IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:
Virtual Meting via Zoom Meeting
 Join Link: https://zoom.us/j/97430591814
 To Call in: dial 1-312-626-6799, then use
   Meeting ID: 97430591814#

DATE/TIME:
Wednesday
May 27, 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.   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 22, 2020   **#009**-20

VIII. ***** Financials
      Approve: Check Registers: January-April 2020   **#010**-20
      Approve: Financial Reports: December 2019   **#011**-20, January-April 2020   **#012**-20

IX.   * IFLS Investment Report and Review of Investment Policy   **#013**-20

X.   Director's Report of Agenda Items and Monthly Activities   **#014**-20

XI.   * IFLS Annual Report and Statement of Compliance   **#015**-20

XII. System Effectiveness Statements from Member Libraries   **#016**-20

XIII. Personnel Committee/Director Evaluation
          * Appoint Chair
          * Director Evaluation Process and Timeline   **#017**-20
          https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE06.pdf

XIV. COVID-19 Discussion

XV.   Reports
      • IFLS Staff Reports   **#018**-20
      • Board Member Reports

XVI. * Adjournment

Handouts:
   • 2020 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 22, 2020

M I N U T E S

The Board of Trustees of the IFLS Library System met on Wednesday, January 22, 2020 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:

Jan Daus (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Bun Hanson** (Barron County); **Dave Hardin** (St. Croix County); **Mildred Larson** (Eau Claire County); **Lyle Lieffring** (Rusk County); **Susan Marshall** (Price County); **Robert Mercord** (Pierce County); **Jackie Pavelski** (Eau Claire County); **Mary Alice Larson** (Barron County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Judy Achterhof (St. Croix County); **Ricky Riggins** (Pepin County); **Mary Ellen Brue** (St. Croix County); **Marilyn Holte** (Chippewa County); **Chuck Hull** (Chippewa County); **Mike Prichard** (Polk County); **Linda Stelter** (Resource Library).

OTHERS PRESENT:

John Thompson (Director); **Joanne Gardner** (Administrative Associate/Recorder); **Lori Roholt** (MORE Administrator).

APPROVE AGENDA:

MOTION #01(20)**:** To approve the Agenda as presented. Mercord/Hanson
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Marshall noted that the Phillips Public Library partnership with the Moose Lodge to host a Children's Book Bingo during Winterfest. Children could play free bingo and win new books.

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Introductions were made. Mary Alice Larson was welcomed as a new appointment representing Barron County.

(Mildred Larson arrived 12:33 pm.)

ELECTION OF 2020 OFFICERS:

The Nomination Committee provided a slate of candidates to serve on the Executive Committee in 2020. Thompson asked if there were any nominations from the floor. None were forthcoming.

MOTION #02[20]**:**   To close nominations from the floor for 2020 election of officers. Mercord/Daus
RESULT: Carried.

Trustees were asked to select five trustees from the ballot (Doc. #001-20). The five gaining the most votes will be declared the Executive Committee. The following members were declared the Executive Committee: Sue Duerkop, Pat Eggert, Bun Hanson, Susan Marshall, and Jim Tripp.

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

MINUTES:

MOTION #03[20]**:**   To approve the Board of Trustees minutes dated November 20, 2019 (Doc. #053-19). Daus/Marshall
RESULT: Carried.

FINANCIALS:

MOTION #04[20]**:**   To approve the Check Registers for November and December 2019 (Doc. #002-20). Lieffring/Hanson
RESULT: Carried.

Button noted there were no unusual transactions to note in the November check register.

The December check register includes a payment to Wisconsin Valley Library Service which is for the 2019 LEAN WI partnership share for technology. The register also included the year-end payouts on MORE Ecommerce. The credit card report reflects billable computers that were ordered for libraries. A question was asked about Novelist subscription for 2020; which the cost is split between IFLS and MORE.

MOTION #05[20]**:**   To approve the Financial Reports for November 2019 (Doc. #003-20). Hardin/Daus
RESULT: Carried.

Button noted that page 15 shows Revenue and Expenses from the current year and previous year. Page 17 shows the actual versus budget revenue and expenses.
Button stated everything seems to be on track. There will be significant savings on several line items when the 2019 budget is closed.

Tripp inquired about Electronic Resources being double in 2019 compared to 2018. IFLS paid for Lynda in 2019 and accounts for the increase. The Lynda subscription will not be renewed because of a change in privacy issues. Telephone expenses were reduced significantly in 2019 with switching to VOIP (Voice Over Internet Protocol).

It was discussed that MORE is moving to a new discovery product for the online catalog and the startup and first year subscription costs are included in the MORE budget.

FUNDS CARRIED OVER FOR CAPITAL PROJECTS:

Button noted that Capital Expenditures for 2019 in the amount of $18,590 were not expended in 2019 to replace the copier and some HVAC equipment. It is requested that it be approved to set those funds aside into 2020 for those expenses.

MOTION #06[20]**:**   To carry over $18,590 in Capital Expenditures to 2020 for copier and HVAC equipment. Marshall/Duerkop.
RESULT: Carried.

DIRECTOR'S REPORT:

Thompson are Button are starting to work with the member libraries on their annual reports. They will be reviewed to help ensure they are as accurate as possible and work to fix any issues. Once they are done, they will be sent to the State by February 29, 2020. Thompson and Button will be holding two workshops late January to assist directors in completing their annual reports. Much of the data is inputted my MORE staff for the libraries.

New Richmond and Durand libraries currently have director openings. New Richmond is planning to conduct second interviews and Durand is interviewing. Lisa Kuebli was appointed as director at Barron. Kuebli was on staff.

The Dresser library has been renamed the Geraldine E. Anderson Village Library in memory of a long-serving board member and literacy supporter. There was a well-attended event in recognition of the renaming.

With time freed up from the PLSR (Public Library System Redesign); Thompson has been assisting libraries with planning and building projects.

Milltown moved back into their newly renovated expanded library in early December.

Somerset should be moving into the new side of the library in late February/early March. Then the older section will be remodeled and ready mid-Summer.

The City of Amery is acquiring Bremer Bank and plans to move the City Hall, Police, and Amery Library into the facility and sell the current library building back to the hospital. It is anticipated that the library will move to the lower level sometime this summer. The facility itself is larger than the space in the current library; but it will house the City Hall and Police in addition to the library. Library supporters were shocked and dismayed. Thompson is monitoring progress.

Eau Claire is in the process of selecting an architect. Both Thompson and Leah Langby are helping the committee with that.

Daus inquired if Durand's library director is a city or library appointed position. Thompson responded that the library is located within the school library. The Durand Public Library Board is responsible for hiring the Library Director. There is also a High School Librarian employed.

TRUSTEE ORIENTATION/OVERVIEW:

Thompson reviewed the items in the Trustee Orientation/Overview packet with Board Members. All members are encouraged to read through the materials.
- Current roster of IFLS Trustees and their contact information. An updated list with officers will be provided at the March Board meeting.
- Schedule of meeting dates and times for 2020
- IFLS Board Calendar
- The By-laws of IFLS Library System. They are designed to serve as a tool to function as a Board.
- Guide for the Responsible IFLS Library System Trustee; including the general function, governance, tasks and responsibilities of Trustees.
- Screenshots of the IFLS Website and information that can be accessed.
- Map of the current Public Library Systems in Wisconsin.
- 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.
- MORE Brochure
- Handout providing a breakdown of libraries within the system area. The range in population is from 214 to close to 68,000.
- Handout of PowerPoint Presentation: IFLS System Board Roles and Responsibilities

Every January, Thompson provides an orientation with the system board to provide an in-depth review of 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 Sections Pertaining to Libraries, Open Meeting Law, Public Records Law, and Resources (General, Open Meeting, Public Records, and Ethics).

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(Break from 2:02 – 2:10 pm)

(Mercord left at 2:02 pm)

COMMITTEE APPOINTMENTS:

Executive Committee officers appointed include Tripp – President, Eggert – Vice President, Hanson – Treasurer, Duerkop – Secretary, Marshall – Member-at-large.

Appointments for the 2020 Personnel Committee are: Sue Duerkop, Dave Hardin, Lyle Lieffring, Susan Marshall, and Bun Hanson.

LIBRARY LEGISLATIVE DAY:

Library Legislative Day is scheduled for February 11, 2020 in Madison. Thompson and Tripp are planning to attend. Board members who are interested in also attending should notify Thompson.

REPORTS:

IFLS Staff Reports:
Printed copies of staff reports are included in the meeting packet. Lori Roholt is here to provide an in-depth staff report.

In-depth Staff Report:
Lori Roholt is the Administrator of the MORE Resource Sharing Consortium.

The big item on the docket will be introducing the new online catalog mid-February. BiblioCore will be the third different online catalog software. The current vendor is not developing the current software (Sierra) anymore. In 2019, the MORE Directors Council budgeted for a new online catalog software. Roholt provided a demonstration of the new online catalog. Patrons will still go to the familiar more.lib.wi.us. There is a link for users to try the new online catalog. The homepage looks much the same, yet the search results will look different. The new software allows for better browsing options. There are several built in features with automatic updates. This requires no staff time to maintain lists. The vendor developed an intuitive interface with the goal that libraries do not need to learn a new way of searching. There is a registration process for new users which is straightforward. The new software allows users to use social features and hosts a good place for users to manage their account.

(Hanson left at 2:35 pm.)

Sunshine Fund Report:
A balance sheet with the funds from the IFLS Board Sunshine Fund for 2019 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.

<u>Board Member Reports</u>:
Certificates were prepared and signed for outgoing members: Linda Thompson, Mike Norman, and Anne Anderson.

Tripp toured the renovated space at the Rice Lake Library. The new space is a wonderful.

BOARD MEETING DATES AND TIMES:

Board Meeting Dates and Times will be added to the March Board agenda.

ADJOURNMENT:

Motion to adjourn at 2:47 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
January 2020

10-20

Date	Num	Name	Memo	Amount
Jan 20				
01/01/2020	Auto Pay	Delta Dental	Jan '20 Dental	-811.44
01/02/2020	Auto Pay	Eau Claire, City of	4th Qtr Water & Sewer	-363.74
01/06/2020	Auto Pay	Holiday Credit Office	Dec Gas	-51.85
01/10/2020	Auto Pay	CenturyLink	Dec Phone Svc	-1.47
01/10/2020	Auto Pay	Kwik Trip, Inc.	Dec Gas	-57.23
01/16/2020	Auto Pay	Xcel Energy	11/20-12/25 Gas & Electric Svc	-513.42
01/24/2020	Auto Pay	Associated Credit Card	Dec Credit Card *see attached	-23,769.82
01/24/2020	Auto Pay	Employee Trust Funds, Dept of	Feb '20 Health Ins.	-16,673.34
01/25/2020	Auto Pay	Chase Card Services (Credit Card)	Survey Monkey Subscription	-300.00
01/03/2020	WIRE	Internal Revenue Service	P/R #27	-7,035.66
01/15/2020	WIRE	Wisconsin Department of Revenue	P/R #26 & 27	-2,780.00
01/15/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #1	-1,167.00
01/22/2020	WIRE	Internal Revenue Service	P/R #1	-6,968.52
01/29/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #2	-1,167.00
01/31/2020	WIRE	Wisconsin Retirement System	Dec WRF	-12,263.82
01/31/2020	WIRE	Wisconsin Department of Revenue	P/R #1	-1,355.00
01/14/2020	41725	Eau Claire, City of	Tax Exemption Fee	-25.00
01/14/2020	41726	EO Johnson Co.	1st Qtr Copier Contract	-389.00
01/14/2020	41727	Maug Cleaning Solutions, Inc.	Cleaning Svc 11/25-12/22	-378.00
01/14/2020	41728	Securian Financial Group, Inc.	Feb Life Ins.	-425.60
01/14/2020	41729	Library Ideas	MORE/Dec Freading Usage	-766.00
01/14/2020	41730	Marcive, Inc.	MORE/Dec Database Maint	-134.28
01/14/2020	41731	OverDrive, Inc.	MORE OverDrive Titles	-3,699.47
01/15/2020	41732-41748	IFLS Staff	P/R #1 Net	-20,222.76
01/28/2020	41749	Duerkop, Sue	Board Mileage	-96.90
01/28/2020	41750	Eggert, Pat	Board Mileage	-22.44
01/28/2020	41751	Larson, Mary Alice	Board Mileage	-60.18
01/28/2020	41752	Lieffring, Lyle	Board Mileage	-57.12
01/28/2020	41753	Mecord, Robert	Board Mileage	-73.44
01/28/2020	41754	AT&T	Jan Phone Service	-20.55
01/28/2020	41755	Bayscan Technologies	Billable/Chippewa 3 Scanners	-570.00
01/28/2020	41756	CA Friday Memorial Library	Delivery Damage/1 item	-20.00
01/28/2020	41757	Cameron Public Library	Delivery Damage/1 item	-30.00
01/28/2020	41758	Krejci, Bridget	Cataloging Certif Training	-35.70
01/28/2020	41759	L.E. Phillips Memorial Public Library	4th Qtr Contract	-5,750.00
01/28/2020	41760	Maug Cleaning Solutions, Inc.	12/23/19-1/19/20 Cleaning Svc	-378.00
01/28/2020	41761	Rivistas Subscription Svc	2020 Magazine Subscriptions	-906.42
01/28/2020	41762	Rusk County Community Library	Delivery Damage/1 item	-7.00
01/28/2020	41763	Season 2 Season	Dec Snow Removal	-210.00
01/28/2020	41764	Waltco Inc.	Jan Delivery Service	-24,199.71
01/28/2020	41765	L.E. Phillips Memorial Public Library	MORE/4th Qtr High Demand Items	-5,854.89
01/29/2020	41766-41782	IFLS Staff	P/R #2 Net	-20,244.47
Jan 20 TOTAL				**-159,856.24**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (1/24/2020)

Date	Name	Memo	Num	Amount
Dec 19				
12/01/2019	Dell Marketing L.P.	Billable/Bulk Comps for Libs	Comp Equip	11,382.15
12/01/2019	Dell Marketing L.P.	1 Micro Desktop Comp	IFLS Comps	555.00
12/01/2019	Dell Marketing L.P.	Billable/Boyceville Comp partial	Comp Equip	550.20
12/01/2019	Dell Marketing L.P.	Billable/Glenwood Comps partial	Comp Equip	1,836.27
12/01/2019	Dell Marketing L.P.	Billable/Ellsworth Comps partial	Comp Equip	2,448.36
12/02/2019	Walgreens	Holiday Gifts/Delivery, Cleaners etc.	Gifts	40.74
12/02/2019	Dell Marketing L.P.	Billable/New Richmond 4 Comps	Comp Equip	1,223.77
12/03/2019	Festival Foods	Meeting Treats	Supplies	7.38
12/04/2019	Dell Marketing L.P.	Billable/Deer Park Comp, Laptop	Comp Equip	2,031.41
12/05/2019	Dell Marketing L.P.	Billable/Ogema 2 Comps, Printer	Comp Equip	1,529.90
12/09/2019	GoDaddy.com	2020 Library Website Renewals	Renewal	910.20
12/10/2019	Festival Foods	Billable/Pop	Pop	8.21
12/10/2019	Primo	Tech Kit/N Hunt Memorial	Memorial	225.00
12/15/2019	Boxx Sanitation	Dec Garbage Svc	193371	29.00
12/16/2019	KeyMe	7 Office Keys/Back Door	Office Spls	10.48
12/17/2019	UW-Madison	Prepaid/2020 Conf Reg/L Langby	Conf Reg	325.00
12/17/2019	UW-Madison	Prepaid/2020 Conf Reg/J Thompson	Conf Reg	325.00
12/18/2019	Hyatt Hotel	K Setter/WLA Mtg	Lodging	94.00
12/26/2019	Amazon.com Credit	Will Refund	Will Refund	30.60
12/31/2019	USPS	Dec Postage	Dec Pstg	28.23
12/31/2019	FlowRoute.com	Dec Phone/On Acct	Dec Acct	150.00
12/31/2019	FlowRoute.com	Annual Line Fees	Dec Stmt	28.92
Dec 19				**23,769.82**

IFLS Library System
Check Register
February 2020

Date	Num	Name	Memo	Amount
Feb 20				
02/01/2020	Auto Pay	Delta Dental	Feb '20 Dental	-811.44
02/07/2020	Auto Pay	Holiday Credit Office	Jan Gas	-9.87
02/10/2020	Auto Pay	CenturyLink	Jan Phone Usage	-1.34
02/10/2020	Auto Pay	Kwik Trip, Inc.	Jan Gas	-43.29
02/14/2020	Auto Pay	Xcel Energy	Jan Gas & Electric Svc	-520.33
02/24/2020	Auto Pay	Employee Trust Funds, Dept of	Mar Health Ins/+JG Feb	-18,105.30
02/24/2020	Auto Pay	Associated Credit Card	Jan Credit Card *see attached	-18,926.14
02/28/2020	Auto Pay	Wisconsin Department of Revenue	Filing Fee/will credit	-50.00
02/05/2020	WIRE	Internal Revenue Service	P/R #2	-6,972.42
02/12/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #3	-1,167.00
02/15/2020	WIRE	Wisconsin Department of Revenue	P/R #2	-1,356.34
02/19/2020	WIRE	Internal Revenue Service	P/R #3	-6,942.12
02/26/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #4	-1,167.00
02/28/2020	WIRE	Wisconsin Retirement System	Jan WRF	-7,610.04
02/29/2020	WIRE	Wisconsin Department of Revenue	P/R #3	-1,345.00
02/12/2020	41783-41799	IFLS Staff	P/R #3 Net	-20,064.55
02/12/2020	41800	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Jan	-1,479.18
02/12/2020	41801	River Falls Public Lib	MORE Ecomm/Thru Jan	-1,182.72
02/12/2020	41802	Bayscan Technologies	Billable/Scanners	-380.00
02/12/2020	41803	DEMCO, Inc.	Shared Cat/Label Protectors	-129.20
02/12/2020	41804	EO Johnson Co.	Qtrly Copier Maint. Contract	-428.00
02/12/2020	41805	OCLC, Inc	IFLS/MORE Dec OCLC Usage	-3,819.16
02/12/2020	41806	Securian Financial Group, Inc.	Mar Life Ins.	-425.60
02/12/2020	41807	Innovative Interfaces	MORE/Sierra, ContCafe, DecCenter	-175,850.15
02/12/2020	41808	Library Ideas	MORE/Jan Freading Usage	-1,097.00
02/12/2020	41809	Marcive, Inc.	MORE/Jan Database Maint	-1,788.65
02/12/2020	41810	OverDrive, Inc.	MORE/OverDrive Titles	-1,299.05
02/25/2020	41811	AT&T	IFLS/MORE Feb Phone	-20.55
02/25/2020	41812	Bayscan Technologies	Billable/Scanner & Labels	-229.59
02/25/2020	41813	EO Johnson Co.	Color Copy Usage	-100.97
02/25/2020	41814	Hudson Public Lib	Delivery Damage/2 items	-46.95
02/25/2020	41815	Langby, Leah	Library Visits	-180.54
02/25/2020	41816	Maug Cleaning Solutions, Inc.	Cleaning Svc 1/20-2/16/20	-378.00
02/25/2020	41817	OCLC, Inc	IFLS/MORE Jan OCLC	-3,819.16
02/25/2020	41818	South Central Library System	Jan-Jun State-wide Delivery	-8,429.00
02/25/2020	41819	Waltco Inc.	Feb Delivery Svc	-24,185.69
02/25/2020	41820	Innovative Users Group	MORE IUG Conf/J Rickard	-325.00
02/25/2020	41821	Rooney Printing Co.	MORE/10K Brochs re Bibliocore	-760.15
02/26/2020	41822-41837	IFLS Staff	P/R #4 Net	-19,106.59
02/26/2020	41838	Schwartz, Kristopher	Tech Support 2/13-2/21	-288.15
02/26/2020	41839	Season 2 Season	Jan Snow Removal	-400.00
02/26/2020	41840	SRLAAW	SRLAAW Membership/J Thompson	-100.00
02/26/2020	41841	Thompson, John	SRLAAW Mtg & Lib Visits 1/1-2/25	-1,144.95
02/26/2020	41842	Wisconsin Library Association	Outreach Membership 2020	-1,126.00
02/26/2020	41843	Wisconsin Valley Library Service	Sponsor Fee/Wild WI Winter Web Conf	-217.00

Feb 20 TOTALS   **-333,829.18**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (2/24/2020)

Date	Name	Memo	Num	Amount
Jan 20				
01/01/2020	Quill Corporation	Towels, Copy Paper, Misc & Pockets	3582920	193.64
01/02/2020	Festival Foods	Misc Meeting Spls & Billable Pop	Misc	21.18
01/03/2020	Quill Corporation	Supplies/Stampers	3703083	33.67
01/03/2020	Quill Corporation	Cleaning Supplies/Hand Soap	3757663	12.29
01/05/2020	WLA	Lib Legislative Day/J Thompson	Registrat	25.00
01/06/2020	CDW-G	Billable/Colfax Printer	Comp Equip	738.13
01/07/2020	Green Oasis	2020 Irrigation Svc Contract	2020 Svc	226.92
01/08/2020	Innovative Users Group	MORE/III Conf Reg/B Krejci	Conf Reg	390.00
01/08/2020	Target	Bins for Storykits	Bins	31.08
01/08/2020	Innovative Users Group	MORE/IUG Conf Reg/K Setter	Conf Reg	125.00
01/09/2020	Restaurants	Library Visits/Polk	Polk Cnty	6.00
01/09/2020	Holiday Inn	Library Visits/Polk	Polk Cnty	94.00
01/10/2020	Swank Movie Licensing USA	Billable/Library Movie Licenses	'20 License	9,800.00
01/13/2020	Walmart	UV Pens/Replacements for Kit	Kit Spls	11.18
01/15/2020	Boxx Sanitation	Jan Garbage Svc	Jan Stmt	29.00
01/15/2020	Quill Corporation	Misc Office Supplies	Misc Spls	110.55
01/15/2020	Festival Foods	Misc Meeting/Trail Mix	misc	18.98
01/16/2020	American Library Association	ALA Membership/J Thompson	Membership	225.00
01/16/2020	B & H	IFLS Hardware/2 Routers	Hardware	368.00
01/17/2020	WLA	WLA Membership/J Thompson	Membership	240.00
01/21/2020	Restaurants	Library Visits/Polk Cnty	Polk Cnty	8.32
01/21/2020	Festival Foods	Board Mtg Supplies	Misc	15.09
01/23/2020	Holiday Inn	Library Visits/Polk Cnty	Polk Cnty	94.00
01/23/2020	Dell Marketing L.P.	Billable/Turtle Lk 3 Comps	Comp Equip	2,295.21
01/24/2020	Dell Marketing L.P.	Billable/Milltown 4 Comps	Comp Equip	2,358.96
01/24/2020	CDW-G	Billable/Chippewa 4 Printers	Comp Equip	869.80
01/26/2020	Rev.com	Captioning Svc for Grants Webinar	Workshops	58.00
01/26/2020	WLA	WLA Membership/L Langby	Membership	186.00
01/27/2020	FlowRoute.com	Jan Phone Svc & Annual Fee	Jan Svc	134.01
01/31/2020	USPS	January Postage	Jan	21.37
01/31/2020	CDW-G	Billable/St Crx Falls Office	Comp Equip	92.88
01/31/2020	CDW-G	Billable/Cornell Office	Comp Equip	92.88
Jan 20				**18,926.14**

IFLS Library System
Check Register
March 2020

Date	Num	Name	Memo	Amount
Mar 20				
03/01/2020	Auto Pay	Delta Dental	Mar '20 Dental	-895.32
03/09/2020	Auto Pay	Holiday Credit Office	Feb Gas	-36.30
03/10/2020	Auto Pay	Kwik Trip, Inc.	Feb Gas	-29.39
03/12/2020	Auto Pay	CenturyLink	Feb Phone	-1.32
03/18/2020	Auto Pay	Xcel Energy	1/26-2/25 Gas & Electric Svc	-509.05
03/24/2020	Auto Pay	Associated Credit Card	Feb Credit Card *see attached	-20,797.44
03/24/2020	Auto Pay	Employee Trust Funds, Dept of	Apr '20 Health Ins-DS	-15,957.36
03/26/2020	Auto Pay	Intuit	QuickBooks/Direct Deposit Fees	-1.29
03/27/2020	Auto Pay	Chase Card Services (Credit Card)	Chase/Noun Project Subscrip	-19.99
03/31/2020	Void Ck	Innovative Users Group	Ck #41820/IUG Conf Cancelled	325.00
03/04/2020	WIRE	Internal Revenue Service	P/R #4	-6,638.18
03/11/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #5	-1,167.00
03/15/2020	WIRE	Wisconsin Department of Revenue	P/R #4	-1,289.00
03/18/2020	WIRE	Internal Revenue Service	P/R #5	-6,640.62
03/23/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #6	-1,167.00
03/27/2020	WIRE	Internal Revenue Service	P/R #6	-6,636.24
03/31/2020	WIRE	Wisconsin Department of Revenue	P/R #5	-1,290.00
03/31/2020	WIRE	Wisconsin Retirement System	Feb WRF	-7,396.46
03/10/2020	41844	Bayscan Technologies	Billable/Comp & Barcodes	-262.00
03/10/2020	41845	ProQuest	2020 Ancestry Subcription	-17,413.76
03/10/2020	41846	Securian Financial Group, Inc.	Apr Life Ins.	-425.60
03/10/2020	41847	Virchow, Krause & Co. LLP	2019 Audit/Work in Progress	-580.00
03/10/2020	41848	WiLS	Transparent Languages 2020	-2,779.00
03/10/2020	41849	JANDI Enterprises Inc.	MORE/Library Elf 2020	-2,700.00
03/10/2020	41850	Library Ideas	MORE/Feb Freading Usage	-797.00
03/10/2020	41851	Marcive, Inc.	MORE/Feb Database Maint.	-382.77
03/10/2020	41852	OverDrive, Inc.	MORE/OverDrive Titles	-2,999.20
03/10/2020	41853	WiLS	MORE/Flipster 2020	-17,968.15
03/11/2020	41854-41869	IFLS Staff	P/R #5 Net	-19,119.17
03/23/2020	41870	Maug Cleaning Solutions, Inc.	2/17-3/15 Cleaning Svc	-378.00
03/23/2020	41871	Season 2 Season	Feb Snow Removal	-140.00
03/23/2020	41872	Waltco Inc.	Mar Delivery Svc	-24,036.15
03/23/2020	41873-41888	IFLS Staff	P/R #6 Net	-19,095.74
03/23/2020	41889	Spindler, Gail	VOID: P/R #6	0.00

Mar 20 TOTAL — **-179,223.50**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (3/24/2020)

Date	Name	Memo	Num	Amount
Feb 20				
12/02/2019	Dell Marketing L.P.	Billable/New Rich 4 Comps	Comp Equip	1,650.60
02/01/2020	Innovative Users Group	MORE/IUG Conf Reg/L Roholt	Conf Reg	325.00
02/01/2020	Dell Marketing L.P.	Billable/Phillips Comp	Comp Equip	876.37
02/01/2020	Dell Marketing L.P.	Billable/Comp Milltown	Comp Equip	701.32
02/01/2020	CDW-G	IFLS Comp/2 Adapters	Comp Spls	22.62
02/01/2020	Dell Marketing L.P.	Billable/Cameron 2 Comps	Comp Equip	1,552.44
02/01/2020	Dell Marketing L.P.	Billable/Fall Crk 2 Comps	Comp Equip	1,552.44
02/03/2020	Menards	Pail & Ice Melt	Bldg Spls	15.97
02/03/2020	Amazon.com Credit	Billable/Park Falls Rasp Pi	Comp Equip	97.99
02/04/2020	Dell Marketing L.P.	Billable/New Rich Comp (< price)	Comp Equip	-33.60
02/06/2020	Dell Marketing L.P.	Billable/St Croix Falls Comp	Comp Equip	683.34
02/06/2020	Dell Marketing L.P.	Billable/Somerset 6 Comps	Comp Equip	5,192.37
02/10/2020	Restaurants	Lib Legislative Day/J Thompson	Travel	14.29
02/10/2020	Dell Marketing L.P.	Billable/Cornell Comp	Comp Equip	783.49
02/10/2020	Dell Marketing L.P.	Billable/Ellsworth 2 Comps	Comp Equip	2,120.61
02/11/2020	Parking	Lib Legislative Day/JT Parking	Thompson	37.00
02/11/2020	Hilton Hotels	Lib Legislative Day/J Thompson	Lodging	82.00
02/12/2020	Quill Corporation	Copy Paper, Misc Supplies	4736279	156.42
02/13/2020	Innovative Users Group	MORE/3 Conf Reg/BB, BC & DF	Conf Reg	975.00
02/13/2020	Festival Foods	YS Meeting/Supplies/Treats	Misc Spls	23.84
02/13/2020	WiLS	Lake Superior Symposium/Sponsor	Sponsorship	250.00
02/13/2020	Dell Marketing L.P.	Billable/Frederic 2 Comps	Comp Equip	1,552.44
02/14/2020	Innovative Users Group	MORE/Conf Reg/A Feldt-Smith	Conf Reg	325.00
02/14/2020	UW-Madison	Refund/Conf Reg/L Langby	511696	-325.00
02/14/2020	CDW-G	Billable/Ladysmith Printer	Comp Equip	258.33
02/14/2020	Innovative Users Group	MORE/Conf Reg/M Welch	Conf Reg	325.00
02/15/2020	Boxx Sanitation	Feb Garbage Svc	198370	29.00
02/18/2020	Interstate Automotive	Tow/Test/Replace Battery	Sys Vehicle	324.49
02/18/2020	American Button	Kits/Replacements/Button Maker	Kits	65.23
02/18/2020	Dell Marketing L.P.	Billable/Menomonie Comp Misc	Comp Equip	309.54
02/19/2020	Festival Foods	Mtg Spls & Billable Pop	Supplies	51.52
02/19/2020	WLA	Annual WLA Membership/M Welch	Membership	192.00
02/19/2020	American Library Association	Annual ALA Membership/M Welch	Membership	158.00
02/20/2020	CDW-G	IFLS Comp Spls/Various Cables	Comp Spls	270.25
02/24/2020	Kwik Trip, Inc.	System Car/Wash	Car Wash	11.00
02/29/2020	USPS	Feb Postage	Postage	34.75
02/29/2020	FlowRoute.com	IFLS/MORE Feb Phone Charges	Feb Svc	136.38
Feb 20 TOTAL				**20,797.44**

IFLS Library System
Check Register
April 2020

Date	Num	Name	Memo	Amount
Apr 20				
04/01/2020	Auto Pay	Eau Claire, City of	1st Qtr Water & Sewer Svc	-309.55
04/01/2020	Auto Pay	Delta Dental	Apr '20 Dental	-769.50
04/07/2020	Auto Pay	Holiday Credit Office	Mar Gas	-28.02
04/10/2020	Auto Pay	CenturyLink	Mar Phone Svc	-1.35
04/10/2020	Auto Pay	Kwik Trip, Inc.	Mar Gas	-7.42
04/16/2020	Auto Pay	Xcel Energy	Mar Gas & Electric Svc	-418.55
04/24/2020	Auto Pay	Employee Trust Funds, Dept of	May '20 Health Ins.	-16,673.34
04/24/2020	Auto Pay	Associated Credit Card	Mar Credit Card *see attached	-10,203.84
04/30/2020	Auto Pay	Wisconsin Department of Revenue	Bi-annual Bus. Registration Fee	-10.00
04/08/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #7	-1,174.00
04/15/2020	WIRE	Wisconsin Department of Revenue	P/R #6	-1,289.00
04/15/2020	WIRE	Internal Revenue Service	P/R #7	-6,647.30
04/22/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #8	-1,174.00
04/29/2020	WIRE	Internal Revenue Service	P/R #8	-6,647.40
04/30/2020	WIRE	Wisconsin Department of Revenue	P/R #7	-1,289.93
04/30/2020	WIRE	Wisconsin Retirement System	Mar WRF	-7,202.31
04/08/2020	DD1001-1016	IFLS Staff	Direct Deposit	19,124.60
04/22/2020	DD1017-1032	IFLS Staff	Direct Deposit	19,124.57
04/07/2020	41890	Holiday Credit Office	Mar Gas	-28.02
04/08/2020	41891	AT&T	IFLS/MORE Mar Phone Svc	-20.55
04/08/2020	41892	Bayscan Technologies	Billable/Supplies for Libs	-9,069.42
04/08/2020	41893	CCI Solutions	Billable/Supplies for Libraries	-2,219.31
04/08/2020	41894	Kapco	Billable/Supplies for Libs	-2,923.46
04/08/2020	41895	Securian Financial Group, Inc.	May Life Ins.	-425.60
04/08/2020	41896	Showcases	Billable/Supplies for Libraries	-3,147.49
04/08/2020	41897	OverDrive, Inc.	MORE/OverDrive Titles S/Billed	-11,858.50
04/08/2020	41898	Rooney Printing Co.	MORE Billable/17500 Reg Forms	-574.10
04/22/2020	41899	CA Friday Memorial Library	MORE Ecomm/thru Feb	-1,017.68
04/22/2020	41900	Hudson Public Lib	MORE Ecomm/thru Mar	-1,289.03
04/22/2020	41901	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Mar	-1,600.91
04/22/2020	41902	Menomonie Public Library	MORE Ecomm/thru Mar	-1,217.18
04/22/2020	41903	Maug Cleaning Solutions, Inc.	3/16-3/24 Cleaning Svc	-189.00
04/22/2020	41904	Innovative Interfaces	MORE/'20 iTiva Subscrip	-10,091.18
04/22/2020	41905	Iron Mountain Intellectual Prop Mgt	MORE/Annual Software Insurance	-315.00
04/22/2020	41906	Library Ideas	MORE/Freading Usage Mar	-1,333.00
04/22/2020	41907	Marcive, Inc.	MORE/Mar Database Maint.	-191.42
04/22/2020	41908	OCLC, Inc	IFLS/MORE Apr OCLC Acct	-3,871.36
04/22/2020	41909	OverDrive, Inc.	MORE/OverDrive Titles S/Billed	-11,001.90

Apr 20 Total				**-77,980.45**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (3/24/2020)

Date	Name	Memo	Num	Amount
Mar 20				
03/01/2020	Dell Marketing L.P.	Billable/Hammond 3 Comps	Comp Equip	2,466.99
03/01/2020	Dell Marketing L.P.	Billable/Fairchild 3 Comps	Comp Equip	2,629.11
03/01/2020	Dell Marketing L.P.	Billable/Park Falls Comp	Comp Equip	849.09
03/01/2020	Dell Marketing L.P.	Billable/Menomonie 2 Monitors	Comp Equip	164.90
03/05/2020	Dell Marketing L.P.	Billable/Ladysmith 3 Comps	Comp Equip	2,328.66
03/09/2020	Oriental Trading Co.	Sh Cat Supplies/Stickers	Sh Cat	2.84
03/09/2020	Brodart Co.	Sh Cat Supplies/Labels	Sh Cat	26.65
03/10/2020	Advertising Store	Billable/Magnets for Libs	1659	1,355.00
03/10/2020	Menards	Sh Cat & Del/Plastic Ties	Supplies	14.96
03/10/2020	MN Historical Society	Kit & Workshop Materials	Kits	34.71
03/11/2020	Quill Corporation	Billable/Supplies for Libs	Supplies	537.38
03/12/2020	Menards	Spls/Disposable Gloves	Janitorial	13.90
03/14/2020	FlowRoute.com	Mar Phone/on Account	on Acct	100.00
03/16/2020	Holiday Inn	Lib Visits/Polk County	Polk Cnty	94.00
03/16/2020	Auto-Owners Insurance	Workers Comp 3/15/20 - 21	163796480	1,926.00
03/16/2020	Festival Foods	Mar Postage	Postage	3.33
03/25/2020	Zoom	1 year/Remote Mtgs	Remote Mtgs	158.15
03/26/2020	Domain Bank	Renewal/Durand Domain Name	Durand	11.17
03/31/2020	Innovative Users Group	MORE/IUG Conf Refunds	IUG Refunds	-2,790.00
03/31/2020	Boxx Sanitation	Garbage Svc/Mar & Apr	Mar & Apr	58.00
03/31/2020	PayPal Inc.	MORE Ecomm/Renewal Fee	MORE Ecomm	219.00
Mar 20				**10,203.84**

IFLS Library System
Balance Sheet
As of December 31, 2019

	IFLS	MORE	2019 TOTAL	2018 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	14,372.87		14,372.87	14,586.97
1040 · Bank Mutual - Checking	18,504.16		18,504.16	23,804.08
1050/1106 · Investments/Bank Mutual & States PIF	1,457,739.20	309,754.62	1,767,493.82	1,831,977.20
Total Checking/Savings & Investments	1,490,616.23	309,754.62	1,800,370.85	1,870,368.25
Accounts Receivable				
1200 · Accounts Receivable	3,201.35	0.00	3,201.35	12,946.36
Total Accounts Receivable	3,201.35	0.00	3,201.35	12,946.36
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,546.37		1,546.37	1,765.38
1504/1505 · 2019-2020 Prepaid Expenses	27,825.34	37,382.68	65,208.02	27,360.82
Total Other Current Assets	29,446.71	37,382.68	66,829.39	29,201.20
TOTAL ASSETS	1,523,264.29	347,137.30	1,870,401.59	1,912,515.81
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	47,178.51	10,326.72	57,505.23	73,911.39
2010 · Credit Card - Associated	1,650.60	0.00	1,650.60	0.00
Total Accounts Payable	48,829.11	10,326.72	59,155.83	73,911.39
Other Current Liabilities				
2100 · Payroll Liabilities	9,815.66		9,815.66	1,275.00
2201 · Accrued Payroll	6,987.92		6,987.92	36,869.17
2900 · Unavailable Revenue	900,042.00		900,042.00	900,042.00
Total Other Current Liabilities	916,845.58	0.00	916,845.58	938,186.17
Total Current Liabilities	965,674.69	10,326.72	976,001.41	1,012,097.56
Total Liabilities	965,674.69	10,326.72	976,001.41	1,012,097.56
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	34,930.42	-40,948.49	-6,018.07	32,227.83
Total Equity (End of Year)	557,589.60 *	336,810.58 **	894,400.18	900,418.25
TOTAL LIABILITIES & EQUITY	1,523,264.29	347,137.30	1,870,401.59	1,912,515.81

IFLS Library System
Balance Sheet
As of December 31, 2019

NOTES:

* **Total Equity (End of Year) IFLS Funds**		557,589.60
IFLS Funds in Reserve:		
Building/Land Reserves	65,000.00	
MORE Startup Assistance/Subsidy	15,000.00	
Shared Svcs Prog/Building Expansion	50,000.00	
Vehicle Replacement	25,000.00	
Personnel	50,000.00	
WAN/Web Equipment Replacement	40,000.00	
System Equipment/Furnishings	40,000.00	
Computer Lab Replacement	15,000.00	
Tech Projects/Billable Reserves	40,000.00	
Committed to 2020 Operating/Capital Budget	157,246.00	
Total IFLS Funds in Reserve/Committed		497,246.00
Additional IFLS Carryover Funds @ 12/31/19		60,343.60

Balance of IFLS Building Loan @ 12/31/19 | 0.00 |

** **Total Equity (End of Year) MORE Funds**		336,810.58
MORE Funds in Reserve:		
Software Replacement/Upgrades	175,000.00	
Hardware Replacement/Upgrades	24,000.00	
System Contingency	25,000.00	
Committed to the 2020 MORE Budget	32,046.00	
Total MORE Funds in Reserve		256,046.00
Additional MORE Carryover Funds @ 12/31/19		80,764.58

IFLS Library System
Revenue and Expense Statement
January through December 2019

	Jan - Dec 19	Jan - Dec 18
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,162,585.00
5200 · Interest Income/General Funds	37,502.62	30,857.40
5263 · MORE Management Income	10,000.00	10,000.00
5280 · Technology Income	9,863.60	10,340.15
5300 · Miscellaneous Income	4,086.87	5,118.92
Total Income	1,261,509.09	1,218,901.47
Expense		
6500 · Salaries/Wages	527,626.64	515,532.34
6560 · Payroll Expenses	155,061.01	137,181.01
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	5,870.49	6,202.87
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 Dvlpmt & Prof Mtgs	6,206.89	10,501.04
8735 · Library Consulting Expenses	593.13	252.00
8740 · Field Visits	6,831.18	5,208.15
8741 · Field Visits - Tech Support	0.00	0.00
8755 · Programming Kits	1,088.10	1,440.28
8812 · ILL Fees & Verification Sources	8,420.41	8,475.10
8850 · Delivery Service	260,410.51	255,839.56
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00
8864 · Wide-Area Network (WAN)	8,870.00	6,685.00
8890 · IFLS Contrib - MORE Operating	85,177.00	82,696.00
8898 · LEAN WI/Shared Tech WVLS	52,745.00	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	3,498.69	3,607.08
9020 · Professional Materials	966.42	1,263.29
9030 · Postage	773.87	150.19
9050 · Telephone	4,176.21	6,946.17
9060 · Supplies	878.40	956.34
9080 · Printing	1,350.40	372.50
9123 · Building Overhead Expenses	19,261.32	18,195.67

IFLS Library System
Revenue and Expense Statement
January through December 2019

	Jan - Dec 19	Jan - Dec 18
9140 · Photocopier Costs	2,248.98	2,172.58
9160 · Computers	4,881.25	4,864.60
9190 · System Vehicle Expenses	2,408.63	3,858.56
9220 · Insurance	5,016.01	4,766.89
9240 · Contingency	920.74	628.05
9241 · Credit Card Reward Program	-710.39	1,355.00
9245 · Capital Expenditures	0.00	3,129.00
Total Expense	1,250,756.32	1,208,213.41
Net Ordinary Income	10,752.77	10,688.06
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	138,361.65	128,905.16
5702 · Billable Project Income	202,057.68	209,010.57
Total Pass-thru Income	375,343.12	536,757.98
Pass-thru Expense		
8830 · Shared Cataloging Service	130,733.96	129,067.39
8940 · Projects Billable to Libraries	185,507.72	216,227.39
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	351,165.47	544,132.03
Net Pass-thru Income	24,177.65	-7,374.05
Year-to-date Income less Expense (IFLS Funds)	34,930.42	3,314.01
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	732,081.00	716,469.00
9500 · MORE Shared Automation Expenses	773,029.49	687,555.18
Year-to-date Income less Expense (MORE Funds)	-40,948.49	28,913.82
Year-to-date Income less Expense (ALL Funds)	-6,018.07	32,227.83

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

	TOTAL			
	Jan - Dec 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	37,502.62	35,000.00	2,502.62	107.15%
5263 · MORE Management Income	10,000.00	10,000.00	0.00	100.0%
5280 · Technology Income	9,863.60	4,000.00	5,863.60	246.59%
5300 · Miscellaneous Income	4,086.87	1,000.00	3,086.87	408.69%
Total Income	1,261,509.09	1,250,056.00	11,453.09	100.92%
Expense				
6500 · Salaries/Wages	527,626.64	540,000.00	-12,373.36	97.71%
6560 · Payroll Expenses	155,061.01	190,000.00	-34,938.99	81.61%
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	5,870.49	6,350.00	-479.51	92.45%
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 Dvlpmt & Prof Mtgs	6,206.89	10,000.00	-3,793.11	62.07%
8735 · Library Consulting Expenses	593.13	600.00	-6.87	98.86%
8740 · Field Visits	6,831.18	8,000.00	-1,168.82	85.39%
8755 · Programming Kits	1,088.10	1,300.00	-211.90	83.7%
8812 · ILL Fees & Verification Sources	8,420.41	8,600.00	-179.59	97.91%
8850 · Delivery Service	260,410.51	270,093.00	-9,682.49	96.42%
8855 · Collection Dev Grant-LEPhillips	. 23,000.00	23,000.00	0.00	100.0%
8864 · Wide-Area Network (WAN)	8,870.00	10,370.00	-1,500.00	85.54%
8890 · IFLS Contrib - MORE Operating	85,177.00	85,177.00	0.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	52,745.00	56,000.00	-3,255.00	94.19%
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	3,498.69	5,150.00	-1,651.31	67.94%
9020 · Professional Materials	966.42	1,470.00	-503.58	65.74%
9030 · Postage	773.87	780.00	-6.13	99.21%
9050 · Telephone	4,176.21	9,960.00	-5,783.79	41.93%
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	19,261.32	23,350.00	-4,088.68	82.49%
9140 · Photocopier Costs	2,248.98	2,400.00	-151.02	93.71%
9160 · Computers	4,881.25	4,900.00	-18.75	99.62%

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

	TOTAL			
	Jan - Dec 19	Budget	$ Over Budget	% of Budget
9190 · System Vehicle Expenses	2,408.63	3,300.00	-891.37	72.99%
9220 · Insurance	5,016.01	5,021.00	-4.99	99.9%
9240 · Contingency	920.74	1,000.00	-79.26	92.07%
9241 · Credit Card Reward Program	-710.39	0.00	-710.39	100.0%
9245 · Capital Expenditures	0.00	18,590.00	-18,590.00	0.0%
Total Expense	1,250,756.32	1,353,512.00	-102,755.68	92.41%
Net Ordinary Income	10,752.77	-103,456.00	114,208.77	
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	138,361.65	135,655.00	2,706.65	102.0%
5702 · Billable Project Income	202,057.68	175,000.00	27,057.68	115.46%
Total Pass-thru Income	375,343.12	345,579.00	29,764.12	108.61%
Pass-thru Expense				
8830 · Shared Cataloging Service	130,733.96	135,655.00	-4,921.04	96.37%
8940 · Projects Billable to Libraries	185,507.72	175,000.00	10,507.72	106.0%
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	351,165.47	345,579.00	5,586.47	101.62%
Net Pass-thru Income	24,177.65	0.00	24,177.65	100.0%
Year-to-date Income less Expense (IFLS Funds)	34,930.42	-103,456.00	138,386.42	
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	773,029.49	795,536.00	-22,506.51	97.17%
Year-to-date Income less Expense (MORE Funds)	-40,948.49	-68,456.00	27,507.51	
Year-to-date Income less Expense (ALL Funds)	-6,018.07	-171,912.00	165,893.93	

My Online Resource (MORE)
Balance Sheet
As of December 31, 2019

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	$ 309,754.62
1200-1 · Accts Receivable-MORE	-
1505-1 · 2020 Prepaid Expense-MORE	37,382.68
TOTAL ASSETS	$ 347,137.30
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	10,326.72
Total Liabilities	10,326.72
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	(40,948.49)
Total Equity/MORE Fund Balance	336,810.58 *
TOTAL LIABILITIES & EQUITY	$ 347,137.30

NOTES:

* **Total Equity MORE Funds**	336,810.58
Funds in Reserve/Committed:	
Reserve/Software Replacement/Upgrades	175,000.00
Reserve/Hardware Replacement/Upgrades	24,000.00
Reserve/System Contingency	25,000.00
Commited to the 2020 Budget	32,046.00
Total Funds in MORE Reserve/Committed	256,046.00
Total Uncommitted MORE Carryover	$ 80,764.58

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

	Jan -Dec '19	Jan - Dec '18
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670 · MORE Other Income	5,000.00	0.00
5670-2 · MORE Operating Income	727,081.00	716,469.00
Total MORE Income	732,081.00	716,469.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	288,400.00	280,000.00
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	1,978.43
9500-22 · MORE/High-demand Hold Project	14,734.75	9,404.75
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/Mgmnt Team Training	199.00	982.00
9500-38 · MORE/Systemwide OCLC	37,616.59	35,781.92
9500-40 · MORE/Overdrive Content	30,000.25	20,001.53
9500-45 · MORE/Freading eBook Svc	9,222.50	7,377.00
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 Subscrition	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	4,477.36	4,339.74
9500-8 · MORE/Host Site Costs	3,500.00	3,500.00
9500-41 · MORE/E-Content	101,740.05	99,792.00
Total 9500 · MORE Shared Automation Expenses	773,029.49	687,555.18
Total MORE Expense	773,029.49	687,555.18
Year-to-date MORE Income less Expense	-40,948.49	28,913.82
Plus 12/31/18 MORE Uncommitted Fund Balance	133,259.07	
Plus 12/31/18 MORE Reserve/Committed Balance	244,500.00	
MORE Fund Balance	336,810.58	

IFLS Library System
Balance Sheet
As of April 30, 2020

#12-20

	IFLS	MORE	2020 TOTAL	2019 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	18,100.79		18,100.79	24,217.04
1040 · Bank Mutual - Checking	33,881.01		33,881.01	12,842.13
1050/1106 · Investments/Bank Mutual & States PIF	1,453,120.97	716,842.22	2,169,963.19	1,880,606.33
Total Checking/Savings & Investments	1,505,102.77	716,842.22	2,221,944.99	1,917,665.50
Accounts Receivable				
1200 · Accounts Receivable	14,547.25	0.00	14,547.25	72,228.88
Total Accounts Receivable	14,547.25	0.00	14,547.25	72,228.88
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,909.99		1,909.99	3,051.86
1504/1505 · 2019-2020 Prepaid Expenses	0.00	0.00	0.00	0.00
Total Other Current Assets	1,984.99	0.00	1,984.99	3,126.86
TOTAL ASSETS	1,521,635.01	716,842.22	2,238,477.23	1,993,021.24
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	47,525.98	124,444.88	171,970.86	27,187.90
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	47,525.98	124,444.88	171,970.86	27,187.90
Other Current Liabilities				
2100 · Payroll Liabilities	1,289.93		1,289.93	7,440.08
2201 · Accrued Payroll	0.00		0.00	0.00
2900 · Unavailable Revenue	0.00		0.00	0.00
Total Other Current Liabilities	1,289.93	0.00	1,289.93	7,440.08
Total Current Liabilities	48,815.91	124,444.88	173,260.79	34,627.98
Total Liabilities	48,815.91	124,444.88	173,260.79	34,627.98
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	497,246.00	256,046.00	753,292.00	677,145.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	60,343.60	80,764.58	141,108.18	223,273.25
Current Year Income Less Expense	915,229.50	255,586.76	1,170,816.26	1,057,975.01
Total Equity (End of Year)	1,472,819.10	592,397.34	2,065,216.44	1,958,393.26
TOTAL LIABILITIES & EQUITY	1,521,635.01	716,842.22	2,238,477.23	1,993,021.24

IFLS Library System
Revenue and Expense Statement
January through April 2020

	Jan - Apr 20	Jan - Apr 19
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,200,056.00
5200 · Interest Income/General Funds	7,455.37	16,629.13
5263 · MORE Management Income	11,600.00	0.00
5300 · Miscellaneous Income	0.00	0.00
Total Income	1,219,111.37	1,216,685.13
Expense		
6500 · Salaries/Wages	134,321.01	165,344.05
6560 · Payroll Expenses	63,909.74	85,591.96
8530 · Bank & Direct Deposit Fees	306.35	0.00
8540 · Annual Audit	580.00	1,085.00
8620 · Collection/Electronic Resources	25,273.76	44,244.00
8630 · Wis Pub Lib Consortium Membshp	5,605.00	5,605.00
8670 · Professional Memberships	1,301.20	1,334.33
8690 · Librarian Workshops - General	474.35	1,148.08
8700 · CE/Collaboration Projects	350.00	100.00
8720 · IFLS Staff Dvlpmt & Prof Mtgs	525.49	1,486.62
8735 · Library Consulting Expenses	300.00	300.00
8740 · Field Visits	1,290.31	1,486.88
8741 · Field Visits - Tech Support	288.15	0.00
8755 · Programming Kits	124.84	150.63
8812 · ILL Fees & Verification Sources	3,050.80	7,498.78
8850 · Delivery Service	62,650.36	62,533.16
8855 · Collection Dev Grant-LEPhillips	5,750.00	5,750.00
8864 · Wide-Area Network (WAN)	3,685.00	3,685.00
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00
8971 · Web Development	921.37	910.20
9010 · IFLS Committee Meetings	378.95	1,228.89
9020 · Professional Materials	1,103.42	966.42
9030 · Postage	59.45	578.92
9050 · Telephone	472.72	1,427.79
9060 · Supplies	213.55	573.64
9080 · Printing	0.00	1,166.00
9123 · Building Overhead Expenses	4,611.69	7,238.57
9140 · Photocopier Costs	1,035.47	1,006.44
9160 · Computers	705.07	578.25
9190 · System Vehicle Expenses	517.80	362.34

IFLS Library System
Revenue and Expense Statement
January through April 2020

	Jan - Apr 20	Jan - Apr 19
9220 · Insurance	1,562.38	917.52
9240 · Contingency	35.00	0.00
9241 · Credit Card Reward Program	-2,150.00	0.00
Total Expense	320,379.23	405,424.47
Net Ordinary Income	898,732.14	811,260.66
Pass-thru Income/Expense		
Pass-thru Income		
5620 · Shared Cataloging Svc Income	76,903.50	71,651.00
5702 · Billable Project Income	48,084.83	81,927.19
Total Pass-thru Income	124,988.33	153,578.19
Pass-thru Expense		
8830 · Shared Cataloging Service	53,269.81	3,298.57
8940 · Projects Billable to Libraries	55,221.16	66,143.66
9976 · LSTA #17 - PLSR Syst Redesign 3	0.00	4,562.81
9977 · LSTA #17 - WPLC Biblioboard	0.00	12,000.00
Total Pass-thru Expense	108,490.97	86,005.04
Net Pass-thru Income	16,497.36	67,573.15
Year-to-date Income less Expense (IFLS Funds)	**915,229.50**	**878,833.81**
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	731,740.00	641,904.00
9500 · MORE Shared Automation Expenses	476,153.24	462,762.80
Year-to-date Income less Expense (MORE Funds)	**255,586.76**	**179,141.20**
Year-to-date Income less Expense (ALL Funds)	**1,170,816.26**	**1,057,975.01**

IFLS Library System
Profit & Loss Budget vs. Actual
January through April 2020

	Jan - Apr 20	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	7,455.37	20,000.00	-12,544.63	37.28%
5263 · MORE Management Income	11,600.00	11,600.00	0.00	100.0%
5280 · Technology Income	0.00	4,000.00	-4,000.00	0.0%
5300 · Miscellaneous Income	0.00	200.00	-200.00	0.0%
Total Income	1,219,111.37	1,235,856.00	-16,744.63	98.65%
Expense				
6500 · Salaries/Wages	134,321.01	560,800.00	-426,478.99	23.95%
6560 · Payroll Expenses	63,909.74	213,943.00	-150,033.26	29.87%
8070 · New Furnishings/Equipment <$500	0.00	500.00	-500.00	0.0%
8530 · Bank & Direct Deposit Fees	306.35	500.00	-193.65	61.27%
8540 · Annual Audit	580.00	6,752.00	-6,172.00	8.59%
8620 · Collection/Electronic Resources	25,273.76	25,470.00	-196.24	99.23%
8630 · Wis Pub Lib Consortium Membshp	5,605.00	5,605.00	0.00	100.0%
8670 · Professional Memberships	1,301.20	3,200.00	-1,898.80	40.66%
8690 · Librarian Workshops - General	474.35	6,500.00	-6,025.65	7.3%
8700 · CE/Collaboration Projects	350.00	500.00	-150.00	70.0%
8702 · Crisis Prevention Training	0.00	500.00	-500.00	0.0%
8710 · CE Grants - General	0.00	3,000.00	-3,000.00	0.0%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	525.49	10,000.00	-9,474.51	5.26%
8735 · Library Consulting Expenses	300.00	600.00	-300.00	50.0%
8740 · Field Visits	1,290.31	8,000.00	-6,709.69	16.13%
8741 · Field Visits - Tech Support	288.15	1,000.00	-711.85	28.82%
8755 · Programming Kits	124.84	1,200.00	-1,075.16	10.4%
8812 · ILL Fees & Verification Sources	3,050.80	9,000.00	-5,949.20	33.9%
8850 · Delivery Service	62,650.36	282,573.00	-219,922.64	22.17%
8855 · Collection Dev Grant-LEPhillips	5,750.00	23,000.00	-17,250.00	25.0%
8864 · Wide-Area Network (WAN)	3,685.00	10,370.00	-6,685.00	35.54%
8890 · IFLS Contrib - MORE Operating	0.00	88,158.00	-88,158.00	0.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	63,000.00	-63,000.00	0.0%
8950 · Campaign for Wisconsin Libs	1,126.00	1,200.00	-74.00	93.83%
8971 · Web Development	921.37	1,100.00	-178.63	83.76%
9010 · IFLS Committee Meetings	378.95	5,150.00	-4,771.05	7.36%
9020 · Professional Materials	1,103.42	1,500.00	-396.58	73.56%
9030 · Postage	59.45	450.00	-390.55	13.21%
9050 · Telephone	472.72	9,960.00	-9,487.28	4.75%
9060 · Supplies	213.55	1,120.00	-906.45	19.07%
9080 · Printing	0.00	900.00	-900.00	0.0%
9123 · Building Overhead Expenses	4,611.69	24,430.00	-19,818.31	18.88%
9140 · Photocopier Costs	1,035.47	1,476.00	-440.53	70.15%

IFLS Library System
Profit & Loss Budget vs. Actual
January through April 2020

	TOTAL			
	Jan - Apr 20	Budget	$ Over Budget	% of Budget
9160 · Computers	705.07	5,900.00	-5,194.93	11.95%
9190 · System Vehicle Expenses	517.80	3,500.00	-2,982.20	14.79%
9220 · Insurance	1,562.38	5,245.00	-3,682.62	29.79%
9240 · Contingency	35.00	1,000.00	-965.00	3.5%
9241 · Credit Card Reward Program	-2,150.00	0.00	-2,150.00	100.0%
9245 · Capital Expenditures	0.00	6,000.00	-6,000.00	0.0%
Total Expense	320,379.23	1,393,102.00	-1,072,722.77	23.0%
Net Ordinary Income	898,732.14	-157,246.00	1,055,978.14	
Pass-thru Income/Expense				
Pass-thru Income				
5620 · Shared Cataloging Svc Income	76,903.50	160,170.00	-83,266.50	48.01%
5702 · Billable Project Income	48,084.83	150,000.00	-101,915.17	32.06%
Total Pass-thru Income	124,988.33	310,170.00	-185,181.67	40.3%
Pass-thru Expense				
8830 · Shared Cataloging Service	53,269.81	160,170.00	-106,900.19	33.26%
8940 · Projects Billable to Libraries	55,221.16	150,000.00	-94,778.84	36.81%
Total Pass-thru Expense	108,490.97	310,170.00	-201,679.03	34.98%
Net Pass-thru Income	16,497.36	0.00	16,497.36	100.0%
Year-to-date Income less Expense (IFLS Funds)	915,229.50	-157,246.00	1,072,475.50	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	731,740.00	819,900.00	-88,160.00	89.25%
9500 · MORE Shared Automation Expenses	476,153.24	851,946.00	-375,792.76	55.89%
Year-to-date Income less Expense (MORE Funds)	255,586.76	-32,046.00	287,632.76	
Year-to-date Income less Expense (ALL Funds)	1,170,816.26	-189,292.00	1,360,108.26	

<div align="center">

My Online Resource (MORE)
Balance Sheet
As of April 30, 2020

</div>

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	$ 716,842.22
1200-1 · Accts Receivable-MORE	-
1505-1 · 2020 Prepaid Expense-MORE	-
TOTAL ASSETS	$ 716,842.22
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	124,444.88
Total Liabilities	124,444.88
Equity	
MORE Reserved Fund Balance on 1/1/2020	224,000.00
MORE Committed Fund Balance on 1/1/2020	32,046.00
MORE Uncommitted Fund Balance on 1/1/2020	80,764.58
Current Year Income less Expense	255,586.76
Total Equity/MORE Fund Balance	592,397.34
TOTAL LIABILITIES & EQUITY	$ 716,842.22

Indianhead Federated Library System
Revenue less Expense - MORE
January through April 2020

	Jan -Apr '20	Jan - Apr '19
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670 · MORE Other Income	0.00	0.00
5670-2 · MORE Operating Income	731,740.00	641,904.00
Total MORE Income	731,740.00	641,904.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	102,299.76	89,999.68
9500-12 · MORE/III Annual Maintenance	132,565.14	120,151.63
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	146.45	114.99
9500-22 · MORE/High-demand Hold Project	1,272.46	2,506.57
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,472.30	12,126.00
9500-24 · MORE/Conferences	0.00	3,485.61
9500-31 · MORE/Add'l III Products/Encore/Decision	30,329.71	67,835.44
9500-32 · MORE/Mgmnt Team Training	0.00	100.00
9500-38 · MORE/Systemwide OCLC	13,223.99	19,365.12
9500-40 · MORE/Overdrive Content	11,659.35	12,413.06
9500-45 · MORE/Freading eBook Svc	3,227.00	2,917.00
9500-46 · MORE/Electronic Periodicals	17,968.15	15,000.00
9500-48 · MORE/i-Tiva Telephony Subscrition	10,091.18	9,610.65
9500-49 · MORE/Data Scoping Project	0.00	2,500.00
9500-50 · MORE Discovery/Online Catalog	30,682.68	0.00
9500-5 · MORE/Publicity	760.15	0.00
9500-6 · MORE/Database Cleanup/Maint	2,459.92	2,897.00
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	106,995.00	101,740.05
Total 9500 · MORE Shared Automation Expenses	476,153.24	462,762.80
Total MORE Expense	476,153.24	462,762.80
Year-to-date MORE Income less Expense	**255,586.76**	**179,141.20**
Plus 12/31/19 MORE Uncommitted Fund Balance	80,764.58	
Plus 12/31/19 MORE Reserve/Committed Balance	256,046.00	
MORE Fund Balance	**592,397.34**	

INDIANHEAD FEDERATED LIBRARY SYSTEM

INVESTMENT POLICY

Delegation of Authority:

The Indianhead Federated 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 Indianhead Federated 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 January 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 2019

Monthly Activities

New Directors—Durand—Lori Gilles (Former Director Elmwood)
Elmwood—Jenna Beyer
Current openings—New Richmond, Somerset (Interviews conducted), and Hudson

Building—Somerset is nearing completion of their expansion/renovation project. The City of Amery has purchased the Bremer Bank facility to use as a city hall, library and police station. Eau Claire announced some major donations and a fund-raising matching challenge.
https://ecpubliclibrary.info/storybuilder/

Consulting—Buildings—Architect selection, space needs, construction and planning meetings, and conceptual designs; budgets, county funding, policy, personnel, administration and COVID-19 services.

Agenda Items

XI. IFLS Annual Report and Statement of Compliance
We will review and approve the final version submitted to the Division at the end of February.

XII. System Effectiveness Statements from Member Libraries
Enclosed in the packet

XIII.   Personnel Committee/Director Evaluation
            * Appoint Chair
            * Director Evaluation Process and Timeline

Instead of having a separate Personnel Committee meeting in May we will be discussing the director evaluation process as a full board. Enclosed in the packet is information about the process used in the past. It is anticipated that the Personnel Committee will meet in July.

XIV.   COVID-19 Discussion
John Thompson will provide an overview of the status of libraries as of the date of our meeting.

Information for libraries is available at the IFLS website https://iflsweb.org/knowledge-base/covid-19-updates-and-resources-for-ifls-libraries/ and at the Public Development Team website COVID-19 Updates: **See** COVID-19 Information for Wisconsin Public Libraries **and** Wisconsin Libraries for Everyone Blog.

John Thompson (May 19, 2020)

Wisconsin Department of Public Instruction
PUBLIC LIBRARY SYSTEM ANNUAL
REPORT PI-2404-A (Rev. 1-20)

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

FOR THE YEAR 2019

I. GENERAL INFORMATION		

1. System Name	2. System Director Name	3. Certification Grade	4. Date Certification Expires
IFLS Library System	John Thompson	Grade 1	2023-05-31

5. Street Address		6. Phone *Area/No.*	7. Fax Number *Area/No.*
1538 Truax Blvd.		(715) 839-5082	(715) 839-5151

8. Mailing Address *PO Box*	9. System Website URL	10. Director System Email Address
	ifls.lib.wi.us	thompson@ifls.lib.wi.us

11. City / Village / Town	12. County	13. ZIP Code
Eau Claire	Eau Claire	54703-1569

14. Number of Public Libraries Participating in the System	15. Does System Operate a Books-By Mail Program	16. Number of Book-mobiles Owned	17. Estimated System Area Public Library Registered Borrowers	18. DUNS Number *Nine digits*
53	No	0	181,667	78570871

II. SYSTEM COLLECTION						

	No. Owned / Leased	Number Added		No. Owned / Leased		No. Owned / Leased
1. Books in Print	96	1	4. Electronic Collections *Number available to members*	6	7. Licensed Electronic Video Materials *Units (copies) available to members*	969
2. Audio Materials	0	25	5. Licensed E-books *Units (copies) available to members*	159,486	8. Subscriptions *Exclude those in electronic format*	8
3. Video Materials	15	0	6. Licensed Electronic Audio Materials *Units (copies) available to members*	56,164		

III. SYSTEM SERVICES				

Circulation Transactions *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.*	1. Total Circulation	2. Interlibrary Loans *System interlibrary loan transactions*		
			a. Items Loaned	b. Items Received
	9,208		425	1,693

3. System Electronic Resources Use *Number of uses of system licensed electronic resources*

a. E-book	b. E-audio	c. E-video	d. Electronic Collection Retrievals
293,895	260,908	478	115,683

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. Mary Alice	Larson	36 W. Knapp St.	Rice Lake	54768	maryalice.larson@gmail.com
3. Mary	Ellen Brue	1210 Lokhorst	Baldwin	54002	brew2@airstreamcomm.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. Ricky	Riggins	W8851 County Road N	Pepin	54759	rlriggins@hotmail.com
17. Mildred	Larson	215 Roosevelt Ave.	Eau Claire	54701	mildredlarson@sbcglobal.net
18. Dave	Hardin	1016 4th Street	Hudson	54016	djhardin@gmail.com
19. Susan	Marshall	W7370 Morningside Dr.	Phillips	54555	marshfam@pctcnet.net
20. Vacant					
21.					
22.					
23.					

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

a. System Member County Appropriations Received by Library System

County Name	Amount	County Name	Amount
		Subtotal 1a	

b. Other County Payments Received

County Name	Amount
Subtotal 1b	

2. State Aid to Public Library Systems	$1,200,056

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

		Amount
a.	TEACH Technology Training Grant	$2,910
b.		
c.		
	Subtotal 3	$2,910

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

		Amount			Amount
a.	PLSR-2 PLSR System Redesign 3 51	$8,014	f.		
b.	WPLC- WPLC Biblioboard 251	$24,000	g.		
c.			h.		
d.			i.		
e.			j.		
				Subtotal 4	$32,014

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

		Amount			Amount
a.	MORE Contract Income - see list	$475,909	f.	Amery PL - Shared Cataloging	$15,435
b.	MORE Materials Income - see list	$176,599	g.	Menomonie PL - Shared Cataloging	$34,865
c.	New Richmond PL - Shared Cataloging	$31,893	h.	CABS Contract Income - see list	$12,807
d.	Rice Lake PL - Shared Cataloging	$28,733	i.		
e.	Roberts PL - Shared Cataloging	$14,628	j.		
				Subtotal 5	$790,869

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
$522,659	$37,503	$377,759	$0	$0	$305,583	$1,243,504

7. **Total Income** *Add 1 through 6*	$3,269,353

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	$527,627	$0	$246,601	$774,228
2. Employee Benefits	$155,061	$0	$155,349	$310,410
3. System Collection Expenditures				
a. Printed Material	$966	$0	$0	
b. Electronic Material	$44,399	$24,000	$155,963	
c. Audiovisual Material	$0	$0	$0	
d. All Other Material	$1,088	$0	$0	
Subtotal *Collection Expenditures*	$46,453	$24,000	$155,963	$226,416
4. System Contract Expenditures *Attach a brief description of contracts; i.e., recipient, amount, and purpose.*	$332,961	$6,614	$280,034	$619,609
5. System Payments to Member Libraries *Attach lists of individual payments.*	$1,794	$319	$0	$2,113
6. All Other Operating Expenditures	$186,860	$3,991	$251,324	$442,175
7. Total Operating Expenditures	$1,250,756	$34,924	$1,089,271	$2,374,951
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 report year public library system state aid, state aid funds carried forward to current year, 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 the report year. Attach the page(s) of each county budget that show the amounts below.

County Name	Amount	County Name	Amount	County Name	Amount
1. Barron	$555,858	5. Pepin	$85,005	8. Price	$300,275
2. Chippewa	$713,617	6. Pierce	$475,249	9. Rusk	$335,016
3. Dunn	$755,148	7. Polk	$882,473	10. St. Croix	$1,115,216
4. Eau Claire	$783,900				

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 the report year. 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 report year and current year 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.

☐ Reimbursed member libraries for ILL   ☒ Maintained a shared database of member library bibliographic records and holdings

☒ Maintained ILL Clearinghouse   ☒ Utilized WISCAT to promote interlibrary loan

☐ Contracted for ILL Clearinghouse   ☒ 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 the report year in conjunction with this service requirement.

☒ Conducted workshops for member library staff and trustees   ☒ Provided scholarships and grants for member library staffs

☒ Maintained a calendar of CE events   ☒ 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 the report year in conjunction with this service requirement.

☒ Public library administration and governance   ☒ Technical services   ☒ Legal issues

☒ Adult services   ☒ Interlibrary loan and resource sharing   ☒ Public relations

☒ Youth services   ☒ Staff development (certification, CE, etc.)   ☒ Reference and information services

☒ Library automation   ☒ Planning and evaluation, standards   ☒ Special needs

☒ Building and remodeling   ☒ 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 the report year in conjunction with this service requirement.

☒ Had regular courier or van delivery service   ☒ Used fax for document delivery/communication

☒ Provided an 800 number, phone credit card, or accepted collect calls   ☐ Used mail as primary delivery system

ILL transactions sent by: ☒ Published a newsletter

  ☒ Email   ☒ OCLC   ☒ Regional automated system   ☒ WISCAT

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 the report year.

☒ Reciprocal borrowing between systems   ☐ Delivery   ☐ Audiovisual services

☐ Cash payments in cross-system lending   ☐ Newsletter exchange   ☐ Cooperative purchasing

☒ Continuing education   ☒ 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 the report year. 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.

. Libraries Activating Workforce Development Skills project: System involvement right now includes working with partner agencies and neighboring library systems to establish contacts and plan training and other projects (including posters, a podcast, and presenting at regional workforce development meetings).

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.

. CESA 11 and Birth to Three (CESA 5): working on Parents Interacting with Infants/Intention playgroup training and potential collaborations (especially for integrating families with children with disabilities with other families). . Northwest Wisconsin Workforce Investment Board (LAWDS project) . West Central Workforce Development Board . Talking Is Teaching Chippewa Valley: wrote unsuccessful grant application to work with area libraries and other agencies to promote conversation

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

. Wisconsin Literacy: Beth Gaytan provided a 1-hour webinar on using Plain Language in written communication (with particular attention to people who have low literacy or people who are English Language Learners) . Wisconsin Literacy: Health Literacy Train the Trainer 2.5 hour workshop with Caitlyn Mowatt . Parents Interacting with Infants/Intention (PIWI) Playgroup trainings and collaborative meetings with Sandy Ellis, Julie Betchkal, and Kathy Boisvert (2 sessions, one in February, one in April, attended by library staff, Birth to Three providers, school district special education departments, and family resource center staff). . Homelessness and Libraries asynchronous training with Ryan Dowd-subscription ended in February 2019.

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 the report year.

☒ Consultation   ☐ Union list of serials   ☐ Back-up reference services
☐ Continuing education / workshops   ☐ Directory of libraries   ☒ Newsletter
☒ ILL (Direct)   ☐ Delivery services   ☐ 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)(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 board after consultation with participating public libraries.

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

MORE ILS

Administration

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

IX. COLLABORATIVE ACTIVITIES

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

Technology Collaboration -- See attached Programming Kits-share programming kits with WVLS (IFLS and WVLS each host kits)-Total kits value is estimated at $35,000.   Continuing Education-shared webinars: . Wild Wisconsin Winter Web Conference (hosted by WVLS, IFLS, SCLS)---$4275 (IFLS paid $222) . Trustee Training Week (hosted by SCLS)---$1925 (IFLS paid $86.50) . Plain Language Webinar (hosted by IFLS)--$300 (IFLS paid $27) . Stop the Email Avalanche & From Inbox to Completion (2 webinars hosted by SCLS)--$325 (IFLS paid $25) Continuing Education-workshops: Tech Days West (WVLS, NWLS, WRLS, IFLS, DPI): Split cost of speakers/mileage/meals: Total cost of shared speakers $2696.67. Cost to IFLS of shared speakers: $930.31. Tech Days West (WITC): Venue agreement, $948.78 Health Literacy Train the Trainers (Wisconsin Literacy): Wisconsin Literacy grant paid all expenses PIWI training (Birth to Three, CESA 11): Total cost, $1792. IFLS paid $670   1000 Books Before Kindergarten App-IFLS contributes $100 Lake Superior Library Symposium, IFLS co-sponsors for $250 Wisconsin Library Association: IFLS sponsored 2 scholarships for library directors to attend Leadership Institute (through WLA) $600 4 scholarships to defray costs of attending WAPL, 2 scholarships to defray the cost of attending WLA Annual: $2400
Sponsorship of WLA SSCS Conference: $100   Sponsorship of WLA Annual Conference: $250
TOTAL: $3350

Cost Benefit. *For each activity above, list the activity name and estimated cost benefit realized.*

Activity	Amount
1. LEAN WI IFLS, NWLS, WVLS	13,200,000
2. CINC	150,000
3. Programming Kits	35,000
4. Wild Wisconsin Winter Web Conference	4,275
5. Tech Days West	2,700
6. Plain Language Webinar	300
7. Trustee Training Week	1,925
8. Delivery	7,000,000
9. WPLC	1,260,000
10. Conference Support and Scholarships--Lake Superior, WLA, WAPL, Support Section	3,600
Cost Benefit Total	21,657,800

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

Program Expenditures *Provide a summary of your public library system expenditures by system service program and fund source for the report year.*

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan *See note*				
1. Reference & ILL Svc	142,083	0	0	142,083
2. Tech/Shared System	307,765	0	353,998	661,763
3. MORE Consortium	0	0	617,066	617,066
4.				
5. Electronic Resources	44,399	24,000	155,963	224,362
Subprogram Total	494,247	24,000	1,127,027	1,645,274
Continuing Education and Consulting Service *See note*				
1. CE & Consulting	109,054	2,910	0	111,964
2.				
Subprogram Total	109,054	2,910	0	111,964
Delivery	293,348	0	0	293,348
Library Services to Special Users	37,901	0	0	37,901
Library Collection Development	27,697	0	0	27,697
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	57,000	0	9,286	66,286
Public Information	46,395	0	0	46,395
Administration	138,027	8,014	45	146,086
Other System Programs				
1.				
2.				
3.				
4.				
Grand Totals	1,203,669	34,924	1,136,358	2,374,951
Estimated Expenditures for Technology-Related Services Provided by the System	500,000	12,000	1,150,000	1,662,000

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

1. Personnel Listing
   a. Employees Holding the Title of Librarian as of December 31 of the report year. *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	☒	$96,574	40.00
Maureen	Welch	ILL Coord	☒	$62,681	35.00
Leah	Langby	Lib Dev/Yth Svcs Coord	☒	$60,424	40.00
Lori	Roholt	MORE Administrator	☒	$51,652	35.00
Kris	Schwartz	Technology and Design Director	☐	$58,698	40.00
Bridget	Krejci	MORE Project Manager	☐	$47,268	37.50
Kathy	Setter	MORE Project Manager	☐	$49,468	35.00
Deberah	Faulhaber	Shared Svcs Manager	☐	$48,922	40.00
			☐		
			☐		
			☐		

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	$58,490	60.00			
Support Staff	$213,075	166.00			
Shared Cat Processors/Mailroom Clerks	$33,525	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			b. All Other Paid Staff *FTE incl. maintenance, plant operation, and security*	c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*
i. Master's Degree from an ALA Accredited Program *FTE*	ii. Other Persons Holding the Title of Librarian *FTE*	Subtotal		
3.75	3.81	7.56	6.83	14.39

	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.
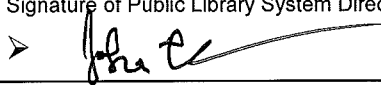
☒ Library system board is constituted and operated in compliance with s. 43.17(1) and (2) and s. 43.19(1)(a) and (b).

☒ 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	Date Signed
	John Thompson	2-26-2020
Signature of Public Library System Board President	Name of Public Library System Board President	Date Signed
	James Tripp	2-26-2020

COMMENTS

3. Video Materials
   no additions--2020-02-20

Summary of Collaborative Activities
   NOTE FIELD: The programming kits have been purchased over the course of several years.--2020-02-19

Description>>>>>	Shared Cataloging Contract Income	MORE Maint. Contract Income	MORE Materials Contract Income	Resource Contract Coll Dev Pymts	MORE Shared System Contract	MORE Ecom Payments/ Fine $	TEACH Grant Pymts	Delivery Damaged/ Lost Bks	CE Grants
Altoona		16,979	6,061			1,975		17	
Amery	15,435	11,671	4,270			1,990		24	
Augusta		3,062	1,293			107	22		
Baldwin	1,200	7,750	2,861			661		31	
Balsam Lake	1,215	2,983	1,257			271	92	27	
Barron		8,334	3,071			530			
Bloomer		6,952	2,690			714		17	
Boyceville		3,259	1,364			387		26	
Bruce		2,209	987			232		10	
Cadott		3,490	1,448			406			
Cameron	468	2,386	1,051			264		20	
Centuria		1,320	668			58			
CH Johnson		874	508			76			
Chetek	2,005	4,329	1,749			185		12	
Chippewa Falls		33,173	11,892			5,328		22	
Clear Lake		4,083	1,660			179			
Colfax		2,876	1,227			339			
Cornell		-	-			-			
Cumberland		7,587	2,919			536			
Deer Park		1,399	697			50			
Dresser	559	1,841	855			82			
Durand		-	-			-			
Ellsworth		8,367	3,083			848		47	
Elmwood		1,330	672			114			
Fall Creek		3,651	1,505			164			
Frederic		5,480	2,047			771		28	300
Glenwood City		2,723	1,056			333			
Hammond		7,119	2,750			329		15	
Hawkins		-	-			-			
Hudson		27,951	10,001			6,344		5	
LE Phillips (EC)		92,014	32,567	23,000	22,141	9,289		55	
Luck		3,179	1,335			388		7	
Menomonie	34,865	32,115	11,386			6,085		24	
Milltown	1,165	4,019	1,637			334	94		
New Richmond	31,893	22,535	8,056			8,209		17	300
Ogema		1,845	857			49			
Osceola		7,391	2,848			1,116			
Park Falls		8,272	3,164			967			
Pepin		2,566	1,000			236			
Phillips		6,891	2,668			317	111	48	
Plum City	1,155	2,864	1,223			153			
Prescott	-	7,125	2,637			920			
Rice Lake	28,733	17,479	6,356			517			
River Falls		35,866	12,844			7,896		25	
Roberts	14,628	7,963	2,938			1,363		27	
Rusk County		12,646	4,697			1,234		38	
Somerset	2,075	5,778	2,154			1,240		105	
Spring Valley		3,985	1,510			390			
Stanley	1,400	5,540	2,068			331			
St Croix Falls	1,565	7,116	2,634			345			
Turtle Lake		2,508	1,095			278			
Woodville		3,034	1,283			319		26	
Bridges Lib Sys									100 Collaboration/1k books app
South Central Lib Sys									153 shared wkshp/training

2019 Annual Report Data

Description>>>>>>	Shared Cataloging Contract Income	MORE Maint. Contract Income	MORE Materials Contract Income	Resource Contract Coll Dev Pymts	MORE Shared System Contract	MORE Ecom Payments/ Fine $	TEACH Grant Pymts	Delivery Damaged/ Lost Bks	CE Grants	
Wisconsin Valley Lib Sys									268	Tech Days Wkshp
TOTAL	138,361	475,909	176,599	23,000	22,141	65,249	319	673	1,121	

*

* These are Pass-thru Fine/Fee payments (not an Expense)

Additional "All Other Contract Payments":

Innovative Interfaces/Maintenance	$ 131,491
Innovative Interfaces/Encore	$ 38,950
Innovative Interfaces/Decision Center	$ 28,885
Innovative Interfaces/i-Tiva Phone Notification	$ 9,611
Bibliocommons, Inc/BiblioCore/Implementation	$ 45,456
WVLS/LEAN Wis Partnership	$ 3,500

Additional "State Contract Payments":

Waltco/Delivery Service	$ 240,673
South Central Library Sys/Delivery	$ 16,543
CESA #10/CINC Network Maintenance	$ 7,370
WVLS/LEAN Wis Partnership	$ 52,745

"Federal Contract Payments":

Russell Consulting/PLSR Consultants	$ -
WiLS/PLSR Consultants	$ 6,614

Total State Payments Sec VI, #5	$ 1,794
Total State Contracts Sec VI, #4	$ 332,961
Total Fed/Other State Pymts Sec VI, #5	$ 319
Total Federal Contracts Sec VI, #4	$ 6,614
Total Other Contracts Sec VI, #4	$ 280,034
Total Other Payments Sec VI, #5	$ -

Total Contract Income Sec V, #5	$ 790,869

Indianhead Federated Library System
2019 Actual Amounts w/Revised Budget (Sent w/State Annual Report)
20-Feb-20

Line	Item Description	Staff	2019 Preliminary Budget	2019 Revised Budget	2019 Actual Amounts	Administration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Services - Special Users	Library Collection Development	Lib Svc to Youth	Public Information	TOTALS
1	REVENUES:																
2	State Aids	JB	1,200,056	1,200,056	1,200,056	134,414	232,620	119,544		142,083	293,348	109,054	37,901	27,697	57,000	46,395	1,200,056
3	Interest Income	JB	12,500	35,000	37,503	37,503											37,503
4	Miscellaneous Income	JB	14,500	15,000	23,951	1,087	12,864	10,000									23,951
	SUBTOTAL REVENUES		1,227,056	1,250,056	1,261,510	173,004	245,484	129,544		142,083	293,348	109,054	37,901	27,697	57,000	46,395	1,261,510
	Pass-thru Income:																
5	LSTA/Other Grant Income (Pass-thru)	JT/LL	-	34,924	34,924	8,014	24,000	-		-		2,910	-	-	-	-	34,924
6	Pass-thru/Shared Cataloging Svc	LR	132,000	135,655	138,362			138,362									138,362
7	MORE Shared Sys Income (Pass-thru)	LR	727,080	727,080	732,081				732,081								732,081
8	Pass-thru (billable) Income	MISC	175,000	175,000	202,058		117,456	75,316							9,286		202,058
	SUBTOTAL PASS-THRU EXPENSES		1,034,080	1,072,659	1,107,425	8,014	141,456	213,678	732,081	-	-	2,910	-		9,286	-	1,107,425
9	Carry over of State Aids/Interest (est)	JB	433,966	522,659	522,659	362,659	80,000	65,000				15,000					522,659
10	Carry over of MORE Funds/Interest (est)	JB	348,845	377,759	377,759				377,759								377,759
11	TOTAL REVENUE		3,043,947	3,223,133	3,269,353	543,677	466,940	408,222	1,109,840	142,083	293,348	126,964	37,901	27,697	66,286	46,395	3,269,353
12	EXPENSES:																
13	Total Hours by Program					2860	4100	12346	6530	3480	1349	1900	800	200	1225	1380	36,170
14	Percentage of Hours by Program					9.6%	13.8%	41.7%	22.0%	11.7%	4.6%	6.4%	2.7%	0.7%	4.1%	4.7%	122.0%
15	Salaries & Fringes (% of time in Program)	ALL	1,023,400	1,008,400	961,088	124,242	140,494	37,877	278,400	126,322	31,643	83,198	35,373	8,505	53,564	41,470	961,088
16	Audit	JB	6,500	6,430	6,430	6,430											6,430
17	Bank Service Charges	JB	500	250	133	133											133
18	New Furnishings/Equip <$500	JG	500	500	51		51										51
19	Collection/Electronic Resources/Lynda	JT	44,320	44,320	44,399		44,399										44,399
20	Wis Pub Lib Consortium Membership	MW	5,605	5,605	5,605			5,605									5,605
21	Professional Memberships	JT	3,000	3,000	1,794							1,794					1,794
22	Librarian Workshops/All	LL	6,500	6,350	5,871							2,936	1,760		1,175		5,871
23	CE Collaboration Projects	LL	500	300	200							200	-	-	-		200
24	Library Aspen Project	JT	-	-	-							-					-
25	Crisis Prevention Training (unfunded LSTA)	LL	650	150	41							41	-		-		41
26	CE Grants - WLA Conference	LL	2,400	2,400	2,400							2,400					2,400
27	IFLS Staff Dvlpmnt & Prof Mtgs	JT	12,000	10,000	6,207							6,207					6,207
28	Library Consulting Expenses	JT	600	600	593							593					593
29	Field Visits	JT	8,000	8,000	6,831			345				6,486					6,831
30	Story/Programming Kits & Dies	LL	1,000	1,300	1,088										1,088		1,088
31	ILL Fees & Verification Sources	MW	8,600	8,600	8,420					8,420							8,420

#	Line Item Description	Staff	2019 Preliminary Budget	2019 Revised Budget	2019 Actual Amounts	Administration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Services - Special Users	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
32	Resource Lib (LEPhillips) Collection Grants	JT	23,000	23,000	23,000					4,000				19,000			23,000
33	Delivery Service - Waltco Service	MW	260,757	250,000	240,673						240,673						240,673
34	Delivery Service - State-wide Service	MW	16,543	16,543	16,543						16,543						16,543
35	Delivery Service - Bags/Lost/Misc.	MW	2,700	3,550	3,194						3,194						3,194
36	Wide-Area Network Costs:	KS	-	-	-												-
37	WISCNET Annual Ongoing Costs	KS	-	-	-												-
38	T-1 Line Annual Cost	KS	3,000	3,000	1,500		1,500										1,500
39	WAN/CINC Maintenance	KS	7,370	7,370	7,370		7,370										7,370
40	MORE Library Subsidy	JB	85,177	85,177	85,177			85,177									85,177
41	MORE Cataloging Subsidy	JT	-	-	-			-									-
42	Cinc Data Center	KS	-	-	-			-									-
43	LEANWI/Shared Tech w/WVLS	KS	62,500	56,000	52,745		52,745										52,745
44	Library Technology Projects	KS	-	-	-												-
45	Long Range Planning Meetings	JT	-	-	-												-
46	Campaign for Wisconsin Libraries	JT	1,200	1,126	1,126											1,126	1,126
47	Web Development	KS	1,000	1,100	1,007											1,007	1,007
48	IFLS Committee Mtgs/Roundtables:	JT	5,150	5,150	3,499	3,213		286									3,499
49	Professional Materials	JT	1,550	1,470	966							966					966
50	Postage - General	JG	450	780	774	75	107	322		91	35	50	21	5	32	36	774
51	Telephone - Local, Long Dist, 800# Svc	JB	3,000	3,000	1,158	112	160	482		136	53	74	31	8	48	54	1,158
52	Telephone - MORE (notice calls)	JB	6,000	6,000	2,058			2,058									2,058
53	Telephone - Cell Phone Service	JB	960	960	960		240	360			360						960
54	Supplies - General Office & PR Supplies	JG	1,040	1,120	878	761										117	878
55	Printing - IFLS Identity Materials	RK	1,344	1,300	1,200											1,200	1,200
56	Printing - PR & Promotional Materials	RK	500	500	150											150	150
57	Building/Land Overhead Costs	JB	25,125	23,350	19,261	1,859	2,664	8,023		2,261	877	1,235	520	130	796	897	19,261
58	Copier Maint. Agreement & Paper	JG	2,460	2,400	2,249	217	311	937		264	102	144	61	15	93	105	2,249
59	Computer Hardware Upgrades/Spls	KS	4,500	4,500	4,496		4,496										4,496
60	Computer Software/Subscriptions	KS	500	400	385		385										385
61	System Vehicle - Gas/Maint/Insurance	JB	4,400	3,300	2,409							2,409					2,409
62	Insurance - Bldg/Equip, Liab, WComp, Bond	JB	5,225	5,021	5,016	484	694	2,089		589	228	322	135	34	207	234	5,016
63	Contingency & Credit Card Reward Exp	JT	1,000	1,000	211	211											211
64	SUBTOTAL EXPENSES		1,650,526	1,613,322	1,529,156	138,027	261,291	137,957	278,400	142,083	293,348	109,054	37,901	27,697	57,003	46,395	1,529,156

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Line	Line Item Description	Staff	2019 Preliminary Budget	2019 Revised Budget	2019 Actual Amounts	Admin-istration	Technology	Shared System	MORE Budget	Reference and ILL Svc	Delivery Service	Cont Educ and Consulting	Services - Special Users	Library Collection Developmt	Lib Svc to Youth	Public Information	TOTALS
65	Pass-thru Expenses:																
66	Pass-thru/MORE Expenses (less Mgmt)	LR	469,181	517,136	494,629				494,629								494,629
67	Pass-thru/Shared Cataloging Svc	LR	132,000	135,655	130,734			130,734									130,734
68	Pass-thru/LSTA/Other Grant Expenses	LR	-	34,924	34,924	8,014	24,000					2,910					34,924
69	Pass-thru/Misc Billable Expenses	JT/LL	175,000	175,000	185,508	45	101,649	74,531							9,283		185,508
70	SUBTOTAL PASS-THRU EXPENSES	MISC	776,181	862,715	845,795	8,059	125,649	205,265	494,629	-	-	-	-	-	9,283	-	845,795
71	TOTAL EXPENSES		2,426,707	2,476,037	2,374,951	146,086	386,940	343,222	773,029	142,083	293,348	111,964	37,901	27,697	66,286	46,395	2,374,951
72	Percentage of Expenses by Program					6.2%	16.3%	14.5%	32.5%	6.0%	12.4%	4.7%	1.6%	1.2%	2.8%	2.0%	100.0%
73	Capital and Reserves:																
74	Capital Expenditures		17,575	18,590	-	-											-
75	Reserves - MORE Hardware/Software	JB	224,000	224,000	224,000	-			224,000								224,000
76	Reserves - MORE Future Yr	JB	-	-	32,046				32,046								32,046
77	Reserves - Building/Land	JB	65,000	65,000	65,000		65,000										65,000
78	Reserves - MORE Startup Assist/Subsidy	JB	10,000	10,000	15,000			15,000									15,000
79	Reserves - Shared Svcs Prog/Bldg Expan	LR	50,000	50,000	50,000			50,000									50,000
80	Reserves - Vehicle Replacement	JB	25,000	25,000	25,000	25,000											25,000
81	Reserves - Personnel	JB	40,000	40,000	50,000	50,000											50,000
82	Reserves - WAN/Web Equip Replacement	KS	20,000	20,000	40,000		40,000										40,000
83	Reserves - System Equipment/Furnishings	JB	20,000	20,000	40,000		40,000										40,000
84	Reserves - Tech Project/Billable Reserves	JB	30,000	30,000	40,000		40,000										40,000
85	Reserves - Future Yr Operating Budgets	JB	-	-	157,246	157,246											157,246
86	Reserves - Computer Lab Replacement	KS	10,000	10,000	15,000							15,000					15,000
87	TOTAL Carryover Funds for the Next Year		105,665	234,506	141,110	60,345	0	(0)	80,765	0	0	(0)	0	(0)	(0)	0	141,110

End-of-Year Carryover Breakdown:

Line		2019 Preliminary Budget	2019 Revised Budget	2019 Actual Amounts
88	IFLS Carryover Reserves	270,000	270,000	497,246
89	IFLS Carryover Uncommitted	1,321	149,203	60,345
90	MORE Carryover Reserves	224,000	224,000	256,046
91	MORE Carryover Uncommitted	104,344	85,303	80,765
92				

Indianhead Federated Library System
Balance Sheet
As of December 31, 2019

	IFLS	MORE	2019 TOTAL	2018 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	14,372.87		14,372.87	14,586.97
1040 · Bank Mutual - Checking	18,504.16		18,504.16	23,804.08
1050/1106 · Investments/Bank Mutual & States PIF	1,457,739.20	309,754.62	1,767,493.82	1,831,977.20
Total Checking/Savings & Investments	1,490,616.23	309,754.62	1,800,370.85	1,870,368.25
Accounts Receivable				
1200 · Accounts Receivable	3,201.35	0.00	3,201.35	12,946.36
Total Accounts Receivable	3,201.35	0.00	3,201.35	12,946.36
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,546.37		1,546.37	1,765.38
1504/1505 · 2019-2020 Prepaid Expenses	27,825.34	37,382.68	65,208.02	27,360.82
Total Other Current Assets	29,446.71	37,382.68	66,829.39	29,201.20
TOTAL ASSETS	1,523,264.29	347,137.30	1,870,401.59	1,912,515.81
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	47,178.51	10,326.72	57,505.23	73,911.39
2010 · Credit Card - Associated	1,650.60	0.00	1,650.60	0.00
Total Accounts Payable	48,829.11	10,326.72	59,155.83	73,911.39
Other Current Liabilities				
2100 · Payroll Liabilities	9,815.66		9,815.66	1,275.00
2201 · Accrued Payroll	6,987.92		6,987.92	36,869.17
2900 · Unavailable Revenue	900,042.00		900,042.00	900,042.00
Total Other Current Liabilities	916,845.58	0.00	916,845.58	938,186.17
Total Current Liabilities	965,674.69	10,326.72	976,001.41	1,012,097.56
Total Liabilities	965,674.69	10,326.72	976,001.41	1,012,097.56
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	34,930.42	-40,948.49	-6,018.07	32,227.83
Total Equity (End of Year)	557,589.60 *	336,810.58 **	894,400.18	900,418.25
TOTAL LIABILITIES & EQUITY	1,523,264.29	347,137.30	1,870,401.59	1,912,515.81

Indianhead Federated Library System
Balance Sheet
As of December 31, 2019

NOTES:

* **Total Equity (End of Year) IFLS Funds**   557,589.60

IFLS Funds in Reserve:

Building/Land Reserves	65,000.00
MORE Startup Assistance/Subsidy	15,000.00
Shared Svcs Prog/Building Expansion	50,000.00
Vehicle Replacement	25,000.00
Personnel	50,000.00
WAN/Web Equipment Replacement	40,000.00
System Equipment/Furnishings	40,000.00
Computer Lab Replacement	15,000.00
Tech Projects/Billable Reserves	40,000.00
Committed to 2020 Operating/Capital Budget	157,246.00

Total IFLS Funds in Reserve/Committed   497,246.00

Additional IFLS Carryover Funds @ 12/31/19   60,343.60

Balance of IFLS Building Loan @ 12/31/19   0.00

** **Total Equity (End of Year) MORE Funds**   336,810.58

MORE Funds in Reserve:

Software Replacement/Upgrades	175,000.00
Hardware Replacement/Upgrades	24,000.00
System Contingency	25,000.00
Committed to the 2020 MORE Budget	32,046.00

Total MORE Funds in Reserve   256,046.00

Additional MORE Carryover Funds @ 12/31/19   80,764.58

IFLS Library System
Revenue and Expense Statement
January through December 2019

	Jan - Dec 19	Jan - Dec 18
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,162,585.00
5200 · Interest Income/General Funds	37,502.62	30,857.40
5263 · MORE Management Income	10,000.00	10,000.00
5280 · Technology Income	9,863.60	10,340.15
5300 · Miscellaneous Income	4,086.87	5,118.92
Total Income	1,261,509.09	1,218,901.47
Expense		
6500 · Salaries/Wages	527,626.64	515,532.34
6560 · Payroll Expenses	155,061.01	137,181.01
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	5,870.49	6,202.87
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 Dvlpmt & Prof Mtgs	6,206.89	10,501.04
8735 · Library Consulting Expenses	593.13	252.00
8740 · Field Visits	6,831.18	5,208.15
8741 · Field Visits - Tech Support	0.00	0.00
8755 · Programming Kits	1,088.10	1,440.28
8812 · ILL Fees & Verification Sources	8,420.41	8,475.10
8850 · Delivery Service	260,410.51	255,839.56
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00
8864 · Wide-Area Network (WAN)	8,870.00	6,685.00
8890 · IFLS Contrib - MORE Operating	85,177.00	82,696.00
8898 · LEAN WI/Shared Tech WVLS	52,745.00	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	3,498.69	3,607.08
9020 · Professional Materials	966.42	1,263.29
9030 · Postage	773.87	150.19
9050 · Telephone	4,176.21	6,946.17
9060 · Supplies	878.40	956.34
9080 · Printing	1,350.40	372.50
9123 · Building Overhead Expenses	19,261.32	18,195.67

IFLS Library System
Revenue and Expense Statement
January through December 2019

	Jan - Dec 19	Jan - Dec 18
9140 · Photocopier Costs	2,248.98	2,172.58
9160 · Computers	4,881.25	4,864.60
9190 · System Vehicle Expenses	2,408.63	3,858.56
9220 · Insurance	5,016.01	4,766.89
9240 · Contingency	920.74	628.05
9241 · Credit Card Reward Program	-710.39	1,355.00
9245 · Capital Expenditures	0.00	3,129.00
Total Expense	1,250,756.32	1,208,213.41
Net Ordinary Income	10,752.77	10,688.06
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	138,361.65	128,905.16
5702 · Billable Project Income	202,057.68	209,010.57
Total Pass-thru Income	375,343.12	536,757.98
Pass-thru Expense		
8830 · Shared Cataloging Service	130,733.96	129,067.39
8940 · Projects Billable to Libraries	185,507.72	216,227.39
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	351,165.47	544,132.03
Net Pass-thru Income	24,177.65	-7,374.05
Year-to-date Income less Expense (IFLS Funds)	34,930.42	3,314.01
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	732,081.00	716,469.00
9500 · MORE Shared Automation Expenses	773,029.49	687,555.18
Year-to-date Income less Expense (MORE Funds)	-40,948.49	28,913.82
Year-to-date Income less Expense (ALL Funds)	-6,018.07	32,227.83

Section VII.   System Membership Listing

BARRON COUNTY   *(County Plan Revision - 2017 - 2022)*
Barron Public Library - Barron
Calhoun Memorial Library - Chetek
Cameron Public Library - Cameron
Cumberland Public Library - Cumberland
Rice Lake Public Library - Rice Lake
Turtle Lake Public Library - Turtle Lake

CHIPPEWA COUNTY   *(County Plan Revision - 2020 - 2024)*
G E Bleskacek Family Memorial Library - Bloomer
Cadott Community Library - Cadott
Chippewa Falls Public Library - Chippewa Falls
Cornell Public Library - Cornell
D R Moon Memorial Public Library - Stanley

DUNN COUNTY   *(County Plan Revision - 2013)*
Boyceville Public Library - Boyceville
Clarella Hacket Johnson Library - Sand Creek
Colfax Public Library - Colfax
Menomonie Public Library - Menomonie
 - Branch - Elk Mound - Elk Mound

EAU CLAIRE COUNTY   *(County Plan Revision - 2013 - 2018)*
Altoona Public Library - Altoona
Augusta Public Library - Augusta
Fairchild Public Library - Fairchild
Fall Creek Public Library - Fall Creek
L E Phillips Memorial Public Library - Eau Claire

PEPIN COUNTY   *(County Plan Revision - 2006/Renews Annually)*
Durand Free Library - Durand
Pepin Public Library - Pepin

PIERCE COUNTY   *(County Plan Revision - 2014 - 2019)*
Ellsworth Public Library - Ellsworth
Elmwood Public Library - Elmwood
Plum City Public Library - Plum City
Prescott Public Library - Prescott
River Falls Public Library - River Falls
Spring Valley Public Library - Spring Valley

Section VII.   System Membership Listing

POLK COUNTY   *(County Plan Revision - 2019 - 2024)*
   Amery Public Library - Amery
   Balsam Lake Public Library - Balsam Lake
   Centuria Public Library - Centuria
   Clear Lake Public Library - Clear Lake
   Dresser Public Library - Dresser
   Frederic Public Library - Frederic
   Luck Public Library - Luck
   Milltown Public Library - Milltown
   Osceola Public Library - Osceola
   St Croix Falls Public Library - St Croix Falls

PRICE COUNTY   *(County Plan Revision - 2018 - 2023)*
   Ogema Public Library - Ogema
   Park Falls Public Library - Park Falls
   Phillips Public Library - Phillips

RUSK COUNTY   *(County Plan Revision - 2017 - 2022)*
   Bruce Public Library - Bruce
   Rusk County Community Library - Ladysmith
   Hawkins Area Library & Historical Center - Hawkins

ST CROIX COUNTY   *(County Plan Revision - 2019 - 2022)*
   Baldwin Public Library - Baldwin
   Carleton A Friday Memorial Library - New Richmond
   Deer Park Public Library - Deer Park
   Glenwood City Public Library - Glenwood City
   Hammond Community Library - Hammond
   Hazel Mackin Community Library - Roberts
   Hudson Public Library - Hudson
   Somerset Public Library - Somerset
   Woodville Public Library - Woodville

Statement Concerning Public Library System Effectiveness
2019 Member Library Annual Reports

Amery Public Library
John Thompson and the IFLS staff have been amazing in their support!!!

Balsam Lake Public Library
John and the IFLS team are awesome!

Cameron Public Library
The library system is excellent at coordinating relevant activities, offering continuing education and training opportunities for all library staff and board members, sharing and providing resources. We also gratefully acknowledge the sharing of their expertise and skills, as well as providing active library advocacy. They communicate competently and often, maintain relationships with library staff members and provide plenty of inspiration through their passion for library success and the opportunities they offer.

Centuria Public Library
I cannot speak more highly of our library system. The individuals at IFLS go above and beyond to help our library in every aspect of its operation. I would be simply lost without their assist.

Deer Park Public Library
The IFLS Director and staff provide support through on-site visits, email and telephone. The support includes workshops that provide continuing education opportunities for library directors and staff plus general skills building. IFLS staff encourage networking between libraries with mentoring programs and email lists. No question or problem is too small or too large for the IFLS staff when library staff or library trustees reach out to them. The IFLS staff are not only there when problems arise but to share good news with. They are the cheering section for all of the IFLS member libraries large and small.

Eau Claire, L.E. Phillips Memorial Public Library
The staff and board of trustees of the L.E. Phillips Memorial Public Library in Eau Claire would like to express sincere gratitude to IFLS for their services in 2019, especially with their leadership to improve accessibility and staff development. We also acknowledge the investment of time and resources put forth on the development of early literacy and outreach services, implementation of a new online catalog, and adding self-checkout stations. We were honored to have John Thompson present LEPMPL with the 2019 Library of the Year Award during the annual Wisconsin Library Association Conference. It has been a very successful year for L.E. Phillips Memorial Public Library (LEPMPL) and IFLS has played a major role.

Ellsworth Public Library

Our library's major projects in 2019 were continued forward movement on a potential building/expansion project, and website redesign. IFLS staff were extremely helpful guiding us through these processes, as well as answering all of the little questions that come up in a variety of areas throughout the year. Communication was lacking at times with the IT department, which raised concern that the department might be spread too thin. Recent emails with the IT director provided some understanding of the situation.

Fairchild Public Library

The board is very pleased with our Fairchild Public Library being serviced by our library system, IFLS. They have provided most effective leadership and met our needs, especially in the area of technology and communications. Our questions are addressed and helped with whenever we have the need for our system's help.

Plum City Public Library

We feel that the system staff is beyond supportive and wonderful to work with. They ae always quick to provide resolution.

Rice Lake Public Library

The IFLS Library System provides essential services/resources for our library, staff, Board of Trustees, and ultimately our patrons, on a daily basis. On any given day, RLPL patrons will be throughout our library enjoying a storytime, picking up their holds, researching job prospects, or learning about electronic resources, all at the same time! Trying to satisfy such a diverse range of needs from our patrons can be difficult and would be impossible without the help of IFLS. IFLS staff go above and beyond to ensure we can continue to provide thoughtful, progressive and caring library services for our community. We are proud to be a member library of IFLS!

Stanley Public Library (D.R. Moon Memorial)

Everyone at IFLS has been so wonderful! They obviously care about libraries, library staff, and patrons and it has been a pleasure to work with them.

2020 Personnel Committee/Board of Trustees

#017-20

Resources Supplied
- Trustee Essential #6 Evaluating the Director
- Job Description (2014)
- 2019 Performance Review Summary
- IFLS Library Director Evaluation Survey (2019) and Results
- Director Accountabilities –July 2019-June 2020 and July 2020-June 2021 (will be shared for July Personnel Committee Meeting)

May 2020
Select chair
Director evaluation process
    Evaluation options
- Email to one or more groups asking if any concerns
  - Library Directors
  - IFLS Staff
  - IFLS Board
- Evaluation survey (Survey Monkey) to one or more groups
  - Library Directors last conducted in 2019
  - IFLS Staff last conducted in 2018
  - IFLS Board last conducted in 2018
- Committee discussion with the director
- Other

July 2020
Discuss director evaluation results
Preliminary staffing discussion
Conduct director wage research, if needed
- Potential Peers
  - Wisconsin System directors
  - Eau Claire job market

September 2020
Recommendations to IFLS Board
- 2020 director wage
- Director's 2020 staffing and wage plan

Recent Evaluation Methodology
2019—Survey Monkey Evaluation by Library Directors
2018—Survey Monkey Evaluation by IFLS Board and Staff
2017—Survey Monkey Evaluation by Library Directors
2016—Email sent to IFLS Board, IFLS Staff, and Library Directors requesting feedback or concerns
2015—Survey Monkey Evaluation by IFLS Board, IFLS Staff, Library Directors

INDIANHEAD FEDERATED LIBRARY SYSTEM
Job Description

Job Title Director
Reports To: Board of Trustees
FLSA Status: Exempt
Date Approved: August 2014

SUMMARY:

Under the direct supervision of the IFLS board of trustees, the director is responsible for the operations of the system and the development and implementation of its service program, including: (A) assisting the board with long-range planning and policy development, and managing all library system resources, including human resources; (B) designing and implementing services and programs for system members; (C) developing and maintaining communication and cooperation with system members (E) documenting library and system compliance with state requirements for systems and their members, and (D) overseeing the maintenance and safety of the physical plant. The library director hires and supervises all staff, and all substitutes or temporary workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following

Serves as the system's executive officer.

Serves as the technical adviser to the board.

Implements the policies of the system as established by the board.

With input from system staff, especially the Business Manager, compiles the draft of the annual system budget and any required revisions to it and presents it to the board for discussion, revision and approval.

Supervises the receipt, investment and expenditure of system funds by the Business Manager according to established guidelines, and the maintenance of accurate, up-to-date records showing the status of the system's finances.

Recruits, selects, hires, supervises staff, guides, encourages, evaluates, and terminates, if necessary, in conformity with system policy and state and federal laws. Encourages a team environment in which different staff work together on specific projects.

Provides adequate resources for staff to efficiently do their work within budget limits.

Evaluates staff performance through use of a formal written appraisal process.

Prepares system board and committee meeting agendas and necessary reports in cooperation with the system board president and committee chairs.

Supervises the state annual report and compliance documents for review and approval by the system board. With the IFLS Business Manager, reviews member public library's annual reports.

Informs and advises the system library board as to local, regional, state, and national developments in the library and technology fields.

Consults with directors, library boards and staff of IFLS member libraries and other IFLS area libraries in the areas of administration, library law, and certification.

Communicates effectively with representatives of member libraries, the IFLS board, local, state, and federal legislators and officials and the public.

With staff, develops and executes an array of service programs to address the various needs of member libraries and county library services.

Assists IFLS and member library staff to prepare grant applications, when grant opportunities are offered, in order to supplement local or system funding.

Continually investigates the value, costs, and logistics of adding, changing or ending services, and new technologies.

Conducts ongoing evaluations of existing services, policies, and procedures, and submits recommendations for improvement.

Serves as a resource person for the IFLS Advisory Council of Librarians.

Consults with the IFLS staff, the Advisory Council of Librarians, staff and trustees of member libraries, and IFLS Board members to evaluate and plan system services.

Oversees the care and maintenance of the system building and grounds.

Represents the system on SRLAAW and other state committees and task forces.

Other duties as required or assigned by the system board.

The Director consults with the Personnel Committee about proposed changes to staffing levels or job descriptions.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's degree in Library Science or Library and Information Science and a minimum of eight years related experience and/or training. Eligible for a grade 1 Wisconsin Public Library Certification on date job begins.

LANGUAGE SKILLS
Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective or persuasive speeches and presentations on controversial or complex topics to elected officials, boards of trustees, or public groups.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Grade One Wisconsin Public Librarian Certificate.
Valid Drivers License

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands/fingers to handle or feel. The employee is required to stand; walk; reach with hands and arms; stoop; kneel; crouch; and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities that may be required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

2018 Performance Review: John Thompson, Director

Overview: A total of 25 persons completed the survey (via SurveyMonkey). The survey consisted of 3 questions with specific points covered, 2 questions required comments to be made, 2 questions were regarding personal info about the survey taker. The first 2 questions (14 sub questions X 25 responders=350 responses) results were DK-31, UnS-0, NI-0, SAT-2, FAV-48, EX-269. Comments were overall positive.

IFLS Staff: 10 responders (of 16 staff members)

Q1: Management of IFLS

•Obtains input (budgeting/planning):	DK: 2 FAV: 2 EX: 6
•Receptive (ideas and suggestions):	DK: 1 FAV: 2 EX: 7
•Facilitates decision making	DK: 1 FAV: 2 EX: 7
•Negotiates Agreements (libraries/agencies)	DK: 2 FAV: 3 EX: 5
•Administers policies (consistently/effectively)	DK: 1 FAV: 1 EX: 8
•Represents/Advocates IFLS (state level)	DK: 1 FAV: 1 EX: 8
•Overall Rating	DK: 0 FAV: 2 EX: 8

Q2: Personal and Professional Attributes

•Consistent message	DK: 2 FAV: 1 EX: 7
•Participates in professional activities	DK: 0 FAV: 2 EX: 8
•Mediates problems (respect/dignity)	DK: 3 FAV: 1 EX: 6
•Settles disputes (consistency/fairness)	DK: 3 FAV: 2 EX: 5
•Represents IFLS in a professional manner	DK: 0 FAV: 2 EX: 8
•Communicates effectively	DK: 0 SAT: 1 FAV: 3 EX: 6
•Provides consultation as requested	DK: 2 FAV: 1 EX: 7

Q3: Please identify John's greatest strengths (Summary)

Trust in our abilities; Sees the big picture/gets the details about library management; Hardworking, knowledgeable; Availability, professional, consistent; Transparency in management, receptive of ideas/suggestions, tremendous advocate; Understanding; Commitment to service.

Q4: Suggestions for Improvement (Summary) 10 answered; 0 skipped

7 None; Conservative view of IFLS's future—more risk-taking might make us a more innovative force in the state; nothing lacking in his duties…worried about his general health; Improved boundaries to allow John to say no occasionally or take a break when needed would be good role modeling for the staff…;

Q5: Other Comments (Summary) 5 answered; 5 skipped

2 No; Doing a great/amazing job in what can be difficult circumstances; Being done with PLSR will allow him to more hands on at the system level.

IFLS Board of Trustees: 15 responders (of 19 Trustees, 3 are new)

Q1: Management of IFLS
- Obtains input (budgeting/planning):   DK: 1 FAV: 3 EX: 11
- Receptive (ideas and suggestions):   DK: 0 FAV: 3 EX: 12
- Facilitates decision making   DK: 0 FAV: 2 EX: 13
- Negotiates Agreements (libraries/agencies)   DK: 2 FAV: 2 EX: 11
- Administers policies (consistently/effectively)   DK: 1 FAV: 1 EX: 13
- Represents/Advocates IFLS (state level)   DK: 0 SAT: 1 FAV: 0 EX: 14
- Overall Rating   DK: 0 FAV: 1 EX: 14

Q2: Personal and Professional Attributes
- Consistent message   DK: 0 FAV: 3 EX: 12
- Participates in professional activities   DK: 0 FAV: 1 EX: 14
- Mediates problems (respect/dignity)   DK: 4 FAV: 2 EX: 9
- Settles disputes (consistency/fairness)   DK: 4 FAV: 2 EX: 9
- Represents IFLS in a professional manner   DK: 0 FAV: 1 EX: 14
- Communicates effectively   DK: 0 FAV: 2 EX: 13
- Provides consultation as requested   DK: 1 FAV: 0 EX: 14

Q3: Please identify John's greatest strengths (Summary)
Library knowledge, work ethic; Leadership on all levels, fairness, communication, advocacy, diplomatic, even disposition in difficult situations, good judgement, respectful, tolerant.

Q4: Suggestions for Improvement (Summary) 15 answered; 0 skipped
8 None; Some concerns about stress, working too hard, not taking enough time for himself; Know your board, maintain relationships; Continue communicating and being open to new ideas

Q5: Other Comments (Summary)
4 answered; 11 skipped
1 No; Lucky/fortunate to have him; not enough opportunity to work with John yet but personal observations and feedback from others reflect positively on his performance.

Q6: Name optional: (6 given)
Q7: Contact Info for PC follow up: (none)

Dear Library Director,

The IFLS Board encourages you to take 10-15 minutes to provide your candid feedback to this survey. Your insights will be used to help John improve his service interactions with member libraries, the IFLS Board and staff as well as help guide his professional development.

Information gathered here will also be used in conjunction with feedback from IFLS Staff and member library directors to develop his written evaluation. The IFLS Board and Personnel Committee encourages written feedback as part of this process.

Thank you,
, IFLS Personnel Chair
James Tripp, IFLS Board Chair

If you are not sure about a statement, please rank as "Not applicable/don't know".

* 1. Management of IFLS

	Not Applicable/Don't Know	Unsatisfactory	Needs Improvement	Satisfactory	Favorable	Excellent
Obtains input in the budget and planning process of the system	○	○	○	○	○	○
Understands and stays current with the needs of the member libraries	○	○	○	○	○	○
Receptive to IFLS member ideas and suggestions	○	○	○	○	○	○
Facilitates the decision-making process for IFLS	○	○	○	○	○	○
Negotiates agreements with libraries and other agencies	○	○	○	○	○	○
Administers policies consistently and effectively	○	○	○	○	○	○
Represents and advocates for IFLS at the State level	○	○	○	○	○	○
Overall how would you rate John's performance as system director	○	○	○	○	○	○

Please comment on "Unsatisfactory" or "Needs Improvement" Rankings

2

* 2. Personal and Professional Attributes

	Not Applicable/Don't Know	Unsatisfactory	Needs Improvement	Satisfactory	Favorable	Excellent
Provides a consistent message regardless of the audience	◯	◯	◯	◯	◯	◯
Participates in professional activities	◯	◯	◯	◯	◯	◯
Mediates problems with respect and dignity	◯	◯	◯	◯	◯	◯
Settles disputes with consistency and fairness	◯	◯	◯	◯	◯	◯
Represents IFLS in a professional manner	◯	◯	◯	◯	◯	◯
Communicates effectively	◯	◯	◯	◯	◯	◯
Meets regularly with IFLS Directors individually or in group settings	◯	◯	◯	◯	◯	◯
Provides consultation as requested by libraries	◯	◯	◯	◯	◯	◯

Please comment on "Unsatisfactory" or "Needs Improvement" Rankings

3

* 3. Please identify John's greatest strength(s)?

* 4. Do you have any suggestions that might help John improve as System Director?

4

5. Do you have any other comments?

6. Name (optional)

Name:

7. If you want the IFLS Personnel Committee to follow up on your concerns, please provide your contact information.

Email Address:

Phone Number:

Do not hit submit button until you have reviewed and completed survey.

Thank you for completing this evaluation form.

5

Keeping Libraries Connected!

It's been a stressful and confusing time for library staff, and having an opportunity to connect with each other has been extremely valuable and important. Here are a few things we are doing (and I'm coordinating):

- Weekly library director check-ins, where they have a chance to discuss everything from personnel to safety to navigating challenges with library boards to thinking about new services. Between 25 and 40 people attend these.
- Weekly youth services staff check-ins, where they have a chance to talk about virtual programs, off-line programs, adjusting the summer program, and more. Between 20 and 40 people attend these.
- Weekly adult services staff check-ins, where they have a chance to discuss many of the same issues! Between 15 and 25 people attend these.

Continuing Education Highlights:

We were able to provide a few pre-pandemic offerings:

- Finding Grants: A Realistic Guide webinar on January 16, presented by me.
- Wild Wisconsin Winter Web Conference—collaboration of the whole state and hosted by WVLS, SCLS, and IFLS—I moderated the Adult Services sessions and the Management sessions. Recordings for all are available here.
- Inservice in Amery for library staff about Customer Service and Self Care, using the Compassion Resilience Tool Kit.
- Youth Services Collaboration Meetings—these don't count for Continuing Education credits, but they are a valuable chance for youth services librarians to connect, share ideas, and have some guided discussion topics. These were very well received by all who attended! We had sessions in Hawkins, River Falls, Balsam Lake, and Chippewa Falls.

Many in-person continuing education opportunities had to be canceled this year. Here are a few things that we are doing instead:

- Working with a team from the South Central Library System, I helped create an online discussion series about the book *Palaces for the People* by Eric Klinenberg, with some questions related to the pandemic. We release new questions every 2 weeks.
- A previously-scheduled webinar from Department of Public Instruction staff, **Top Ten Tips to Educate Your Board** was attended by 83 people on May 14. We recorded the webinar and had it captioned, and we are expecting more use (there were 160 people registered).
- I have been working with Sharon Morris (Colorado State Library) and Jamie LaRue (independent consultant and presenter) to do a webinar entitled: **In Times of Crisis: Managing Key Relationships**, which will be held on May 21. Other library systems were very interested in co-sponsoring, and now DPI has agreed to cover the whole cost with funds from the Institute for Museum and Library Services/Library Services and Technology Act funds.
- Consultants from across the state are working on a virtual Technology Days event, 2 days of webinars with 2 keynote speakers (Kris Turner and Emily Clasper) in the fall. We decided

bringing people together from all over the state for an in-person workshop was not a good plan for the fall, so we are pivoting to virtual.

Beanstack

DPI negotiated a contract to allow any library interested in participating to develop an online platform to present reading/learning challenges. 50 IFLS libraries signed up to participate! The contract is for a whole year, but the push right now is to get as many libraries as are interested set up for summer. I'm acting as regional shepherd for these efforts.

Consulting Highlights

- New director orientation, Elmwood (Again—Jenna Beyer is the new, new director)
- Lots of one-on-one conversations and email exchanges about a variety of topics!

Statewide projects

- I was accepted as a coach for the Wisconsin Libraries Transform Communities project. The plans have shifted because of COVID-19 restrictions, and we have had to shift our training to an online platform. It is challenging! I am coaching 2 teams, one from Brodhead and one from Kenosha. I'm getting things out of it, for sure, but am hoping the second half of the project is more hands-on!
- The Libraries Activating Workforce Development Skills project is pivoting. Our original mandate was to have a series of in-person meetings with library staff and workforce development staff, which have become impossible. The need, however, is greater than ever. Right now it looks like marketing efforts to help libraries direct people to the Job Centers and provide assistance with applying for benefits will be the main focus.

Marketing and PR Coordinator, Reb Kilde
Staff update for the May Board Meeting

Hello from quarantine land! I hope this finds you healthy and that you've been able to enjoy our beautiful Wisconsin Spring.

I've been working hard to make sure that all the great information and advice generated by IFLS and library staff is easy to find as we've gone through closing, curbside pickup and now re-opening. It's a moving target! The biggest challenge is to make that info available without overwhelming very busy library staff. Here's how I've organized IFLS communications:

I created a **COVID-19 page** on the IFLS website, collaborating with IFLS and library staff to establish content. ([COVID-19 page link](#)) This is a one-stop shop for official guidance, policy and procedure changes and updates, tools and resources. We've been weeding content and updating most days to make sure the information is relevant and up-to-date so that librarians don't have to plow through piles of links and emails. Lori and Maureen have their own pages for MORE and Delivery.

On the COVID-19 page is a **blog focused on COVID-19**. I can include news, Leah's Keeping Up With Kids posts relevant to COVID-19, and Daily Digest information. The advantage of the blog format is that it's searchable and date-stamped for future reference.

Daily Digest is an aggregation of info from many sources and IFLS staff. It cuts down on the number of emails that leave from our office while still keeping libraries updated on the latest news, upcoming events and meeting highlights.

Marketing Monday took a short hiatus, but it's back. You can see the latest edition about persuading people to change their behavior by [clicking this link](#). You can subscribe to receive future editions or search the archives from the menu at the top of that linked page.

In addition, I continue to respond to library's requests for customizable website and social media graphics, print design consultation, logo development and the regular magnet order.

The two libraries participating in the Marketing Pilot Project (Menomonie and Hammond) are still engaged, although we've had to re-vision and adjust plans accordingly. Hammond has developed remote library card sign-up and developed an envelope stuffer that will go out with a regular municipal mailing. I'm so impressed by how nimble, creative and proactive our libraries are in getting library services to their communities in very challenging times.

IT Director Report

IFLS Board of Trustees, May 2020
Kris Schwartz, IT Director

Remote Access During Quarantine

The past few months have been challenging in wake of the pandemic forcing all of us to find ways to work from home and other remote locations. With very short notice we had to find and implement solutions on a large scale to get libraries and IFLS staff connected and able to work from home while still having access to essential files and services. The LEANWI partnership was able to quickly test and purchase several licenses for our Splashtop remote access account that allowed us to setup remote access for libraries and IFLS staff. This remote access provided a way to access their work computers from home as though they were sitting in front of them. We have also setup VPN access for several library directors and IFLS staff to be able to access the internal network from home using their laptops which allows access to their files while connecting from home.   Maintaining the remote access accounts and the VPN server have been priorities during the "Safer at home" order to keep IFLS and library staff connected and able to work remotely as requested. During the library closures a lot of the libraries had turned off most their computers while they were closed so a lot of the computers will be out of date. As restrictions are being loosened statewide, I will be focusing on helping the libraries bring their technology online again and making sure the computers are getting updated software and licensing.

Reference & Interlibrary Loan Coordinator's Report – May 2020

Delivery

In February, the MORE Operations Committee took a tour of the WALTCO terminal in Chippewa Falls to see the building set up and our courier's sorting operation.

We stopped courier delivery on March 23 as the libraries were closing. We are slowly reopening delivery. WALTCO is currently making one stop per week which began to get the group supply orders out to the libraries and is now facilitating returns.

The WALTCO terminal is setting aside bins for 72 hours after pick up before sorting. And they are dating bins once closed for the libraries to know when they can come out of quarantine.

I purchased 200 new bins to help facilitate the additional time needed for quarantine.

Wisconsin's Digital Library (WDL)

With the closure of the libraries, the demand for ebooks & e-audiobooks has gone up. Compared to February, March saw a 57% increase in checkouts for the entire WDL collection with April & May on track for more. For IFLS, total new users for February, March, and April were 467, 889, and 991, respectively.

Several of the libraries also contributed additional money to buy Advantage copies for the collection. I had fun purchasing the additional copies to help meet the increased demand.

Databases

Courtesy of Proquest and its partner Ancestry, remote access to Ancestry Library Edition was made available in April and has been extended through the end of May. You can go through the MORE Research page to find instructions for how to access.
http://www.more.lib.wi.us/screens/research.html

I recorded a webinar on the Genealogy databases (Ancestry Library Edition & HeritageQuest Online) which is available through the IFLS Continuing Education page:
https://www.iflsweb.org/knowledge-base/ifls-webinars/

Interlibrary Loan

In February, the Resources for Libraries & Lifelong Learning (RL&LL) ILL clearinghouse had a backlog of 1400 WISCAT requests due to an issue with the creation of lender strings. Gail and I (primarily Gail) handled about 400 of these requests to help them with that backlog.

Currently, there are no new WISCAT ILL requests being created. The state ILL program is suspended until the libraries and delivery are ready for that traffic.

Any changes to the ILL and Delivery operations will be posted on the IFLS COVID webpage.

Maureen Welch 5/20/2020

MORE Administrator's Report

Lori Roholt

May 2020 – IFLS Board of Trustees

COVID-19 Response

My colleagues who primarily work with MORE and I have been highly responsive to the changed needs of member libraries as a result of coronavirus, with a goal of minimizing disruption to patrons and ensuring that patrons can stay safer at home. A sampling of activities:

- Extending all due dates so patrons don't have to worry about fines or overdues
- Adjusting notices for clear communication with patrons
- Developing and supporting new curbside pickup procedures
- Distributing the annual library supply order
- Ensuring robust access to electronic materials
- Remaining accessible as resources to directors and staff

E-Cards

For about a year, MORE has had an option for patrons to register online for an "e-card" that allows access to electronic library materials. Since mid-March, this has become an especially useful option with nearly 600 online registrations.

New MORE Online Catalog Implementation

MORE's new public-facing catalog was launched on February 11 and has been working well. Initial patron feedback was mixed, but, between library staff and myself, many questions have been addressed. This was the most significant patron-facing catalog change since 2014.

Fairchild Public Library and MORE

Fairchild Public Library has expressed interest in joining MORE as soon as feasible. MORE has not had a new member library since 2012; Fairchild is one of 4 IFLS-member libraries that is not currently a member of MORE.
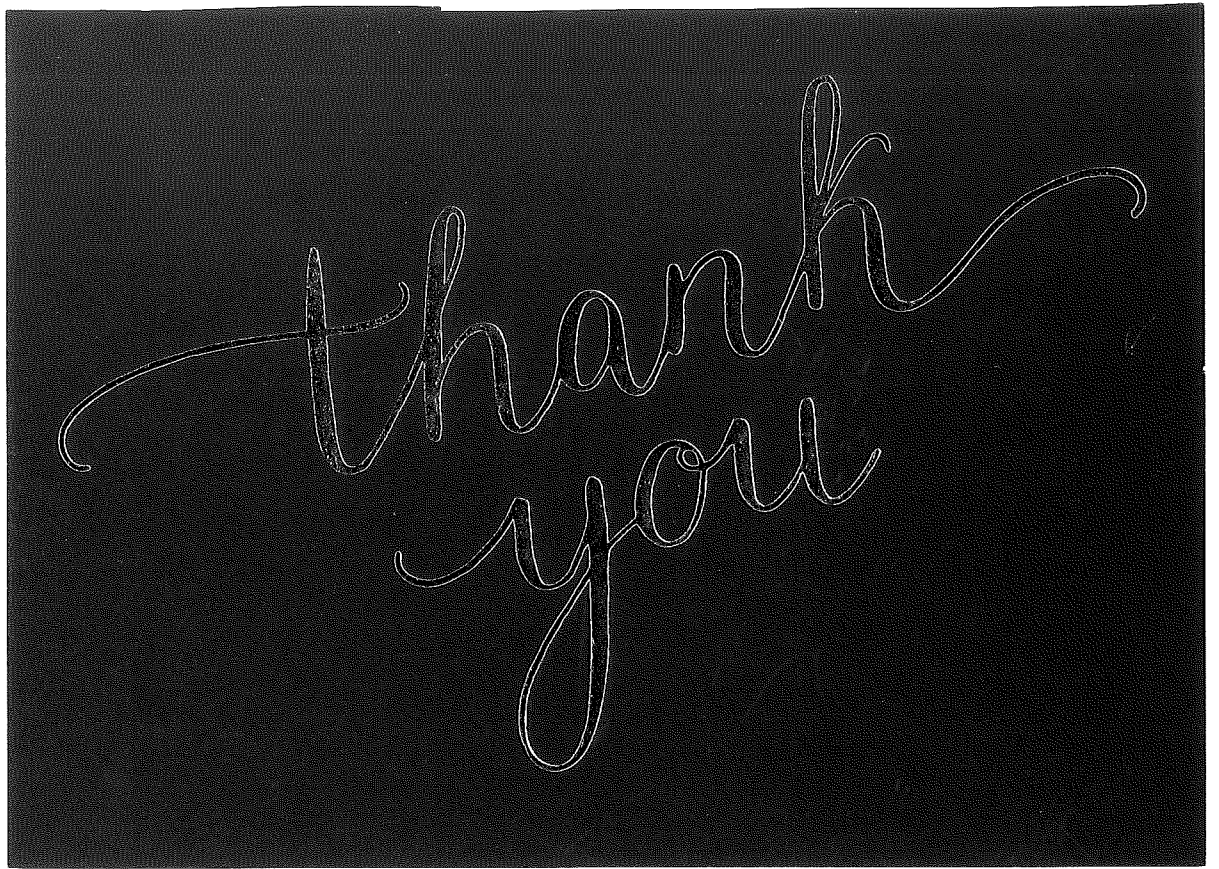
To all IFLS Staff,

Thank you for all you do! We appreciate all the time and effort all of you put in to help us. It's a comfort to know we can turn to you for help and guidance.

THANK YOU!

From the Prescott Public Library

January 9, 2020

John Thompson
Director IFLS
1538 Truax Boulevard
Eau Claire WI 54703

Dear John:

The Board of Trustees and the director of the Milltown Public Library want to extend our heartfelt thanks for your extraordinary help during the difficult year we had in 2019. Your counsel was invaluable in our personnel issues and in designing the new library.

Many of the legal and ethical issues involved in terminating our previous director were far beyond our collective skill set. Without your guidance in navigating these issues we would have been up the proverbial creek minus the proverbial paddle.

Designing the new library was an enjoyable task – who doesn't like to pick out carpet and paint colors? – made even better by your assistance. None of us are designers, and a library is a particular kind of design. Your experience and expertise helped us immensely. Our new library is a delight to the eye and the soul.
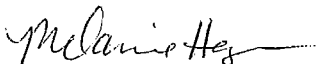
Thank you also for the members of your staff who have come to Milltown multiple times to do training and computer installations. They are a valuable resource, and we appreciate their traveling to the northern edge of the IFLS system to help us in our transition.

Once again thank you for all your help. We couldn't have done it nearly as well without you!
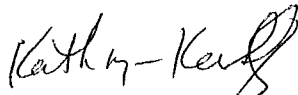
Best wishes for 2020,

Bonnie Carl
Director

Melanie Hogan
Board member

Linda Jones
Board chair

Kathryn Kienholz
Board secretary

Les Sloper
Village representative
and Board treasurer

cc: IFLS Board of Trustees (see attached)

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Bun Hanson
1705 Carrie Avenue
Rice Lake WI 54868

Linda Thompson
2468 18-1/2 Street
Rice Lake WI 54868

Marilyn Holte
8303 163rd Street
Chippewa Falls WI 54729

Chuck Hull
510 W Grand Avenue
Chippewa Falls WI 54729

Pat Eggert
E9001 County Road N
Colfax WI 54730

Jim Tripp
621 Fagstad Street
Menomonie WI 54751

Jan Daus
E6255 Walnut Road
Eau Claire WI 54701

Mildred Larson
215 Roosevelt Avenue
Eau Claire WI 54701

Jackie Pavelski
1715 Meadow Lane
Eau Claire WI 54701

Linda Stelter
5213 S. Shorewood Drive
Eau Claire WI 54703

Anne Anderson
N2691 County Road E
Stockholm WI 54769

Robert Mercord
165 Monroe Street
Prescott WI 54021

Michael Norman
526 E. Maple Street
River Falls WI 54022
Sue Duerkop
1722 Larsen Lane
Centuria WI 54824

Mike Prichard
737 Nevada Street
St. Croix Falls WI 54024

Susan Marshall
W7370 Morningside Drive
Phillips WI 54555

Lyle Lieffring
N4868 Pieper Road
Weyerhaeuser WI 54895

Dave Hardin
1016 4th Street
Hudson WI 54016

Mary Ellen Brue
1210 Lokhorst
Baldwin WI 54002

Judy Achterhof
1759 County Road O
Emerald WI 54013

Dear IFLS Library System,

Thank you for an amazing system, where anybody can virtually get anything from audio books, movies and of course library books. Without this system where would a lot of people be. I really mean that, alot of people like myself cant afford cable or internet. I am sure all librarys who are members of your system are all amazing, but must check out the Barron library, under it young director and her amazing staff they have accomplished

1. lots of drops to out reach libraries that dont have. The budget some libraries do.

2. programs like children knyo

3. homework help for kids. hurry trouble

4. tech nite for people needing help with computers + smart phones

5. story houses - for kids + dementia training for the staff.

6 DIY projects like making your own cleaners to gardening to help stretch your budget

7 teaching english + citizenship classes

8 Movie nites for the
community
9 Having the library at nite
for a meeting - for your use
community or personal
10. Most of all this is a
small library it is done by
all big and small pitching in,
everybody pitching in
11. The goal of this library is
making the community welcome.
        Please continue the wonderful
work you do, all libraries big
and small should be like Barron
                Yours truly
                a devoted reader & fan,
                of the more system

If you are ever in Barron stop
serious and check them out!