Wisconsin Public Library Standards <http://dpi.wi.gov/pld/boards-directors/library-standards> (Sixth edition: March 2018)

Open Meeting Resources

- Chapter 19 General Duties of Public Officials
<http://legis.wisconsin.gov/statutes/Statoo19.pdf>
- Wisconsin Trustee Essential #14
<http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE14.pdf>
- DPI FAQ on Open Meetings <https://dpi.wi.gov/pld/boards-directors/administration/faq> and <http://dpi.wi.gov/pld/boards-directors/public-records/open-meetings-law>
- Department of Justice Compliance Guide
<https://www.doj.state.wi.us/sites/default/files/office-open-government/Resources/OML-GUIDE.pdf>
- League of Wisconsin Municipalities Governing Bodies: Open Meeting Law <http://www.lwm-info.org/957/Open-Meetings-Law>

Public Records Resources

- Trustee Essential #15
<http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE15.pdf>
- Frequently Asked Questions About Libraries and Wisconsin's Public Records Law <https://dpi.wi.gov/pld/boards-directors/administration/faq>
- Records Retention Schedule for Wisconsin Public Libraries
<http://dpi.wi.gov/pld/boards-directors/public-records/records-retention-schedule>
- Department of Justice Compliance Guide
<https://www.doj.state.wi.us/sites/default/files/office-open-government/Resources/PRL-GUIDE.pdf>
- League of Wisconsin Municipalities Public Records FAQ <http://www.lwm-info.org/1073/Public-Records>

Ethics Resources

- Trustee Essential #16
<http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE16.pdf>
- FAQ on Library Board Fines <https://dpi.wi.gov/pld/boards-directors/administration/faq>

Questions

Contact

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 **Executive Committee**
 **Personnel Committee**

Updated: July 2022