

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
March 27, 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. 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 - January 23, 2019 **#008(19)**
- VIII. * Financials
 - Approve: Check Registers: January-February 2019 **#009(19)**
 - Approve: Financial Reports: December 2018 **#010(19)**, January-February 2019 **#011(19)**
- IX. * IFLS Investment Report and Review of Investment Policy **#012(19)**
- X. Director's Report of Agenda Items and Monthly Activities **#013(19)**
- XI. * IFLS Annual Report and Statement of Compliance **#014(19)**
- XII. * Member Library Compliance Issues (WI Public Library Trustee Essential #17)
- XIII. System Effectiveness Statements from Member Libraries **#015(19)**
- XIV. Public Library System Redesign (PLSR) Update
- XV. * MORE Start-up Costs for Chippewa Valley Technical College Library **#016(19)**
- XVI. Reports
 - IFLS Staff Reports **#017(19)**
 - In-depth Staff Report: Lori Roholt, MORE Administrator
 - Board Member Reports
- XVII. * Adjournment

Handouts:

- 2019 Trustee List

* 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
January 23, 2019

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday, January 23, 2019 at IFLS Library System, 1538 Truax Blvd., Eau Claire, Wisconsin. Norman called the meeting to order at 12:35 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:

Judy Achterhof (St Croix County); **Anne Anderson** (Pepin County); **Mary Ellen Brue** (St. Croix County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Bun Hanson** (Barron County); **Dave Hardin** (St. Croix County); **Chuck Hull** (Chippewa County); **Lyle Lieffring** (Rusk County); **Susan Marshall** (Price County); **Robert Mercord** (Pierce County); **Mike Norman** (Pierce County); **Jackie Pavelski** (Eau Claire County); **Mike Prichard** (Polk County); **Linda Stelter** (Resource Library); **Linda Thompson** (Barron County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Jan Daus (Eau Claire County); **Marilyn Holte** (Chippewa County); **Mildred Larson** (Eau Claire County).

OTHERS PRESENT:

John Thompson (Director); **Juli Button** (Business Manager); **Joanne Gardner** (Administrative Associate/Recorder); **Rebecca Kilde** (PR and Communications Coordinator).

APPROVE AGENDA:

MOTION #01⁽¹⁹⁾: To approve the Agenda as presented. Mercord/Duerkop
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Linda Stelter was introduced as the newly-appointed trustee representing the Resource Library.

Norman thanked board members for the card as did Achterhof.

"Hellos" were passed along from former trustees Louie Okey (Barron County) and Tom Gunderson (Pierce County).

ELECTION OF 2019 OFFICERS:

The Nomination Committee provided a slate of candidates to serve on the Executive Committee in 2019. Thompson asked if there were any nominations from the floor. None were forthcoming.

Trustees were asked to select five trustees from the ballot (Doc. #001-19). The five gaining the most votes will be declared the Executive Committee. The following members were declared the Executive Committee: Sue Duerkop, Dave Hardin, Mike Norman, Jackie Pavelski, and Jim Tripp.

Election of Board President was done by separate ballot. Tripp was announced as Board President.

MINUTES:

MOTION #02⁽¹⁹⁾: To approve the Board of Trustees minutes dated November 28, 2018 (Doc. #053-18) as amended. L. Thompson/Lieffring
RESULT: Carried.

FINANCIALS:

MOTION #03⁽¹⁹⁾: To approve the Check Registers for November 2018 (Doc. #002-19) and December 2018 (Doc. #003-18). Hanson/Anderson
RESULT: Carried.

MOTION #04⁽¹⁹⁾: To approve the Financial Reports for November 2018 (Doc. #004-19). Anderson/Marshall
RESULT: Carried.

Button noted that the budget is on track. It is anticipated to come in quite a bit under budget. Factors that contributed to that include: salary and fringes, new person chose single versus a family health policy, and a lapse between staffing. IFLS also gained over \$30,000 in interest for the year. Uncommitted funds will be re-budgeted when the revised budget is addressed.

DIRECTOR'S REPORT:

Thompson has been assisting Chippewa and Polk County with their county library plans.

Current library director vacancies are in New Richmond and Osceola. The director at Elmwood has announced her intent to resign in early February to accept the director position at Glenwood City. Prichard inquired if anyone discusses compensation. Thompson responded that there is nothing a system board can do with local library operations and funding. At the end of 2017 and beginning of 2018 there was a system-wide survey on compensation. There is also information from annual reports on compensation. Additionally, the library division within the Department of Public Instruction is looking at why library directors leave. Thompson noted that when you look within the region, some libraries are paying really well and some really poorly. Thompson consults library boards and provides input on staffing levels and compensation when asked.

Thompson and Button are starting the annual report season. Button and Thompson will be providing annual report workshops to assist new directors as well as other assistance as needed. All library reports will need to be reviewed by the end of February before being submitted to the state.

The Public Library System Redesign (PLSR) Committee is working on writing the final report. The committee will meet tomorrow to discuss the report writing and hopefully be close to finishing it. There will be another meeting in February to hand off the report to the State Superintendent. Results of the recent survey regarding the draft recommendations showed strong support. Thompson provided tables based on the results of the survey.

TRUSTEE ORIENTATION/OVERVIEW:

Thompson reviewed the items in the Trustee Orientation/Overview packet with Board Members.

- Schedule of meeting dates and times for 2019
- IFLS Board Calendar
- Current roster of IFLS Trustees and their contact information. An updated list with officers will be provided at the March Board meeting.
- Screenshots of the IFLS Website and information that can be accessed.
- Map of the current Public Library Systems in Wisconsin. The updated map includes the new system name.
- Every January, Thompson provides an orientation with the system board to review the system board roles and responsibilities with the handout and PowerPoint presentation prepared by Thompson. The presentation included: Roles and Responsibilities of Library System Board, Roles of System Board and Director, Library Law, Chapter 43, Open Meeting Law, Public Records Law, and Resources (General, Open Meeting, Public Records, and Ethics).
- Guide for the Responsible IFLS Library System Trustee; including the general function, governance, tasks and responsibilities of Trustees.
- Trustee Essential 26: The Public Library System Board-the Broad Viewpoint. This essential includes the background on the creation of public library systems, system services and accountability, and the responsibilities of the library system board.
- Administrative Essential 17: Membership in the Library Systems covers the benefits of library system membership, history of library systems in Wisconsin, membership requirements for libraries and counties, required system services, and how to be a good system member.

- The By-laws of IFLS Library System. The By-laws were amended to include the name change. They are designed to serve as a tool to function as a Board.
- MORE Brochure
- Handout providing a breakdown of libraries within the system area. The range in population is from 214 to close to 68,000.

(Break from 2:07 pm until 2:17 pm)

COMMITTEE APPOINTMENTS:

Executive Committee officers appointed are: Tripp – President, Norman – Vice President, Pavelski – Treasurer, Duerkop – Secretary, Hardin – Member-at-Large.

Personnel Committee members for 2019 include: Achterhof, Duerkop, Hardin, Holte, Lieftring.

AMENDMENT OF MORE BYLAWS:

Recently, a situation arose with a vote at the MORE Directors Council. A majority of the weighted votes said yes, but it was not a majority of libraries that said yes. The bylaws were updated with language that added 50% of libraries along with the current 51% weighted votes are needed for general decisions. The MORE Budget and bylaws would require $\frac{3}{4}$ of libraries and $\frac{3}{4}$ of weighted votes. The library system name was also included in the MORE bylaws.

MOTION #05⁽¹⁹⁾: To approve the highlighted changes in the Bylaws of “My Online Resource” (MORE) as provided. (Doc. #006-19). Duerkop/Pavelski
RESULT: Carried.

REPORTS:

IFLS Staff Reports – Printed copies of staff reports was included in the meeting packet. Rebecca Kilde is here to provide an in-depth staff report.

Achterhof noted it would be helpful and appreciated if IFLS staff provide some feedback on conferences they attend. Thompson will ask staff to provide a snippet from conferences attended.

In-depth Staff Report – Rebecca Kilde, Public Relations and Communications Coordinator, from IFLS was present to provide a report to the Board,

An ongoing project has been implementing our name change. A new sign has been installed out front. The signage on the main glass door cannot be redone until spring. The Department of Public Instruction (DPI) has already included the name change in the state map of library systems.

Kilde continues to respond to requests from libraries for communications and designs. One example was updating Ogema’s website. It was out of date and there was not staff time or

expertise to fix. Kilde took over updating the meat of the website. Kilde also can suggest moving to a new website platform which makes updating easier.

Kilde uses social media to promote IFLS and general library issues outside our direct service area. The IFLS page is up to 433 page likes from 317 when she started at IFLS. Kilde provided post statistics from January.

Lynda and Transparent Languages are two new services IFLS is offering in 2019. Kilde shared Lynda video, digital and print materials. Work is being done to add buttons to libraries websites for Lynda and Transparent Languages.

NewsFlashes has taken on a more streamlined and easier-to-read format. We would appreciate feedback and a shout-out for any ideas to feature.

Kilde attended the MORE Directors Council meeting this month and proposed using Google Ad Grants to get the word out about MORE offerings (like Lynda). Google Ads could also be using for any system-wide promotions.

Kilde is working on a series of MORE catalog tutorial videos including logging in, using your account page, and search functions.

Kilde recently identified a new library card vendor that provides excellent quality but about 8 cents cheaper per card.

Another project Kilde is working on is developing a new website for IFLS. Kilde is working on the structure and making it more user-friendly. The goal is to make clear which parts are geared towards libraries and which would be for the general public.

Kilde is planning to take a team of librarians, Friends Group members, trustees, or library users to Library Legislative Day on February 12th. There are currently four spaces available. This is a great opportunity to let legislators know what libraries do for their communities. Voices from volunteers and avid library users carry more weight in being sure our voices are heard. L. Thompson and Tripp agreed about the value of attending Library Legislative Day. The event is well-organized and planned. IFLS staff provide talking points.

Board Member Reports

L. Thompson expressed excitement about the addition to the library building.

(Hanson left at 2:47 pm.)

L. Thompson noted the decision to relocate the library while the renovation is occurring is to eliminate a longer renovation process if the library would remain in the building.

Tripp stated that the Dunn County Library Planning Committee will be meeting February 19th and review and update the library plan of services. Prichard noted that Polk County is currently reviewing their library plan of services.

Sunshine Fund Report for 2018 - A balance sheet with the funds from the Sunshine Fund for 2018 was provided.

Wisconsin Library Association Membership - IFLS can pay for two interested Board members fees for a WLA Membership. Notify Gardner if you would like an annual membership.

BOARD MEETING DATES AND TIMES:

A schedule of the Board meeting dates/times was included in the trustee orientation packet. Typically, the July meeting is on the road at one of the member libraries that has a large enough meeting space for the Board.

ADJOURNMENT:

Motion to adjourn at 2:55 pm. Lieffring/Mercord

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

#009(19)

January 2019

Date	Num	Name	Memo	Amount
Jan 19				
01/01/2019	Auto Pay	Delta Dental	Jan '19 Dental	-883.37
01/02/2019	Auto Pay	Eau Claire, City of	4th Qtr '18 Water & Sewer	-398.13
01/10/2019	Auto Pay	Kwik Trip, Inc.	Dec Gas	-10.56
01/12/2019	Auto Pay	CenturyLink	IFLS/MORE Dec Long Dist	-221.45
01/15/2019	Auto Pay	Xcel Energy	11/21-12/22 Gas/Electric Svc	-525.59
01/24/2019	Auto Pay	Employee Trust Funds, Dept of	Feb Health Ins/less adj GF	-16,155.04
01/25/2019	Auto Pay	Chase Card Services (Credit Card)	Dec Credit Card *see attached	-20,092.28
01/02/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #1	-1,150.00
01/09/2019	WIRE	Internal Revenue Service	P/R #1	-6,397.74
01/15/2019	WIRE	Wisconsin Department of Revenue	P/R #26	-1,275.00
01/15/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #2	-1,150.00
01/18/2019	WIRE	Internal Revenue Service	P/R #2	-6,102.64
01/29/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #3	-1,150.00
01/31/2019	WIRE	Wisconsin Retirement System	Dec WRF	-8,614.21
01/31/2019	WIRE	Wisconsin Department of Revenue	P/R #2	-2,595.00
01/02/2019	40862-40876	IFLS Staff	P/R #1 Net	-19,815.75
01/02/2019	40877	AT&T	IFLS/MORE Dec Local Phone	-118.28
01/02/2019	40878	EBSCO Publishing	IFLS Novelist+ and MORE Select	-11,221.00
01/02/2019	40879	Holiday Credit Office	Nov/Dec Gas	-47.99
01/02/2019	40880	LinkedIn Corporation	Lynda Library Subscription '19	-20,000.00
01/02/2019	40881	Maug Cleaning Solutions, Inc.	11/26-12/23 Cleaning Svc	-406.00
01/02/2019	40882	Menomonie Public Library	Delivery Damage/3 items	-70.85
01/02/2019	40883	OCLC, Inc	IFLS/MORE On Account	-26,210.00
01/02/2019	40884	Osceola Public Lib	VOID: Delivery Damage/1 item	0.00
01/02/2019	40885	Summit Companies	Annual Fire Extinguishers Insp	-33.50
01/02/2019	40886	OverDrive, Inc.	MORE/OverDrive Titles	-4,944.14
01/15/2019	40887	Frederic Public Lib	Delivery Damage/1 item	-18.00
01/15/2019	40888	Langby, Leah	Amery Inservice	-90.64
01/15/2019	40889	Securian Financial Group, Inc.	Feb Life Ins.	-334.57
01/15/2019	40890	Somerset Public Lib	Delivery Damage/1 item	-8.00
01/15/2019	40891	Bayscan Technologies	Billable/Printers & Scanners	-610.00
01/15/2019	40892	Library Ideas	MORE/Dec Freading Usage	-615.50
01/15/2019	40893	Marcive, Inc.	MORE/Dec Database Maint.	-191.30
01/15/2019	40894	OverDrive, Inc.	MORE/OverDrive Titles	-4,000.51
01/15/2019	40895-40909	IFLS Staff	P/R #2 Net	-19,130.54
01/29/2019	40910-40924	IFLS Staff	P/R #3 Net	-19,908.68
01/30/2019	40925	Achterhof, Judy	Board Mileage	-41.31
01/30/2019	40926	Anderson, Anne	Board Mileage	-56.10
01/30/2019	40927	Brue, Mary Ellen	Board Mileage	-46.92
01/30/2019	40928	Duerkop, Sue	Board Mileage	-93.84
01/30/2019	40929	Eggert, Pat	Board Mileage	-22.44
01/30/2019	40930	Hull, Chuck	Board Mileage	-13.26
01/30/2019	40931	Lieffring, Lyle	Board Mileage	-57.12
01/30/2019	40932	Mecord, Robert	Board Mileage	-73.44

IFLS Library System
Check Register
 January 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/30/2019	40933	Norman, Michael	Board Mileage	-63.24
01/30/2019	40934	AT&T	IFLS/MORE Jan Local Phone	-118.23
01/30/2019	40935	Holiday Credit Office	Jan Gas	-88.84
01/30/2019	40936	Krejci, Bridget	Training/Cataloging Cert	-58.65
01/30/2019	40937	L.E. Phillips Memorial Public Library	4th Qtr Contracts	-5,750.00
01/30/2019	40938	Maug Cleaning Solutions, Inc.	Cleaning Svc 12/24-1/20	-350.00
01/30/2019	40939	Ogema Public Lib	Delivery Damage/1 item	-18.00
01/30/2019	40940	Season 2 Season	Dec Snow Removal	-210.00
01/30/2019	40941	L.E. Phillips Memorial Public Library	MORE High Demand/4th Qtr	-6,352.94
01/30/2019	40942	Hardin, David	Board Mlg less Lib Leg Day Reg	-16.30
01/30/2019	40943	Thompson, Linda	Brd Mileage less Lib Leg Day Reg	-36.20
01/30/2019	40944	Waltco Inc.	Jan Delivery Svc	-22,855.14
Jan 19 TOTAL				-230,818.23

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02/21/19

Accrual Basis

IFLS Library System

Credit Card Transaction Detail Report

Electronic Auto Pay (01/25/2019)

Date	Name	Memo	Num	Amount
Dec 18				
12/04/2018	USPS	Stamped Envelopes/1 Reg & 1 Window	PreStamped	611.40
12/04/2018	Restaurants	Lib Visit/JT Meal	Balsam Lk	8.31
12/05/2018	Coffee Grounds	Wkshp Presenter gift	Workshops	8.42
12/06/2018	CDW-G	Billable/Hudson 2 Comps	Comp Equip	3,148.95
12/06/2018	Rev.com	Captioning for Webinars	Workshops	43.00
12/06/2018	Constant Contact.Com	MORE/Dec Email Svc	Dec Fee	20.00
12/07/2018	Amazon.com Credit	Kit Replacement Parts/Cubelets	Kits	148.91
12/07/2018	CDW-G	Billable/Amery 5 Comps	Comp Equip	4,730.96
12/11/2018	CDW-G	Comp Hardware/1 Comp	IFLS Comp	1,125.00
12/11/2018	CDW-G	Billable/Baldwin Printer	Comp Equip	217.45
12/11/2018	GoDaddy.com	60 Lib Domain Name Renewals	Renewals	910.20
12/13/2018	American Library Association	2019 ALA Membership/M Welch	Membership	212.00
12/13/2018	CDW-G	Billable/Rice Lake 3 Printers	Comp Equip	652.35
12/13/2018	CDW-G	Billable/New Richmond 5 Comps	Comp Equip	4,021.80
12/13/2018	CDW-G	Billable/New Rich Adapter	Comp Equip	21.88
12/14/2018	FlowRoute.com	IFLS/MORE Dec Phone Auto Fill	Auto Fill	30.00
12/14/2018	CDW-G	Billable/Roberts 3 Comps	Comp Equip	2,871.96
12/15/2018	Boxx Sanitation	Jan '19 Garbage Svc	166013	29.00
12/19/2018	Chase Card Services (Cred...	Misc Credit/Confirmed w/Chase	Misc Credit	-56.12
12/20/2018	CDW-G	Billable/Cadott Comp	Comp Equip	787.54
12/31/2018	USPS	Dec Postage	Dec	29.27
12/31/2018	Survey Monkey.com	2019 Survey Monkey Renewal	Prepaid	300.00
12/31/2018	American Library Association	ALA Membership '19/J Thompson	Membership	220.00
Dec 18				<u>20,092.28</u>

IFLS Library System
Check Register
February 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Feb 19				
02/01/2019	Auto Pay	Delta Dental	Feb Dental	-883.37
02/11/2019	Auto Pay	CenturyLink	IFLS/MORE Jan Long Dist	-253.54
02/11/2019	Auto Pay	Kwik Trip, Inc.	Jan Gas	-40.46
02/15/2019	Auto Pay	Xcel Energy	12/23-1/26 Gas & Electric Svc	-573.07
02/25/2019	Auto Pay	Chase Card Services (Credit Card)	Jan Credit Card * see attached	-15,491.96
02/25/2019	Auto Pay	Employee Trust Funds, Dept of	Mar Health Ins.	-18,053.04
02/01/2019	WIRE	Internal Revenue Service	P/R #3	-6,372.94
02/13/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #4	-1,150.00
02/15/2019	WIRE	Wisconsin Department of Revenue	P/R #3	-1,327.00
02/20/2019	WIRE	Internal Revenue Service	P/R #4	-6,103.60
02/25/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #5	-1,150.00
02/28/2019	WIRE	Wisconsin Department of Revenue	P/R #4	-1,264.00
02/28/2019	WIRE	Wisconsin Retirement System	Jan WRF	-10,676.19
02/11/2019	40945	Innovative Interfaces	MORE/Annual Renewals	-202,252.41
02/12/2019	40946	Action Mechanical LLC	Conf Room Furnace Repair	-615.00
02/12/2019	40947	EO Johnson Co.	Qtrly Copier Contract	-389.00
02/12/2019	40948	Securian Financial Group, Inc.	Mar Life Ins.	-334.57
02/12/2019	40949	Thompson, John	Lib Visits	-330.48
02/12/2019	40950	Van Iwaarden Associates	Audit/OPEB Liability Estimate	-300.00
02/12/2019	40951	Wisconsin Library Association	2019 Outreach Membership	-1,126.00
02/12/2019	40952	Library Ideas	MORE/Jan Freading Usage	-810.00
02/12/2019	40953	Marcive, Inc.	MORE/Jan Database Maint.	-2,334.05
02/12/2019	40954	OverDrive, Inc.	MORE/OverDrive Titles	-223.72
02/13/2019	40955-40969	IFLS Staff	P/R #4 Net	-19,133.87
02/25/2019	40970-40984	IFLS Staff	P/R #5 Net	-19,141.89
02/21/2019	40985	River Falls Public Library	Duplicate Payment/Refund	-2,050.00
02/26/2019	40986	Bayscan Technologies	Billable/Pepin Scanner	-190.00
02/26/2019	40987	EO Johnson Co.	Color Copies	-82.43
02/26/2019	40988	ProValley Auto Glass	Sys Vehicle/Windshield repair	-49.95
02/26/2019	40989	Season 2 Season	Jan Snow Removal	-280.00
02/26/2019	40990	Tru-Lock	Replace Staff Door Lockset	-347.95
02/26/2019	40991	Waltco Inc.	Feb Delivery Svc	-22,721.33
02/26/2019	40992	WILS	LSTA/PLSR Travel & Mtgs	-4,562.81
02/26/2019	40993	Wisconsin Valley Library Service	Wild Wis Winter Web Conf/Shared	-268.00
02/26/2019	40994	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Jan	-1,326.13
02/26/2019	40995	River Falls Public Lib	MORE Ecomm/thru Jan	-1,621.02
Feb 19 TOTAL				<u>-343,829.78</u>

2:02 PM

03/15/19

Accrual Basis

IFLS Library System

Credit Card Transaction Detail Report

Electronic Auto Pay (02/25/2019)

Date	Name	Memo	Num	Amount
Jan 19				
01/01/2019	WLA	WLA Membership/J Thompson	Membership	240.00
01/02/2019	Quill Corporation	Office and Janitorial Supplies	3844864	75.06
01/03/2019	Rivistas Subscription Svc	2019 Periodical Subscriptions	Renewals	966.42
01/03/2019	Quill Corporation	Office and Mtg Supplies	3886737	47.56
01/03/2019	CDW-G	IFLS Tech Spls/Thumb Drive	Tech Spls	54.80
01/03/2019	Innovative Users Group	MORE/IUG Conf Reg/K Setter	Conf Reg	115.00
01/03/2019	American Button	Kits/Button Maker Supplies	Supplies	75.90
01/03/2019	Innovative Users Group	MORE/IUG Conf Reg/B Krejci	Conf Reg	325.00
01/04/2019	Southwest Air	MORE IUG Flight/B Krejci	IUG Flight	257.96
01/06/2019	Constant Contact.Com	MORE/Jan Email List	Jan	20.00
01/07/2019	Parking	C.A.L.L Conf Parking/Leah	CALL Conf	6.00
01/10/2019	Restaurants	Library Visits/JT	Lib Visits	7.68
01/14/2019	Festival Foods	Mtg Treats & Billable Pop	Supplies	44.72
01/14/2019	Jay's Sign Service	New IFLS Sign and Install	2869	759.00
01/14/2019	Airport Passenger Svc	MORE IUG Shuttle Svc/B Krejci	IUG Conf	86.00
01/16/2019	WLA	Library Legislative Day/RK Reg	Lib Leg Day	25.00
01/18/2019	Southwest Air	MORE/IUG Conf Flight KS & LR	IUG Flight	507.92
01/18/2019	Movie Licensing USA	Billable/Movie Licenses for Libs	Pass-thru	9,283.00
01/18/2019	Lakeshore Learning Materials	Kits/Sensory Replacements	Kits	74.73
01/18/2019	CDW-G	Billable/Deer Park Comp	Comp Equip	825.60
01/18/2019	FlowRoute.com	Phone Service/Acct Autofill	Auto Fill	30.00
01/19/2019	WLA	Library Legislative Day/JT Reg	Lib Leg Day	25.00
01/22/2019	Office Depot	Toner, Del Pockets, & Copy Paper	Spls/Paper	216.05
01/22/2019	Festival Foods	Mtg Treats & Supplies	Supplies	9.86
01/24/2019	Festival Foods	Mtg Treats & Billable Pop	Misc	18.96
01/25/2019	Rooney Printing Co.	New IFLS Posters/80	77017	407.00
01/25/2019	WLA	WLA Member & Lib Leg Day/L Thompson	Memb/LLD	75.00
01/26/2019	Quill Corporation	Mtg & Janitorial Supplies	Supplies	55.27
01/29/2019	WLA	Library Leg Day/Billable Hardin's	Lib Leg Day	50.00
01/31/2019	Boxx Sanitation	Feb Garbage Svc	167830	29.00
01/31/2019	USPS	Jan Postage	Postage	13.86
01/31/2019	Innovative Users Group	MORE/IUG Conf Reg/L Roholt	Conf Reg	455.00
01/31/2019	CDW-G	Billable/Ladysmith Printer	Comp Equip	309.61
Jan 19				15,491.96

3/15/2019
5:41 PM

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

	IFLS	MORE	2018 TOTAL	2017 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	14,586.97		14,586.97	14,610.73
1040 · Bank Mutual - Checking	23,804.08		23,804.08	37,043.68
1050/1106 · Investments/Bank Mutual & States PIF	1,416,823.58	415,153.62	1,831,977.20	1,602,431.80
Total Checking/Savings & Investments	<u>1,455,214.63</u>	<u>415,153.62</u>	<u>1,870,368.25</u>	<u>1,654,086.21</u>
Accounts Receivable				
1200 · Accounts Receivable	12,946.36	0.00	12,946.36	98,134.50
Total Accounts Receivable	<u>12,946.36</u>	<u>0.00</u>	<u>12,946.36</u>	<u>98,134.50</u>
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,765.38		1,765.38	885.14
1499 · Undeposited Funds	0.00		0.00	0.00
1367/1504 · 2018-2019 Prepaid Expenses	27,360.82	0.00	27,360.82	61,798.69
Total Other Current Assets	<u>29,201.20</u>	<u>0.00</u>	<u>29,201.20</u>	<u>62,758.83</u>
TOTAL ASSETS	<u><u>1,497,362.19</u></u>	<u><u>415,153.62</u></u>	<u><u>1,912,515.81</u></u>	<u><u>1,814,979.54</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	36,516.84	37,394.55	73,911.39	40,916.54
2010 · Credit Card - Visa	0.00	0.00	0.00	0.00
Total Accounts Payable	<u>36,516.84</u>	<u>37,394.55</u>	<u>73,911.39</u>	<u>40,916.54</u>
Other Current Liabilities				
2100 · Payroll Liabilities	1,275.00		1,275.00	1,172.00
2201 · Accrued Payroll	36,869.17		36,869.17	32,761.58
2800 · Deferred Revenue	900,042.00		900,042.00	871,939.00
Total Other Current Liabilities	<u>938,186.17</u>	<u>0.00</u>	<u>938,186.17</u>	<u>905,872.58</u>
Total Current Liabilities	<u>974,703.01</u>	<u>37,394.55</u>	<u>1,012,097.56</u>	<u>946,789.12</u>
Total Liabilities	<u>974,703.01</u>	<u>37,394.55</u>	<u>1,012,097.56</u>	<u>946,789.12</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	3,314.01	28,913.82	32,227.83	76,150.33
Total Equity (End of Year)	<u>522,659.18 *</u>	<u>377,759.07 **</u>	<u>900,418.25</u>	<u>868,190.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,497,362.19</u></u>	<u><u>415,153.62</u></u>	<u><u>1,912,515.81</u></u>	<u><u>1,814,979.54</u></u>

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

NOTES:

* Total Equity (End of Year) IFLS Funds 522,659.18

IFLS Funds in Reserve:

Building/Land Reserves	65,000.00
MORE Startup Assistance/Subsidy	10,000.00
Shared Svcs Prog/Building Expansion	50,000.00
Vehicle Replacement	25,000.00
Personnel	40,000.00
WAN/Web Equipment Replacement	20,000.00
System Equipment/Furnishings	20,000.00
Computer Lab Replacement	10,000.00
Tech Projects/Billable Reserves	30,000.00
Committed to 2019 Operating/Capital Budget	162,645.00

Total IFLS Funds in Reserve/Committed 432,645.00

Additional IFLS Carryover Funds @ 12/31/18 90,014.18

Balance of IFLS Building Loan @ 12/31/18 0.00

** Total Equity (End of Year) MORE Funds 377,759.07

MORE Funds in Reserve:

Software Replacement/Upgrades	175,000.00
Hardware Replacement/Upgrades	24,000.00
System Contingency	25,000.00
Committed to the 2019 MORE Budget	20,500.00

Total MORE Funds in Reserve 244,500.00

Additional MORE Carryover Funds @ 12/31/18 133,259.07

IFLS Library System
Revenue and Expense Statement
 January through December 2018

	Jan - Dec 18	Jan - Dec 17
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,162,585.00	1,125,114.00
5200 · Interest Income/General Funds	30,857.40	13,798.58
5263 · MORE Management Income	10,000.00	10,000.00
5280 · Technology Income	10,340.15	4,781.41
5300 · Miscellaneous Income	5,118.92	5,185.43
Total Income	1,218,901.47	1,158,879.42
Expense		
6500 · Salaries/Wages	515,532.34	503,852.96
6560 · Payroll Expenses	137,181.01	126,720.47
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	6,202.87	5,801.72
8700 · CE/Collaboration Projects	100.00	100.00
8701 · Library Aspen Projects	0.00	4,285.71
8702 · Crisis Prevention Training	0.00	13,299.89
8710 · CE Grants - General	1,930.47	0.00
8720 · IFLS Staff Dvlpmt & Prof Mtgs	10,501.04	9,842.62
8735 · Library Consulting Expenses	252.00	281.38
8740 · Field Visits	5,208.15	4,183.98
8741 · Field Visits - Tech Support	0.00	574.91
8755 · Programming Kits	1,440.28	1,150.94
8812 · ILL Fees & Verification Sources	8,475.10	7,525.67
8850 · Delivery Service	255,839.56	243,447.08
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00
8864 · Wide-Area Network (WAN)	6,685.00	19,810.00
8890 · IFLS Contrib - MORE Operating	82,696.00	44,448.00
8896 · Library Technology Projects	0.00	27,450.14
8897 · CINC Data Center	0.00	7,000.00
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	4,556.38
9020 · Professional Materials	1,263.29	1,021.72
9030 · Postage	150.19	411.11
9050 · Telephone	6,946.17	5,594.89
9060 · Supplies	956.34	498.77
9080 · Printing	372.50	380.39
9123 · Building Overhead Expenses	18,195.67	16,883.12

IFLS Library System
Revenue and Expense Statement
 January through December 2018

	Jan - Dec 18	Jan - Dec 17
9140 · Photocopier Costs	2,172.58	2,023.29
9160 · Computers	4,864.60	8,830.97
9190 · System Vehicle Expenses	3,858.56	4,357.03
9220 · Insurance	4,766.89	4,614.01
9240 · Contingency	628.05	1,110.06
9241 · Credit Card Reward Program	1,355.00	2,151.41
9245 · Capital Expenditures	3,129.00	4,651.24
Total Expense	1,208,213.41	1,134,534.50
Net Ordinary Income	10,688.06	24,344.92
Pass-thru Income/Expense		
Pass-thru 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	67,392.80
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	128,905.16	129,448.74
5702 · Billable Project Income	209,010.57	160,362.21
Total Pass-thru Income	536,757.98	456,334.78
Pass-thru Expense		
8830 · Shared Cataloging Service	129,067.39	122,324.50
8940 · Projects Billable to Libraries	216,227.39	148,100.28
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	67,392.80
9977 · LSTA #17 - WPLC Biblioboard	24,000.00	0.00
Total Pass-thru Expense	544,132.03	436,948.61
Net Pass-thru Income	-7,374.05	19,386.17
Year-to-date Income less Expense (IFLS Funds)	3,314.01	43,731.09
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	716,469.00	697,090.00
9500 · MORE Shared Automation Expenses	687,555.18	664,670.76
Year-to-date Income less Expense (MORE Funds)	28,913.82	32,419.24
Year-to-date Income less Expense (ALL Funds)	32,227.83	76,150.33

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

	TOTAL			
	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,162,585.00	1,162,585.00	0.00	100.0%
5200 · Interest Income/General Funds	30,857.40	25,000.00	5,857.40	123.43%
5263 · MORE Management Income	10,000.00	10,000.00	0.00	100.0%
5280 · Technology Income	10,340.15	4,000.00	6,340.15	258.5%
5300 · Miscellaneous Income	5,118.92	3,000.00	2,118.92	170.63%
Total Income	1,218,901.47	1,204,585.00	14,316.47	101.19%
Expense				
6500 · Salaries/Wages	515,532.34	530,450.00	-14,917.66	97.19%
6560 · Payroll Expenses	137,181.01	169,550.00	-32,368.99	80.91%
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	6,202.87	6,500.00	-297.13	95.43%
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	10,501.04	12,000.00	-1,498.96	87.51%
8735 · Library Consulting Expenses	252.00	600.00	-348.00	42.0%
8740 · Field Visits	5,208.15	8,000.00	-2,791.85	65.1%
8741 · Field Visits - Tech Support	0.00	0.00	0.00	0.0%
8755 · Programming Kits	1,440.28	1,500.00	-59.72	96.02%
8812 · ILL Fees & Verification Sources	8,475.10	8,500.00	-24.90	99.71%
8850 · Delivery Service	255,839.56	261,247.00	-5,407.44	97.93%
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	0.00	100.0%
8864 · Wide-Area Network (WAN)	6,685.00	10,000.00	-3,315.00	66.85%
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	150.19	400.00	-249.81	37.55%
9050 · Telephone	6,946.17	9,960.00	-3,013.83	69.74%
9060 · Supplies	956.34	1,000.00	-43.66	95.63%

IFLS Library System

Profit & Loss Budget vs. Actual

January through December 2018

	TOTAL			
	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
9080 · Printing	372.50	900.00	-527.50	41.39%
9123 · Building Overhead Expenses	18,195.67	25,425.00	-7,229.33	71.57%
9140 · Photocopier Costs	2,172.58	2,360.00	-187.42	92.06%
9160 · Computers	4,864.60	5,000.00	-135.40	97.29%
9190 · System Vehicle Expenses	3,858.56	4,400.00	-541.44	87.7%
9220 · Insurance	4,766.89	4,781.00	-14.11	99.71%
9240 · Contingency	628.05	1,000.00	-371.95	62.81%
9241 · Credit Card Reward Program	1,355.00	1,355.00	0.00	100.0%
9245 · Capital Expenditures	3,129.00	3,145.00	-16.00	99.49%
Total Expense	1,208,213.41	1,289,964.00	-81,750.59	93.66%
Net Ordinary Income	10,688.06	-85,379.00	96,067.06	
Pass-thru Income/Expense				
Pass-thru 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	128,905.16	125,000.00	3,905.16	103.12%
5702 · Billable Project Income	209,010.57	175,000.00	34,010.57	119.44%
Total Pass-thru Income	536,757.98	499,000.00	37,757.98	107.57%
Pass-thru Expense				
8830 · Shared Cataloging Service	129,067.39	125,000.00	4,067.39	103.25%
8940 · Projects Billable to Libraries	216,227.39	175,000.00	41,227.39	123.56%
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 Pass-thru Expense	544,132.03	499,000.00	45,132.03	109.04%
Net Pass-thru Income	-7,374.05	0.00	-7,374.05	
Year-to-date Income less Expense (IFLS Funds)	3,314.01	-85,379.00	88,693.01	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	716,469.00	716,468.00	1.00	100.0%
9500 · MORE Shared Automation Expenses	687,555.18	716,468.00	-28,912.82	95.97%
Year-to-date Income less Expense (MORE Funds)	28,913.82	0.00	28,913.82	
Year-to-date Income less Expense (ALL Funds)	32,227.83	-85,379.00	117,606.83	

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

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 415,153.62
1200-1 · Accts Receivable-MORE	-
1503-1 · 2018 Prepaid Expense-MORE	-
	<u> </u>
TOTAL ASSETS	<u><u>\$ 415,153.62</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	37,394.55
	<u> </u>
Total Liabilities	37,394.55
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	28,913.82
Total Equity/MORE Fund Balance	<u>377,759.07</u> *
TOTAL LIABILITIES & EQUITY	<u><u>\$ 415,153.62</u></u>

NOTES:

* Total Equity MORE Funds 377,759.07

Funds in Reserve/Committed:	
Reserve/Software Replacement/Upgrades	175,000.00
Reserve/Hardware Replacement/Upgrades	24,000.00
Reserve/System Contingency	25,000.00
Committed to the 2019 Budget	20,500.00
Total Funds in MORE Reserve/Committed	<u>244,500.00</u>
	<u> </u>
Total Uncommitted MORE Carryover	<u><u>\$ 133,259.07</u></u>

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

	<u>Jan -Dec '18</u>	<u>Jan - Dec '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	280,000.00	270,000.00
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	1,978.43	3,495.72
9500-22 · MORE/High-demand Hold Project	9,404.75	11,927.29
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	3,352.12
9500-31 · MORE/New Products/	0.00	0.00
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	35,781.92	34,914.18
9500-40 · MORE/Overdrive Content	20,001.53	19,999.81
9500-45 · MORE/Freading eBook Svc	7,377.00	8,274.00
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	4,339.74	4,503.94
9500-8 · MORE/Host Site Costs	3,500.00	2,500.00
9500-41 · MORE/E-Content	99,792.00	98,373.00
Total 9500 · MORE Shared Automation Expenses	<u>687,555.18</u>	<u>664,670.76</u>
Total MORE Expense	<u>687,555.18</u>	<u>664,670.76</u>
Year-to-date MORE Income less Expense	<u><u>28,913.82</u></u>	<u><u>32,419.24</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>377,759.07</u></u>	

Indianhead Federated Library System
Balance Sheet
As of February 28, 2019

#011(19)

	IFLS	MORE	2019 TOTAL	2018 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	20,881.90		20,881.90	20,652.12
1040 · Bank Mutual - Checking	14,729.41		14,729.41	19,498.37
1050/1106 · Investments/Bank Mutual & States PIF	1,280,433.02	751,615.64	2,032,048.66	1,871,582.83
Total Checking/Savings & Investments	1,316,044.33	751,615.64	2,067,659.97	1,911,733.32
Accounts Receivable				
1200 · Accounts Receivable	18,296.29	0.00	18,296.29	86,140.99
Total Accounts Receivable	18,296.29	0.00	18,296.29	86,140.99
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,851.86		2,851.86	3,782.14
1499 · Undeposited Funds	0.00		0.00	0.00
1367/1504 · 2018-2019 Prepaid Expenses	0.00	0.00	0.00	0.00
Total Other Current Assets	2,926.86	0.00	2,926.86	3,857.14
TOTAL ASSETS	1,337,267.48	751,615.64	2,088,883.12	2,001,731.45
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	27,895.90	25,655.44	53,551.34	165,909.53
2010 · Credit Card - Visa	0.00	0.00	0.00	0.00
Total Accounts Payable	27,895.90	25,655.44	53,551.34	165,909.53
Other Current Liabilities				
2100 · Payroll Liabilities	7,369.04		7,369.04	7,274.38
2201 · Accrued Payroll	0.00		0.00	0.00
2800 · Deferred Revenue	0.00		0.00	0.00
Total Other Current Liabilities	7,369.04	0.00	7,369.04	7,274.38
Total Current Liabilities	35,264.94	25,655.44	60,920.38	173,183.91
Total Liabilities	35,264.94	25,655.44	60,920.38	173,183.91
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	432,645.00	244,500.00	677,145.00	707,433.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	90,014.18	133,259.07	223,273.25	160,757.42
Current Year Income Less Expense	779,343.36	348,201.13	1,127,544.49	960,357.12
Total Equity (End of Year)	1,302,002.54	725,960.20	2,027,962.74	1,828,547.54
TOTAL LIABILITIES & EQUITY	1,337,267.48	751,615.64	2,088,883.12	2,001,731.45

IFLS Library System
Revenue and Expense Statement
January through February 2019

	Jan - Feb 19	Jan - Feb 18
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	900,042.00	871,939.00
5200 · Interest Income/General Funds	8,071.46	4,151.03
Total Income	908,113.46	876,090.03
Expense		
6500 · Salaries/Wages	81,249.57	85,237.41
6560 · Payroll Expenses	51,826.50	42,194.81
8540 · Annual Audit	1,085.00	560.00
8620 · Collection/Electronic Resources	27,500.00	4,423.00
8630 · Wis Pub Lib Consortium Membshp	0.00	6,370.00
8670 · Professional Memberships	807.33	1,068.00
8690 · Librarian Workshops - General	660.08	1,245.55
8720 · IFLS Staff Dvlpmt & Prof Mtgs	610.95	1,125.33
8735 · Library Consulting Expenses	300.00	252.00
8740 · Field Visits	494.61	931.32
8741 · Field Visits - Tech Support	0.00	287.64
8755 · Programming Kits	150.63	361.27
8812 · ILL Fees & Verification Sources	7,498.78	7,577.20
8850 · Delivery Service	17,508.05	9,372.78
8864 · Wide-Area Network (WAN)	3,685.00	5,970.00
8950 · Campaign for Wisconsin Libs	1,126.00	0.00
8971 · Web Development	910.20	863.83
9010 · IFLS Committee Meetings	685.55	1,182.31
9020 · Professional Materials	966.42	1,115.19
9030 · Postage	538.82	36.50
9050 · Telephone	768.66	846.41
9060 · Supplies	278.43	430.55
9080 · Printing	1,166.00	0.00
9123 · Building Overhead Expenses	4,797.49	3,268.85
9140 · Photocopier Costs	914.91	964.67
9160 · Computers	54.80	539.00
9190 · System Vehicle Expenses	200.10	1,603.62
9220 · Insurance	917.52	0.00
9240 · Contingency	0.00	25.00
9241 · Credit Card Reward Program	0.00	1,345.47
Total Expense	206,701.40	179,197.71
Net Ordinary Income	701,412.06	696,892.32

IFLS Library System
Revenue and Expense Statement
January through February 2019

	<u>Jan - Feb 19</u>	<u>Jan - Feb 18</u>
Pass-thru Income/Expense		
Pass-thru Income		
5620 · Shared Cataloging Svc Income	71,651.00	66,356.50
5702 · Billable Project Income	<u>11,653.25</u>	<u>31,198.57</u>
Total Pass-thru Income	83,304.25	97,555.07
Pass-thru Expense		
8830 · Shared Cataloging Service	0.00	1,168.12
8940 · Projects Billable to Libraries	810.14	48,702.46
9976 · LSTA #17 - PLSR Syst Redesign 3	<u>4,562.81</u>	<u>31,418.73</u>
Total Pass-thru Expense	<u>5,372.95</u>	<u>81,289.31</u>
Net Pass-thru Income	<u>77,931.30</u>	<u>16,265.76</u>
Year-to-date Income less Expense (IFLS Funds)	<u><u>779,343.36</u></u>	<u><u>713,158.08</u></u>
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	641,904.00	663,268.00
9500 · MORE Shared Automation Expenses	<u>293,702.87</u>	<u>416,068.96</u>
Year-to-date Income less Expense (MORE Funds)	<u><u>348,201.13</u></u>	<u><u>247,199.04</u></u>
Year-to-date Income less Expense (ALL Funds)	<u><u>1,127,544.49</u></u>	<u><u>960,357.12</u></u>

IFLS Library System

Profit & Loss Budget vs. Actual

January through February 2019

	TOTAL			
	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	900,042.00	1,200,056.00	-300,014.00	75.0%
5200 · Interest Income/General Funds	8,071.46	12,500.00	-4,428.54	64.57%
5263 · MORE Management Income	0.00	10,000.00	-10,000.00	0.0%
5280 · Technology Income	0.00	4,000.00	-4,000.00	0.0%
5300 · Miscellaneous Income	0.00	500.00	-500.00	0.0%
Total Income	908,113.46	1,227,056.00	-318,942.54	74.01%
Expense				
6500 · Salaries/Wages	81,249.57	550,000.00	-468,750.43	14.77%
6560 · Payroll Expenses	51,826.50	195,000.00	-143,173.50	26.58%
8070 · New Furnishings/Equipment <\$500	0.00	500.00	-500.00	0.0%
8530 · Bank Service Charges	0.00	500.00	-500.00	0.0%
8540 · Annual Audit	1,085.00	6,500.00	-5,415.00	16.69%
8620 · Collection/Electronic Resources	27,500.00	44,320.00	-16,820.00	62.05%
8630 · Wis Pub Lib Consortium Membshp	0.00	5,605.00	-5,605.00	0.0%
8670 · Professional Memberships	807.33	3,000.00	-2,192.67	26.91%
8690 · Librarian Workshops - General	660.08	6,500.00	-5,839.92	10.16%
8700 · CE/Collaboration Projects	0.00	500.00	-500.00	0.0%
8702 · Crisis Prevention Training	0.00	650.00	-650.00	0.0%
8710 · CE Grants - General	0.00	2,400.00	-2,400.00	0.0%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	610.95	12,000.00	-11,389.05	5.09%
8735 · Library Consulting Expenses	300.00	600.00	-300.00	50.0%
8740 · Field Visits	494.61	8,000.00	-7,505.39	6.18%
8755 · Programming Kits	150.63	1,000.00	-849.37	15.06%
8812 · ILL Fees & Verification Sources	7,498.78	8,600.00	-1,101.22	87.2%
8850 · Delivery Service	17,508.05	280,000.00	-262,491.95	6.25%
8855 · Collection Dev Grant-LEPhillips	0.00	23,000.00	-23,000.00	0.0%
8864 · Wide-Area Network (WAN)	3,685.00	10,370.00	-6,685.00	35.54%
8890 · IFLS Contrib - MORE Operating	0.00	85,177.00	-85,177.00	0.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	62,500.00	-62,500.00	0.0%
8950 · Campaign for Wisconsin Libs	1,126.00	1,200.00	-74.00	93.83%
8971 · Web Development	910.20	1,000.00	-89.80	91.02%
9010 · IFLS Committee Meetings	685.55	5,150.00	-4,464.45	13.31%
9020 · Professional Materials	966.42	1,550.00	-583.58	62.35%
9030 · Postage	538.82	450.00	88.82	119.74%
9050 · Telephone	768.66	9,960.00	-9,191.34	7.72%
9060 · Supplies	278.43	1,040.00	-761.57	26.77%
9080 · Printing	1,166.00	1,844.00	-678.00	63.23%
9123 · Building Overhead Expenses	4,797.49	25,125.00	-20,327.51	19.09%
9140 · Photocopier Costs	914.91	2,460.00	-1,545.09	37.19%

IFLS Library System
Profit & Loss Budget vs. Actual
January through February 2019

	TOTAL			
	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
9160 · Computers	54.80	5,000.00	-4,945.20	1.1%
9190 · System Vehicle Expenses	200.10	4,400.00	-4,199.90	4.55%
9220 · Insurance	917.52	5,225.00	-4,307.48	17.56%
9240 · Contingency	0.00	1,000.00	-1,000.00	0.0%
9245 · Capital Expenditures	0.00	17,575.00	-17,575.00	0.0%
Total Expense	206,701.40	1,389,701.00	-1,182,999.60	14.87%
Net Ordinary Income	701,412.06	-162,645.00	864,057.06	
Pass-thru Income/Expense				
Pass-thru Income				
5620 · Shared Cataloging Svc Income	71,651.00	0.00	71,651.00	100.0%
5702 · Billable Project Income	11,653.25	0.00	11,653.25	100.0%
Total Pass-thru Income	83,304.25	0.00	83,304.25	100.0%
Pass-thru Expense				
8940 · Projects Billable to Libraries	810.14	0.00	810.14	100.0%
9976 · LSTA #17 - PLSR Syst Redesign 3	4,562.81	0.00	4,562.81	100.0%
Total Pass-thru Expense	5,372.95	0.00	5,372.95	100.0%
Net Pass-thru Income	77,931.30	0.00	77,931.30	100.0%
Year-to-date Income less Expense (IFLS Funds)	779,343.36	-162,645.00	941,988.36	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	641,904.00	727,080.00	-85,176.00	88.29%
9500 · MORE Shared Automation Expenses	293,702.87	747,580.00	-453,877.13	39.29%
Year-to-date Income less Expense (MORE Funds)	348,201.13	-20,500.00	368,701.13	
Year-to-date Income less Expense (ALL Funds)	1,127,544.49	-183,145.00	1,310,689.49	

My Online Resource (MORE)
Balance Sheet
As of February 28, 2019

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 751,615.64
1200-1 · Accts Receivable-MORE	-
1503-1 · 2018 Prepaid Expense-MORE	-
	<u> </u>
TOTAL ASSETS	<u><u>\$ 751,615.64</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	25,655.44
	<u> </u>
Total Liabilities	25,655.44
Equity	
MORE Reserved Fund Balance on 1/1/2019	224,000.00
MORE Committed Fund Balance on 1/1/2019	20,500.00
MORE Uncommitted Fund Balance on 1/1/2019	133,259.07
Current Year Income less Expense	348,201.13
Total Equity/MORE Fund Balance	<u>725,960.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 751,615.64</u></u>

Indianhead Federated Library System
Revenue less Expense - MORE
January through February 2019

	<u>Jan -Feb '19</u>	<u>Jan - Feb '18</u>
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670 · MORE Other Income	0.00	0.00
5670-2 · MORE Operating Income	641,904.00	663,268.00
Total MORE Income	<u>641,904.00</u>	<u>663,268.00</u>
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	44,999.84	44,999.84
9500-12 · MORE/III Annual Maintenance	120,885.97	120,655.01
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	114.99	1,478.99
9500-22 · MORE/High-demand Hold Project	-640.23	0.00
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,126.00	11,791.00
9500-24 · MORE/Conferences	1,746.88	2,236.02
9500-31 · MORE/New Products/Content Café Subs	0.00	0.00
9500-31 · MORE/New Products/	0.00	0.00
9500-31 · MORE/New Products/I-tiva Setup	0.00	0.00
9500-31 · MORE/Add'l III Products/Encore/Decision	67,835.44	66,460.00
9500-32 · MORE/Mgmt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	19,365.12	18,000.00
9500-40 · MORE/Overdrive Content	8,231.73	1,947.40
9500-45 · MORE/Freading eBook Svc	1,516.00	732.50
9500-46 · MORE/Electronic Periodicals	15,000.00	9,915.03
9500-47 · MORE/Boopsie Setup/Subscription	0.00	35,990.00
9500-5 · MORE/Publicity	0.00	0.00
9500-6 · MORE/Database Cleanup/Maint	2,521.13	2,071.17
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	0.00	99,792.00
Total 9500 · MORE Shared Automation Expenses	<u>293,702.87</u>	<u>416,068.96</u>
Total MORE Expense	<u>293,702.87</u>	<u>416,068.96</u>
Year-to-date MORE Income less Expense	<u><u>348,201.13</u></u>	<u><u>247,199.04</u></u>
 Plus 12/31/18 MORE Uncommitted Fund Balance	 133,259.07	
Plus 12/31/18 MORE Reserve/Committed Balance	<u>244,500.00</u>	
 MORE Fund Balance	 <u><u>725,960.20</u></u>	

IFLS LIBRARY SYSTEM

INVESTMENT POLICY

Delegation of Authority:

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

Acceptable Investment Practices:

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

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

Reporting:

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

Policy Review:

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

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

Reviewed: March 2018

**IFLS Library System
Board of Trustees**
March 27, 2019

Director's Report

Monthly Activities:

Annual Reports—All reports were signed and provided to the Division by the deadline. One library missed our review and signed report deadline but did complete in time for us to approve and submit by the deadline.

County Planning—Continuing to work with Chippewa and Polk Counties to finalize their plans and presentations to their respective committees and County Board.

Library Legislative Day—IFLS staff didn't attend due to the weather conditions.

Director Openings—Elmwood, New Richmond and Osceola.

Consulting—Building/Space Planning; County Planning; Meeting Room Policy; Policy Development; Planning.

Agenda Items:

XI. IFLS Annual Report and Statement of Compliance

The final IFLS Annual Report document will be shared for the board's review.

XII. Member Library Compliance Issues (WI Public Library Trustee Essential #17)

Elmwood marked noncompliance with system membership requirements due to them lacking a library director. The position has been posted but have not received any updates on hiring status.

XIII. System Effectiveness Statements from Member Libraries

We didn't receive any "no" checks for providing effective system leadership for 2018. The comments shared by member libraries are included in the packet.

XIV. Public Library System Redesign (PLSR) Update

Update from COLAND Chair---

The Public Library System Redesign (PLSR) Steering Committee recently turned in the Final Recommendation Report to the State Superintendent, Ms. Carolyn Stanford Taylor, completing the work that so many individuals throughout the state participated in and helped make possible. This was a huge undertaking and everyone involved in the process should be very proud of this achievement. To my knowledge no one else nationally has been successful with a statewide effort such as this; front line staff providing the information to help make decisions that will benefit our library patrons.

It was not the legislature or government officials deciding on best courses of action, it was those of us in the library community.

Upon receiving the report, COLAND (the Council on Library and Network Development) has been informed that the Superintendent would like for there to be one final round of comments and has asked that several listening sessions be held across the state. COLAND is setting up four in-person listening sessions, to be held regionally throughout the state. The four sites and dates, as well as a link to the final report, can be found on the COLAND page [here](#). One call in session for those unable to make it to one of the regional sessions will be scheduled and announced later in the process. I would encourage anyone with comments about the report to attend one of those meetings and provide feedback. COLAND will then compile and share feedback with the Superintendent.

Thank you again to all who have participated in [this project](#), and to the future implementation of ideas that will further support and strengthen the programs, services and resources that Wisconsin's public libraries provide to their patrons.

Listening Sessions

- **Northwest Region** - Thursday, March 28, 2019 at the Rusk County Community Library, 418 Corbett Ave W, Ladysmith, WI 54848, in the East meeting room on the lower level of the library building, from 6:00 pm to 7:30 pm.
- **Southeast Region** - Thursday, March 28, 2019 at the Racine County Ives Grove Office Complex, 14200 Washington Ave, Sturtevant, WI 53177, from 6:00 pm to 7:30 pm.
- **Southwest Region** - Wednesday, April 3, 2019 at the Spring Green Community Library, 230 E. Monroe St. Spring Green, WI 53588, from 6:00 pm to 7:00 pm.
- **Northeast Region** - Monday, April 15, 2019 at the S. Verna Fowler Academic Library / Menominee Public Library, N 172 WI-55, Keshena, WI 54135, at from 6:00 pm to 7:30 pm.



Wisconsin Department of Public Instruction
**2018 PUBLIC LIBRARY SYSTEM
 ANNUAL REPORT**
 PI-2404-A (Rev. 1-19)

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

INSTRUCTIONS: Complete and return the original board-approved, signed annual report as a PDF to LibraryReport@dpi.wi.gov or mail the original and one copy by **MARCH 1, 2019**, to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ATTN: MARIA INGRAHAM
DIVISION FOR LIBRARIES AND TECHNOLOGY
P.O. BOX 7841
MADISON, WI 53707-7841

I. GENERAL INFORMATION					
1. System Name Indianhead Federated Library System		2. System Director Name John Thompson		3. Certification Grade Gr 1	4. Date Certification Expires 5/31/2023
5. Street Address 1538 Truax Blvd.			6. Phone Area/No. (715) 839-5082	7. Fax Number Area/No. (715) 839-5151	
8. Mailing Address PO Box	9. System Website URL ifls.lib.wi.us		10. Director System Email Address thompson@ifls.lib.wi.us		
11. City / Village / Town Eau Claire		12. County Eau Claire		13. ZIP Code 54703-1569	
14. Number of Public Libraries Participating in the System 53	15. Does System Operate a Books-By Mail Program No	16. Number of Book-mobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 182,661	18. DUNS Number Nine digits 078570871	

II. SYSTEM COLLECTION					
	No. Owned / Leased	Number Added		No. Owned / Leased	No. Owned / Leased
1. Books in Print	95	2	4. Electronic Collections Number available to members	3	7. Licensed Electronic Video Materials Units (copies) available to members 1,423
2. Audio Materials	0	0	5. Licensed E-books Units (copies) available to members	155,117	8. Subscriptions Exclude those in electronic format 8
3. Video Materials	15	0	6. Licensed Electronic Audio Materials Units (copies) available to members	51,831	

III. SYSTEM SERVICES			
Circulation Transactions <i>Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.</i>		1. Total Circulation 6,643	2. Interlibrary Loans System interlibrary loan transactions a. Items Loaned 433
			b. Items Received 2,573
3. System Electronic Resources Use Number of uses of system licensed electronic resources			
a. E-book NetLibrary/OverDrive 271,103	b. E-audio 203,815	c. E-video 651	d. Electronic Collection Retrievals 113,189

IV. SYSTEM BOARD AND ORGANIZATION

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

First Name	Last Name	Street Address	City	ZIP+4	Email Address
1. President James	Tripp	621 Fagstad Street	Menomonie	54751	jtripp@co.dunn.wi.us
2. Linda	Thompson	2468 18-1/2 St.	Rice Lake	54868	tuscobiagirl@yahoo.com
3. Mary	Ellen Brue	1210 Lokhorst	Baldwin	54002	brew2@baldwin-telecom.net
4. Jan	Daus	E6255 Walnut Rd.	Eau Claire	54701	jan.daus.18@gmail.com
5. Lyle	Lieffring	N4868 Pieper Road	Weyerhaeuser	54895	sftmaple@bevcomm.net
6. Sue	Duerkop	1722 Larsen Ln.	Centuria	54824	sduerkopb4a@gmail.com
7. Pat	Eggert	E9001 County Road N	Colfax	54730	eggertpatricia@gmail.com
8. Linda	Stelter	5123 S Shorewood Dr	Eau Claire	54703	lstelter@charter.net
9. Robert	Mercord	165 Monroe Street	Prescott	54021	mercordrobert@comcast.net
10. Marilyn	Holte	8303 163rd St.	Chippewa Falls	54729	mjunebug@charter.net
11. Jackie	Pavelski	1715 Meadow Lane	Eau Claire	54701	Jackie_Pavelski@yahoo.com
12. Burnell	Hanson	1705 Carrie Ave.	Rice Lake	54868	bun.hanson@co.barron.wi.us
13. Mike	Prichard	737 Nevada St.	St Croix Falls	54024	mike@dorseyalumni.com
14. Judy	Achterhof	1759 County Road O	Emerald	54013	jachterhof@hotmail.com
15. Chuck	Hull	510 W. Grand Ave.	Chippewa Falls	54729	chull@co.chippewa.wi.us
16. Michael	Norman	526 E. Maple Street	River Falls	54022	jmichaelnorman@sbcglobal.net
17. Mildred	Larson	215 Roosevelt Ave.	Eau Claire	54701	mildredlarson@sbcglobal.net
18. Dave	Hardin	1016 4th Street	Hudson	54016	djhardin@gmail.com
19. Anne	Anderson	N2691 County Road E	Stockholm	54769	andersonanne43@gmail.com
20. Susan	Marshall	W7370 Morningside Dr.	Phillips	54555	marshfam@pctcnet.net
21.					
22.					
23.					

	V. PUBLIC LIBRARY SYSTEM INCOME	
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1. County Government

a. System Member County Appropriations Received by Library System				b. Other County Payments Received	
County Name	Amount	County Name	Amount	County Name	Amount
Subtotal 1a				Subtotal 1b	

2. State Aid to Public Library Systems

\$1,162,585

3. Other State Funded Programs *List individually. Attach listing if necessary.*

a. TEACH Technology Training Grant	\$2,329
b.	
c.	
Subtotal 3	\$2,329

4. Federal Aid Program name and, if LSTA, project number. *List each program individually. Attach listing if necessary.*

a. LSTA- PLSR System Redesign 3b 251	\$172,513	f.	
b. LSTA- WPLC Biblioboard Publishing 251 Platform	\$24,000	g.	
c.		h.	
d.		i.	
e.		j.	
Subtotal 4	\$196,513		

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. *List names individually. Attach listing if necessary.*

a. MORE Contract Income - see list	\$482,978	f. Amery PL - Shared Cataloging	\$13,784
b. MORE Materials Income - see list	\$150,795	g. Menomonie PL - Shared Cataloging	\$31,869
c. New Richmond PL - Shared Cataloging	\$27,865	h. CABS Contract Income - see list	\$10,430
d. Rice Lake PL - Shared Cataloging	\$25,497	i.	
e. Roberts PL - Shared Cataloging	\$12,838	j.	
Subtotal 5	\$756,056		

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
\$519,345	\$30,857	\$348,845	\$0	\$0	\$323,788	\$1,222,835

7. Total Income *Add 1 through 6*

\$3,340,318

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES Report system expenditures from all sources.				
	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$515,532	\$0	\$263,046	\$778,578
2. Employee Benefits	\$137,181	\$0	\$128,956	\$266,137
3. System Collection Expenditures				
a. Printed Material	\$1,263	\$0	\$0	
b. Electronic Material	\$20,678	\$24,000	\$150,795	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$1,440	\$0	\$0	
Subtotal Collection Expenditures	\$23,381	\$24,000	\$150,795	\$198,176
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$339,687	\$167,514	\$212,643	\$719,844
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$5,279	\$1,139	\$0	\$6,418
6. All Other Operating Expenditures	\$403,381	\$6,184	\$61,182	\$470,747
7. Total Operating Expenditures	\$1,424,441	\$198,837	\$816,622	\$2,439,900
8. System Capital Expenditures	\$0	\$0	\$0	\$0

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

** Report expenditures from 2018 public library system state aid, state aid funds carried forward to 2018, and any interest earned from those funds.

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

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE					
Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for 2018. Attach the page(s) of each county budget that show the amounts below.					
County Name	2018 Amount	County Name	2018 Amount	County Name	2018 Amount
1. Barron	\$525,603	5. Pepin	\$81,743	8. Price	\$280,751
2. Chippewa	\$686,223	6. Pierce	\$482,749	9. Rusk	\$300,930
3. Dunn	\$780,195	7. Polk	\$749,480	10. St. Croix	\$1,156,590
4. Eau Claire	\$702,137				
VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE					

The following statement certifies that your public library system complied with all statutory requirements for public library systems for calendar year 2018. Indicate, with a check, your system's compliance with each of the system requirements.

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

Membership Agreements

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

Resource Library Agreement

- ☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
☒ Signed copies of the 2018 and 2019 resource library agreements have been filed with the division.

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

Reference Referral and Interlibrary Loan

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

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

Inservice Training

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

Indicate with a check those services carried out by your system in 2018 in conjunction with this service requirement.

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

☒ S. 43.24(2)(h) Professional consultant services to participating public libraries.

Indicate with a check those services carried out by your system in 2018 in conjunction with this service requirement.

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

Delivery and Communication

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

Indicate with a check those services carried out by your system in 2018 in conjunction with this service requirement.

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

Service Agreements

☒ S. 43.24(2)(g) Service agreements with all adjacent library systems.

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

Indicate with a check those services provided for in the adjacent library system agreements for 2018.

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

Services to Users with Special Needs

☒ S. 43.24(2)(k) Promotion and facilitation of library service to users with special needs.

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

Briefly summarize the most significant specific services or initiatives carried out by your system in a special needs area in 2018. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

. Regular monthly updates from January through July, reminding librarians about resources to help learn more about poverty from the IFLS website: <https://iflweb.org/node/3258> . Creating a resource to help libraries make local connections to help them serve people living in poverty. . Regular consulting about issues related to LGBTQ collections and services, mental health and mental illness, potential partnership opportunities, poverty, literacy services, English Language Learners, and disabilities, among other things. . IFLS staff served as a facilitator for the statewide Inclusive Services Institute

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

Services to Users with Special Needs (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support library efforts in serving special needs populations.

. Regional Birth to Three coordinator/coach (planning for PIWI Playgroup training, team-building, coaching, which will come to fruition in 2019) . CESA 11 Early Childhood Special Education Consultant (planning for PIWI Playgroup training, team-building, and coaching, which will come to fruition in 2019) . Family Resource Center-St. Croix Valley (ACEs training, Hudson) . Mental Health Matters, Chippewa Valley (ACEs and Resiliency training, Eau Claire) . Menomonie Public Library and Rice Lake Public Library-providing staff to work with IFLS staff to provide De-Escalation Training from the Crisis Prevention Institute. Inservices held at: Ellsworth, Boyceville (with Colfax), Hudson, Osceola, and New Richmond. . Staff from Rice Lake, Ladysmith, Eau Claire, and Amery Public Libraries on task force about poverty (through summer of 2018) . Planning with Milkweed Collective on possible ways to collaborate, will come to fruition in 2019.

If the system provided any continuing education programs in 2018 on special needs topics, identify the topic(s) and speaker(s)

. The Cycle of Oppression: Building a Social Justice Narrative-- Â½-day training with Ruth de Jesus (offered 2 times) . Looking at Policies for Inclusion-2 hour training with IFLS librarians talking about ways they have examined and changed policies to make them more inclusive of people with economic constraints. . Coordinated and hosted webinar (co-sponsored by several other systems), Dealing with Substance Abusing Patrons in the Library with Dr. Steve Albright . Subscription (February 2018-February 2019) to Libraries and Homelessness training modules with Ryan Dowd

Other Types of Libraries

- ☒ S. 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.
- ☒ The system has agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check system services provided to other types of libraries in 2018.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Consultation | <input type="checkbox"/> Union list of serials | <input type="checkbox"/> Back-up reference services |
| <input type="checkbox"/> Continuing education / workshops | <input type="checkbox"/> Directory of libraries | <input checked="" type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> ILL (Direct) | <input type="checkbox"/> Delivery services | <input type="checkbox"/> Technical services |

Library Technology and Resource Sharing Plan

- ☒ S. 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.
- ☒ The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

Other Service Programs

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

List and evaluate each service program carried out under this statute in 2018. Do not lump miscellaneous activities under a single "other" program.

Administration

- ☒ The system did not expend more than 20 percent of the state aid received in 2018 for administration.

	IX. COLLABORATIVE ACTIVITIES	
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Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2018 resource library contract.*

Technology collaboration overview attached to the report. Wisconsin Public Library Consortium. The WPLC's main collaborative project is Wisconsin's Digital Library. The amount each system funds as part of the WPLC buying pool collaboration shares the cost of a digital library platform (\$18,000) that would cost more for each system to purchase separately. It also provides, through continued WPLC buying pool participation, access to the entire multi-million dollar collection already in the digital library in addition to \$1.15 million worth of new content purchased last year. The shared partner fees also centrally funds WPLC project management, the WPLC website, and reserve and R & D funds. The R & D and reserve funds allow for collaborative exploration and development of potential new statewide offerings through WPLC. In 2018, through LSTA funding, WPLC added author and writer resources, including a local author contest and platform for self-publishing. In addition, they added access to a collection of self-published and small press materials through BiblioBoard Library. WPLC also manages a project for historic newspapers, which is currently housed on the Wisconsin Newspaper Association platform accessible through BadgerLink. By having contributed \$99,792 in 2018, our total collaborative cost benefit equaled 1.26 million minus amount contributed.

Cost Benefit. For each activity above, list the activity name and estimated cost benefit realized.	
Activity	Amount
1. Technology Services (LEAN WI Partnership {IFLS, WVLS} and Library Members	15,836,000
2. CINC	148,824
3. Steve Albrecht Drug Abuse in the Library webinar	750
4. Wild Wisconsin Winter Webinar	4,184
5. Technology Days	7,000
6. Getting Out to Get Teens In (with Wisconsin Library Association's Youth Services Section)	400
7. Delivery (instead of mailing individual packages)	7,100,000
8. WPLC	1,260,000
9. Prepare Training Inservices	2,500
10.	
Cost Benefit Total	24,359,658

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES—2018

Program Expenditures

Provide a summary of your public library system expenditures by system service program and fund source for 2018.

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan <i>See note</i>				
1. Reference & ILL Svc	140,503	0	0	140,503
2. Tech/Shared System	332,284	0	349,155	681,439
3. MORE Consortium	0	0	536,760	536,760
4. Electronic Resources	20,678	24,000	150,795	195,473
Subprogram Total	493,465	24,000	1,036,710	1,554,175
Continuing Education and Consulting Service <i>See note</i>				
1. CE & Consulting	107,585	2,324	5	109,914
2.				
Subprogram Total	107,585	2,324	5	109,914
Delivery	288,766	0	0	288,766
Library Services to Special Users	36,046	0	0	36,046
Library Collection Development	27,471	0	0	27,471
Direct Payment to Members for Nonresident Access	0	0	0	0
Direct Nonresident Access Payments Across System Borders	0	0	0	0
Library Services to Youth	54,146	0	7,805	61,951
Public Information	43,136	0	1,277	44,413
Administration	142,827	172,513	1,824	317,164
Other System Programs				
1.				
2.				
3.				
4.				
Grand Totals	1,193,442	198,837	1,047,621	2,439,900
Estimated Expenditures for Technology-Related Services Provided by the System	460,000	12,000	1,000,000	1,472,000

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

	XI. SYSTEM STAFF	
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1. Personnel Listing

a. Employees Holding the Title of Librarian as of December 31, 2018 *Include vacancies if they will be filled within one year*

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
John	Thompson	Director	<input checked="" type="checkbox"/>	\$93,766	40.00
Maureen	Welch	ILL Coord	<input checked="" type="checkbox"/>	\$69,555	40.00
Leah	Langby	Lib Dev/Yth Svcs Coord	<input checked="" type="checkbox"/>	\$59,238	40.00
Lori	Roholt	MORE Administrator	<input checked="" type="checkbox"/>	\$57,304	40.00
Kris	Schwartz	Technology and Design Director	<input type="checkbox"/>	\$56,992	40.00
Bridget	Krejci	MORE Project Manager	<input type="checkbox"/>	\$49,400	40.00
Kathy	Setter	MORE Project Manager	<input type="checkbox"/>	\$54,891	40.00
Deberah	Faulhaber	Shared Svcs Manager	<input type="checkbox"/>	\$46,592	40.00
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

b. Other Paid Staff *Include plant operation, maintenance, and security.*

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
Program Managers	\$56,784	60.00			
Support Staff	\$185,963	140.00			
Shared Cataloging/Mailroom Clerks	\$32,867	47.00			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian

i. Master's Degree from an ALA Accredited Program FTE	ii. Other Persons Holding the Title of Librarian FTE	Subtotal
4.00	4.00	8.00

b. All Other Paid Staff FTE *incl. maintenance, plant operation, and security*

6.18

c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*

14.18

XII. SYSTEM MEMBERSHIP*Attach a listing of all current public library and county members of the system.*

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

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

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

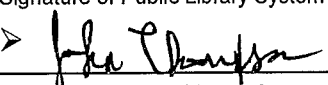
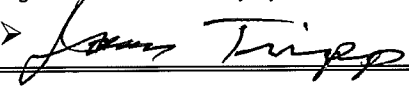
As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance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

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

- ☒ Library system board is constituted and operated in compliance with s. 43.17(1) and (2) and s. 43.19(1)(a) and (b).
 - ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [s. 43.17(4)]
 - ☒ Library system is organized and operated in compliance with Wis. Stat. s. 43.15 Standards for public library systems.
- S. 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided.
- ☒ (a) Written agreements that comply with s. 43.15(4)(c)4. with all member libraries.
 - ☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
 - ☒ (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
 - ☒ (e) Inservice training for participating public library personnel and trustees.
 - ☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.
 - ☒ (g) Service agreements with all adjacent library systems.
 - ☒ (h) Professional consultant services to participating public libraries.
 - ☒ (i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.
 - ☒ (k) Promotion and facilitation of library service to users with special needs.
 - ☒ (L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
 - ☒ (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
 - ☒ (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

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

Signature of Public Library System Director 	Name of Public Library System Director John Thompson	Date Signed 2-25-2019
Signature of Public Library System Board President 	Name of Public Library System Board President James Tripp	Date Signed 2-28-2019

	COMMENTS	
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3. Video Materials

no additions--2019-02-15

Are the member libraries' head librarian certified at the appropriate grade level? [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03]

Elmwood indicated no on their report but currently have the position posted. The status will be monitored by IFLS staff.--2019-02-26

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County

Barron

The Cameron Public Library Board of Trustees hereby states that in 2018, the
Name of Public Library

IFLS Library System

Name of Public Library System / Service

Indicate with an X one of the following two statements.

☒ Did provide effective leadership and adequately meet the needs of the library.

☐ Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

The library system provides excellent administrative and technical support as needed and keeps libraries informed of any new information in these areas. Motivational educational opportunities are provided to meet continuing education requirements, as well as to enrich and support library staff, enabling us to offer excellent programming and services. Our small, rural library benefits from the System's support and services, allowing us to access opportunities to continue serving our communities despite our limited funds. The System staff does a wonderful job of reaching out to libraries, keeping in regular communication with all of its libraries. Not only does this provide us all with valuable information, it also makes each community's library feel valued, regardless of size.

* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed

➤ *Charlotte Tubbs*

Charlotte

Tubbs

2-18-2019

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County
Chippewa

The Cornell Public Library Board of Trustees hereby states that in 2018, the
Name of Public Library

IFLS Library System

Name of Public Library System / Service

Indicate with an X one of the following two statements.

- ☒ Did provide effective leadership and adequately meet the needs of the library.
☐ Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

We have always had a great response from IFLS whenever we have had questions about anything. We appreciate all the help that they give us.

* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed

Ann

Sime

2-6-19

STATEMENT OF EFFECTIVENESS FOR LIBRARY SYSTEM

The L.E. Phillips Memorial Public Library Board in Eau Claire would like to express sincere gratitude to the Indianhead Federated Library System (IFLS) for their services in 2018, especially with their help to better serve people experiencing homelessness and poverty as we waived fines and transitioned to a Fines Free library. We also acknowledge the investment of time and resources put forth on the Public Library System Redesign Project, to ensure a successful future for all Wisconsin public libraries. It has been a very successful year for L.E. Phillips Memorial Public Library (LEPMPL) and IFLS support has certainly been a major contributing factor.

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County

Pierce

The Ellsworth Public Library Board of Trustees hereby states that in 2018, the
Name of Public Library

IFLS Library System

Name of Public Library System / Service

Indicate with an X one of the following two statements.

- ☒ Did provide effective leadership and adequately meet the needs of the library.
☐ Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

IFLS Library System has provided assistance to the Ellsworth Public Library in a variety of ways in 2018: guidance on a potential building project, advice on matters related to policy and county funding, assistance filling an open youth services position, assistance with computer purchases, answers to many questions related to library technology and cataloging, as well as a wide variety of quality training opportunities.

* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed

Judith A. Perkins

Judy

Perkins

1-29-2019

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County
Eau Claire

The Fairchild Public Library Board of Trustees hereby states that in 2018, the
Name of Public Library

IFLS Library System
Name of Public Library System / Service

- Indicate with an X one of the following two statements.
- ☒ Did provide effective leadership and adequately meet the needs of the library.
 - ☐ Did not provide effective leadership and adequately meet the needs of the library.


Explanation of library board's response. *Attach additional sheets if necessary.*
Sharing the annual report with the FPL board at Feb. 20th meeting for further comments. I shared the report with the president of the board earlier, whose response was positive in keeping up the service that we offer to our small village and town.

* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature	Name of President <i>Print or type</i>	Date Signed
	Ann Hurst	2/21/2019

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County

Pierce

The River Falls Public Library

Board of Trustees hereby states that in 2018, the

Name of Public Library

IFLS Library System

Name of Public Library System / Service

Indicate with an X one of the following two statements.

☒ Did provide effective leadership and adequately meet the needs of the library.☐ Did not provide effective leadership and adequately meet the needs of the library.Explanation of library board's response. *Attach additional sheets if necessary.*

This is a very well organized system. There are regular meetings among system directors. Emails and phone calls to the John Thompson, the IFLS Director, are answered promptly. The system has a helpdesk that responds to questions immediately. Answers are always very helpful.

* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

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Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed

Joyce Breen

Joyce

Breen

2/22/19

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County

Dunn

The Clarella Hackett Johnson Public Library (Sand Creek) Board of Trustees hereby states that in 2018, the
Name of Public Library

IFLS Library System

Name of Public Library System / Service

Indicate with an X one of the following two statements.

- ☒ Did provide effective leadership and adequately meet the needs of the library.
☐ Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

I appreciate our IFLS system so much. Anytime I have a question or problem someone is available to help. Thank you!

* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

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President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed

Susan K Paulson

Susan

Paulson

2-18-19

MORE start-up costs for Chippewa Valley Technical College Library

In February 2019, Vince Mussehl, director of the Chippewa Valley Technical College (CVTC) Library, expressed interest in the library re-joining MORE. CVTC was an original MORE-member library but left the consortium in 2006 to join a consortium of technical colleges. To help discussions proceed, the CVTC library needs to know the start-up costs involved.

Per Appendix A of the MORE Participation Agreement ("One-time Start Up Fee for Membership"), new MORE members are charged a one-time start-up fee based on "access points." The library is charged \$4,500 per access point. The Appendix also states: "The start-up fee may be subject to change as determined by the IFLS Board."

Access points are counted as follows:

- One for each staff work station (each self-checkout station will be considered as 1 staff workstation)

CVTC: 7 staff workstations, 0 self-checkouts; **7 access points**

- One for each four public Internet stations (for purposes of assessing access points, the number of Internet stations will be rounded up—1 through 4 Internet stations will equal 1 access point, 5 through 8 Internet stations will equal 2 access points, etc.); staff workstations that do not have Innovative Software loaded will be counted as one Internet station for purposes of counting access points

CVTC: 66 student computers, 2 staff computers without ILS software; 68 workstations = **17 access points**

- One for each dedicated public access catalog workstation

or

Each 1-70 daily library users per door count whichever is higher.

CVTC: 0 dedicated public access catalogs, 87 average daily users; **2 access points**

Calculated and proposed fees:

- Start-up costs including all designated access points: \$117,000
- Start-up costs excluding internet stations: \$40,500

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
 Submitted by Leah Langby March 20, 2019

Continuing Education Highlights:

- Wild Wisconsin Winter Web Conference, January 23 and 24 was a great success. I moderated 3 sessions in the youth services track. 1307 people attended 14 live sessions (an average of over 93 people per session), and 912 had accessed the recordings by February 2 (the last date I have data for).
- I worked with partners from CESA 11 and Birth to Three to provide an introduction to Parents Interacting with Intention (PIWI) introduction on February 6 in Turtle Lake. PIWI is a facilitated playgroup that emphasizes coaching parents, recognizing their competence, and helping them feel more confident, with special emphasis on integrating kids with disabilities with kids who don't have disabilities. 12 librarians attended, along with many other practitioners. There was a lot of excitement at having librarians at the table! Follow-up training for community teams will be happening in April.
- I am working with 3 other library systems on a Western Wisconsin Technology Days series of workshops—continuing a partnership from 2018. The workshop in our region will be held in Rice Lake on November.
- IFLS is offering scholarship help for attending the Wisconsin Association of Public Libraries in May. So far we have 9 applications, and will be choosing recipients the first week in April.
- 2019 schedule is available on our calendar, we have some great webinars and workshops planned: <https://iflsweb.org/events>

Consulting Highlights

- New youth services librarian orientations with staff from Somerset and Augusta.
- Following the PIWI training, I had follow-up conversations with most of the librarians who attended to ascertain their interest in moving forward, finding a team, and getting training.

Special Project Updates

- I've been part of the planning committee for the Power Up Youth Services Leadership Conference, sponsored by UW-Madison. The conference will take place on March 28-29. I will be attending (free of charge), and several IFLS-area librarians will be attending. In addition, two IFLS area librarians received scholarships (from a nation-wide pool of applicants!) to attend.
- Continuing work on the WLA Annual Conference as conference chair. There are many details to shepherd, and meetings to convene! It looks like it will be an excellent conference, as usual.
- I will be working with United Way Chippewa Valley and the Talking Is Teaching Coalition to write a Dollar General grant proposal to help continue the work of Talking Is Teaching and expand it to other libraries in our system.

Other Highlights

- I had surgery in early March, and took two weeks off to recover. Not really a highlight, I guess, but now I am back to almost full-time work!
- IFLS kits have circulated 65 times since January 15 (to both IFLS and WVLS libraries).

Reference & Interlibrary Loan Coordinator's Report - March 2019

IFLS has added two new subscriptions for area patrons in 2019: **Lynda.com** (skill building courses/tutorials) and **Transparent Language Online** (learn more than 100 languages) – links are now available on the MORE catalog (Thank you Lori & Reb). The other subscriptions that IFLS pays for are Ancestry Library Edition (genealogy database); NoveList Plus (what to read next suggestions as well as reviews & read-a-likes); and Foundations in Wisconsin Online Edition (grant information). Links to all these electronic resources are on the MORE Research page at <http://www.more.lib.wi.us/screens/research.html>

I continue to serve as the IFLS system representative on the Wisconsin Public Library Consortium (WPLC) Board and was again elected to act as the Board liaison on the WPLC Digital Library Steering Committee. As Steering Liaison, I will be on the WPLC Budget committee; and I also am a member of the WPLC Collection Development Workgroup. I am also participating in the meetings of the WPLC Selection Committee because I am the Advantage Selector for the IFLS Library System. Through the Advantage program, we select additional copies to help fill the IFLS area patron holds on the Wisconsin Digital Library titles. With a mix of MORE Advantage funding, WPLC Buying Pool funds, and contributions from individual libraries, 1366 additional copies were purchased in 2018.

Audio Titles	567	Audio Copies	580	\$30,099.98
Ebook Titles	782	Ebook Copies	786	\$14,842.63
Total Titles	1349	Total Units	1366	\$44,942.61

As you can see a few more additional copies of audiobooks than ebooks, but fewer copies of the audio are purchased at the consortium level.

I also will be continuing as a member of the MORE Resource Sharing/Collection Development committee.

IFLS ILL Clearinghouse Statistics

Requests Received	2016	2017	2018	2019
January	1688	1705	1718	1744
February	1755	1573	1606	1599
March	2029	1716	1897	
April	1709	1521	1612	
May	1564	1536	1453	
June	1507	1503	1462	
July	1553	1464	1465	
August	1477	1605	1565	
September	1664	1523	1377	
October	1555	1693	1607	
November	1402	1472	1444	
December	1452	1464	1405	
Total	19,355	18,775	18,611	3343

Maureen Welch 3/20/2019

PR and Communications Board Report
Submitted by Rebecca Kilde

Library cards are being printed as I type. I looked around and found a new vendor with great references that is 8¢/card less expensive.

The MORE director's council has requested that I form a committee to develop a system-wide marketing plan. (Two of my favorite words are "marketing plan.") I'll keep you updated!

I'm continuing to plow through the website migration to Divi Wordpress. This was needing to happen soon, because IFLS will no longer be updating Drupal (the builder for the current website). Previous IFLS staff did a great job of organizing a lot of material, so I've got a head start.

Facebook reach and engagement continues to trend up. The most effective posts this month were:

- Action Alert to contact federal elected officials about elimination of IMLS funding in the president's proposed budget (1.8K reached, 111 post clicks, 85 comments/shares)
- Transparent Language Online announcement (1K reached, 22 post clicks, 31 comments/shares)
- A link for downloadable posters for women role-models (667 reached, 18 post clicks, 18 comments/shares)

We designed new buttons for Lynda.com online learning and Transparent Language, and they're up on the MORE catalog page. Give them a try!

IT Director Report

IFLS Board of Trustees, March 2019

Kris Schwartz, IT Director

Backup Collaboration Project –

For the past several months I have been working closely with a number of other library systems in the state on a project to share some extra space on our servers for backups. The original idea was to just connect our networks up and try to provide some extra drive space to other systems to be able to backup critical data to an offsite location in a different geographical location in the State. Over the past few months this project has evolved into finding a fully supported enterprise backup solution that could be shared by all of the systems in the state and providing a way to archive digital content as well. We found 2 vendors that could provide a solution on the scale we were looking for and had several presentations from these 2 vendors on what they could and would provide and quotes for pricing comparison. There were quite a few discussions among the interested systems and the Dell solution was the one that was decided on to pursue. Dell offered a fully featured solution that could fulfill all our needs and included support for the backup system for next 5 years. This backup solution includes two appliances that would be hosted at 2 different geographical locations in the state. These 2 appliances would have the ability to synchronize the data between them which would provide full redundancy in the event one location was lost for any reason. The locations chosen to house the 2 appliances were the LEANWI rack at the remote data center in Eau Claire and the other appliance would be housed at the South Central Library System. At this point we are pushing to put together the funding for this project using several sources including direct upfront funds from the systems involved, LSTA grants, and a potential TEACH grant. There have been some recent setbacks in funding, but we are optimistic and moving forward with planning. It was decided that Dan Jacobson of the South Central Library System and I would be the project administrators and responsible for the planning, installation, and implementation of the backup solution. This is a very large and complex project to implement and I am looking forward to continuing work with all the other systems involved to get this completed.

MORE Administrator's Report

Lori Roholt

March 2019 – IFLS Board of Trustees

Innovative Users Group (IUG) Conference

Congratulations to Sue Christianson, Barron Public Library Director; Joleen Sterk, Menomonie Public Library Acquisitions & Circulation Services Manager; and Krissa Coleman, Hazel Mackin Community Library Director and MORE Directors Council Chair, who will attend the 2019 Innovative Users Group Conference at MORE's expense. Bridget Krejci, Kathy Setter, and I will also attend. Attendees will recap their experience following the conference in May.

The 2020 Innovative Users Group Conference will be held in Minneapolis, likely making it possible for MORE to sponsor more attendees and require less of a time commitment.

Chippewa Valley Technical College (CVTC) and MORE membership

I've had preliminary discussions with the director and staff of the Chippewa Valley Technical College library regarding (re-)joining MORE. CVTC was an original MORE-member library but left the consortium in 2006 to join a consortium of technical colleges. They're looking to expand and streamline services for their students.

Annual Supply Order

Again this year, Kathy Setter coordinated a group supply order, with the first shipments to IFLS expected this week. Then materials will be sorted and distributed to the 40 libraries that placed orders.

Help Desk Support

Between annual report season and spring conferences, we keep busy with day-to-day support, commonly via the IFLS Help Desk. In addition to the MORE-related computer, network, OverDrive, ILL, and delivery support provided by our IFLS colleagues, Kathy, Bridget, and I have provided 312 replies via the help desk and closed 232 tickets since the beginning of the year. We don't have a quick way to tally our phone and direct email support!

Online Patron Registration

At their meeting on March 15, MORE Directors Council approved an online patron registration policy to allow individuals to register online for a library card that grants access to system- and consortium-funded electronic resources. I expect this option to be functional by this summer.

INDIANHEAD FEDERATED LIBRARY SYSTEM
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🏠 **Executive Committee**
♀ **Personnel Committee**

Updated: March 2019