

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

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

DATE/TIME:

Wednesday
January 22, 2020
12:30 pm

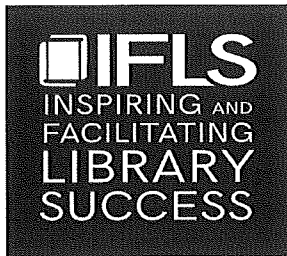
**IF YOU ARE UNABLE TO ATTEND THE MEETING, CONTACT THE IFLS OFFICE
(1-800-321-5427) BY 4 P.M. THE DAY BEFORE THE SCHEDULED MEETING.**

A G E N D A

- I. Call to Order
- II. Establish a Quorum
- III. Certification of Compliance with the Open Meeting Law
- IV. * Approve Agenda
- V. Public Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten minute limit per topic and a twenty minute limit at any meeting for Public Comments. Contact IFLS office for additional information related to Public Comments.*)
- VI. Announcements/Correspondence/Introductions
- VII. * Election of 2020 Officers **#001(20)**
- VIII. * Minutes - Approve: Board of Trustees: November 20, 2019 **#053(19)**
- IX. * Financials - Approve: Check Registers: November 2019, December 2019 **#002(20)**
Approve: Financial Reports: November 2019 **#003(20)**
- X. * Funds Carried Over for Capital Projects
- XI. Director's Report of Agenda Items and Monthly Activities **#004(20)**
- XII. Trustee Orientation/Overview **(To be handed out.)**
 - Roles of the Officers and Committees
 - Responsibilities of Trustees
 - Advocacy
 - Fiscal Management
 - Legal
- (Break)**
- XIII. * Committee Appointments (Executive, Personnel)
- XIV. Library Legislative Day **#005(20)**
- XV. Reports
 - IFLS Staff Reports **#006(20)**
 - In-Depth Staff Report: Lori Roholt, MORE Administrator
 - Board Member Reports
 - Sunshine Fund Report for 2019 **#007(20)**
 - Wisconsin Library Association (WLA) Membership **#008(20)**
- XVI. * Board Meeting Dates and Times
- XVII. * Adjournment

* Denotes Action Items

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



IFLS Library System

1538 Truax Blvd., Eau Claire, WI 54703-1569
715-839-5082 * Toll Free 800-321-5427 * Fax 715-839-5151
tellus@ifls.lib.wi.us * www.ifls.lib.wi.us

#001-20

MEMORANDUM

TO: IFLS Board of Trustees

FROM: Joanne Gardner, Administrative Associate

DATE: January 16, 2020

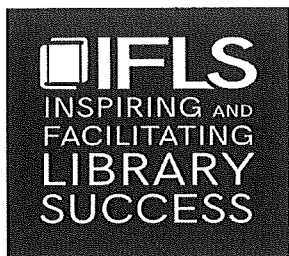
RE: ELECTION OF OFFICERS

The Nomination Committee consisted of Sue Duerkop, Jan Daus, and Susan Marshall. The committee met via conference call on Wednesday, January 15, 2020 and agreed upon the following slate of candidates to serve on the Executive Committee Ballot. The By-laws of the IFLS Library System Board of Trustees permits nominations from the floor.

Two votes will need to be taken. The five candidates gaining the most votes will be declared the Executive Committee. A second vote will be held to determine which Executive Committee member will be Board President for 2020. The remaining Executive Committee positions will be determined as agreed upon by the Executive Committee members.

The slate of candidates is:

- Sue Duerkop, Polk County
- Pat Eggert, Dunn County
- Bun Hanson, Barron County
- Dave Hardin, St Croix County
- Chuck Hull, Chippewa County
- Susan Marshall, Price County
- Jackie Pavelski, Eau Claire County
- Jim Tripp, Dunn County



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2020 Executive Committee Ballot

2020 Executive Committee Nominations:

- _____ Sue Duerkop
- _____ Pat Eggert
- _____ Bun Hanson
- _____ Dave Hardin
- _____ Chuck Hull
- _____ Susan Marshall
- _____ Jackie Pavelski
- _____ Jim Tripp
- _____ Other _____
- _____ Other _____

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

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

IFLS LIBRARY SYSTEM
Board of Trustees
November 20, 2019

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday, November 20, 2019 at IFLS Library System, 1538 Truax Blvd., Eau Claire, Wisconsin. Tripp called the meeting to order at 12:30 pm.

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

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

BOARD MEMBERS PRESENT:

Judy Achterhof (St Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Bun Hanson** (Barron County); **Dave Hardin** (St. Croix County); **Marilyn Holte** (Chippewa County); **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:

Anne Anderson (Pepin County); **Mildred Larson** (Eau Claire County).

OTHERS PRESENT:

John Thompson (Director); **Joanne Gardner** (Administrative Associate/Recorder); Deb Faulhaber (Bibliographic Services Manager); Katherine Elchert (Advisory Council Representative).

APPROVE AGENDA:

MOTION #42⁽¹⁹⁾: To approve the Agenda as presented. Mercord/Brue
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Duerkop, Chair of the Personnel Committee, followed up with those who left contact information on the Director Evaluation. There were no concerns participants needed to share.

L. Thompson attended the Wisconsin Library Association (WLA) Conference and passed around a folder with information from the conference.

Norman announced his plans to retire from the IFLS Board at the end of his current term ending December 31, 2019. Norman passed along thanks to the Board, Thompson, and IFLS Staff. Tripp noted that his first impressions of the IFLS Board were positive thanks to Norman and was appreciated. There was a round of applause for Norman.

(Hull arrived 12:35 pm)

MINUTES:

MOTION #43⁽¹⁹⁾: To approve the Board of Trustees minutes dated September 25, 2019 (Doc. #046-19). Daus/Brue
RESULT: Carried.

(Eggert arrived 12:37 pm.)

The Board acknowledged receipt of the Personnel Committee minutes dated September 25, 2019 (Doc. #045-19).

FINANCIALS:

MOTION #44⁽¹⁹⁾: To approve the Check Registers for September/October 2019 (Doc. #047-19). Marshall/Hanson
RESULT: Carried.

Questions were asked about High Demand Items and the Resource Library Contract with the resource library – L.E. Phillips Memorial Public Library in Eau Claire.

MOTION #45⁽¹⁹⁾: To approve the Financial Reports for September/October 2019 (Doc. #048-19). Eggert/Hull
RESULT: Carried.

Questions were asked about Collection/Electronic Resources, LEAN WI/Shared Tech WVLS, IFLS Staff Development & Professional Meetings, Salaries/Wages, and Payroll Expenses.

DIRECTOR'S REPORT:

Milltown is moving back into their expanded space. Somerset is in the process of expansion. They have poured concrete, put up walls, roof trusses, and shingles. Their expansion will occur in two phases. They will move into the new addition in late February. The old space will

be remodeled in April and ready by early May. Katherine Elchert can share Rice Lake's building project in her report.

Thompson has been working with Menomonie and Frederic in developing an assessment of current and future space needs. Thompson is also working with Frederic and Osceola on updated plans.

There are currently three director openings and include Barron, Durand, and New Richmond.

HEALTH INSURANCE RESOLUTION:

MOTION #46⁽¹⁹⁾: To approve the Health Insurance Resolution (Doc. 050-19).
Daus/Marshall
RESULT: Carried.

It was noted that the Health Insurance Resolution is a standard resolution for continued participation in the State's health insurance program for local governments. Button was authorized to send the resolution to the Board President for signature prior to today's meeting.

NOMINATION COMMITTEE:

Tripp noted that Daus, Duerkop, and Marshall shall serve on the Nomination Committee to bring forth a ballot for elections at the January 2020 IFLS Board meeting. Gardner will set arrangements for this conference call.

2020 STATE LONG RANGE PLAN AND BUDGET:

MOTION #47⁽¹⁹⁾: To approve the 2020 State Long Range Plan and Budget
(Doc. #051-19). Daus/L. Thompson
RESULT: Carried.

The State Long Range Plan was reviewed at the September meeting. The only difference is the addition of the annual program budget for 2020 as approved at the September meeting.

REPORTS:

In-depth Staff Report: Deb Faulhaber

Deb Faulhaber, Bibliographic Services Manager was present to provide an overview of bibliographic services offered at IFLS. Faulhaber started January 2013. Sadie Falter began in October 2016. Bethany Bulgrin and Bonnie Clausen started this summer. Sarah Szymanski started the summer of 2017.

The Shared Services program began in January of 2013 after the need for a contract cataloging service was revealed. The program which is built on a cost-recovery basis. Three libraries started and included Rice Lake, New Richmond, and Hudson. We currently work with five libraries: Rice Lake, Amery, New Richmond, Roberts, and Menomonie.

Shared services began with Faulhaber and 2 processors and how grown the team and hours from 36 hours per week cataloging to 86 hours. Processing increased from 9 hours to 32 hours each week. Shared Services began as a system for processing and cataloging materials. There is the ability to do shared services supply ordering. Shared Services also does database cleanup.

CABS (Cataloging and Bibliographic Services) started in 2018 as an off-shoot of Shared Services. Libraries needed an alternative to in-house cataloging but wanted to keep processing their own library material. Cost was also a roadblock for some libraries to participate in Shared Service. CABS has been made increasingly affordable over the past few years. CABS library places material order with vendor, they email their invoice or statement to the CABS email address and we catalog all items from a distance. The goal is to make distance cataloging as easy as possible for the libraries, so all they need to do is unpack their order, scan the barcode on the item and attach their item to the complete accurate record. CABS began in 2018 with 10 libraries and next year 19 libraries have signed up for CABS. It is hoped this service keeps growing. Norman inquired about anticipated space needs over the next 5-10 years. Faulhaber noted staff has been discussing this as the current space is tight right now. Tripp asked about the cost savings for libraries compared to doing it themselves. Faulhaber noted it is always a lot cheaper for us to do it. With the added subsidy in the MORE budget, the cost to libraries is drastically reduced for 2020. The fewer people touching the bibliographic record; the more cost efficient it is. It also frees up library staff time to let them help serve the public better. That recouped time can be spent on programs and outreach.

Board members thanked Faulhaber and the staff. Faulhaber invited Board members to visit the shared services office for a tour.

IFLS Staff Reports

Written reports from staff were included in the meeting packet. Thompson welcomed questions. L. Thompson complimented Langby and staff on their reports as well as Langby's leadership and work on the WLA Conference.

Prichard inquired about cultural appropriation as noted in Leah Langby's report. Thompson noted that cultural appropriation is exploiting culture for a purpose not intended for. The Kalahari Resort in Wisconsin Dells held the WLA Conference and the hotel's theme is related to Africa including paintings, statutes, and colors. It takes advantage of the African culture in a touristy way. Thompson noted that the link Langby provided provides a much broader context. The Keynote speaker at the conference is one generation removed from Africa.

(Hull left at 1:37 pm.)

Advisory Council Report: Katherine Elchert

Katherine Elchert is representative on the IFLS Advisory Council of Librarians for Barron County. Barron County has six public libraries and Elchert is the Director at the largest one; Rice Lake.

Librarians in Barron County are working together. There will be a presentation for the county board on how helpful libraries will be with the 2020 Census.

Elchert started employment at the Rice Lake library in 2013 as a children's librarian. Elchert was promoted to director in 2016. Elchert chaired the MORE Shared Resources committee and recently became a mentor to the new director at Stanley.

Elchert noted the year started with \$20,000 in budget cuts and they lost 13 hours a week. This has been the third major cut in seven years. The library underwent two major moves in 2019. In February, the library relocated to a temporary location and then returned to the renovated space in October. Elchert handed out business cards and welcomed to offer a personal tour to those interested. During the renovation, patrons were invited to "foster" a place for books for an extended period during renovations. The expansion has been twenty-plus years in the making. The renovation includes more flexible space, increased visibility, increased access for ADA, meeting rooms, study rooms, and green space. These renovations make the library a vibrant place on Main Street.

The Rice Lake Library provides strong programming. With a staff of 17, the library offered over 700 programs. The library houses unique collections and collaborations with other community partners such as the wig library, baby wrap, and wi-fi hotspots. The space has been expanded to accommodate 325 people when standing. Prior to renovation, 212 was the maximum capacity.

(Mercord left at 1:53 pm)

Board member reports:

Achterhof mentioned McMillian policy of one ebook per library. Thompson noted that the American Library Association has petitioned McMillian to change that policy. The Statewide consortium is dealing with this.

L. Thompson attended the Wisconsin Library Association (WLA) Conference on Thursday. Sessions on Thursday have more of a trustee focus. The content was very good and the luncheon speaker excellent. L. Thompson viewed the day as outstanding and encouraged trustees to attend one of these conferences.

Brue noted Western Wisconsin Health in Baldwin has a blood pressure app available for checkout at the libraries in Baldwin, Woodville, and Hammond.

ADJOURNMENT:

Motion to adjourn at 1:58 pm.

Joanne Gardner, Recorder/Administrative Associate

These minutes of the Board of Trustees are approved:

☐ as printed.
☐ with corrections noted.

Presiding Officer

Dated

IFLS Library System

Check Register

#002(20)

November 2019

Date	Num	Name	Memo	Amount
Nov 19				
11/01/2019	Auto Pay	Delta Dental	Nov Dental	-780.22
11/12/2019	Auto Pay	Kwik Trip, Inc.	Oct/Nov Gas	-76.13
11/14/2019	Auto Pay	Xcel Energy	9/23-10/22 Gas & Electric	-318.07
11/20/2019	Auto Pay	Associated Credit Card	Oct Credit Card *see attached	-26,379.57
11/25/2019	Auto Pay	Employee Trust Funds, Dept of	Dec Health Ins.	-18,053.04
11/12/2019	Autp Pay	CenturyLink	Oct Phone Svc	-1.44
11/04/2019	CHG	Associated Bank	Wire Fee	-15.00
11/20/2019	CHG	Associated Bank	Wire Fee	-15.00
11/04/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #23	-1,017.00
11/08/2019	WIRE	Internal Revenue Service	P/R #23	-6,548.68
11/15/2019	WIRE	Wisconsin Department of Revenue	P/R #22	-1,337.00
11/20/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #24	-1,067.00
11/27/2019	WIRE	Internal Revenue Service	P/R #24	-6,544.62
11/29/2019	WIRE	Wisconsin Retirement System	Oct WRF	-7,244.67
11/30/2019	WIRE	Wisconsin Department of Revenue	P/R #23	-1,337.00
11/04/2019	41541	AT&T	Oct Phone Svc	-20.55
11/04/2019	41542	Conradi, Charlene	WLA Conf Exp/Scholarship	-650.00
11/04/2019	41543	Kapaun, Katy	10/24 Trustee Training Meals	-78.00
11/04/2019	41544	Kilde, Rebecca	Webmasters Day/Lunch	-10.00
11/04/2019	41545	OCLC, Inc	IFLS/MORE Sept OCLC	-3,814.91
11/04/2019	41546	TracSystems, Inc.	Billable/5-pack Pharos Licenses	-591.63
11/04/2019	41547	Woodville, Village of	WLA Conf/K Furo-Bonnstetter	-650.00
11/04/2019	41548-41564	IFLS Staff	P/R #23 Net	-20,455.27
11/19/2019	41565	Amery Public Lib	Delivery Damage/1 item	-24.00
11/19/2019	41566	Somerset Public Lib	Delivery Damage/1 item	-17.00
11/19/2019	41567	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Oct	-1,002.83
11/19/2019	41568	New Richmond, City of	MORE Ecomm/Thru Oct	-1,032.41
11/19/2019	41569	Somerset Public Lib	MORE Ecomm/thru Oct	-1,069.57
11/19/2019	41570	Bayscan Technologies	Billable/Comp Equip	-858.00
11/19/2019	41571	Krejci, Bridget	Svc Evaluation Visit/Chippewa	-14.28
11/19/2019	41572	Langby, Leah	Library Visits	-156.13
11/19/2019	41573	Link, Samantha	Tech Days/Mlg, Meals & Honorarium	-794.92
11/19/2019	41574	Maug Cleaning Solutions, Inc.	9/30-10/27 Cleaning Svc	-364.00
11/19/2019	41575	Roholt, Lori	New Director Visit/Elmwood	-35.70
11/19/2019	41576	Schaller, Kathryn	Tech Days Wkshop/Presenter	-67.28
11/19/2019	41577	Season 2 Season	Oct Lawncare Svc	-430.00
11/19/2019	41578	Securian Financial Group, Inc.	Dec Life Ins.	-435.90
11/19/2019	41579	Service First	Plumbing Service Call	-105.00
11/19/2019	41580	Turner, Kris	Tech Day Workshop Speaker	-1,500.00
11/19/2019	41581	Waltco Inc.	Nov Delivery Svc	-23,618.20
11/19/2019	41582	WITC-Rice Lake	Some Billable/Tech Days Workshop	-817.00
11/19/2019	41583	Turner, Kris	Tech Days Wkshp/Mileage & Meals	-401.75
11/19/2019	41584	Library Ideas	MORE/Oct Freading Usage	-739.50
11/19/2019	41585	Marcive, Inc.	MORE/Oct Database Maint	-245.09
11/19/2019	41586	OverDrive, Inc.	MORE/OverDrive Titles	-4,017.03
11/20/2019	41587-41604	IFLS Staff	P/R #24 Net	-20,414.62
11/20/2019	41590	Falter, Sadie L	VOID:	0.00
11/20/2019	41605	WITC-Rice Lake	Billable/Tech Days Wkshp	-948.78
Nov 19 TOTAL				<u><u>-156,113.79</u></u>

9:25 AM

12/03/19

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (11/20/2019)

Date	Name	Memo	Num	Amount
Oct 19				
10/01/2019	Dell Marketing L.P.	Billable/Prescott 4 Comps	Comp Equip	3,123.76
10/01/2019	Menomonie Market	9/26 Workshop Lunch/Snacks	Wkshp Exp	404.65
10/01/2019	Best Western Hotels	9/26 Wksp/2 Presenters/Lodging	Wkshp Exp	164.00
10/01/2019	Boxx Sanitation	Sept & Oct Garbage Svc	Sept-Oct	58.00
10/02/2019	Dell Marketing L.P.	Billable/Menomonie Comp	Comp Equip	780.94
10/04/2019	CDW-G	Billable/Colfas 2 Printers	Comp Equip	703.18
10/04/2019	DigiCopy, Inc.	Billable/WLA Conf Table Tents	WLA Conf	49.56
10/08/2019	Kalahari Hotel	WLA Conf Exp/L Roholt	WLA Lodging	198.00
10/08/2019	Restaurants	WLA Conf Exp/M Welch	WLA Meals	32.73
10/09/2019	Dell Marketing L.P.	Billable/Hudson 13 Comps	Comp Equip	10,298.86
10/09/2019	Restaurants	WLA Conf Exp/L Roholt	WLA Meals	31.43
10/10/2019	Dell Marketing L.P.	Billable/Cumberland 4 Comps	Comp Equip	3,583.47
10/10/2019	Kalahari Hotel	WLA Conf Exp/M Welch	WLA Lodging	82.94
10/10/2019	Restaurants	WLA Conf Exp/L Langby	WLA Meals	49.03
10/10/2019	Restaurants	WLA Conf Exp/J Thompson	WLA Meals	37.26
10/10/2019	Kalahari Hotel	WLA Conf Exp/Kilde Refund	WLA Conf	-111.12
10/11/2019	Restaurants	WLA Conf Exp/L Roholt	WLA Meals	41.28
10/11/2019	Restaurants	WLA Conf Meals/B Krejcei	WLA Meals	79.11
10/11/2019	Kalahari Hotel	WLA Conf Exp/J Thompson	WLA Lodging	297.00
10/11/2019	Kalahari Hotel	WLA Conf Exp/B Krejcei	WLA Lodging	210.12
10/14/2019	Quill Corporation	Tape & Cleaning Spls	1900567	109.76
10/14/2019	Misc	MORE/Disputed Patron Charge	MORE Chg	10.00
10/15/2019	Dell Marketing L.P.	Billable/Altoona Comp	Comp Equip	798.68
10/15/2019	Dell Marketing L.P.	Billable/Osceola 2 Comps	Comp Equip	1,584.44
10/15/2019	Dell Marketing L.P.	Billable/Stanley 4 Comps	Comp Equip	3,194.72
10/15/2019	Festival Foods	Meeting Spls & Billable/Pop	Misc	18.75
10/21/2019	Restaurants	10/22 Workshop Meals	Wkshp Exp	72.98
10/21/2019	Festival Foods	Meeting Spls & Billable Pop	Misc	18.13
10/22/2019	Festival Foods	10/22 Trustee Training/Food	Wkshp Meal	12.00
10/23/2019	Restaurants	'18 Staff Holiday Lunch	CC Rewards	281.39
10/29/2019	FlowRoute.com	Oct Phone/Deposits on Acct	On Acct	150.00
10/29/2019	USPS	Oct Postage	Postage	14.52
Oct 19				26,379.57

IFLS Library System

Check Register

December 2019

Date	Num	Name	Memo	Amount
Dec 19				
12/01/2019	Auto Pay	Delta Dental	Dec Dental	-780.22
12/09/2019	Auto Pay	Holiday Credit Office	Nov Gas	-71.57
12/10/2019	Auto Pay	CenturyLink	Nov Phone	-1.40
12/10/2019	Auto Pay	Kwik Trip, Inc.	Nov/Dec Gas	-33.54
12/13/2019	Auto Pay	Xcel Energy	10/22-11/20 Gas & Electric Svc	-411.72
12/24/2019	Auto Pay	Employee Trust Funds, Dept of	Jan '20 Health Ins.	-16,673.34
12/24/2019	Auto Pay	Associated Credit Card	Nov Credit Card *see attached	-12,209.91
12/04/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #25	-1,067.00
12/11/2019	WIRE	Internal Revenue Service	P/R #25	-8,935.38
12/15/2019	WIRE	Wisconsin Department of Revenue	P/R #24	-1,338.00
12/18/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #26	-1,067.00
12/25/2019	WIRE	Internal Revenue Service	P/R #26	-6,550.80
12/30/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #27	-1,067.00
12/31/2019	WIRE	Wisconsin Department of Revenue	P/R #25	-1,793.00
12/31/2019	WIRE	Wisconsin Retirement System	Nov WRF	-7,242.22
12/03/2019	41606	Achterhof, Judy	Board Mileage	-57.12
12/03/2019	41607	Brue, Mary Ellen	Board Mileage	-49.98
12/03/2019	41608	Duerkop, Sue	Board Mileage	-65.28
12/03/2019	41609	Eggert, Pat	Board Mileage	-22.44
12/03/2019	41610	Lieffring, Lyle	Board Mileage	-57.12
12/03/2019	41611	Mecord, Robert	Board Mileage	-73.44
12/03/2019	41612	Norman, Michael	Board Mileage	-65.28
12/03/2019	41613	Thompson, Linda	Board Mileage	-61.20
12/03/2019	41614	AT&T	Nov/Dec Phone Svc	-20.55
12/03/2019	41615	EO Johnson Co.	Color Copies	-87.90
12/03/2019	41616	Kilde, Rebecca	Marketing Mtg in Wausau	-75.24
12/03/2019	41617	Maug Cleaning Solutions, Inc.	10/28-11/24 Cleaning Svc	-364.00
12/03/2019	41618	OCLC, Inc	IFLS/MORE Oct OCLC Usage	-3,824.66
12/03/2019	41619	Schwartz, Kristopher	Jul-Dec Cell Phone	-120.00
12/03/2019	41620	Setter, Kathy	Jul-Dec Cell Phone	-120.00
12/03/2019	41621	Stewart, Dalton	Jul-Dec Cell Phone	-120.00
12/03/2019	41622	Thompson, John	Jul-Dec Cell, Mtgs, Wkshps, Libs	-1,196.40
12/03/2019	41623	Wisconsin Library Association	Sponsorship WLA Conf	-250.00
12/03/2019	41624	Marcive, Inc.	MORE/Nov Database Maint.	-218.46
12/04/2019	41625-41641	IFLS Staff	P/R #25 Net	-27,631.28
12/09/2019	41642	Altoona Public Lib	MORE Ecomm/thru Nov (Yr-end)	-645.86
12/09/2019	41643	Augusta Public Lib	MORE Ecomm/thru Nov (Yr-end)	-121.33
12/09/2019	41644	Baldwin Public Lib	MORE Ecomm/thru Nov (Yr-end)	-176.22
12/09/2019	41645	Barron Public Library	MORE Ecomm/thru Nov (Yr-end)	-539.52
12/09/2019	41646	Bloomer Public Lib	MORE Ecomm/thru Nov (Yr-end)	-639.70
12/09/2019	41647	Boyceville Public Lib	MORE Ecomm/thru Nov (Yr-end)	-372.08
12/09/2019	41648	Bruce Public Lib	MORE Ecomm/thru Nov (Yr-end)	-165.81
12/09/2019	41649	CA Friday Memorial Library	MORE Ecomm/thru Nov (Yr-end)	-584.12
12/09/2019	41650	Cameron Public Library	MORE Ecomm/thru Nov (Yr-end)	-174.71
12/09/2019	41651	Cumberland Public Library	MORE Ecomm/thru Nov (Yr-end)	-174.37

IFLS Library System

Check Register

December 2019

Date	Num	Name	Memo	Amount
12/09/2019	41652	Dresser Pubic Lib	MORE Ecomm/thru Nov (Yr-end)	-100.63
12/09/2019	41653	Ellsworth Public Lib	MORE Ecomm/thru Nov (Yr-end)	-376.78
12/09/2019	41654	Elmwood Public Library	MORE Ecomm/thru Nov (Yr-end)	-44.32
12/09/2019	41655	Frederic Public Lib	MORE Ecomm/thru Nov (Yr-end)	-427.01
12/09/2019	41656	Glenwood City Public Lib	MORE Ecomm/thru Nov (Yr-end)	-73.44
12/09/2019	41657	Hudson Public Lib	MORE Ecomm/thru Nov (Yr-end)	-1,105.65
12/09/2019	41658	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Nov (Yr-end)	-579.22
12/09/2019	41659	Menomonie Public Library	MORE Ecomm/thru Nov (Yr-end)	-1,624.55
12/09/2019	41660	Osceola Public Lib	MORE Ecomm/thru Nov (Yr-end)	-513.08
12/09/2019	41661	Park Falls Public Lib	MORE Ecomm/thru Nov (Yr-end)	-468.98
12/09/2019	41662	Phillips Public Lib	MORE Ecomm/thru Nov (Yr-end)	-253.42
12/09/2019	41663	Rice Lake Public Library	MORE Ecomm/thru Nov (Yr-end)	-333.85
12/09/2019	41664	River Falls Public Lib	MORE Ecomm/thru Nov (Yr-end)	-1,051.11
12/09/2019	41665	Rusk County Community Library	MORE Ecomm/thru Nov (Yr-end)	-191.45
12/09/2019	41666	Somerset Public Lib	MORE Ecomm/thru Nov (Yr-end)	-58.62
12/09/2019	41667	Spring Valley Public Lib	MORE Ecomm/thru Nov (Yr-end)	-409.89
12/09/2019	41668	St Croix Falls Public Lib	MORE Ecomm/thru Nov (Yr-end)	-118.98
12/09/2019	41669	Turtle Lake Public Library	MORE Ecomm/thru Nov (Yr-end)	-395.60
12/09/2019	41670	Woodville Public Lib	MORE Ecomm/thru Nov (Yr-end)	-104.49
12/17/2019	41671	Bayscan Technologies	IFLS/Barcode Scanner	-190.00
12/17/2019	41672	CCI Solutions	Sh Cat Spls/2K Audiobook Sleeves	-348.96
12/17/2019	41673	Eau Claire County Treasurer	Spec Assess/Annual Street Lights	-95.00
12/17/2019	41674	EBSCO Publishing	20 Novelist + (IFLS) Select (MORE)	-11,781.00
12/17/2019	41675	OCLC, Inc	IFLS/MORE Nov OCLC Usage	-3,844.66
12/17/2019	41676	Season 2 Season	11/27-12/9 Snow Removal	-210.00
12/17/2019	41677	Securian Financial Group, Inc.	Jan '20 Life Ins.	-425.60
12/17/2019	41678	Thompson, John	12/5-12/17 Lib Visits	-314.67
12/17/2019	41679	Waltco Inc.	Nov Delivery	-23,242.78
12/17/2019	41680	Wis Dept of Public Instruction	WISCAT 2020	-200.00
12/17/2019	41681	Wisconsin Dept of Administration	Jul-Dec TEACH Line Svc	-1,500.00
12/17/2019	41682	Wisconsin Valley Library Service	2019 LEAN WI Partnership Share	-56,245.00
12/17/2019	41683	Library Ideas	MORE/Nov Freading Usage	-736.50
12/17/2019	41684	OverDrive, Inc.	MORE OverDrive Titles/S Billable	-5,814.33
12/18/2019	41685-41701	IFLS Staff	P/R #26 Net	-20,447.30
12/19/2019	41702	Hazel Mackin Community Library	2019 Ecommerce Credit Refund	-1,134.83
12/30/2019	41703	AT&T	Dec Phone Svc	-20.55
12/30/2019	41704	Cash	Wkshp Spls, Pkg, Pstg	-11.37
12/30/2019	41705	PermaCard	Billable/Library Cards & Keytags	-3,412.15
12/30/2019	41706	Summit Companies	Annual Fire Extinguishers Insp	-33.50
12/30/2019	41707	OverDrive, Inc.	MORE OverDrive Titles	-2,104.47
12/30/2019	41708-41724	IFLS Staff	P/R #27 Net	-21,709.95
Dec 19 TOTAL				<u><u>-259,369.86</u></u>

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01/06/20

Accrual Basis

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (12/24/2019)

Date	Name	Memo	Num	Amount
Nov 19				
11/01/2019	Rev.com	Captioning for 10/30 Webinar	Workshops	66.00
11/01/2019	Festival Foods	Supplies for Trustee Workshop	Supplies	8.00
11/01/2019	Restaurants	Sandwiches for Trustee Workshop	Workshops	96.20
11/05/2019	Dell Marketing L.P.	1 Desktop, 1 Laptop, 4 Monitors, SSD	IFLS Comps	3,014.61
11/05/2019	CDW-G	Billable/Rice Lake Printers	Comp Equip	428.96
11/05/2019	Best Western Hotels	K Turner/Tech Days Keynote	Lodging	82.00
11/05/2019	Dell Marketing L.P.	Billable/Bruce Comp partial	Comp Equip	237.22
11/06/2019	CDW-G	Billable/Chetek Printer	Comp Equip	214.49
11/06/2019	CDW-G	QuickBooks '20 Upgrade	IFLS Softwr	185.77
11/06/2019	Restaurants	Dinner for Trustee Workshop	Workshops	49.34
11/06/2019	Jefferson St. Inn	Tech Days/Link & Turner	Lodging	164.00
11/06/2019	Holiday Inn	Lib Visit/Lodging	Lib Visit	164.00
11/06/2019	Restaurants	Lib Visit/Meals	Lib Visit	30.55
11/07/2019	CDW-G	Billable/River Falls Printer	Comp Equip	360.94
11/07/2019	Festival Foods	Dinner for Trustees Workshop	Workshops	12.21
11/07/2019	Best Western Hotels	Tech Days/Turner Lodging	Lodging	82.00
11/07/2019	Dell Marketing L.P.	Billable/Park Falls Comps partial	Comp Equip	1,370.86
11/08/2019	Festival Foods	Meeting Spls & Billable Pop	Misc	47.83
11/13/2019	WLA	WLA Membership/R Kilde	Membership	52.20
11/13/2019	Festival Foods	Meeting Supplies	Mtg Spls	12.98
11/14/2019	Coffee Grounds	K Schaller/Tech Days Presenter	Gift Card	30.00
11/15/2019	Boxx Sanitation	Nov Garbage Svc	190332	29.00
11/15/2019	Restaurants	Rewards/Lunch for Mentor Retreat	CC Rewards	150.97
11/18/2019	Quill Corporation	Misc Office & Cleaning Spls	2742664	67.95
11/19/2019	American Library Association	ALA Membership/K Setter	Memb Fee	148.00
11/20/2019	Dell Marketing L.P.	Billable/Roberts Laptop	Comp Equip	876.37
11/20/2019	Dell Marketing L.P.	Billable/Bulk Comps for Libs	Comp Equip	2,722.83
11/21/2019	Dell Marketing L.P.	Billable/Glenwood Comps partial	Comp Equip	525.99
11/21/2019	Dell Marketing L.P.	Billable/Ellsworth Comps partial	Comp Equip	701.32
11/22/2019	Dell Marketing L.P.	Billable/Boyceville Comp partial	Comp Equip	103.01
11/30/2019	USPS	Nov Postage	Postage	24.31
11/30/2019	FlowRoute.com	Nov Phone Svc	Nov Auto	150.00
Nov 19				12,209.91

1/13/2020
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Indianhead Federated Library System
Balance Sheet
As of November 30, 2019

	<u>IFLS</u>	<u>MORE</u>	<u>2019 TOTAL</u>	<u>2018 TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	35,547.06		35,547.06	39,386.73
1040 · Bank Mutual - Checking	15,566.62		15,566.62	16,419.51
1050/1106 · Investments/Bank Mutual & States PIF	1,578,129.84	386,862.43	1,964,992.27	1,941,045.64
Total Checking/Savings & Investments	<u>1,629,243.52</u>	<u>386,862.43</u>	<u>2,016,105.95</u>	<u>1,996,851.88</u>
Accounts Receivable				
1200 · Accounts Receivable	35,982.10	0.00	35,982.10	12,581.58
Total Accounts Receivable	<u>35,982.10</u>	<u>0.00</u>	<u>35,982.10</u>	<u>12,581.58</u>
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,946.12		1,946.12	3,348.28
1504/1505 · 2019-2020 Prepaid Expenses	34,567.88	0.00	34,567.88	4,255.00
Total Other Current Assets	<u>36,589.00</u>	<u>0.00</u>	<u>36,589.00</u>	<u>7,678.28</u>
TOTAL ASSETS	<u><u>1,701,814.62</u></u>	<u><u>386,862.43</u></u>	<u><u>2,088,677.05</u></u>	<u><u>2,017,111.74</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	52,867.23	954.96	53,822.19	63,245.42
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	<u>52,867.23</u>	<u>954.96</u>	<u>53,822.19</u>	<u>63,245.42</u>
Other Current Liabilities				
2100 · Payroll Liabilities	1,338.00		1,338.00	1,293.00
2900 · Unavailable Revenue	900,042.00		900,042.00	900,042.00
Total Other Current Liabilities	<u>901,380.00</u>	<u>0.00</u>	<u>901,380.00</u>	<u>901,335.00</u>
Total Current Liabilities	<u>954,247.23</u>	<u>954.96</u>	<u>955,202.19</u>	<u>964,580.42</u>
Total Liabilities	<u>954,247.23</u>	<u>954.96</u>	<u>955,202.19</u>	<u>964,580.42</u>
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	224,908.21	8,148.40	233,056.61	184,340.90
Total Equity (End of Year)	<u>747,567.39</u>	<u>385,907.47</u>	<u>1,133,474.86</u>	<u>1,052,531.32</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,701,814.62</u></u>	<u><u>386,862.43</u></u>	<u><u>2,088,677.05</u></u>	<u><u>2,017,111.74</u></u>

IFLS Library System
Revenue and Expense Statement
January through November 2019

	Jan - Nov 19	Jan - Nov 18
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,162,585.00
5200 · Interest Income/General Funds	35,001.07	26,925.84
5263 · MORE Management Income	10,000.00	10,000.00
5280 · Technology Income	6,752.29	7,084.26
5300 · Miscellaneous Income	4,020.27	5,000.00
Total Income	1,255,829.63	1,211,595.10
Expense		
6500 · Salaries/Wages	427,885.65	470,101.87
6560 · Payroll Expenses	176,669.43	149,044.16
8070 · New Furnishings/Equipment <\$500	51.10	622.67
8530 · Bank Service Charges	133.00	3.00
8540 · Annual Audit	6,430.00	5,925.00
8620 · Collection/Electronic Resources	44,399.00	20,678.00
8630 · Wis Pub Lib Consortium Membshp	5,605.00	6,370.00
8670 · Professional Memberships	1,793.73	1,768.67
8690 · Librarian Workshops - General	5,719.02	6,151.45
8700 · CE/Collaboration Projects	200.00	100.00
8702 · Crisis Prevention Training	40.80	0.00
8710 · CE Grants - General	2,400.00	1,930.47
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	5,911.65	10,696.68
8735 · Library Consulting Expenses	593.13	252.00
8740 · Field Visits	5,792.82	4,957.08
8741 · Field Visits - Tech Support	0.00	0.00
8755 · Programming Kits	1,138.10	1,291.37
8812 · ILL Fees & Verification Sources	7,720.76	8,565.88
8850 · Delivery Service	260,410.51	232,873.12
8855 · Collection Dev Grant-LEPhillips	17,250.00	17,250.00
8864 · Wide-Area Network (WAN)	7,370.00	5,185.00
8890 · IFLS Contrib - MORE Operating	85,177.00	82,696.00
8898 · LEAN WI/Shared Tech WVLS	0.00	62,000.00
8950 · Campaign for Wisconsin Libs	1,126.00	0.00
8960 · Long Range Planning Meeting	0.00	2,672.50
8971 · Web Development	1,006.80	863.83
9010 · IFLS Committee Meetings	3,616.31	3,607.08
9020 · Professional Materials	966.42	1,263.29
9030 · Postage	745.64	120.92
9050 · Telephone	3,975.27	6,576.44
9060 · Supplies	878.40	956.34
9080 · Printing	1,350.40	372.50
9123 · Building Overhead Expenses	17,418.18	16,903.08
9140 · Photocopier Costs	2,248.98	2,172.58

IFLS Library System
Revenue and Expense Statement
January through November 2019

	Jan - Nov 19	Jan - Nov 18
9160 · Computers	4,136.25	3,739.60
9190 · System Vehicle Expenses	2,194.44	3,737.27
9220 · Insurance	4,616.26	3,183.99
9240 · Contingency	880.00	590.36
9241 · Credit Card Reward Program	-935.39	1,392.69
9245 · Capital Expenditures	0.00	3,129.00
Total Expense	1,106,914.66	1,139,743.89
Net Ordinary Income	148,914.97	71,851.21
Pass-thru Income/Expense		
Pass-thru Income		
5470 · LSTA #17 - PLSR Sys Redesign 3	8,013.79	172,513.25
5471 · LSTA #17 - WPLC Biblioboard Inc	24,000.00	24,000.00
5506 · TEACH Grant Income	2,910.00	2,329.00
5620 · Shared Cataloging Svc Income	135,653.46	125,439.23
5702 · Billable Project Income	194,649.71	202,992.35
Total Pass-thru Income	365,226.96	527,273.83
Pass-thru Expense		
8830 · Shared Cataloging Service	119,651.08	73,039.24
8940 · Projects Billable to Libraries	134,658.85	199,833.60
9920 · TEACH Grant Expenses	2,910.00	2,324.00
9976 · LSTA #17 - PLSR Syst Redesign 3	8,013.79	172,513.25
9977 · LSTA #17 - WPLC Biblioboard	24,000.00	24,000.00
Total Pass-thru Expense	289,233.72	471,710.09
Net Pass-thru Income	75,993.24	55,563.74
Year-to-date Income less Expense (IFLS Funds)	224,908.21	127,414.95
 MORE Shared System Income less Expense		
5670 · MORE Shared System Income	732,081.00	716,469.00
9500 · MORE Shared Automation Expenses	723,932.60	659,543.05
Year-to-date Income less Expense (MORE Funds)	8,148.40	56,925.95
 Year-to-date Income less Expense (ALL Funds)	233,056.61	184,340.90

IFLS Library System

Profit & Loss Budget vs. Actual

January through November 2019

	TOTAL			
	Jan - Nov 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,200,056.00	1,200,056.00	0.00	100.0%
5200 · Interest Income/General Funds	35,001.07	35,000.00	1.07	100.0%
5263 · MORE Management Income	10,000.00	10,000.00	0.00	100.0%
5280 · Technology Income	6,752.29	4,000.00	2,752.29	168.81%
5300 · Miscellaneous Income	4,020.27	1,000.00	3,020.27	402.03%
Total Income	1,255,829.63	1,250,056.00	5,773.63	100.46%
Expense				
6500 · Salaries/Wages	427,885.65	540,000.00	-112,114.35	79.24%
6560 · Payroll Expenses	176,669.43	190,000.00	-13,330.57	92.98%
8070 · New Furnishings/Equipment <\$500	51.10	500.00	-448.90	10.22%
8530 · Bank Service Charges	133.00	250.00	-117.00	53.2%
8540 · Annual Audit	6,430.00	6,430.00	0.00	100.0%
8620 · Collection/Electronic Resources	44,399.00	44,320.00	79.00	100.18%
8630 · Wis Pub Lib Consortium Membshp	5,605.00	5,605.00	0.00	100.0%
8670 · Professional Memberships	1,793.73	3,000.00	-1,206.27	59.79%
8690 · Librarian Workshops - General	5,719.02	6,350.00	-630.98	90.06%
8700 · CE/Collaboration Projects	200.00	300.00	-100.00	66.67%
8702 · Crisis Prevention Training	40.80	150.00	-109.20	27.2%
8710 · CE Grants - General	2,400.00	2,400.00	0.00	100.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	5,911.65	10,000.00	-4,088.35	59.12%
8735 · Library Consulting Expenses	593.13	600.00	-6.87	98.86%
8740 · Field Visits	5,792.82	8,000.00	-2,207.18	72.41%
8755 · Programming Kits	1,138.10	1,300.00	-161.90	87.55%
8812 · ILL Fees & Verification Sources	7,720.76	8,600.00	-879.24	89.78%
8850 · Delivery Service	260,410.51	270,093.00	-9,682.49	96.42%
8855 · Collection Dev Grant-LEPhillips	17,250.00	23,000.00	-5,750.00	75.0%
8864 · Wide-Area Network (WAN)	7,370.00	10,370.00	-3,000.00	71.07%
8890 · IFLS Contrib - MORE Operating	85,177.00	85,177.00	0.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	56,000.00	-56,000.00	0.0%
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00	0.00	100.0%
8971 · Web Development	1,006.80	1,100.00	-93.20	91.53%
9010 · IFLS Committee Meetings	3,616.31	5,150.00	-1,533.69	70.22%
9020 · Professional Materials	966.42	1,470.00	-503.58	65.74%
9030 · Postage	745.64	780.00	-34.36	95.6%
9050 · Telephone	3,975.27	9,960.00	-5,984.73	39.91%
9060 · Supplies	878.40	1,120.00	-241.60	78.43%
9080 · Printing	1,350.40	1,800.00	-449.60	75.02%
9123 · Building Overhead Expenses	17,418.18	23,350.00	-5,931.82	74.6%
9140 · Photocopier Costs	2,248.98	2,400.00	-151.02	93.71%
9160 · Computers	4,136.25	4,900.00	-763.75	84.41%

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

	TOTAL			
	Jan - Nov 19	Budget	\$ Over Budget	% of Budget
9190 · System Vehicle Expenses	2,194.44	3,300.00	-1,105.56	66.5%
9220 · Insurance	4,616.26	5,021.00	-404.74	91.94%
9240 · Contingency	880.00	1,000.00	-120.00	88.0%
9241 · Credit Card Reward Program	-935.39	0.00	-935.39	100.0%
9245 · Capital Expenditures	0.00	18,590.00	-18,590.00	0.0%
Tqtal Expense	1,106,914.66	1,353,512.00	-246,597.34	81.78%
Net Ordinary Income	148,914.97	-103,456.00	252,370.97	
Pass-thru Income/Expense				
Pass-thru Income				
5470 · LSTA #17 - PLSR Sys Redesign 3	8,013.79	8,014.00	-0.21	100.0%
5471 · LSTA #17 - WPLC Biblioboard Inc	24,000.00	24,000.00	0.00	100.0%
5506 · TEACH Grant Income	2,910.00	2,910.00	0.00	100.0%
5620 · Shared Cataloging Svc Income	135,653.46	135,655.00	-1.54	100.0%
5702 · Billable Project Income	194,649.71	175,000.00	19,649.71	111.23%
Total Pass-thru Income	365,226.96	345,579.00	19,647.96	105.69%
Pass-thru Expense				
8830 · Shared Cataloging Service	119,651.08	135,655.00	-16,003.92	88.2%
8940 · Projects Billable to Libraries	134,658.85	175,000.00	-40,341.15	76.95%
9920 · TEACH Grant Expenses	2,910.00	2,910.00	0.00	100.0%
9976 · LSTA #17 - PLSR Syst Redesign 3	8,013.79	8,014.00	-0.21	100.0%
9977 · LSTA #17 - WPLC Biblioboard	24,000.00	24,000.00	0.00	100.0%
Total Pass-thru Expense	289,233.72	345,579.00	-56,345.28	83.7%
Net Pass-thru Income	75,993.24	0.00	75,993.24	100.0%
Year-to-date Income less Expense (IFLS Funds)	224,908.21	-103,456.00	328,364.21	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	732,081.00	727,080.00	5,001.00	100.69%
9500 · MORE Shared Automation Expenses	723,932.60	795,536.00	-71,603.40	91.0%
Year-to-date Income less Expense (MORE Funds)	8,148.40	-68,456.00	76,604.40	
Year-to-date Income less Expense (ALL Funds)	233,056.61	-171,912.00	404,968.61	

My Online Resource (MORE)
Balance Sheet
As of November 30, 2019

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 386,862.43
1200-1 · Accts Receivable-MORE	-
1503-1 · 2018 Prepaid Expense-MORE	-
	<u> </u>
TOTAL ASSETS	<u><u>\$ 386,862.43</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	954.96
	<u> </u>
Total Liabilities	954.96
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	8,148.40
Total Equity/MORE Fund Balance	<u>385,907.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 386,862.43</u></u>

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

	<u>Jan -Nov '19</u>	<u>Jan - Nov '18</u>
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670 · MORE Other Income	5,000.00	0.00
5670-2 · MORE Operating Income	<u>727,081.00</u>	<u>716,469.00</u>
Total MORE Income	<u>732,081.00</u>	<u>716,469.00</u>
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	257,499.12	257,499.12
9500-12 · MORE/III Annual Maintenance	120,151.63	121,311.01
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	2,942.41	1,958.43
9500-22 · MORE/High-demand Hold Project	9,473.91	3,600.56
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,126.00	11,791.00
9500-24 · MORE/Conferences	7,517.12	5,165.05
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	199.00	982.00
9500-38 · MORE/Systemwide OCLC	34,497.08	36,145.04
9500-40 · MORE/Overdrive Content	24,584.87	20,758.15
9500-45 · MORE/Freading eBook Svc	8,456.50	6,761.50
9500-46 · MORE/Electronic Periodicals	15,000.00	9,757.60
9500-47 · MORE/Boopsie Setup/Subscription	0.00	0.00
9500-48 · MORE/I-Tiva Telephony Subscription	9,610.65	9,153.00
9500-49 · MORE/Data Scoping Project	2,500.00	0.00
9500-50 · MORE Discovery/Online Catalog	45,455.74	0.00
9500-5 · MORE/Publicity	0.00	760.15
9500-6 · MORE/Database Cleanup/Maint	4,343.08	4,148.44
9500-8 · MORE/Host Site Costs	0.00	3,500.00
9500-41 · MORE/E-Content	<u>101,740.05</u>	<u>99,792.00</u>
Total 9500 · MORE Shared Automation Expenses	<u>723,932.60</u>	<u>659,543.05</u>
Total MORE Expense	<u>723,932.60</u>	<u>659,543.05</u>
Year-to-date MORE Income less Expense	<u><u>8,148.40</u></u>	<u><u>56,925.95</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>385,907.47</u></u>	

Director's Monthly Activities

Annual Reports—Libraries will be working on their annual reports in the coming weeks. Juli Button and I will be reviewing them to help ensure they are as accurate as possible. We will be holding two workshops on January 30 and 31 to assist directors in completing their annual reports.

Library Directors—New Richmond and Durand currently have openings. Both have posted and will be conducting interviews. Lisa Kuebli is the new director at Barron.

Dresser—The Library has been renamed the Geraldine E. Anderson Village Library in memory of a long serving library board member and literacy supporter.

http://www.osceolasun.com/news/dresser-library-renamed-in-geraldine-e-anderson-s-memory/article_207b51b6-3162-11ea-a5eb-a36b63a48df5.html.

Library Buildings—Somerset should be moving into the new side of the library in late February – early March. Once on the new side the older section will be remodeled with a completion date in mid-Summer.

Milltown had their open house in the newly renovated expanded library in early December.

Consulting—Space planning/Buildings—architect selection, layout assistance, facility assessments, construction updates, and concept development. Administration, library law, hiring, planning, and board development.

Agenda Items

VII. Election of 2020 Officers

The nomination committee will be bringing a slate of candidates for the executive committee/officers. John Thompson will temporary chair the meeting to seek additional nominations and conduct the voting for the 5-person Executive Committee. The chair will be elected by the board from one of those 5.

X. Carryover of capital expenditures

The planned purchase of a new photocopier and furnace from 2019 have been delayed until 2020. We are requesting to carry forward these capital expenditures into 2020.

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

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

XIII. * Committee Appointments (Executive, Personnel)

The chair will seek out possible appointees during the break for Personnel. Approval of personnel and the remainder of the officers will be approved after break.

XIV. Library Legislative Day

Registration deadline is January 17th. <https://wla.memberclicks.net/assets/LLD/2020-LLD-Reg-Form.pdf>



Join Your Library Colleagues for...

**Library Legislative Day
Madison Concourse Hotel**

One West Dayton Street
Madison, WI 53703

Tuesday, February 11, 2020

Name _____

Library/Organization _____ Email _____

Voting address _____ City _____ State _____ Zip _____

To which library organization(s) do you belong: ☐ WLA ☐ WEMTA ☐ Other _____

Check if you are a Trustee ☐ Check if you are a Student (no registration fee for students) ☐

Which Legislators will you visit? (If not known, go to <http://maps.legis.wisconsin.gov> website and enter your address.)

Senator(s) _____

Representative(s) _____

If you need accommodations to fully participate, please check here and specify your needs below ☐

Registration Fee: \$25. Use a separate form for each participant. Students are FREE.

Please note: No refunds will be made for cancellations received after January 27, 2020.

Make checks payable to WLA or pay by credit card; send with registration form(s) to WLA, 4610 S Biltmore Lane, Suite 100, Madison, WI 53718-2153 or fax to 608.245.3646.

Card # _____ Exp. Date _____ Security Code _____

Name of Cardholder as it appears on the card: _____

Card Billing Address (if different from above): _____

Signature _____

Appointments will be made for you and others from your legislative district.

Registration Deadline: January 17, 2020

Limited rooms are being held at the Madison Concourse Hotel. Rate is \$169 plus tax of 15.5%.

Reservations can be made by calling the hotel directly at 800.356.8293. Please identify yourself as part of the WLA 2019 Library Legislative Day room block when making your reservation. **Cut-off date is midnight, January 12, 2020.**

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby January 13, 2020

#006(20)

Continuing Education Highlights:

Completed Workshops:

- Mentor Pair Retreat, November 15 at IFLS
 - 14 attended (7 pairs).
 - IFLS provided lunch, then they brainstormed topics of discussion, voted on topics, and discussed.

Coming up:

Please consult the IFLS calendar (<https://iflsweb.org/calendar/>) to see the upcoming workshops and webinars. There are several on the books for the spring.

Inservices:

- November 21: evening training for Bruce staff (of 1) and volunteers about de-escalation

Consulting Highlights

- New director orientation, Elmwood
- New director orientation, Barron
- Continuing to work on IFLS team to improve our process with new directors
- Working with IFLS team to look at Chippewa Falls staffing and procedures
 - 2 meetings with Chippewa Falls Youth Services staff to discuss duties, mission, goals.
 - Meeting with Chippewa Falls Young Adult staff to discuss staffing, programming, duties, etc.

Statewide projects

- Attended statewide Continuing Education Coordinator meeting in Stevens Point on 11/18 to discuss statewide collaboration and get updates from DPI.
- Working on a statewide series of four workshops about thoughtful and intentional programming to be funded by Library Services and Technology Act funds in May (one will be in Rice Lake).
- Working with the team that is producing the *Wild Wisconsin Winter Web Conference*—I am hosting and managing the Adult Services Track this year. For more information, see the website: <http://www.wildwisconsinweb.com/>
- After much thought and discussion with John, I have applied for the Wisconsin Libraries Transform Communities project as a coach. I am hoping to be selected, I think this project will be a great way to learn about coaching and leadership, as well as about Community Engagement.

Kits

- Thanks to donations, we have created 4 new Board Book Kits (20 copies of the same board book for librarians to use at storytime).
- Thanks to a memorial gift in honor of Nancy Hunt (former IFLS employee), I purchased a Cubetto kit that introduces coding to very young children without a screen.
- IFLS Kits have circulated 55 times since November 13 to IFLS and WVLS libraries.

IT Director Report

IFLS Board of Trustees, January 2020

Kris Schwartz, IT Director

LEANWI System Center Configuration Manager -

Over the last several months we have been working on deploying a new system management software called Microsoft System Center Configuration Manager (SCCM). This software adds several computer management and administration features to our Active Directory environment. One major feature is the ability to deploy software and software upgrades to any computer at any library that SCCM is deployed on. Another major feature will be to deploy system images to library computers. Currently we need to have a computer in our physical possession at IFLS to be able to set them up with the software and settings and then send them or bring them to the library to install. With the ability to deploy a system image we will be able to essentially push out a fresh install to any computer at any library. An example would be if a public access computer had a bad update and became unusable because of corrupt software. Currently a library would have to send that computer to us in the courier so we could re-install everything from scratch. With SCCM we should be able to push out all the software and setting and have the computer re-setup and ready to use again within hours instead of days in most cases. This will greatly increase our efficiency and allow us to better serve the technology needs of our libraries.

New Remote Access Software –

For approximately the last 5 years we have been using a remote access software called LogMeIn to provide remote support to the libraries in the LEANWI partnership. This software is crucial and saves both tech staff and libraries a lot of time when troubleshooting issues and providing regular maintenance on the library PC's. With extremely short notice before our yearly subscription expired, we were informed by LogMeIn that our costs would be increasing by about 300% for the coming year, no explanation was given for the price increase. This price increase was far outside of what we had budgeted for. Losing our remote access to all the library computers would have crippled us severely and turnaround time for troubleshooting and repairing library computers would have gone from minutes/hours to days. We were forced to look for other options and vendors in a very tight timeframe. I was able to find and test several LogMeIn competitors and was able to find one that had really improved their remote access software system since the last time I had done an audit of remote software vendors about a year ago. The new software is called Splashtop. Splashtop has been providing remote access software for many years but until recently was not competitive with LogMeIn. The new software they have developed now offers a lot of the features that made LogMeIn stand out among the competition and some features LogMeIn did not offer. After some negotiating with a sales rep from Splashtop we were able to procure the new software at a substantially lower price than we were paying for LogMeIn. We were able to use System Center Configuration Manager to deploy this new software to most library computers within a couple of weeks and before our LogMeIn subscription expired. Deployment without System Center would have taken months as we would have had to visit each library and install the software manually. So far, we are very happy with this new product.

2019 In Review for January 2020 IFLS Board Meeting

from Rebecca Kilde, PR and Communications Coordinator

Website

I have pulled together some statistics and summaries for you as we say good-bye to 2019. First, the website. We switched to the new website in July, so I thought it would be interesting to compare this year's activity with last

Returning Visits Over Time



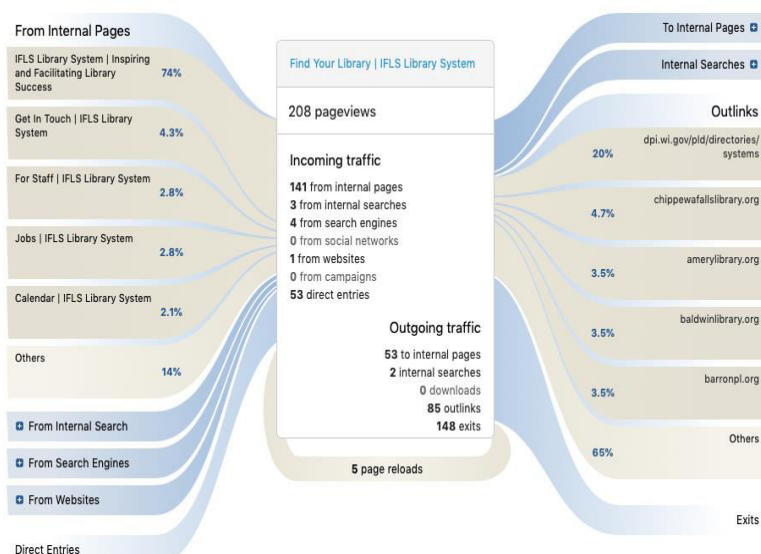
year's. (July 13 to Jan 13 for both years)

I'm most interested in engagement, because that tracks how our repeat visitors (mostly librarians) navigate the site.

- While return visits are down 4.4%, actions on the site (like downloads, outlines and page views) increased by 8.4%. This could mean that people are visiting the site somewhat less, but using the site resources more.
- Total time spent on the site is up 22 seconds per visit, which is to be expected as people acquaint themselves with the new site.
- The bounce rate is down about 3% (that's when people leave the site after looking at only one page.)
- There was a spike in *404 Error Not Found* messages at launch, but we resolved those quickly.

I was concerned about a drop of about 6% in unique page views, so I reached out to Kris Turner at the UW Law School Library (on Leah's

recommendation). She told me a 5-7% loss is expected in website redesign because search engines take a while to find the new site. I'll continue to keep an eye on that.



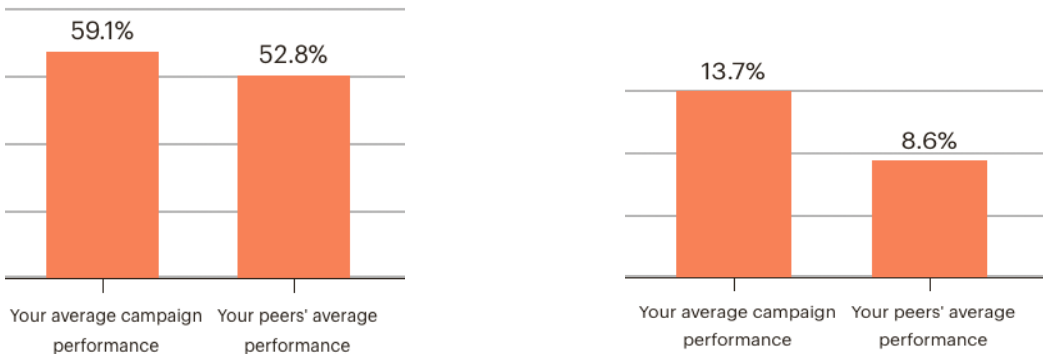
One of the goals for the new website was to give people who stumbled onto our site looking for a library an easy way to find one.

The graphic to the left shows that since the site launched people connected with a library website 647 times from the "Find Your Library" page.

Marketing Monday and Newsflashes

Marketing Monday is a quick read about marketing and communications that I send out to library staff. In 2019 I went from sending it out weekly to sending it out every other week. In 2019 we also moved the Newsflashes monthly newsletter over to Mailchimp.

Marketing Monday (MM) is a pretty active list. On the left you'll see a graph comparing MM's open rate to industry standards. On the right is a similar graph for the click rate (when people click on a link in the newsletter.) I continue to get new subscribers, although growth is slow.



Moving Newsflashes over to Mailchimp gave us the opportunity to weed the mailing list, which got rid of hundreds of bad and inactive emails. It also frees staff from the chore of maintaining those address databases. Newsflashes' open rate is lower than industry standards (26% compared to 40%) but the click rate is higher (7% compared to 5%) Jo and I are exploring ways to improve those numbers in 2020.

A Few Other Notables

In 2019 I worked with Glenwood City, Dresser and Osceola to create new logos. Watch for a new logo for Turtle Lake, coming soon!



I streamlined the library-card ordering process to be more consistent and accountable. Thanks to Juli for help with a spreadsheet! This will help corral all the details and minimize errors. Going forward, we'll be doing one bulk library card order per year.

As always, feel free to wander over to my office, email or call with any questions or concerns.

Reference & Interlibrary Loan Coordinator's Report – January 2020

Site visits to:

Chippewa Falls on 11/18 for circulation visit with Kathy Setter & 11/22 for reference visit with Lori Roholt as part of workflow assessment that IFLS is providing for CFPL.

Ellsworth – WISCAT training with staff.

Eau Claire – WISCAT refresher training with reference staff.

IFLS ILL Clearinghouse Statistics

Requests Received	2016	2017	2018	2019
January	1688	1705	1718	1744
February	1755	1573	1606	1599
March	2029	1716	1897	1554
April	1709	1521	1612	1611
May	1564	1536	1453	1452
June	1507	1503	1462	1357
July	1553	1464	1465	1573
August	1477	1605	1565	1415
September	1664	1523	1377	1553
October	1555	1693	1607	1760
November	1402	1472	1444	1255
December	1452	1464	1405	1534
Total	19,355	18,775	18,611	18,407

ANNUAL SUMMARY Requests Referred	2016	2017	2018	2019
Holds on MORE	12,760	12,413	12,585	12,357
IFLS Public Libraries – non-shared system	233	181	238	318
IFLS School Libraries	39	35	38	34
IFLS Special Libraries	38	33	27	22
IFLS Academic Libraries	75	158	99	73
Sub-Total Referred to IFLS Libraries	13,145	12,820	12,987	12,804
WISCAT Referrals	1568	1437	1187	1166
WI OCLC Lenders	807	758	635	648
WI non-OCLC Lenders	4	5	45	7
Out-of-State OCLC Lenders	1711	1793	1572	1463
Out-of-State Non-OCLC	16	17	1	0
Sub-Total Referred Out-of-System	4106	4010	3440	3284
TOTAL REFERRED	17,251	16,830	16,427	16,088

Plus 546 requests were created on behalf of IFLS libraries for book club requests in 2019.

MORE Administrator's Report

Lori Roholt

January 2020 – IFLS Board of Trustees

New MORE Online Catalog (BiblioCore) Implementation

MORE's BiblioCore implementation is on track to launch fully the week of February 10. We're now in the public preview period, allowing users to try the new catalog while keeping our current main catalog interface in place.

In December, 80 staff members and directors participated in in-person training on the new catalog software provided by the software vendor. Many more viewed a condensed version of the training session via webinar.

2019 Public Library Annual Reports

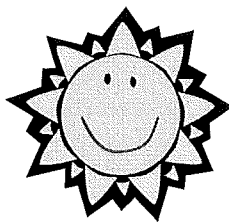
The first half of January is annual report season for my MORE colleagues and me, as we work to make sure as much information as possible is pre-filled into the electronic annual report forms for member libraries.

In 2019, overall circulation (checkouts plus renewals) system-wide was down 5.6% compared to 2018. Checkouts were down 3.7%, and renewals were down 11.2% in this period. The decrease in renewals may be a result of many member libraries eliminating overdue fines.

Electronic resource use continues to increase, particularly audiobook use. It now comprises 12.5% of system-wide circulation.

Fine-Free Libraries

Three libraries eliminated overdue fines at the beginning of 2020, bringing the number of fine-free MORE-member libraries to 22.



**Board of Trustees
Sunshine/Treat Fund
2019**

[illegible]

Wisconsin Library Association
Personal Membership Application Form

#008(20)

To renew or join online and pay with a credit card or check, login at <https://wla.memberclicks.net/>. Thank you!

My Preferred Contact Information (listed below) is for

☐ Home ☐ Work

Name:

Title:

Institution, etc.

Address:

City:

Phone:

Email:

State:

Ext:

Zip:

Fax:

If not previously provided, please add Home address for
LEGISLATIVE purposes only

Address:

City:

Phone:

State:

Ext:

Zip:

Fax:

Basic Personal Dues: Please check the appropriate category below.

☐ **Individual currently employed in a library-related institution**

\$3.00 per \$1,000 of salary; e.g., salary of \$37,300 ($37.3 \times 3 = \112). Round to nearest dollar. Minimum \$50.00; maximum \$250.00.

☐ **Trustee** ☐ **Friend** ☐ **WEMTA member** ☐ **Temporarily Unemployed** ☐ **Retired librarian**

\$50.00 - To qualify for reduced WLA dues as a retired member, you must draw retirement income, not be actively employed and have been a WLA member for the previous three years.

Total Basic Dues: \$ _____

DIVISIONS: Selection **one** division

☐ Association of Special Librarians (AWSL)

☐ Wisconsin Association of Public Libraries (WAPL)

☐ Wisconsin Association of Academic Librarians (WAAL)

☐ Wisconsin Library Trustees & Friends (WLTF)

OTHER UNITS: Select **two** units (Special Interest Group – SIG)

☐ Reference & Adult Services (RASS)

☐ Technical Services (TSS)

☐ Support Staff and Circulation Services (SSCS)

☐ WI Small Libraries (WISL)

☐ Youth Services (YSS)

☐ Outreach Services (OSRT)

☐ WI Genealogy and Local History (WIGLHR)

☐ Readers (READ)

☐ Alumni (SIG)

☐ Community for Open Wisconsin (SIG)

☐ Government Information (SIG)

☐ Intellectual Freedom (SIG)

☐ Student (SIG)

☐ Resource Sharing (SIG)

Payments of dues or other contributions to the WLA are not tax deductible as charitable contributions. WLA dues may, however, be tax deductible as ordinary and necessary business expenses to the extent not allocated to lobbying expenditures. WLA estimates that the non-deductible portion of your dues is 12%.

WLA FOUNDATION: Select your charitable giving level. Eighty percent of undesignated contributions support the Campaign for Wisconsin Libraries. For more information, go to www.wisconsinlibraries.org.

☐ Bronze Circle (\$50-\$99)

☐ Silver Circle (\$100-\$249)

☐ Gold Circle (\$250-\$499)

☐ Platinum Circle (\$500-\$999)

☐ Contributing Partner (\$1,000-\$4,999)

☐ Sustaining Partner (\$5,000-\$9,999)

☐ Leadership Partner (\$10,000 and up)

Total charitable contribution for WLA Foundation \$ _____

PAYMENT TYPE: ☐ Check ☐ Visa ☐ MasterCard

Total Payment: \$ _____

Card Number _____ **Exp. Date** _____ **Security Code** _____

Card Billing Address _____

City _____ **State** _____ **Zip** _____

4610 South Biltmore Lane • Suite 100 • Madison, WI • 53718-2153
wla@wisconsinlibraries.org
fax 608.245.3646