

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

IFLS Library System
1538 Truax Blvd. Eau Claire, WI 54703
(715) 839-5082
www.ifls.lib.wi.us

DATE/TIME:

Wednesday
January 23, 2019
12:30 pm

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

A G E N D A

- I. Call to Order
- II. Establish a Quorum
- III. Certification of Compliance with the Open Meeting Law
- IV. * Approve Agenda
- V. Public Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten minute limit per topic and a twenty minute limit at any meeting for Public Comments. Contact IFLS office for additional information related to Public Comments.*)
- VI. Announcements/Correspondence/Introductions
- VII. * Election of 2019 Officers **#001(19)**
- VIII. * Minutes - Approve: Board of Trustees: November 28, 2018 **#053(18)**
- IX. * Financials - Approve: Check Registers: November 2018 **#002(19)**, December 2018 **#003(19)**
Approve: Financial Reports: November 2018 **#004(19)**
- X. Director's Report of Agenda Items and Monthly Activities **#005(19)**
- XI. Trustee Orientation/Overview (***To be handed out.***)
 - Roles of the Officers and Committees
 - Responsibilities of Trustees
 - Advocacy
 - Fiscal Management
 - Legal
- (Break)
- XII. * Committee Appointments (Executive, Personnel)
- XIII. * Amendment of MORE Bylaws **#006(19)**
- XIV. Reports
 - IFLS Staff Reports **#007(19)**
 - In-Depth Staff Report: Rebecca Kilde, Communications and PR Coordinator
 - Board Member Reports
 - Sunshine Fund Report for 2018
 - Wisconsin Library Association (WLA) Membership
- XV. * Board Meeting Dates and Times
- 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.

MEMORANDUM

TO: IFLS Board of Trustees

FROM: Joanne Gardner, Administrative Assistant

DATE: January 16, 2019

RE: ELECTION OF OFFICERS

The Nomination Committee consisted of Sue Duerkop, Jan Daus, and Linda Thompson. The committee met via conference call on Monday, January 14, 2019 and agreed upon the following slate of candidates to serve on the Executive Committee Ballot. The By-laws of the IFLS Library System Board of Trustees permits nominations from the floor.

Two votes will need to be taken. The five candidates gaining the most votes will be declared the Executive Committee. A second vote will be held to determine which Executive Committee member will be Board President for 2019. The remaining Executive Committee positions will be determined as agreed upon by the Executive Committee members.

The slate of candidates is:

- Anne Anderson, Pepin County
- Sue Duerkop, Polk County
- Dave Hardin, St Croix County
- Chuck Hull, Chippewa County
- Lyle Lieffring, Rusk County
- Michael Norman, Pierce County
- Jackie Pavelski, Eau Claire County
- Jim Tripp, Dunn County

2019 Executive Committee Ballot

2019 Executive Committee Nominations:

_____	Anne Anderson
_____	Sue Duerkop
_____	Dave Hardin
_____	Chuck Hull
_____	Lyle Lieffring
_____	Michael Norman
_____	Jackie Pavelski
_____	Jim Tripp
_____	Other _____
_____	Other _____

The bylaws of IFLS Library System Board of Trustees permit nominations from the floor.

The Board President will be elected, by separate ballot, from the five trustees elected to serve on the Executive Committee.

IFLS LIBRARY SYSTEM
Board of Trustees
November 28, 2018

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday, November 28, 2018 at IFLS Library System, 1538 Truax Blvd., Eau Claire, Wisconsin. Sue Duerkop called the meeting to order at 12:33 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:

Anne Anderson (Pepin County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Robert Eierman** (Resource Library); **Bun Hanson** (Barron County); **Dave Hardin** (St. Croix County); **Marilyn Holte** (Chippewa County); **Chuck Hull** (Chippewa County); **Mildred Larson** (Eau Claire County); **Lyle Liefkring** (Rusk County); **Susan Marshall** (Price County); **Robert Mercord** (Pierce County); **Jackie Pavelski** (Eau Claire County); **Mike Prichard** (Polk County); **Linda Thompson** (Barron County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Judith Achterhof (St. Croix County); **Michael Norman** (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 #58⁽¹⁸⁾: To approve the Agenda as presented. Daus/Holte
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Get well cards were passed around for Mike Norman and Judy Achterhof.

MINUTES:

MOTION #59⁽¹⁸⁾: To approve the Board of Trustees minutes dated September 26, 2018 (Doc. #046-18). Daus/L. Thompson
RESULT: Carried.

MOTION #60⁽¹⁸⁾: To acknowledge receipt of the Personnel Committee minutes dated September 26, 2018 (Doc. #045-18). Pavelski/Eggert
RESULT: Carried.

MOTION #61⁽¹⁸⁾: To acknowledge receipt of the Advisory Council of Librarians minutes dated September 24, 2018 (Doc. #044-18). Pavelski/Daus
RESULT: Carried.

FINANCIAL REPORTS:

MOTION #62⁽¹⁸⁾: To approve the Check Register for September/October 2018 (Doc. #047-18). Daus/Marshall
RESULT: Carried.

(Larson arrived at 12:36 pm)

Questions were asked about billable computers, TEACH Grant expenses, Technology Days, general reimbursement on billable expenses, OverDrive content, and high-demand holds.

MOTION #63⁽¹⁸⁾: To approve the Financial Reports for September/October 2018 (Doc. #048-18). Hanson/Hull
RESULT: Carried.

Button noted that year-to-date, all categories in the Financial Reports are in good shape and on target.

**DIRECTOR'S REPORT OF MONTHLY ACTIVITIES
AND AGENDA ITEMS:**

IFLS received the first state aid payment for 2019 earlier this week. This was received based on the approval of the 2019 Long Range Plan submitted to the state in October 2018.

The Department of Public Instruction held a meeting with all system directors and directed systems to submit agendas and meetings from member libraries to ensure membership compliance is maintained.

There has been some new director turnover. Currently New Richmond is the only library with a director vacancy. New Richmond is collectively trying to review job descriptions prior to posting the position to see if changes are needed.

Thompson noted that the City of Menomonie self-insurance plans took a hit and the library's share was up \$30,000. They are looking at corresponding cuts to the budget to cover this cost. The library will now be closed on Sundays and adjustments will be made to the library materials budget.

Rice Lake also suffered a \$20,000 last-minute cut to the library budget and are trying to figure out how to absorb the loss. The Library Board hasn't met yet to figure out cost reallocations.

Polk County recently approved going from 80% to 90% for Act 150 at their last meeting. This is a positive to report on the budget front.

The City of Eau Claire recently approved adding two additional positions to the library.

FINANCE COMMITTEE:

Prichard stated that in his opinion he thought it would be beneficial for this Board to have a Finance Committee appointment to review financial documents with more background information and taking the time to go through the documents. Other functions would include working with the auditor and typical things a corporate finance committee would review. Prichard did not have specific wording for a resolution to accomplish that.

Other views expressed included: after sitting through many audit situations, there has never been a red flag regarding the financials; no assurance that another committee would help; the Board currently has a lot of involvement with the finances and audit process; currently there is oversight of the finances by the 20-member board and members are always encouraged to ask questions; IFLS does operate according to government auditing standards and principles; suggestion to appoint a temporary finance committee to see how it works; an Executive Committee or Finance Committee would only be advisory to the full Board; the annual audit report is shared with the full Board and includes an audit presentation and the auditors speak with the Board President and let all Board members know how to reach them if there are concerns; if Board members think of anything that would make viewing of the financials easier, let the Business Manager know.

MOTION #64⁽¹⁸⁾: To move on from discussing a Finance Committee. Mercord/Brue
RESULT: Carried.

Prichard will circulate information on what typical Finance Committee duties would entail.

BYLAWS OF IFLS LIBRARY SYSTEM:

MOTION #65⁽¹⁸⁾: To approve the Bylaws of the IFLS Library System. (Doc. #050-18).
Liefkring/Eierman
RESULT: Carried.

The updated Bylaws of the IFLS Library System were sent on October 15, 2018 and reflect the system name change. Thompson noted that 75% of the libraries responded that they were okay with the name change.

2019 STATE LONG RANGE PLAN AND BUDGET:

The 2019 State Long Range Plan and Budget has been approved by the State. The plan provided today includes the budget figures as approved by the IFLS Board on November 28, 2018 and the State.

MOTION #66⁽¹⁸⁾: To approve the 2019 State Long Range Plan and Budget (Doc. #051-18). Hanson/L. Thompson

RESULT: Carried.

(Break from 1:25 to 1:34 pm); (Hull left at 1:34 pm)

PUBLIC LIBRARY SYSTEM REDESIGN (PLSR) UPDATE:

Thompson noted that the Public Library System Redesign (PLSR) report process is wrapping up. The intent is to hand off the final report to the State Superintendent on December 21, 2018. On Monday, a draft of the report was available, and the Steering Committee is surveying libraries and systems and requested feedback on the recommendations. The Steering Committee would like one response from each system and each library. The report recommendations were culminated from three-plus years of conversations.

The process to write this report started after a summit was held in July. The Steering Committee and staff from an appointed Public Library Development Committee thought some themes heard from the conversations were important. The report was drafted into sections based on the themes. The report was then reviewed and edited during public meetings of the Steering Committee. All versions of the report as it went through the editing process were posted to the PLSR website.

The slides Thompson are presenting today were based on the report to be released Monday. It includes background information, the development process, directives gleaned from the Library Community, the process, and an appendix including a history of the systems in Wisconsin and funding strategies and sources. Each of the seven recommendations included: the recommendation, summary, value proposition, suggested implementation process, suggested funding source(s), and measuring success.

The seven recommendations Thompson reviewed were:

1. Develop System Standards, Best Practices, and Accountability
2. Incentives for Change
3. Reduce the Number of Systems
4. Evaluate Funding Distribution
5. Delivery Pilots
6. Discovery Layer
7. Learning Management system for Professional Development

Thompson noted that all seven recommendations could stand alone and be implemented separately. When it is handed off to the State Superintendent, it is the hope that it is reviewed to see what we can do now.

(Hanson and Mercord left at 2:16 pm)

REPORTS:

IFLS Staff Reports: Printed staff reports were included in the electronic meeting packet.

In-depth Staff Report: Leah Langby, Library Development and Youth Services Coordinator was present to provide an oral report.

Langby wanted to discuss three prongs in her position and other duties. One prong was coordinating workshops and webinars and other continuing education efforts such as in-services and a mentoring program with new directors.

Another prong would be Youth Services consulting. Langby is available in helping libraries in serving youth. Langby used to do a lot of LSTA grant-funded projects that often dealt in youth services. Since that funding is no longer available, there hasn't been as many of those projects. Langby continues with deal with other youth service programs and coordinating partnerships with other agencies providing services to the youth. A project Langby plans for 2019 is facilitating play groups with kids and parents which focuses on strengthening the bond for kids with disabilities. Another project with multi-agency cooperation in the Chippewa Valley is Talking is Teaching.

Another prong is Inclusive Services. Langby helps libraries think about the whole community and welcoming and opening the library to everyone in the community. This includes making programs as accessible as possible and making connections with patrons and locating resources. IFLS has a great collaboration with Wisconsin Valley Library System. Anyone in either system can borrow from IFLS Story Kits or WVLS Maker Kits. Langby showed an example of a Maker Kit using Cube-lets.

Langby and two librarians (Joleen Sterk of Menomonie and Katherine Elchert of Rice Lake) were trained in "Train the Trainer" on Crisis Intervention. They learned tools to use for de-escalation techniques and non-verbal communication to bring tension down. The three have provided six in-services and two more are scheduled.

Langby thanked the Board members for their participation on the IFLS Board. Langby was thanked for her continued good work at IFLS.

Board Member Reports:

Thompson noted that Achterhof had mentioned to him that St Croix County has agreed to provide two hot spots for each public library in the county for the next two years.

Holte stated that Chippewa County will be starting work on the 5-year plan for library service in the county.

L. Thompson announced that architects have begun work at making plans for the library addition in Rice Lake.

Prichard stated that Polk County increased their Act 150 payments from 80% to 90%.

Duerkop thanked all for their participation at today's meeting.

ADJOURNMENT:

Motion to adjourn at 2:38 pm. Lieffring/Anderson

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

Check Register

November 2018

#002(19)

Date	Num	Name	Memo	Amount
Nov 18				
11/01/2018	Auto Pay	Delta Dental	Nov Dental	-883.37
11/12/2018	Auto Pay	Chase Card Services (Credit Card)	Oct Credit Card *see attached	-14,883.58
11/13/2018	Auto Pay	Kwik Trip, Inc.	Oct gas	-37.15
11/14/2018	Auto Pay	Xcel Energy	9/22-10/22 Gas & Electric Svc	-349.68
11/26/2018	Auto Pay	Employee Trust Funds, Dept of	Dec Health Ins.	-16,046.44
11/06/2018	WIRE	Wisconsin Deferred Comp. Program	P/R #23	-1,150.00
11/09/2018	WIRE	Internal Revenue Service	P/R #23	-6,346.08
11/15/2018	WIRE	Wisconsin Department of Revenue	P/R #22	-1,289.00
11/19/2018	WIRE	Wisconsin Deferred Comp. Program	P/R #24	-1,150.00
11/23/2018	WIRE	Internal Revenue Service	P/R #24	-6,343.26
11/30/2018	WIRE	Wisconsin Retirement System	Oct WRF	-7,440.78
11/30/2018	WIRE	Wisconsin Department of Revenue	P/R #23	-1,294.00
11/01/2018	40693	Printer Jam - Void	Void Check	0.00
11/06/2018	40694	AT&T	IFLS/MORE Oct Phone Svc	-118.13
11/06/2018	40695	Bayscan Technologies	Billable/R Falls 3 Scanners	-570.00
11/06/2018	40696	Cenex Credit Card Dept.	Oct Gas	-24.06
11/06/2018	40697	EO Johnson Co.	Prepaid/1st Qtr '19 Copy Contract	-370.00
11/06/2018	40698	Harris, Kevin	WLA Conf Scholarship	-635.65
11/06/2018	40699	Krejci, Bridget	WLA Conf & Catg Training	-139.00
11/06/2018	40700	Marquette University	Foundations in WI/Renewal	-155.00
11/06/2018	40701	Maug Cleaning Solutions, Inc.	Oct Cleaning Svc	-357.00
11/06/2018	40702	Roholt, Lori	WLA Conf Travel Exp	-37.66
11/06/2018	40703	Schwartz, Kristopher	Cell Phone/Jul-Dec	-120.00
11/06/2018	40704	Securian Financial Group, Inc.	Dec Life Ins.	-336.21
11/06/2018	40705	Setter, Kathy	Cell Phone/Jul-Dec	-120.00
11/06/2018	40706	South Central Library System	Jul-Dec '18 Statewide Delivery Svc	-8,273.50
11/06/2018	40707	Stewart, Dalton	Cell Phone/Jun-Dec	-140.00
11/06/2018	40708	Thompson, John	WLA, Libs & Cell Phone Reimb	-382.14
11/06/2018	40709	TracSystems, Inc.	Billable/10-pack Pharos Licenses	-947.00
11/06/2018	40710	Wisconsin Valley Library Service	TEACH Grant/Tech Days	-1,032.00
11/06/2018	40711	Altoona Public Lib	Delivery Damage/1 item	-25.00
11/06/2018	40712	CA Friday Memorial Library	Delivery Damage/5 items	-98.00
11/06/2018	40713	Glenwood City Public Lib	Delivery Damage/1 item	-26.00
11/06/2018	40714	Hudson Public Lib	Delivery Damage/2 items	-12.98
11/06/2018	40715	OverDrive, Inc.	MORE/OverDrive Titles	-1,622.44
11/06/2018	40716	Rooney Printing Co.	MORE Publicity/10K Brochures	-760.15
11/06/2018	40717-40732	IFLS Staff	P/R #23 Net	-19,770.06
11/19/2018	40733	Osceola Public Lib	MORE Ecomm/thru Oct	-1,069.83
11/19/2018	40734	Rusk County Community Library	MORE Ecomm/thru Oct	-1,122.53
11/19/2018	40735	Chippewa Falls Public Lib	Delivery Damage/1 item	-15.99
11/19/2018	40736	Elchert, Katherine	Prepare Training/Mileage	-158.10
11/19/2018	40737	Ellsworth Public Lib	Delivery Damage/1 item	-17.99
11/19/2018	40738	Holiday Credit Office	Oct/Nov Gas	-129.00

IFLS Library System
Check Register
November 2018

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/19/2018	40739	Kilde, Rebecca	LMC Conf/Travel	-94.56
11/19/2018	40740	Krejci, Bridget	River Falls/Acquisitions	-62.00
11/19/2018	40741	Langby, Leah	Workshops/presenter gifts	-42.00
11/19/2018	40742	Stewart, Dalton	Tech Support	-42.84
11/19/2018	40743	Thompson, John	PLSR Mtgs & Lib Visits	-777.24
11/19/2018	40744	Waltco Inc.	Nov Delivery Svc	-23,263.25
11/19/2018	40745	Library Ideas	MORE/Oct Freading Usage	-628.00
11/19/2018	40746	Marcive, Inc.	MORE/Oct Database Maint.	-395.14
11/19/2018	40747-40762	IFLS Staff	P/R #24 Net	-19,775.40
11/19/2018	40763	Osceola Public Library	MORE Credit/ Refund	-455.00
Nov 18 TOTAL				<u>-141,334.19</u>

9:40 AM

01/09/19

Accrual Basis

IFLS Library System

Credit Card Transaction Detail Report

Electronic Auto Pay (11/12/2018)

Date	Name	Memo	Num	Amount
Oct 18				
10/02/2018	Southwest Air	LMCC Conf Flight/Reb	Flight	226.59
10/02/2018	WLA	WLA Membership/Reb	WLA Memb	51.00
10/03/2018	AirBnB	LMCC Conf Lodging/Reb	Lodging	198.55
10/04/2018	Festival Foods	Workshop Snacks	Wkshops	7.49
10/05/2018	CDW-G	IFLS Headset	Tech Spls	10.74
10/06/2018	Constant Contact.Com	MORE/Oct Fee	Oct Fee	20.00
10/09/2018	Innovative Users Group	MORE/Membership Renewal	Mgmt Team	100.00
10/10/2018	Amazon.com Credit	Billable/Park Falls Misc	Comp Equip	127.96
10/10/2018	Quill Corporation	Misc Office Supplies	1843367	64.77
10/11/2018	CDW-G	Billable/Bloomer 2 Comps	Comp Equip	1,895.48
10/11/2018	Quill Corporation	2 Cases Copy Paper	1881774	59.98
10/12/2018	Restaurants	C Zolotow Symposium/L Langby	Symposium	15.03
10/12/2018	Parking	C Zolotow Symposium/L Langby	Symposium	13.00
10/15/2018	Amazon.com Credit	Sh Cat/Labels for Label Maker	Supplies	14.20
10/16/2018	CDW-G	Billable/Milltown Laptop	Comp Equip	920.99
10/16/2018	Festival Foods	Meeting Spls & Billable Pop	Spls/Pop	28.77
10/16/2018	LogoUp	New Logo Shirts/some billable	Logo Shirts	553.88
10/19/2018	CDW-G	Billable/Altoona Wireless	Comp Equip	50.28
10/22/2018	OfficeMax	Business Cards/New Name	Printing	23.49
10/24/2018	CDW-G	Billable/Centuria 6 Comps	Comp Equip	6,124.30
10/25/2018	Restaurants	WLA Conf meals/L Langby	WLA Conf	62.11
10/26/2018	Radisson Hotel	WLA Conf/Leah & Danielle	Lodging	417.00
10/26/2018	Amazon.com Credit	3 Cubelet Battery Replacements	Kits	119.97
10/26/2018	Restaurants	WLA Conf Meals/J Thompson	WLA Conf	87.82
10/26/2018	Radisson Hotel	WLA Conf Hotel/J Thompson	Lodging	417.00
10/26/2018	Restaurants	WLA Conf Meals/B Krejci	Meals	43.44
10/26/2018	Radisson Hotel	WLA Conf/Setter & Scholarship	Lodging	473.31
10/26/2018	Restaurants	WLA Conf Meals/Setter	Meals	76.42
10/26/2018	Radisson Hotel	WLA Conf Hotel/Welch & Roholt	Lodging	473.31
10/26/2018	Restaurants	WLA Conf Meals/L Roholt	Meals	40.92
10/26/2018	Radisson Hotel	WLA Conf Hotel/M Welch	Lodging	208.50
10/26/2018	Restaurants	WLA Conf Meals/M Welch	Meals	55.31
10/29/2018	Top Graphics	Billable/ Library Cards for libs	Lib Cards	1,718.49
10/29/2018	QuickEmail Verification	Cleanup Newsflashes List	List Maint.	4.00
10/30/2018	FlowRoute.com	Phone Usage/Payment on Acct	On Account	30.00
10/31/2018	USPS	October Postage	Oct Postage	2.53
10/31/2018	Office Depot	Conting/R Welch Transcription Svc	Gift Card	100.00
10/31/2018	Eau Claire Ford	Oil & Filter w/Tire Rotation	Sys Vehicle	46.95
Oct 18				14,883.58

IFLS Library System

Check Register

December 2018

003(19)

Date	Num	Name	Memo	Amount
Dec 18				
12/01/2018	Auto Pay	Delta Dental	Dec Dental	-883.37
12/05/2018	Auto Pay	Chase Card Services (Credit Card)	Dec Credit Card *see attached	-22,918.76
12/10/2018	Auto Pay	Kwik Trip, Inc.	Nov Gas	-62.74
12/12/2018	Auto Pay	CenturyLink	IFLS/MORE Oct-Nov Long Dist	-534.08
12/13/2018	Auto Pay	Xcel Energy	10/22-11/21 Gas & Electric Svc	-418.32
12/24/2018	Auto Pay	Employee Trust Funds, Dept of	Jan '19 Health Ins.	-19,951.04
12/04/2018	WIRE	Wisconsin Deferred Comp. Program	P/R #25	-1,150.00
12/07/2018	WIRE	Internal Revenue Service	P/R #25	-8,574.26
12/15/2018	WIRE	Wisconsin Department of Revenue	P/R #24	-1,293.00
12/18/2018	WIRE	Wisconsin Deferred Comp. Program	P/R #26	-1,150.00
12/21/2018	WIRE	Internal Revenue Service	P/R #26	-6,178.72
12/31/2018	WIRE	Wisconsin Department of Revenue	P/R #25	-1,737.00
12/31/2018	WIRE	Wisconsin Retirement System	Nov WRF	-7,468.97
12/03/2018	40764	Anderson, Anne	Board Mileage	-56.10
12/03/2018	40765	Brue, Mary Ellen	Board Mileage	-46.92
12/03/2018	40766	Duerkop, Sue	Board Mileage	-92.82
12/03/2018	40767	Eggert, Pat	Board Mileage	-22.44
12/03/2018	40768	Hardin, David	Board Mileage	-66.30
12/03/2018	40769	Holte, Marilyn	Board Mileage	-15.30
12/03/2018	40770	Hull, Chuck	Board Mileage	-13.26
12/03/2018	40771	Lieffring, Lyle	Board Mileage	-57.12
12/03/2018	40772	Mecord, Robert	Board Mileage	-73.44
12/03/2018	40773	Thompson, Linda	Board Mileage	-30.60
12/03/2018	40774	AT&T	IFLS/MORE Nov Local Phone	-118.13
12/03/2018	40775	CA Friday Memorial Library	WLA Scholarship/J Rickard	-442.00
12/03/2018	40776	EO Johnson Co.	4th Qtr Color Copies	-99.39
12/03/2018	40777	Langby, Leah	Travel & Presenter Gifts	-97.10
12/03/2018	40778	Maug Cleaning Solutions, Inc.	10/29-11/25 Cleaning Svc	-364.00
12/03/2018	40779	Prescott Public Lib	WLA Scholarship/D Welch	-436.82
12/03/2018	40780	Season 2 Season	Oct Lawncare & Cleanup	-375.00
12/03/2018	40781	Wisconsin Valley Library Service	Bill/Osceola 12 Comps & PR Stickers	-7,394.65
12/03/2018	40782	OverDrive, Inc.	MORE/OverDrive Titles	-1,818.16
12/03/2018	40783-40798	IFLS Staff	P/R #25 Net	-26,489.09
12/05/2018	40799-40803	Void	Printer Error	0.00
12/05/2018	40804	Balsam Lake Public Lib	Delivery Damage/1 item	-20.00
12/05/2018	40805	CA Friday Memorial Library	Delivery Damage/2 items	-21.00
12/05/2018	40806	Cameron Public Library	Delivery Damage/4 items	-60.00
12/05/2018	40807	Frederic Public Lib	Delivery Damage/1 item	-18.00
12/05/2018	40808	L.E. Phillips Memorial Public Library	Delivery Damage/2 items	-34.94
12/06/2018	40809	Altoona Public Lib	MORE Ecomm/thru Nov (Yr-end)	-852.76
12/06/2018	40810	Augusta Public Lib	MORE Ecomm/thru Nov (Yr-end)	-107.33
12/06/2018	40811	Baldwin Public Lib	MORE Ecomm/thru Nov (Yr-end)	-660.62
12/06/2018	40812	Barron Public Library	MORE Ecomm/thru Nov (Yr-end)	-529.51

IFLS Library System

Check Register

December 2018

Date	Num	Name	Memo	Amount
12/06/2018	40813	Bloomer Public Lib	MORE Ecomm/thru Nov (Yr-end)	-713.85
12/06/2018	40814	Boyceville Public Lib	MORE Ecomm/thru Nov (Yr-end)	-387.36
12/06/2018	40815	Bruce Public Lib	MORE Ecomm/thru Nov (Yr-end)	-232.24
12/06/2018	40816	CA Friday Memorial Library	MORE Ecomm/thru Nov (Yr-end)	-1,089.96
12/06/2018	40817	Cameron Public Library	MORE Ecomm/thru Nov (Yr-end)	-263.94
12/06/2018	40818	Cumberland Public Library	MORE Ecomm/thru Nov (Yr-end)	-536.01
12/06/2018	40819	Dresser Public Lib	MORE Ecomm/thru Nov (Yr-end)	-81.50
12/06/2018	40820	Ellsworth Public Lib	MORE Ecomm/thru Nov (Yr-end)	-847.61
12/06/2018	40821	Elmwood Public Library	MORE Ecomm/thru Nov (Yr-end)	-113.87
12/06/2018	40822	Frederic Public Lib	MORE Ecomm/thru Nov (Yr-end)	-770.94
12/06/2018	40823	Glenwood City Public Lib	MORE Ecomm/thru Nov (Yr-end)	-332.84
12/06/2018	40824	Hudson Public Lib	MORE Ecomm/thru Nov (Yr-end)	-786.30
12/06/2018	40825	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Nov (Yr-end)	-1,083.54
12/06/2018	40826	Menomonie Public Library	MORE Ecomm/thru Nov (Yr-end)	-1,823.06
12/06/2018	40827	Osceola Public Lib	MORE Ecomm/thru Nov (Yr-end)	-46.43
12/06/2018	40828	Park Falls Public Lib	MORE Ecomm/thru Nov (Yr-end)	-966.56
12/06/2018	40829	Phillips Public Lib	MORE Ecomm/thru Nov (Yr-end)	-317.45
12/06/2018	40830	Rice Lake Public Library	MORE Ecomm/thru Nov (Yr-end)	-516.57
12/06/2018	40831	River Falls Public Lib	MORE Ecomm/thru Nov (Yr-end)	-1,296.98
12/06/2018	40832	Rusk County Community Library	MORE Ecomm/thru Nov (Yr-end)	-111.24
12/06/2018	40833	Somerset Public Lib	MORE Ecomm/thru Nov (Yr-end)	-200.51
12/06/2018	40834	Spring Valley Public Lib	MORE Ecomm/thru Nov (Yr-end)	-389.57
12/06/2018	40835	St Croix Falls Public Lib	MORE Ecomm/thru Nov (Yr-end)	-344.73
12/06/2018	40836	Turtle Lake Public Library	MORE Ecomm/thru Nov (Yr-end)	-277.75
12/06/2018	40837	Woodville Public Lib	MORE Ecomm/thru Nov (Yr-end)	-318.97
12/06/2018	40838	Fall Creek Public Lib	MORE Ecomm/thru Nov (Yr-end)	-163.78
12/18/2018	40839	Eau Claire County Treasurer	Spec Assess/Annual Street Lights	-117.50
12/18/2018	40840	Securian Financial Group, Inc.	Jan '19 Life Ins	-332.95
12/18/2018	40841	Setter, Kathy	Reimb Bal/ALA Membership	-85.33
12/18/2018	40842	Thompson, John	Library Visits	-242.76
12/18/2018	40843	Waltco Inc.	Dec Delivery Svc	-22,877.59
12/18/2018	40844	Wisconsin Dept of Administration	Jul-Dec TEACH Svc/Internet	-1,500.00
12/18/2018	40845	Library Ideas	MORE/Nov Freeding Usage	-593.50
12/18/2018	40846	Marcive, Inc.	MORE/Nov Database Maint.	-275.30
12/18/2018	40847-40861	IFLS Staff	P/R #26 Net	-19,175.53
Dec 18 TOTAL				<u><u>-171,947.08</u></u>

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Accrual Basis

IFLS Library System

Credit Card Transaction Detail Report

Electronic Auto Pay (12/05/2018)

Date	Name	Memo	Num	Amount
Nov 18				
11/01/2018	Boxx Sanitation	Nov Garbage Svc	162338	29.00
11/01/2018	Radisson Hotel	WLA Conf/Refund of Hotel Tax	WLA Conf	-112.62
11/02/2018	Sodexo/CVTC	Workshop Lunch/some billable	11/8 Wkshp	790.25
11/02/2018	PayPal Inc.	MORE Ecomm/Nov Fee	Nov Fee	5.20
11/05/2018	CDW-G	Billable/Pepin 4 Comps	Comp Equip	955.40
11/06/2018	Star Marking Systems	Treasurer Stamp	New Stamp	22.55
11/06/2018	CDW-G	Billable/Phillips 5 Comps	Comp Equip	4,777.00
11/06/2018	CDW-G	Billable/Ellsworth 2 Comps	Comp Equip	1,910.80
11/06/2018	Constant Contact.Com	MORE/Nov Email List	Nov Fee	20.00
11/07/2018	Doubletree Hotel	Workshop Presenter/Lodging	11/8 Wkshp	159.00
11/07/2018	Comfort Inn	PLSR Meeting/Hotel JT	PLSR Mtg	84.00
11/07/2018	LogoUp	Backorder New Logo Shirts	Backorder	30.58
11/07/2018	CDW-G	Billable/Fairchild Printer	Comp Equip	371.98
11/07/2018	CDW-G	Billable/Barron 3 Comps	Comp Equip	2,833.74
11/08/2018	Festival Foods	Meeting Spls & Billable pop	Mtg Spls	42.52
11/08/2018	Quill Corporation	Cleaning Spls & Copy Paper	Spls/Paper	51.77
11/08/2018	Amazon.com Credit	Billable/Spring Valley Misc	Comp Equip	61.98
11/08/2018	Restaurants	Lib Visit/JT Lunch	Lib Visit	6.11
11/08/2018	CDW-G	Billable/Cumberland Laptop	Comp Equip	922.94
11/09/2018	Target	Billable/pop	pop	12.66
11/11/2018	OfficeMax	1 office chair/K Schwartz	IFLS Furn	299.98
11/12/2018	CDW-G	Billable/Deer Park Proj Screen	Comp Equip	224.90
11/13/2018	CDW-G	Billable/Phillips Mouse	Comp Equip	14.51
11/15/2018	CDW-G	3 Comps, 6 headsets & Misc	Equip/Spls	2,240.58
11/15/2018	Boxx Sanitation	Dec Garbage Svc	164260	29.00
11/15/2018	Quill Corporation	Cleaning & Office Spls	Supplies	116.97
11/15/2018	CDW-G	Billable/Plum City Printer	Comp Equip	667.02
11/16/2018	Amazon.com Credit	Sh Cat/Replacements	Sh Cat Repl	28.80
11/20/2018	Quality Quick Print	Sh Cat/Labels for Rice Lake	Sh Cat Spls	71.50
11/20/2018	Menards	Door Pin & Packing Tape	Bldg & Spls	36.54
11/20/2018	Amazon.com Credit	Lost in Delivery/PF Rasp Pi Kits	Replacement	121.96
11/20/2018	CDW-G	Billable/Cameron Printer	Comp Equip	371.98
11/21/2018	Vistaprints	Printing/Staff Business Cards	New Logo	163.85
11/22/2018	Top Graphics	Billable/Altoona Lib Cards (will refund)	Reprint	334.42
11/23/2018	Shopko	Holiday Gifts for Delivery	Conting	58.93
11/26/2018	CDW-G	1 Laptop/L Langby	IFLS Equip	832.01
11/26/2018	FlowRoute.com	IFLS/MORE Phone Svc on Acct	on Acct	30.00
11/26/2018	CDW-G	Billable/Boyceville Laptop	Comp Equip	924.89
11/26/2018	CDW-G	Billable/St Crx Falls 2 Laptops	Comp Equip	1,849.78
11/27/2018	Festival Foods	Meeting Treats	Meetings	12.39
11/27/2018	Vistaprints	Staff Business Cards	New Logo	52.66
11/27/2018	CDW-G	Billable/Balsam Lk Projector	Comp Equip	443.89
11/29/2018	Eau Claire Ford	Battery, Axle Seal, Shocks	Auto Maint	1,012.28
11/30/2018	USPS	Nov Postage	Nov Pstg	5.06
Nov 18				22,918.76

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Indianhead Federated Library System
Balance Sheet
As of November 31, 2018

	<u>IFLS</u>	<u>MORE</u>	<u>2018 TOTAL</u>	<u>2017 TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	39,386.73		39,386.73	48,382.27
1040 · Bank Mutual - Checking	16,419.51		16,419.51	6,113.22
1050/1106 · Investments/Bank Mutual & States PIF	1,529,468.07	411,577.57	1,941,045.64	1,763,667.92
Total Checking/Savings & Investments	<u>1,585,274.31</u>	<u>411,577.57</u>	<u>1,996,851.88</u>	<u>1,818,163.41</u>
Accounts Receivable				
1200 · Accounts Receivable	12,581.58	0.00	12,581.58	75,334.84
Total Accounts Receivable	<u>12,581.58</u>	<u>0.00</u>	<u>12,581.58</u>	<u>75,334.84</u>
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	3,348.28		3,348.28	1,259.97
1499 · Undeposited Funds	0.00		0.00	0.00
1367/1504 · 2018-2019 Prepaid Expenses	4,255.00	0.00	4,255.00	7,270.00
Total Other Current Assets	<u>7,678.28</u>	<u>0.00</u>	<u>7,678.28</u>	<u>8,604.97</u>
TOTAL ASSETS	<u><u>1,605,534.17</u></u>	<u><u>411,577.57</u></u>	<u><u>2,017,111.74</u></u>	<u><u>1,902,103.22</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	57,439.05	5,806.37	63,245.42	49,838.94
2010 · Credit Card - Visa	0.00	0.00	0.00	0.00
Total Accounts Payable	<u>57,439.05</u>	<u>5,806.37</u>	<u>63,245.42</u>	<u>49,838.94</u>
Other Current Liabilities				
2100 · Payroll Liabilities	1,293.00		1,293.00	1,174.00
2201 · Accrued Payroll	0.00		0.00	0.00
2800 · Deferred Revenue	900,042.00		900,042.00	871,939.00
Total Other Current Liabilities	<u>901,335.00</u>	<u>0.00</u>	<u>901,335.00</u>	<u>873,113.00</u>
Total Current Liabilities	<u>958,774.05</u>	<u>5,806.37</u>	<u>964,580.42</u>	<u>922,951.94</u>
Total Liabilities	<u>958,774.05</u>	<u>5,806.37</u>	<u>964,580.42</u>	<u>922,951.94</u>
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	447,443.00	259,990.00	707,433.00	677,263.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	71,902.17	88,855.25	160,757.42	114,777.09
Current Year Income Less Expense	127,414.95	56,925.95	184,340.90	187,111.19
Total Equity (End of Year)	<u>646,760.12</u>	<u>405,771.20</u>	<u>1,052,531.32</u>	<u>979,151.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,605,534.17</u></u>	<u><u>411,577.57</u></u>	<u><u>2,017,111.74</u></u>	<u><u>1,902,103.22</u></u>

IFLS Library System
Revenue and Expense Statement
January through November 2018

	Jan - Nov 18	Jan - Nov 17
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,162,585.00	1,125,114.00
5200 · Interest Income/General Funds	26,925.84	12,034.70
5263 · MORE Management Income	10,000.00	10,000.00
5280 · Technology Income	7,084.26	3,247.32
5300 · Miscellaneous Income	5,000.00	3,116.95
Total Income	1,211,595.10	1,153,512.97
Expense		
6500 · Salaries/Wages	470,101.87	475,106.09
6560 · Payroll Expenses	149,044.16	131,295.76
8070 · New Furnishings/Equipment <\$500	622.67	221.98
8530 · Bank Service Charges	3.00	25.00
8540 · Annual Audit	5,925.00	5,725.00
8620 · Collection/Electronic Resources	20,678.00	19,862.00
8630 · Wis Pub Lib Consortium Membshp	6,370.00	6,446.00
8670 · Professional Memberships	1,768.67	1,551.00
8690 · Librarian Workshops - General	6,151.45	5,910.21
8700 · CE/Collaboration Projects	100.00	100.00
8701 · Library Aspen Projects	0.00	3,785.71
8702 · Crisis Prevention Training	0.00	13,262.15
8710 · CE Grants - General	1,930.47	0.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	10,696.68	9,621.19
8735 · Library Consulting Expenses	252.00	281.38
8740 · Field Visits	4,914.24	3,709.37
8741 · Field Visits - Tech Support	42.84	518.67
8755 · Programming Kits	1,291.37	1,125.57
8812 · ILL Fees & Verification Sources	8,565.88	7,902.87
8850 · Delivery Service	232,873.12	221,443.95
8855 · Collection Dev Grant-LEPhillips	17,250.00	17,250.00
8864 · Wide-Area Network (WAN)	5,185.00	19,810.00
8890 · IFLS Contrib - MORE Operating	82,696.00	44,448.00
8896 · Library Technology Projects	0.00	27,450.14
8898 · LEAN WI/Shared Tech WVLS	62,000.00	0.00
8960 · Long Range Planning Meeting	2,672.50	0.00
8971 · Web Development	863.83	843.66
9010 · IFLS Committee Meetings	3,607.08	4,544.22
9020 · Professional Materials	1,263.29	1,021.72
9030 · Postage	120.92	403.14
9050 · Telephone	6,576.44	4,769.93
9060 · Supplies	956.34	481.39
9080 · Printing	372.50	380.39
9123 · Building Overhead Expenses	16,903.08	15,169.89

IFLS Library System
Revenue and Expense Statement
January through November 2018

	Jan - Nov 18	Jan - Nov 17
9140 · Photocopier Costs	2,172.58	2,023.29
9160 · Computers	3,739.60	8,810.97
9190 · System Vehicle Expenses	3,737.27	2,625.48
9220 · Insurance	3,183.99	4,239.18
9240 · Contingency	590.36	1,029.40
9241 · Credit Card Reward Program	1,392.69	1,837.10
9245 · Capital Expenditures	3,129.00	4,651.24
Total Expense	1,139,743.89	1,069,683.04
Net Ordinary Income	71,851.21	83,829.93
Other Income/Expense		
Other Income		
5468 · LSTA #16-215 System Redesign II	0.00	64,821.03
5469 · LSTA #17 - System Tech Income	0.00	34,310.00
5470 · LSTA #17 - PLSR Sys Redesign 3	172,513.25	0.00
5471 · LSTA #17 - WPLC Biblioboard Inc	24,000.00	0.00
5506 · TEACH Grant Income	2,329.00	0.00
5620 · Shared Cataloging Svc Income	125,439.23	128,278.74
5702 · Billable Project Income	202,992.35	162,048.20
Total Other Income	527,273.83	389,457.97
Other Expense		
8830 · Shared Cataloging Service	73,039.24	64,230.42
8940 · Projects Billable to Libraries	199,833.60	148,105.33
9920 · TEACH Grant Expenses	2,324.00	0.00
9974 · LSTA #16-215 Sys Redesign Proj	0.00	64,821.03
9975 · LSTA #17 - System Technology	0.00	34,310.00
9976 · LSTA #17 - PLSR Syst Redesign 3	172,513.25	525.00
9977 · LSTA #17 - WPLC Biblioboard	24,000.00	0.00
Total Other Expense	471,710.09	311,991.78
Net Other Income	55,563.74	77,466.19
Year-to-date Income less Expense (IFLS Funds)	127,414.95	161,296.12
 MORE Shared System Income less Expense		
5670 · MORE Shared System Income	716,469.00	697,090.00
9500 · MORE Shared Automation Expenses	659,543.05	671,274.93
Year-to-date Income less Expense (MORE Funds)	56,925.95	25,815.07
 Year-to-date Income less Expense (ALL Funds)	184,340.90	187,111.19

IFLS Library System

Profit & Loss Budget vs. Actual

January through November 2018

	TOTAL			
	Jan - Nov 18	Budget	\$ Over Budget	% of Budget
Income				
5100 · Current Year State Aids	1,162,585.00	1,162,585.00	0.00	100.0%
5200 · Interest Income/General Funds	26,925.84	25,000.00	1,925.84	107.7%
5263 · MORE Management Income	10,000.00	10,000.00	0.00	100.0%
5280 · Technology Income	7,084.26	4,000.00	3,084.26	177.11%
5300 · Miscellaneous Income	5,000.00	3,000.00	2,000.00	166.67%
Total Income	1,211,595.10	1,204,585.00	7,010.10	100.58%
Expense				
6500 · Salaries/Wages	470,101.87	530,450.00	-60,348.13	88.62%
6560 · Payroll Expenses	149,044.16	169,550.00	-20,505.84	87.91%
8070 · New Furnishings/Equipment <\$500	622.67	500.00	122.67	124.53%
8530 · Bank Service Charges	3.00	500.00	-497.00	0.6%
8540 · Annual Audit	5,925.00	5,925.00	0.00	100.0%
8620 · Collection/Electronic Resources	20,678.00	24,010.00	-3,332.00	86.12%
8630 · Wis Pub Lib Consortium Membshp	6,370.00	6,370.00	0.00	100.0%
8670 · Professional Memberships	1,768.67	2,600.00	-831.33	68.03%
8690 · Librarian Workshops - General	6,151.45	6,500.00	-348.55	94.64%
8700 · CE/Collaboration Projects	100.00	500.00	-400.00	20.0%
8701 · Library Aspen Projects	0.00	0.00	0.00	0.0%
8702 · Crisis Prevention Training	0.00	600.00	-600.00	0.0%
8710 · CE Grants - General	1,930.47	1,950.00	-19.53	99.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	10,696.68	12,000.00	-1,303.32	89.14%
8735 · Library Consulting Expenses	252.00	600.00	-348.00	42.0%
8740 · Field Visits	4,914.24	8,000.00	-3,085.76	61.43%
8741 · Field Visits - Tech Support	42.84	0.00	42.84	100.0%
8755 · Programming Kits	1,291.37	1,500.00	-208.63	86.09%
8812 · ILL Fees & Verification Sources	8,565.88	8,500.00	65.88	100.78%
8850 · Delivery Service	232,873.12	261,247.00	-28,373.88	89.14%
8855 · Collection Dev Grant-LEPhillips	17,250.00	23,000.00	-5,750.00	75.0%
8864 · Wide-Area Network (WAN)	5,185.00	10,000.00	-4,815.00	51.85%
8890 · IFLS Contrib - MORE Operating	82,696.00	82,696.00	0.00	100.0%
8892 · IFLS Contrib - MORE Cataloging	0.00	0.00	0.00	0.0%
8898 · LEAN WI/Shared Tech WVLS	62,000.00	62,000.00	0.00	100.0%
8950 · Campaign for Wisconsin Libs	0.00	1,140.00	-1,140.00	0.0%
8960 · Long Range Planning Meeting	2,672.50	2,600.00	72.50	102.79%
8971 · Web Development	863.83	1,000.00	-136.17	86.38%
9010 · IFLS Committee Meetings	3,607.08	5,150.00	-1,542.92	70.04%
9020 · Professional Materials	1,263.29	1,350.00	-86.71	93.58%
9030 · Postage	120.92	400.00	-279.08	30.23%
9050 · Telephone	6,576.44	9,960.00	-3,383.56	66.03%
9060 · Supplies	956.34	1,000.00	-43.66	95.63%
9080 · Printing	372.50	900.00	-527.50	41.39%

IFLS Library System
Profit & Loss Budget vs. Actual
January through November 2018

	TOTAL			
	Jan - Nov 18	Budget	\$ Over Budget	% of Budget
9123 · Building Overhead Expenses	16,903.08	25,425.00	-8,521.92	66.48%
9140 · Photocopier Costs	2,172.58	2,360.00	-187.42	92.06%
9160 · Computers	3,739.60	5,000.00	-1,260.40	74.79%
9190 · System Vehicle Expenses	3,737.27	4,400.00	-662.73	84.94%
9220 · Insurance	3,183.99	4,781.00	-1,597.01	66.6%
9240 · Contingency	590.36	1,000.00	-409.64	59.04%
9241 · Credit Card Reward Program	1,392.69	1,355.00	37.69	102.78%
9245 · Capital Expenditures	3,129.00	3,145.00	-16.00	99.49%
Total Expense	1,139,743.89	1,289,964.00	-150,220.11	88.36%
Net Ordinary Income	71,851.21	-85,379.00	157,230.21	
Other Income/Expense				
Other Income				
5470 · LSTA #17 - PLSR Sys Redesign 3	172,513.25	175,000.00	-2,486.75	98.58%
5471 · LSTA #17 - WPLC Biblioboard Inc	24,000.00	24,000.00	0.00	100.0%
5506 · TEACH Grant Income	2,329.00	0.00	2,329.00	100.0%
5620 · Shared Cataloging Svc Income	125,439.23	125,000.00	439.23	100.35%
5702 · Billable Project Income	202,992.35	175,000.00	27,992.35	116.0%
Total Other Income	527,273.83	499,000.00	28,273.83	105.67%
Other Expense				
8830 · Shared Cataloging Service	73,039.24	125,000.00	-51,960.76	58.43%
8940 · Projects Billable to Libraries	199,833.60	175,000.00	24,833.60	114.19%
9920 · TEACH Grant Expenses	2,324.00	0.00	2,324.00	100.0%
9976 · LSTA #17 - PLSR Syst Redesign 3	172,513.25	175,000.00	-2,486.75	98.58%
9977 · LSTA #17 - WPLC Biblioboard	24,000.00	24,000.00	0.00	100.0%
Total Other Expense	471,710.09	499,000.00	-27,289.91	94.53%
Net Other Income	55,563.74	0.00	55,563.74	
Year-to-date Income less Expense (IFLS Funds)	127,414.95	-85,379.00	212,793.95	
MORE Shared Income less Expense				
5670 · MORE Shared System Income	716,469.00	716,468.00	1.00	100.0%
9500 · MORE Shared Automation Expenses	659,543.05	716,468.00	-56,924.95	92.06%
Year-to-date Income less Expense (MORE Funds)	56,925.95	0.00	56,925.95	
Year-to-date Income less Expense (ALL Funds)	184,340.90	-85,379.00	269,719.90	

My Online Resource (MORE)
Balance Sheet
As of November 31, 2018

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 411,577.57
1200-1 · Accts Receivable-MORE	-
1503-1 · 2018 Prepaid Expense-MORE	-
	<u> </u>
TOTAL ASSETS	<u><u>\$ 411,577.57</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	5,806.37
	<u> </u>
Total Liabilities	5,806.37
Equity	
MORE Reserved Fund Balance on 1/1/2018	224,000.00
MORE Uncommitted Fund Balance on 1/1/2018	124,845.25
Current Year Income less Expense	56,925.95
Total Equity/MORE Fund Balance	<u>405,771.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 411,577.57</u></u>

Indianhead Federated Library System
Revenue less Expense - MORE
January through November 2018

	<u>Jan -Nov '18</u>	<u>Jan - Nov '17</u>
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670 · MORE Other Income	0.00	0.00
5670-2 · MORE Operating Income	716,469.00	697,090.00
Total MORE Income	<u>716,469.00</u>	<u>697,090.00</u>
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	257,499.12	248,435.00
9500-12 · MORE/III Annual Maintenance	121,311.01	114,672.72
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	1,958.43	3,468.72
9500-22 · MORE/High-demand Hold Project	3,600.56	7,752.95
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	11,791.00	8,666.00
9500-24 · MORE/Conferences	5,165.05	6,213.43
9500-31 · MORE/New Products/Content Café Subs	0.00	0.00
9500-31 · MORE/New Products/	0.00	39,342.12
9500-31 · MORE/New Products/I-tiva Setup	9,153.00	0.00
9500-31 · MORE/Add'l III Products/Encore/Decision	66,460.00	65,150.00
9500-32 · MORE/Mgmt Team Training	982.00	789.00
9500-38 · MORE/Systemwide OCLC	36,145.04	34,914.18
9500-40 · MORE/Overdrive Content	20,758.15	19,689.32
9500-45 · MORE/Freading eBook Svc	6,761.50	7,573.00
9500-46 · MORE/Electronic Periodicals	9,757.60	10,865.58
9500-47 · MORE/Boopsie Setup/Subscription	0.00	0.00
9500-5 · MORE/Publicity	760.15	973.97
9500-6 · MORE/Database Cleanup/Maint	4,148.44	4,395.94
9500-8 · MORE/Host Site Costs	3,500.00	0.00
9500-41 · MORE/E-Content	99,792.00	98,373.00
Total 9500 · MORE Shared Automation Expenses	<u>659,543.05</u>	<u>671,274.93</u>
Total MORE Expense	<u>659,543.05</u>	<u>671,274.93</u>
Year-to-date MORE Income less Expense	<u><u>56,925.95</u></u>	<u><u>25,815.07</u></u>
 Plus 12/31/17 MORE Uncommitted Fund Balance	 88,855.25	
Plus 12/31/17 MORE Reserve/Committed Balance	<u>259,990.00</u>	
 MORE Fund Balance	 <u><u>405,771.20</u></u>	

IFLS Board of Trustees
January 23, 2019

Director's Report of Agenda Items and Monthly Activities

County Planning – I am assisting Polk and Chippewa County with their plan updates. Both have just started their preliminary work of reviewing the prior plan and looking at areas to update.

Director Openings/New Hires – Currently New Richmond and Osceola have director openings. Both have capable interim directors in place. I will be meeting with Teresa Miniatt, the new Stanley Director on January 22nd.

Annual Reports – Libraries are starting to work on their annual reports. Juli Button and I will be providing an annual report workshop to assist newer directors on January 31st or February 1st as well as other assistance as needed. Juli and I will be reviewing all the reports prior to their submission at the end of February.

PLSR Update -- The PLSR Steering Committee is reviewing the feedback that was submitted via the survey and other communications regarding the **draft recommendation report**. This will result in the committee creating its final report that it will deliver to the Department of Public Instruction, completing the committee's work. The first editing meeting was held on **December 14th** and the next meeting is scheduled for January 24, 2019.

The **Results of the recent survey regarding the report draft** showed strong support for the recommendations. The survey was sent to the 16 library system directors and 382 library directors. 39% of the libraries responded to the survey with a solid cross section between regions of the state and the different sizes of the libraries. Questions were asked about the directives as well as each of the recommendations. Below are the results tables based on the overall results. The report also includes a breakdown by system.

Directives

OVERALL

Do you agree with the following directives gleaned from the library community through the recommendation process?					
	Agree		Disagree		Total
Service improvements must benefit library patrons	98.13%	157	1.88%	3	160
Workgroup reports should be used as frameworks for specific service improvements	92.99%	146	7.01%	11	157
Take action now on recommendations with robust support	86.62%	136	13.38%	21	157
Service improvements must be soundly implemented	99.37%	158	0.63%	1	159
Potential unintended consequences should be anticipated and studied	98.11%	156	1.89%	3	159
				Answered	160
				Skipped	1

Recommendations

RECOMMENDATION 1

OVERALL

Recommendation 1 - Develop System Standards, Best Practices, and Accountability: Develop and implement an appropriate set of standards, best practices, and accountability measures designed to support equity of access to high-quality services by public libraries in all parts of Wisconsin. Identify standards requiring accountability measures. Structure any such measures in a manner that holds member libraries harmless.		
Answer Choices	Responses	
Yes, our library/system supports this recommendation as drafted.	85.06%	131
No, our library/system does not support this recommendation and no changes or improvements can be made to the recommendation to gain our support.	0.65%	1
Our library/system does not support this recommendation as currently drafted, but could support it with the following changes or improvements to the recommendation.	14.29%	22
	Answered	154
	Skipped	7

RECOMMENDATION 2

OVERALL

Recommendation 2 - Enhance Collaboration by Creating Incentives and Removing Barriers: Accelerate the shifting paradigm of service collaboration among Wisconsin's 16 public library systems by establishing incentives and removing barriers. Apply this approach to support voluntary consolidations of library systems. When prudent, seek discrete changes in state statutes or administrative code that would help systems achieve and sustain momentum in this area.		
Answer Choices	Responses	
Yes, our library/system supports this recommendation as drafted.	84.21%	128
No, our library/system does not support this recommendation and no changes or improvements can be made to the recommendation to gain our support.	3.29%	5
Our library/system does not support this recommendation as currently drafted, but could support it with the following changes or improvements to the recommendation.	12.50%	19
	Answered	152
	Skipped	9

RECOMMENDATION 3

OVERALL

Recommendation 3 - Reduce the Number of Regional Systems: The PLSR Steering Committee recommends that the current number of regional public library systems be reduced.		
Answer Choices	Responses	
Yes, our library/system supports this recommendation as drafted.	69.93%	107
No, our library/system does not support this recommendation and no changes or improvements can be made to the recommendation to gain our support.	9.15%	14
Our library/system does not support this recommendation as currently drafted, but could support it with the following changes or improvements to the recommendation.	20.92%	32
	Answered	153
	Skipped	8

RECOMMENDATION 4

OVERALL

Recommendation 4 - Analyze the Current Funding Formula: Conduct a thorough analysis of the current funding formula for library systems , including practices utilized to apportion state aid. Identify and propose alternative funding formulas, methods of apportionment, or other solutions with potential to improve equity of access to high-quality library services.		
Answer Choices	Responses	
Yes, our library/system supports this recommendation as drafted.	86.93%	133
No, our library/system does not support this recommendation and no changes or improvements can be made to the recommendation to gain our support.	2.61%	4
Our library/system does not support this recommendation as currently drafted, but could support it with the following changes or improvements to the recommendation.	10.46%	16
	Answered	153
	Skipped	8

RECOMMENDATION 5

OVERALL

Recommendation 5 - Initiate Delivery Service Pilot Projects: Stimulate development within the resource-sharing environment by initiating one or more pilot projects relating to library delivery services.		
Answer Choices	Responses	
Yes, our library/system supports this recommendation as drafted.	84.31%	129
No, our library/system does not support this recommendation and no changes or improvements can be made to the recommendation to gain our support.	3.27%	5
Our library/system does not support this recommendation as currently drafted, but could support it with the following changes or improvements to the recommendation.	12.42%	19
	Answered	153
	Skipped	8

RECOMMENDATION 6

OVERALL

Recommendation 6 - Create an Effective, Well-Managed, State-Scale Discovery Layer: Engage with topical experts, regional public library systems, and the library community at-large to create an effective, well-managed, state-scale library discovery layer.		
Answer Choices	Responses	
Yes, our library/system supports this recommendation as drafted.	82.35%	126
No, our library/system does not support this recommendation and no changes or improvements can be made to the recommendation to gain our support.	4.58%	7
Our library/system does not support this recommendation as currently drafted, but could support it with the following changes or improvements to the recommendation.	13.07%	20
	Answered	153
	Skipped	8

RECOMMENDATION 7

OVERALL

Recommendation 7 - Implement a Learning Management System for Professional Development: Oversee the design, deployment and operation of a learning management system capable of meeting the current and future needs of librarians in Wisconsin.		
Answer Choices	Responses	
Yes, our library/system supports this recommendation as drafted.	90.85%	139
No, our library/system does not support this recommendation and no changes or improvements can be made to the recommendation to gain our support.	0.65%	1
Our library/system does not support this recommendation as currently drafted, but could support it with the following changes or improvements to the recommendation.	8.50%	13
	Answered	153
	Skipped	8

Consulting: Building and space planning, director hiring, personnel, open meeting law, county planning, and budgets.

Agenda Items

XI. Trustee Orientation/Overview (***To be handed out.***)

- Roles of the Officers and Committees
- Responsibilities of Trustees
- Advocacy
- Fiscal Management
- Legal

An overview of the roles and responsibilities of being a system board member will be presented as an orientation for newer board members as well as refresher for longer serving board members. It is also an opportunity to ask questions.

XII. * Committee Appointments (Executive, Personnel) -- *The Board Chair will be selecting individuals to serve on the committees (during the break) for approval by the board.*

Prepared by: John Thompson (January 14, 2019)

APPENDIX C
Bylaws of "My Online Resource" (MORE)
7/24/2015

Proposed revisions per 10/29/2018 MORE Voting Subcommittee meeting

Article I: Name.

Section 1. The name of this organization shall be "My Online Resource" (hereinafter referred to as "MORE). The MORE automation consortium is an ~~Indianhead Federated Library System~~ IFLS Library System (hereinafter referred to as IFLS) service in which IFLS area libraries may choose to participate based on the MORE Participation Agreement with IFLS as a Service Provider for a Fee (hereinafter called the "Participation Agreement").

Article II: Purpose.

Section 1. The purpose of MORE includes, but is not limited to, provision of the following functions: controlling circulation; managing data base content; sharing resources; maintaining the system hardware and software; managing of online web-accessible public access catalog; and evaluating MORE services.

Article III. Members.

Section 1. The members of MORE shall be the parties to the Participation Agreement. MORE membership shall begin upon receipt of the signed Participation Agreement and payment of the initial start up fee.

Section 2. The MORE Directors Council must approve the timetable and schedule of payments for adding each new MORE member before a Participation Agreement shall be issued.

Article IV. Meetings and Notices.

Section 1. The Chair of the Directors Council or the Chair of each committee shall distribute notices and agendas of meetings via email.

Section 2. All MORE meetings must be noticed in compliance with the Wisconsin Open Meeting Law (Wisconsin Statutes, Sec. 19.84). Notices must include a statement of time, date, place and

information as to the subject or subjects to be considered.

- Section 3. Notices of all regular MORE meetings must be sent to the directors of all MORE member institutions at least 7 days prior to the date of the meeting.
- Section 4. Special meetings of the Directors Council may be called by the Chair, or upon written request of five voting members of the Directors Council. Notice of any special meeting shall be sent to the director of each MORE member institution at least 14 days in advance of such meeting.
- Section 5. The Chair of Directors Council with at least 24 hours notice may call emergency meetings of the MORE Executive Committee or Directors Council.
- Section 6. The order of business at all regular MORE meetings shall be determined by the Chair and may include the following: Call to Order; Establish Quorums; Certification of Compliance with Open Meeting Law; Accept/Modify Agenda; Approval of Minutes; Financial Report; Reports listed by presenter; Issues from other MORE Committees; Current Business with subject matter listed; New Business with subject matter listed; Issues and assignments for next meeting; Next meeting date; Adjournment.
- Section 7. All regular meetings will be conducted according to Robert's Rules of Order.
- Article V: Directors Council.
- Section 1. The purpose of the MORE Directors Council shall be to set policies, standards and plans for the MORE system and conduct regular business of MORE such as routine expenditure, routine policies and/or emergency policies as needed, etc.
- Section 2. The Directors Council shall be comprised of the directors of the libraries of the MORE member institutions, acting on behalf of those institutions, and the director of IFLS, acting on behalf of IFLS. The MORE Administrator shall act as a technical advisor to the Directors Council.
- Section 3. The regular meetings of the Directors Council shall be held at a time, date and place to be established by the Directors Council, but shall be held at least quarterly. The date, time, and place may be

altered provided that such decision was made at the meeting prior to the meeting in question or by emergency decision of the Chair, and provided that proper notice was given. The Chair shall distribute notices and agendas of meetings.

Section 4. A quorum of the Directors Council shall be required to conduct the business of the Directors Council. A quorum shall be defined as the presence of members possessing at least 51% of all existing votes based on vote distribution and 51% of member institutions.

Article VI. Voting

Section 1. Votes will be assigned to members in two ways: a single vote for each member library **present** and a vote based on vote distribution as outlined in Appendix B of the MORE Participation Agreement.

Motions on the budget will be decided by three quarter (3/4) majority vote of the member libraries **present** and three quarter (3/4) majority vote based on vote distribution. Both majorities are required for a motion on the budget to pass.

Motions that pertain to amending the bylaws will be decided by three quarter (3/4) majority vote of the member libraries **present** and three quarter (3/4) majority based on vote distribution. Both majorities are required for a motion on the adoption of amended bylaws to pass.

All other motions will be decided by 51% vote **of member libraries present and 51%** based on vote distribution.

Section 2. Whenever the director of any member library is, for any reason, unavailable to attend Directors Council she/he must appoint by proxy a representative to vote in her/his place. The proxy so appointed shall have authorization to vote at the Directors Council meeting and the director represented by the proxy is considered present for purposes of recording the vote. A proxy may be a staff or Board member of the library requiring the proxy, or may be another MORE member library director. The proxy is valid only if the signed form is received by the Secretary of the Directors Council prior to the opening of the meeting. Failure to appoint a proxy or verify receipt of proxy will not invalidate any action of the Directors Council. Whenever the director of any member library fails, for any reason, to attend two consecutive Directors Council meetings, and fails to provide proxies for those meetings, the

MORE Administrator shall provide a notice in writing to that library's Board of the failure of its director to follow MORE automation consortium bylaws.

Section 3. A member library may appeal a decision of the Directors Council. The library making the appeal must notify the Chair of the Directors Council, by fax or e-mail within one standard business day of the meeting at which the Directors Council decision was made, that it intends to file an appeal. The completed Appeal Form (Appendix F of the Participation Agreement) must be delivered to the Chair of the Directors Council within 14 standard business days from receipt of notification of the intent to appeal for review by the MORE Executive Committee. The Executive Committee will provide a written response within 14 standard business days from receipt of the completed Appendix F-Appeal Form. If the appellant is not satisfied with the Executive Committee decision he/she must notify the Chair of Directors Council in writing within 3 business days of receipt of response. The Chair of the Directors Council will then forward the original appeal, the Executive Committee decision and the letter stating that the appellant is not satisfied with the Executive Committee decision to the Director of IFLS within 3 business days. The Director of IFLS will forward the documentation along with her/his recommendation to the President of the IFLS Board. During the appeal process any action on the Directors Council decision that is on appeal will be suspended unless it is system critical as determined in the sole discretion of the MORE Administrator.

Section 4. The President of the IFLS Board may choose whether or not to hear the appeal. The decision of the IFLS Board shall be final.

Article VII. Budget

Section 1. The draft budget for funds from the MORE members for MORE operations will be prepared by the Executive Committee and the MORE Administrator with the assistance of the IFLS Business Manager. It will be prepared in time to hold a budget hearing to allow input from all MORE members, allow for budget revisions and for presentation to the Directors Council at the last meeting before the budget deadline.

Section 2. The Directors Council, on or before August 1 of each year, shall adopt a budget for the following calendar year. This budget will include the sums required to cover all costs and expenses to be

incurred by MORE during the next year in carrying out the purposes of this agreement, including, without limitation, all operating, maintenance, and contractual expenses, and capital costs such as the purchase of substitutions, replacements, improvements, and additions to the components necessary to fulfill the initial functional requirements of MORE with the exception of those funds to be contributed by IFLS. All budgets must be adopted by a three-quarter ($\frac{3}{4}$) majority vote of the member institutions plus a three-quarter ($\frac{3}{4}$) majority of all votes based on vote distribution.

Section 3. Midyear budget adjustments must be adopted by a three-quarter ($\frac{3}{4}$) majority vote of the member institutions plus a three-quarter ($\frac{3}{4}$) majority of all votes based on vote distribution.

Section 4. The budget adopted by the Directors Council will be forwarded to the IFLS Board for final approval.

Article VIII: Officers and Duties.

Section 1. The officers of the Directors Council shall be the Chair, the Vice-Chair and the Secretary, to be elected annually at the final meeting of the calendar year. There is a limit of three consecutive terms as an officer. After one year, any member may again be elected as an officer. Acting and interim directors are not eligible to be elected as officers. Officers will assume their duties at the end of the meeting at which the election was held. Should an office be vacated during the calendar year, a special election shall be held at the next regularly scheduled meeting of the Directors Council to fill such vacancy.

Section 2. The Chair shall establish the agenda for and preside at all meetings of the Directors Council; shall appoint all committees, designating one member of each committee as Chair; shall authorize calls for special meetings; and shall generally perform the duties of a presiding officer.

Section 3. The Vice-Chair shall perform all of the duties of the Chair in his or her absence.

Section 4. The Secretary shall take roll at meetings and establish quorums for the Directors Council and Executive Committee Meetings. IFLS shall provide staff to record minutes for these meetings.

Article IX. Committees.
Section 1. The Chair of the Directors Council shall appoint all MORE committee members, except the Executive Committee, by December 15th and the MORE Administrator shall publish the membership lists by January 1st. Any IFLS staff member appointed to a committee shall be a voting member.

Section 2. Executive Committee. The purpose of this committee is to conduct the regular business of MORE between meetings of the full Directors Council, to investigate and make recommendations regarding matters requiring the action of the full Directors Council, and to draft a preliminary budget. The Executive Committee members shall include the Chair, Vice-Chair, Secretary, Director of IFLS and one Directors Council Director-at-Large elected by the Directors Council. The Director-at-Large position shall follow the same guidelines as officers regarding terms of office. The MORE Administrator shall be an ex officio non-voting member of the committee. This committee shall meet bi-monthly or as necessary.

Section 3. A. Committees.
Committees may be established to address the following issues:
Circulation
Resource Sharing
Collection Development
Database Maintenance and Management
Bibliographic Records and Standards
Public Relations
Training and Professional Development
Bylaws Review
Nomination of Officers
Other issues as needed
Committees shall contain no more than one voting member from any MORE library. Committee members may provide a proxy using the standard form.

B. The role of the committees shall be to recommend guidelines, procedures, and policy to the MORE Administrator, the MORE Executive Committee, and the MORE Directors Council.

C. Each MORE Committee shall elect its own Chair and Secretary each year.

Article X: Policies and procedures.

Section 1. The Directors Council shall, on a regular basis, adopt policies and

procedures for the efficient and effective operation of the automated system. Each member institution is responsible for adherence to these policies and procedures, provided that they have been distributed to each member institution at least 28 days prior to the date they go into effect.

- Section 2. IFLS may enforce compliance with MORE policies by sanctions that include, but are not limited to, the billing of an institution for substantial costs incurred due to institutional failure to comply with MORE policies or by finding of cause for termination of MORE membership in Article VIII, par. 1 of the Participation Agreement.

Any member institution which, knowingly and repeatedly, fails to observe such policies will be billed by IFLS for any substantial costs incurred in correcting a problem directly caused by that institution's failure to comply with said policies and procedures. The MORE Administrator will notify and warn a non-complying institution on the following schedule:

1st notice will be made orally by the MORE Administrator to the director of the library in violation.

2nd notice and warning of potential penalty will be made in writing by the MORE Administrator to the director of the library in violation.

3rd notice and warning of potential penalty will be made in writing by the MORE Administrator to the Board of the library in violation.

4th violation will result in billing for the costs incurred or finding of cause for termination of MORE membership.

- Section 3. IFLS may establish such procedures as are necessary to implement MORE policies and standards for the efficient and effective operation of the MORE system. Institutions shall be expected to follow such procedures.

Article XI: Amendment of Bylaws.

- Section 1. The Bylaws may be altered, amended or repealed in whole or in part by approval of the IFLS Board and a three-quarter ($\frac{3}{4}$) majority vote of the member institutions plus a three-quarter ($\frac{3}{4}$) majority of all votes based on vote distribution, provided that the text of the amendment(s) is made available to all member institutions forty-five (45) days prior to the meeting at which the amendments are to be decided.

The Bylaws shall be reviewed every two years.

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby January 15, 2019

Continuing Education Highlights:

- **Prepare Training:** de-escalation techniques, non-verbal communication, etc. with co-trainers Joleen Sterk (Menomonie) and Katherine Elchert (Rice Lake)
 - Presented for the New Richmond staff during an inservice on 12/3 with Katherine Elchert
 - Presented for the Amery staff during an inservice (with visitors from Cumberland, Turtle Lake, and Deer Park) on 1/14 with Joleen Sterk.
 - Comments for this training have been very positive, despite the fact that some people really dislike role playing, which is a key part of the training. We often change the training slightly from time to time in order to improve it.
- **ACEs and Resiliency Training** at the Eau Claire Public Library on December 6, provided by a coalition of organizations called Mental Health Matters Chippewa Valley
- Starting in 2019, most of our recorded webinars will be captioned. We will include the cost of captioning into the continuing education budget.
- Don't forget about the Wild Wisconsin Winter Web Conference, coming up on January 23 and 24: <http://www.wildwiscwinterweb.com/>
- Still working on the 2019 schedule, you can see what we have so far right here: <https://iflsweb.org/events>

Consulting Highlights

- New youth services librarian orientations with staff from Cumberland.
- New director orientations with director in Stanley, including setting up a mentor.

Special Project Updates

- As the 2019 Wisconsin Library Association Annual Conference Chair, I've been working with various committee members to try to get on top of all the details and big picture things for the conference. Attended the 2019 WLA Leadership meeting on January 11 to share information and get ideas for the conference.
- I presented a workshop at the Northern Waters Library Service (as a professional courtesy) about Self Care on December 14. It was fun to interact with a different group of librarians about a topic I'm passionate about!

Other Highlights

- I ended up with a surplus of vacation to take, so I enjoyed several days out of the office in November and December.
- IFLS kits have circulated 59 times since November 19, 2018 (to both IFLS and WVLS libraries).

MORE Administrator's Report

Lori Roholt

January 2019 – IFLS Board of Trustees

Public Library Annual Reports

As in years past, IFLS staff have compiled and pre-filled as much information as we can gather for libraries' annual reports.

All libraries saw a larger-than-normal decrease in their registered borrower counts as a result of MORE's Electronic [Patron] Record Retention Policy, approved by MORE Directors Council in September. The policy stipulates the waiving of old fines (5+ years old) and replacement fees (10+ years old), so that long-unused patron records that had been retained because of money owed will be eligible for deletion.

Combined circulation across MORE was up in 2018 for the first time since 2010: an increase of 2.12% overall compared to 2017. Twenty-one libraries saw a decrease in circulation compared to 2017, and 28 had an increase. Of those with circulation decreases, 10 libraries' decrease was under 5%. Of the libraries with an increase in circulation, 8 had increases greater than 10%.

MORE Cataloging Options

This year's cataloging refresher and initial certification trainings are in progress for staff at those libraries opting to do their cataloging work in-house. IFLS's Shared Services and CABS programs continue to provide processing and/or cataloging services for those libraries that have opted to contract for this work. Thanks to all who make library resources accessible to patrons, and work to maintain an accurate and robust material database.

Innovative Users Group (IUG) Conference

Applications from any library staff and directors to attend this year's Innovative Users Group (IUG) Conference are welcome and due by February 8.

This annual conference includes attendees from libraries worldwide that use products from Innovative Interfaces, Inc., including Sierra, Decision Center, and Encore (the brand name of the MORE Online Catalog's software). This year's conference will be held May 6-8 in Phoenix, Arizona.

The 2019 MORE budget includes \$10,000 for registration, travel, and lodging for IFLS staff and MORE-member library staff to attend the conference. Attendees will be selected before mid-March.

Proposed MORE Bylaws Changes

An ad hoc voting committee is proposing a change to the threshold for votes on non-budget, non-bylaws issues to pass. Currently, 51% of weighted votes are required for a motion to pass; the proposed amendment is 51% of weighted votes and the votes of 51% of libraries present are required for a motion to pass.

MORE Directors Council will vote on the proposed amendments at their meeting in January. Per the MORE Bylaws, the IFLS Board must also approve an amendment to the bylaws.

IT Director Report

IFLS Board of Trustees, January 2019

Kris Schwartz, IT Director

Northern Waters Library System (NWLS) Joining LEANWI –

We are in the initial phases of setting up the basic infrastructure and adding NWLS to our various resources within LEANWI. The onboarding process will be a large project taking several months to transition the NWLS network over to the LEANWI network and begin the process of migrating the system libraries over to the new network. I will be spending some time helping to train Benjamin Whytsell, the network support specialist at NWLS, on the LEANWI network and working with him to overcome any obstacles we may encounter during this process. I will also be planning and implementing the major network structure that will get LEANWI connected to the NWLS and all their member libraries.

Collaboration with other systems in the state –

I have been working with several other systems in the state to find ways we can share resources and services to better serve our individual systems. We are currently in the process of meeting with various backup solution vendors to get some proposals for large enterprise backup solutions that will cover the backup needs of the currently 6 library systems that are interested in this collaboration. The proposals also include potential growth over a 5-year period and the possible inclusion of other library systems as any become interested. The hope is to find a solution that is more comprehensive and diverse than what is currently being used throughout our various systems and can provide adequate redundancy in case of a major disaster. So far, the proposals have been rather expensive, but I am optimistic we will be able to find a solution that will serve our needs in a cost-effective way.

Reference & Interlibrary Loan Coordinator's Report January 2019

IFLS ILL Clearinghouse Statistics

Requests Received	2015	2016	2017	2018
January	1975	1688	1705	1718
February	1724	1755	1573	1606
March	1987	2029	1716	1897
April	1736	1709	1521	1612
May	1576	1564	1536	1453
June	1538	1507	1503	1462
July	1635	1553	1464	1465
August	1471	1477	1605	1565
September	1830	1664	1523	1377
October	1666	1555	1693	1607
November	1534	1402	1472	1444
December	1451	1452	1464	1405
Total	20,123	19,355	18,775	18,611

ANNUAL SUMMARY Requests Referred	2015	2016	2017	2018
Holds on MORE	12,792	12,760	12,413	12,585
IFLS Public Libraries – non-shared system	117	233	181	238
IFLS School Libraries	52	39	35	38
IFLS Special Libraries	41	38	33	27
IFLS Academic Libraries	101	75	158	99
Sub-Total Referred to IFLS Libraries	13,103	13,145	12,820	12,987
WISCAT Referrals	1876	1568	1437	1187
WI OCLC Lenders	1067	807	758	635
WI non-OCLC Lenders	13	4	5	45
Out-of-State OCLC Lenders	1696	1711	1793	1572
Out-of-State Non-OCLC	26	16	17	1
Sub-Total Referred Out-of-System	4678	4106	4010	3440
TOTAL REFERRED	17,781	17,251	16,830	16,427

Maureen Welch 1/8/2019