

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

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

DATE/TIME:

Wednesday
September 25, 2019
12:30 pm

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

A G E N D A

- I. Call to Order
- II. Establish a Quorum
- III. Certification of Compliance with the Open Meeting Law
- IV. * Approve Agenda
- V. *Citizen Comments (Each person who wishes to speak is limited to no more than five minutes. There is a ten minute limit per topic and a twenty minute limit at any meeting for Citizen Comments. Contact IFLS office for additional information related to Citizen Comments.)*
- VI. Announcements/Correspondence/Introductions
- VII. * Minutes - Approve: Board of Trustees – July 24, 2019 **#036(19)**
Acknowledge Receipt: Personnel Committee – July 24, 2019 **#035(19)**
- VIII. * Financials - Approve: Check Registers: July - August 2019 **#038(19)**
Approve: Financial Reports: July - August 2019 **#039(19)**
- IX. Director's Report of Agenda Items and Monthly Activities **#040(19)**
- X. Eau Claire Capital Campaign – Pamela Westby, Director of L.E. Phillips Memorial Public Library
- XI. * Personnel Committee Report
 - 2020 Wage and Benefit Recommendation** **#037(19) (To be handed out.)**
 - Director Salary for 2020**

***The IFLS Library System Board of Trustees may go into closed session to consider matters relating to employment, promotion, compensation or performance evaluation of any public employee over which the IFLS Library System has jurisdiction or exercises responsibility, pursuant to Section 19.85(1)(c) of the Wisconsin Statutes. The committee will reconvene into open session.*
- XII. * 2019 Revised and 2020 IFLS and MORE Budget **#041(19)**
- XIII. * IFLS Strategic and State Plan **#042(19) (To be handed out)**
- XIV. * 2020 Resource Library Agreement **#043(19)**
- XV. Reports:
 - IFLS Staff Reports **#044(19)**
 - In-Depth Staff Report – Maureen Welch, IFLS Reference and ILL Coordinator
 - Advisory Council Report – Tiffany Meyer, Ellsworth Public Library
 - Board Member Reports
- XVI. Wisconsin Library Association (WLA) Conference – Link for conference information/registration:
<http://wla.wisconsinlibraries.org/events-conferences/annual-conference/wla-conference-home>
- XVII. * Appoint Nominations Committee
- XVIII. * Adjournment

* Denotes Action Items

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

IFLS LIBRARY SYSTEM
Board of Trustees
July 24, 2019

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday, July 24, 2019 at C.H. Johnson Public Library, E9311 County Road I, Sand Creek, Wisconsin. Jim Tripp called the meeting to order at 12:56 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:

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

BOARD MEMBERS ABSENT:

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

OTHERS PRESENT:

John Thompson (Director); **Juli Button** (Business Manager); **Joanne Gardner** (Administrative Associate/Recorder); **Joleen Sterk** (Menomonie Public Library).

APPROVE AGENDA:

MOTION #28⁽¹⁹⁾: To approve the Agenda as presented. Mercord/Brue
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

The Board appreciates the Sand Creek Library hosting today's meeting and tour as well as the lunch provided by IFLS.

Joleen Sterk of Menomonie Public Library was present and will be reporting on behalf of Ted Stark as Advisory Council representative of Dunn County.

MINUTES:

MOTION #29⁽¹⁹⁾: To approve the Board of Trustees minutes dated May 22, 2019 (Doc. #026-19). Stelter/Marshall
RESULT: Carried.

MOTION #30⁽¹⁹⁾: To acknowledge receipt of the Personnel Committee minutes dated May 22, 2019 (Doc. #025-19) Daus/Pavelski
RESULT: Carried.

MOTION #31⁽¹⁹⁾: To acknowledge receipt of the Advisory Council of Librarians minutes dated June 17, 2019 (Doc. #027-19). Holte/Eggert
RESULT: Carried.

It was noted that the Board appreciates the Advisory Council minutes which include the happenings at the member libraries.

FINANCIAL REPORTS:

MOTION #32⁽¹⁹⁾: To approve the May-June 2019 Check Registers (Doc. #030-10). Daus/Marshall
RESULT: Carried.

Button noted that page 36 reflects the switch to an Associated Bank credit card. Chase stopped offering rewards so I^FL^S switched to Associated.

MOTION #33⁽¹⁹⁾: To approve the May-June 2019 Financial Reports (Doc. #031-19). Hanson/Daus
RESULT: Carried.

TEACH funds are included in the pass-thru Income/Expenses for funds received from the State and paid out. Daus inquired about the Annual Audit Costs. Button responded \$6,430 was paid for the 2018 audit; which is higher because of a new GASB requirement.

Questions were asked about building overhead expenses and what that includes. Button responded it includes building repairs, maintenance, cleaning, heat, gas, water, sewer, garbage, snow plowing, lawn care, irrigation system, street light assessment, and the heating and air conditioning maintenance contract.

MID-YEAR INVESTMENT REPORT:

Interest Income is at \$22,176.41. This is just under \$10,000 more than what was budgeted for 2019. This line will be revised during the budget revision. Most funds are in the Select Investor Money Market and \$100,000 in the State Pooled Investment Fund.

MOTION #34⁽¹⁹⁾: To accept the Mid-year Investment Report. Duerkop/Brue
RESULT: Carried.

DIRECTOR'S REPORT:

Last night an update was sent from the PLSR (Public Library System Redesign) with a tentative implementation timeline that was shared with COLAND (Council on Library and Network Development). They will be establishing an implementation team and envision a multi-year approach to the plan.

Funding for 2020 and 2021 will be at the same level as 2019. This establishes a new base funding level for state aid moving forward.

New Richmond posted a job ad a week ago. Elmwood has reposted their director position. Milltown director position is open.

Thompson has been working with libraries that have building projects. Ellsworth decided not to pursue the bank building. New Richmond will be holding a community input session. Milltown has poured new floor and the walls have been started. Somerset received their bids back and will start soon with their project. Rice Lake is in the construction phase. Daus inquired where funding is coming from for the building projects. Thompson noted it has been a mix including township/villages, individual donations, large fundraisers, and grants. There has been an increase in diversity going on in libraries. Communities have grown with shifts in population. Space has been refurbished to offer services.

PERSONNEL COMMITTEE REPORT:

The Personnel Committee met this morning. Director Accountabilities were reviewed. The committee recommends Board approval of these Accountabilities.

MOTION #35⁽¹⁹⁾: To accept the Director Accountabilities (Doc. #028-19)
RESULT: Carried.

Duerkop reviewed the Director Evaluation summary with the Board. 43 of 53 library directors completed the survey via Survey Monkey. The survey results were sent to Duerkop and she created a Performance Review based on those results.

Duerkop reviewed the responses and comments to the 7 questions in the survey. Of the 688 responses, a majority were favorable and excellent. Only 2 of the 688 felt improvement was needed. The committee felt these may be atypical responses compared to the majority. Both responses did not provide contact information to follow up on.

The last question asked if the Personnel Committee should follow up. Six answered yes and Duerkop will follow up with those individuals within the next week.

IFLS staff, as well as the IFLS board, were contacted by email to send any concerns or comments to Duerkop. She received two emails from IFLS Board members complimenting

John on his work this past year, the PLSR project, and his working relationship with all the libraries.

The Personnel Committee did have a discussion with Thompson about his view on IFLS and his position. His main concern was retention of IFLS staff and balancing work, funding, and priorities. Thompson checks in with staff on a regular basis.

The Personnel Committee made a motion to recommend accepting John Thompson's evaluation to the IFLS Board. The Personnel Committee appreciates John Thompson's work and outstanding performance.

MOTION #36⁽¹⁹⁾: To accept the report on John Thompson's evaluation. Brue/Daus
RESULT: Carried.

Board members should let Gardner know if they would like an emailed copy of the Director Evaluation Summary created by Duerkop.

Tripp, on behalf of the Board, wanted to extend to John Thompson appreciation for his work. The evaluations were uniformly positive, and staff has flourished all to the good of IFLS. Thompson is one reason IFLS has a statewide reputation. There was a round of applause for Thompson and the IFLS Staff.

IFLS 2020 PLANNING:

A summary of the progress on the Key Work Plan Directions that were shared with library directors for their review was provided in the board meeting packet. It includes year-to-date progress as well as final 2019 and proposed 2020 activities. In September, Thompson will provide a summary of activities based on our strategic priorities of Support; Innovate and Lead; and Advocate and Promote Awareness. The 2020 budget will also be prepared for board review and approval at the September Board meeting.

The plan will include types of consulting, library visits, group purchasing to save libraries money, and collaborations. IFLS does a lot of collaborations within the system and now with other systems. IFLS is working with Northern Waters and Wisconsin Valley in a statewide workforce development project and there has been ongoing collaborative technology as well.

Achterhof inquired about MORE services. Thompson noted that MORE approved adding an additional \$30,000 in funds to help with catalog support by paying towards a part-time cataloging position. During the past several months it became obvious some libraries would benefit from the CABS cataloging program; but some libraries didn't feel they could afford. The \$30,000 of additional funding will help adjust the costs to the libraries so more libraries can take advantage of the CABS program.

Pavelski asked about delivery services. Thompson responded that when IFLS conducted the extensive planning session in 2018 there were concerns about courier service. Thompson added that the courier service does have hiccups; but we need to be mindful that IFLS is providing the best service we can afford within the system and that the courier continues to

be viable. There have been no significant issues that would facilitate a need to change courier service at this point.

IFLS STAFF REPORTS:

It was noted that Maureen Welch conducts an In-System and Outside-the-System sampling to obtain a delivery volume. The sampling revealed that the annual estimate of items sent via WALTCO delivery were at 1.7 million items at a cost of roughly 14 cents – 16 cents per item in-system. Costs to move items outside-of-system run approximately 46 cents per item.

Leah Langby has been active in the Wisconsin Library Association Conference planning. Kathy Setter is helping with the exhibits.

Kris Schwartz has been doing a large amount of work on the statewide collaborative backup project. This is a major step forward in working on collaborative products on a statewide level and a much-needed resources for all library systems.

Lori Roholt has been working with the MORE Consortium in preparation and approval of the 2020 MORE budget including research of a new patron-facing online catalog product and library app in 2020.

Reb Kilde has been working on a new website; and the launch is scheduled for the end of July.

ADVISORY COUNCIL REPORT:

Joleen Sterk was present to provide an update as a representative of Dunn County on the IFLS Advisory Council of Librarians.

Sterk wanted to reiterate that Thompson and the IFLS Staff do a phenomenal job with libraries.

Menomonie has started using IFLS Shared Services for cataloging after one of their catalogers quit. The online dashboard shows that self-check is at 80% versus over-the-counter checkouts. All libraries traffic picks up during the summer months. Menomonie has been taking a book bike to the farmer's market on Saturdays and to the municipal pool to read on swim breaks. Menomonie is in the 10th year of Music Over Menomin Concert series.

The MORE Directors Council for the public facing catalog included much discussion of opinions and views. MORE voted to go with BiblioCore. It was developed by a company that works hard on public library service and is more intuitive and easier to use. Libraries are looking forward to adding the library app as well. Other notable changes in the MORE budget include additional funding for CABS and changing the meeting venue location for Directors Council meetings.

For summer reading programs libraries often use a universal theme; this year was a lunar theme. Menomonie took that to a whole new level. They included selfies; partnered with UW-

Stout for an Allan Scott life-sized space suit; there were rocket builds; moon pies; and Tang drink. WEAU News provided a nice plug for library.

Sterk would like to hear a report how libraries switching to fine free facilities are doing. Thompson noted that circ stats seem to go up for libraries that have gone fine free. It was noted that Rice Lake's decision to go fines free was based on the fact that staff costs were higher then the fines that were collected. It also freed up staff to do other things and puts a more positive spin on libraries.

Pamphlets were handed out for the Wisconsin Trustee Training Week webinars to be held August 12-16th. Tuesday's webinar is being led by Dawn Wacek, former director at Rice Lake. Wacek has been instrumental in sharing that message across the state.

(Mercord left at 2:17 pm.)

ADJOURNMENT:

Motion to adjourn at 2:18 pm by Lieffring/Brue

Joanne Gardner, Recorder/Administrative Associate

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

IFLS LIBRARY SYSTEM
Personnel Committee
July 24, 2019

MINUTES

The Personnel Committee of the IFLS Library System met on Wednesday, July 24, 2019 at C.H. Johnson Public Library, E9311 County Road I, Sand Creek, Wisconsin. Sue Duerkop called the meeting to order at 10:35 am.

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

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

PERSONNEL COMMITTEE MEMBERS PRESENT:

Judy Achterhof (St. Croix County); **Sue Duerkop** (Polk County); **Dave Hardin** (St. Croix County); **Marilyn Holte** (Chippewa County); **Lyle Lieffring** (Rusk County); **Jim Tripp** (Dunn County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

None.

OTHERS PRESENT:

John Thompson (Director); **Joanne Gardner** (Administrative Associate/Recorder).

APPROVE AGENDA:

MOTION #24⁽¹⁹⁾: To approve the Agenda as presented. Achterhof/Hardin
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

MOTION #25⁽¹⁹⁾: To approve the Personnel Committee minutes dated May 22, 2019 (Doc. #025-19). Lieffring/Hardin
RESULT: Carried.

DIRECTOR ACCOUNTABILITIES:

Director Accountabilities for July 2019-June 2019 included the accountabilities and the action steps to meet the accountabilities. Also included was the proposed accountabilities for July 2019-June 2020.

DIRECTOR EVALUATION:

The Personnel Committee had the option to go into closed session or stay in open session for the Director Evaluation.

MOTION #26⁽¹⁹⁾: To stay in open session to discuss the Director Evaluation.

Lieffring/Achterhof

RESULT: Carried.

Duerkop received survey results from the survey that was sent to the public libraries. She provided a written summary of the review for the Personnel Committee. Duerkop also included a sampling of the comments provided. The ratings for the questions were primarily excellent and favorable. Of the 688 responses to the questions; two were noted as needing improvement; but no comment was provided to explain the response. Achterhof noted that 2 out of 688 responses noting improvement needed seemed contradictory.

Survey result rankings supported the question of identifying John's greatest strengths. Duerkop included three responses for suggestions under the question about suggestions that might help improve as system director. No contact information was provided.

On the question asking if they wanted the Personnel Committee to follow up on concerns, six people answered. Duerkop will follow up via email with the those to see if there was anything they wanted to share with committee.

Holte asked if there was anything Thompson wanted to share about the position and how the Board can help him.

Thompson noted that part of the challenge is trying to wrestle with priorities as a system versus the amount of time to meet the needs of member libraries. Thompson is working on addressing some of those. One of those is working on the director hiring resources and how to orientate new directors and hope this helps with retention of new directors.

One of Thompson's biggest concerns is the retention of system staff. IFLS is not the highest paid library organization in the Eau Claire area. There is flexibility in staff schedules; that is a benefit to most. IFLS will never compete with Eau Claire library or the UW-EC University; yet we need to be mindful. 5-6 staff will approach the retirement bracket about the same time. IFLS needs to be mindful and attract the right mix of people moving forward. Thompson noted that whenever staff leave, IFLS reviews the service plan and what level services are provided at.

Hardin inquired if it would be helpful to review responsibilities and see if some moving and shifting of responsibilities could occur. Thompson responded that IFLS does not have

money in the budget to hire additional staffing. Thompson provided examples of shifting of some responsibilities among the staff such as certification, NewsFlashes, and Adult Services.

IFLS is one of the larger staffs among the systems in the State. Thompson feels the tech partnership should help long-term for tech support. IFLS has strong tech support and Thompson wants that maintained while supporting the tech staff.

MOTION #27⁽¹⁹⁾: To recommend acceptance of John Thompson's evaluation to the IFLS Board. The Personnel Committee appreciates John Thompson's work and outstanding performance. Tripp/Lieffring
RESULT: Carried.

ADJOURNMENT:

Motion to adjourn at 11:20 am. Lieffring/Holte

Joanne Gardner, Recorder/Administrative Associate

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

IFLS Library System

Check Register

#038(19)

July 2019

Date	Num	Name	Memo	Amount
Jul 19				
07/01/2019	Auto Pay	Eau Claire, City of	2nd Qtr Water & Sewer	-308.93
07/01/2019	Auto Pay	Delta Dental	Jul Dental	-780.22
07/09/2019	Auto Pay	Holiday Credit Office	Jun Gas	-29.55
07/10/2019	Auto Pay	Kwik Trip, Inc.	Jun Gas	-96.92
07/12/2019	Auto Pay	CenturyLink	IFLS/MORE Jun Long Dist	-1.58
07/15/2019	Auto Pay	Associated Credit Card	Jun Credit Card *see attached	-6,468.04
07/17/2019	Auto Pay	Xcel Energy	5/26-6/24 Gas & Electric Svc	-326.38
07/24/2019	Auto Pay	Employee Trust Funds, Dept of	Aug Health Ins.	-18,053.04
07/25/2019	Auto Pay	Chase Card Services (Credit Card)	May-Jun Credit Card *see attached	-346.42
07/02/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #14	-1,150.00
07/05/2019	WIRE	Internal Revenue Service	P/R #14	-8,674.06
07/15/2019	WIRE	Wisconsin Department of Revenue	P/R #13	-1,260.00
07/17/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #16	-1,150.00
07/24/2019	WIRE	Internal Revenue Service	P/R #15	-6,170.08
07/31/2019	WIRE	Wisconsin Department of Revenue	P/R #14	-1,753.00
07/31/2019	WIRE	Wisconsin Retirement System	Jun WRF	-7,016.73
07/31/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #16	-1,150.00
07/01/2019	41258	Langby, Leah	Stout Mtg & Osceola New Director	-81.19
07/01/2019	41259	Roholt, Lori	MORE New Director/Osceola	-86.70
07/01/2019	41260	Securian Financial Group, Inc.	Aug Life Ins.	-415.31
07/01/2019	41261	Thompson, John	Library Visits/Jun	-552.33
07/01/2019	41262	Waltco Inc.	Jun Delivery Svc	-24,027.89
07/01/2019	41263	OverDrive, Inc.	MORE/OverDrive Titles	-7,505.60
07/02/2019	41264-41278	IFLS Staff	P/R #14 Net	-26,743.87
07/16/2019	41279	CA Friday Memorial Library	MORE Ecomm/thru Jun	-1,149.79
07/16/2019	41280	Hudson Public Lib	MORE Ecomm/thru Jun	-1,149.29
07/16/2019	41281	B & B Electric Inc.	Bldg/Hardwire 2 Doorbells	-558.89
07/16/2019	41282	Foremost Insurance Co G Rapids, MI	Add'l Workers Comp per P/R	-87.00
07/16/2019	41283	Innovative Interfaces	MORE Billable/R Falls SIP2 Lic	-2,804.00
07/16/2019	41284	L.E. Phillips Memorial Public Library	2nd Qtr Contracts	-5,750.00
07/16/2019	41285	Langby, Leah	Reimb/ALA Membership	-176.00
07/16/2019	41286	Maug Cleaning Solutions, Inc.	6/10-7/7 Cleaning Svc	-357.00
07/16/2019	41287	TracSystems, Inc.	Billable/Annual Pharos Maint	-2,579.00
07/16/2019	41288	L.E. Phillips Memorial Public Library	MORE/2nd Qtr Coll Dev	-5,433.70
07/16/2019	41289	Library Ideas	MORE/Jun Freading Usage	-734.50
07/16/2019	41290	Marcive, Inc.	MORE/Jun Database Maint.	-257.85
07/16/2019	41291	OverDrive, Inc.	MORE OverDrive Titles	-3,462.50
07/17/2019	41292-41306	IFLS Staff	P/R #15 Net	-19,064.54
07/18/2019	41307	Altoona Public Lib	Delivery Damage/1 item	-17.00
07/18/2019	41308	Baldwin Public Lib	Delivery Damage/1 item	-11.00
07/18/2019	41309	CA Friday Memorial Library	Delivery Damage/1 item	-17.00
07/18/2019	41310	Chippewa Falls Public Lib	Delivery Damage/1 item	-21.95
07/18/2019	41311	Ellsworth Public Lib	Delivery Damage/1 item	-30.00
07/18/2019	41312	Hammond Community Library	Delivery Damage/1 item	-15.00

IFLS Library System
Check Register
July 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
07/18/2019	41313	Hudson Public Lib	Delivery Damage/1 item	-5.00
07/18/2019	41314	L.E. Phillips Memorial Public Library	Delivery Damage/2 items	-38.99
07/18/2019	41315	Luck Public Library -	Delivery Damage/1 item	-7.00
07/18/2019	41316	Menomonie Public Library	Delivery Damage/1 item	-24.00
07/18/2019	41317	River Falls Public Lib	Delivery Damage/1 item	-24.95
07/18/2019	41318	Rusk County Community Library	Delivery Damage/1 item	-10.00
07/18/2019	41319	Somerset Public Lib	Delivery Damage/2 items	-43.00
07/18/2019	41320	Woodville Public Lib	Delivery Damage/1 item	-26.00
07/30/2019	41321	Achterhof, Judy	Board Mileage	-37.74
07/30/2019	41322	Brue, Mary Ellen	Board Mileage	-49.98
07/30/2019	41323	Daus, Jan	Board Mileage	-51.00
07/30/2019	41324	Duerkop, Sue	Board Mileage	-65.28
07/30/2019	41325	Eggert, Pat	Board Mileage	-15.30
07/30/2019	41326	Hardin, David	Board Mileage	-66.30
07/30/2019	41327	Holte, Marilyn	Board Mileage	-20.40
07/30/2019	41328	Hull, Chuck	Board Mileage	-28.56
07/30/2019	41329	Lieffring, Lyle	Board Mileage	-30.60
07/30/2019	41330	Mecord, Robert	Board Mileage	-92.82
07/30/2019	41331	Pavelski, Jackie	Board Mileage	-56.10
07/30/2019	41332	Stelter, Linda	Board Mileage	-36.72
07/30/2019	41333	Thompson, Linda	Board Mileage	-37.74
07/30/2019	41334	AT&T	May-Jul Phone Svc	-37.25
07/30/2019	41335	Bayscan Technologies	Billable/Woodville Scanner	-190.00
07/30/2019	41336	Button, Juli	Board Mileage	-37.74
07/30/2019	41337	DEMCO, Inc.	Shared Svcs Supplies	-288.63
07/30/2019	41338	Menomonie Ice	9/26 Workshop Venue Rent	-250.00
07/30/2019	41339	Phillips Public Lib	Delivery Damage/1 item	-26.99
07/30/2019	41340	Season 2 Season	Jun Lawncare Svcs	-340.00
07/30/2019	41341	Waltco Inc.	Jul Delivery Svc	-23,845.63
07/30/2019	41342	Menomonie Ice	9/26 Wkshp Venue/Sec Deposit	-200.00
07/31/2019	41343-41357	IFLS Staff	P/R #16 Net	-19,036.18
Jul 19 TOTAL				<u>-202,843.75</u>

3:53 PM

08/19/19

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (07/15/2019)

Date	Name	Memo	Num	Amount
May 18 - Jun 13, 19				
05/18/2019	Sodexo/CVTC	STEAM-Tastic Wkhp Lunch/s TEACH	CE/TEACH	519.00
05/18/2019	Kalahari Hotel	WLA Conf Hotel/J Thompson	WLA Conf	99.00
05/18/2019	Target	Storykit Containers	Containers	18.97
05/20/2019	Festival Foods	Postage, Mtgs Spls, Bill Pop	Misc	20.66
05/21/2019	Dell Marketing L.P.	Billable/Luck Comp	Comp Equip	776.80
05/21/2019	Dell Marketing L.P.	Billable/Boyceville Comp	Comp Equip	714.91
05/22/2019	Festival Foods	Mtg Treats & Billable Pop	Spls	25.52
05/23/2019	Quill Corporation	Cleaning/Mtg/Office Supplies	7583988	220.40
05/23/2019	Menards	Misc Bldg/Bulbs, Batteries, Towels etc	Bldg Spls	56.87
05/23/2019	Dell Marketing L.P.	Billable/Altoona Laptop	Comp Equip	897.83
05/28/2019	WILIUG	WILIUG Conf Reg/K Setter	Conf Reg	30.00
06/01/2019	Auto-Owners Insurance	Building/Liability Ins 6/1/19-20	149889223	2,506.00
06/03/2019	Parking	MORE Peer Council/Parking KS	Peer Council	7.00
06/05/2019	Signazon.com	IFLS Window Sign	Window Sign	34.40
06/05/2019	USPS	May/June Postage	Postage	13.05
06/10/2019	FlowRoute.com	May/June Phone Svc/On Acct	On Acct	150.00
06/10/2019	Printastic	Billable/Glenwood City Banners	Banners	140.00
06/12/2019	Green Oasis	Irrigation Sys/Svc Repair	Lawn Care	57.85
06/12/2019	Parking	MORE/WILIUG Conf Parking KS	WILIUG Conf	48.00
06/13/2019	CDW-G	Billable/St Crx Falls Drive	Comp Equip	60.48
06/13/2019	Americlnn	MORE/WILIUG Conf Hotel KS	WILIUG Conf	71.30
May 18 - Jun 13, 19				6,468.04

3:52 PM

08/19/19

Accrual Basis

IFLS Library System
Credit Card Transaction Detail Report
Electronic Auto Pay (07/25/2019)

Date	Name	Memo	Num	Amount
May - Jun 19				
05/02/2019	CDW-G	Billable/Ribbons for Libs	Ribbons	267.45
05/03/2019	Holiday Inn	WAPL Conf Hotel/M Welch	WAPL Conf	109.00
05/11/2019	Americlnn	STEAM-Tastic/Wkshp Presenter	L Hamilton	218.00
05/13/2019	CDW-G	Billable/Chippewa 8 MS Office	Comp Equip	743.04
05/31/2019	Boxx Sanitation	Jun Garbage	Jun Stmt	29.00
06/03/2019	Amazon.com Credit	Billable/Chippewa Rasp Pi Kits	Comp Equip	172.96
06/04/2019	Chase Card Services (Cred...	Credit Card Rewards	Rewards	-1,367.75
06/11/2019	CDW-G	Billable/Somerset Drive	Comp Equip	60.48
06/20/2019	Amazon.com Credit	Kits/Sphero Replacements & Ins.	Kits	85.24
06/28/2019	Boxx Sanitation	Jul Garbage Svc	Jul Stmt	29.00
May - Jun 19				346.42

IFLS Library System
Check Register
August 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Aug 19				
08/01/2019	Auto Pay	Delta Dental	Aug Dental	-780.22
08/07/2019	Auto Pay	Holiday Credit Office	Jul Gas	-33.26
08/10/2019	Auto Pay	CenturyLink	Jul Long Dist Svc	-1.58
08/12/2019	Auto Pay	Kwik Trip, Inc.	Jul-Aug Gas	-113.11
08/15/2019	Auto Pay	Xcel Energy	6/24-7/24 Gas & Electric Svc	-418.91
08/24/2019	Auto Pay	Associated Credit Card	Jul Credit Card *see attached	-3,152.82
08/26/2019	Auto Pay	Employee Trust Funds, Dept of	Sept Health Ins.	-18,053.04
08/26/2019	Auto Pay	Chase Card Services (Credit Card)	Jul Credit Card *see attached	-582.70
08/30/2019	CHG	Associated Bank	Wire Transfer Fee	-15.00
08/07/2019	WIRE	Internal Revenue Service	P/R #16	-6,164.84
08/14/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #17	-1,150.00
08/15/2019	WIRE	Wisconsin Department of Revenue	P/R #15 & 16	-2,539.00
08/21/2019	WIRE	Internal Revenue Service	P/R #17	-6,165.32
08/28/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #18	-1,150.00
08/30/2019	WIRE	Wisconsin Retirement System	Jul WRF	-11,776.96
08/31/2019	WIRE	Wisconsin Department of Revenue	P/R #17	-1,269.00
08/13/2019	41358	Button, Juli	Osceola/QuickBooks	-89.76
08/13/2019	41359	Frederic Public Lib	Delivery Damage/1 item	-9.99
08/13/2019	41360	Hazel Mackin Library (Roberts)	Delivery Damage/1 item	-26.99
08/13/2019	41361	Krejci, Bridget	Cadott/Catalog Certif Visit	-20.52
08/13/2019	41362	Maug Cleaning Solutions, Inc.	7/8-8/4 Cleaning Svc	-392.00
08/13/2019	41363	New Richmond, City of	Delivery Damage/1 item	-15.00
08/13/2019	41364	Securian Financial Group, Inc.	Sept Life Ins	-415.31
08/13/2019	41365	Library Ideas	MORE/Jul Freading Usage	-847.50
08/13/2019	41366	Marcive, Inc.	MORE/Jul Database Maint.	-317.77
08/13/2019	41367	OverDrive, Inc.	MORE/OverDrive Titles	-2,300.95
08/14/2019	41368-41382	IFLS Staff	P/R #17 Net	-19,038.87
08/14/2019	41383	Thompson, John	7/2-8/14 Library Visits	-822.43
08/27/2019	41384	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Jul	-1,595.28
08/27/2019	41385	River Falls Public Lib	MORE Ecomm/thru Jul	-1,178.96
08/27/2019	41386	AT&T	Aug Phone Svc	-34.85
08/27/2019	41387	Bayscan Technologies	Billable/Amery Scanner	-190.00
08/27/2019	41388	CESA #10	Annual CINC Maint/Jul '19-Jun '20	-7,370.00
08/27/2019	41389	Ellsworth Public Lib	Delivery Damage/1 item	-17.00
08/27/2019	41390	EO Johnson Co.	Qtr Color Copies	-109.81
08/27/2019	41391	Krejci, Bridget	Cataloging Certification Visit	-33.66
08/27/2019	41392	Langby, Leah	Durand Youth Svcs Visit	-31.62
08/27/2019	41393	OCLC, Inc	IFLS/MORE Jul OCLC on Acct	-3,029.05
08/27/2019	41394	Schwartz, Kristopher	Tech-a-Talk Conf Travel	-130.56
08/27/2019	41395	Season 2 Season	Jul Lawncare Svc	-395.00
08/27/2019	41396	Waltco Inc.	Aug Delivery Svc	-23,845.63
08/27/2019	41397	Bibliocommons Inc.	MORE Online Cat/Startup & 8/19-8/20	-76,138.42
08/27/2019	41398	Innovative Interfaces	MORE Conting/iTiva Reinstall	-2,500.00
08/28/2019	41399-41414	IFLS Staff	P/R #18 Net	-19,353.29
Aug 19 TOTAL				-213,615.98

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09/12/19

Accrual Basis

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (08/24/2019)

Date	Name	Memo	Num	Amount
Jun 14 - Jul 31, 19				
06/20/2019	Tockify	Calendar for IFLS Website	Subscript	81.60
06/26/2019	Festival Foods	Meeting Spls & Billable/pop	Supplies	17.03
06/27/2019	American Library Association	MORE/RDA Toolkit	MORE Utilit	191.00
07/01/2019	Super8 Motel	J Thompson/Lib Visits Price/Rusk	Price/Rusk	84.60
07/01/2019	Menards	Bldg Supplies/Plumbing Repair	Bldg Spls	8.99
07/03/2019	Quill Corporation	Office & Cleaning Supplies	Supplies	137.56
07/08/2019	Dell Marketing L.P.	Billable/Osceola Comp	Comp Equip	776.80
07/09/2019	Menards	Wasp/Hornet Spray	Bldg Spls	4.97
07/09/2019	Career Track	MORE/Goal Setting/B Krejci	Seminar	99.00
07/10/2019	Divi Life	Website Plug-in Software	Software	15.00
07/11/2019	CDW-G	Woodville/Label Printer	Comp Equip	351.59
07/16/2019	Festival Foods	Meeting Treats & Misc Spls	Mtgs & Misc	34.07
07/22/2019	Festival Foods	Billable/Pop & Water	Pop/water	8.20
07/23/2019	Kwik Trip, Inc.	Board Lunch Supplies	Board Lunch	23.96
07/23/2019	Festival Foods	Board Lunch	Board Lunch	128.12
07/25/2019	GoDaddy.com	MORE SSL Certificate	Security	199.99
07/26/2019	Dell Marketing L.P.	Billable/Park Falls Comp	Comp Equip	667.88
07/29/2019	Holiday Inn	J Thompson/Lib Visits Polk Co	Polk Co	82.00
07/29/2019	FlowRoute.com	Jul Phone Charges/on Account	Jul Phone	200.00
07/30/2019	USPS	Jul Postage	Jul Postage	40.46
Jun 14 - Jul 31, 19				3,152.82

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09/12/19

Accrual Basis

IFLS Library System
Credit Card Transaction Detail Report
Electronic Auto Pay (08/25/2019)

Date	Name	Memo	Num	Amount
Jul 19				
07/11/2019	B & H	2 spare Routers	Hardware	258.00
07/31/2019	Boxx Sanitation	Aug Garbage Svc	Aug Stmt	29.00
07/31/2019	Amazon.com Credit	Tent, Festival, & Early Lit Kit Items	Kits	295.70
Jul 19				582.70

9/18/2019
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Indianhead Federated Library System
Balance Sheet
As of August 31, 2019

	<u>IFLS</u>	<u>MORE</u>	<u>2019 TOTAL</u>	<u>2018 TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	32,336.96		32,336.96	35,038.44
1040 · Bank Mutual - Checking	12,050.61		12,050.61	13,456.20
1050/1106 · Investments/Bank Mutual & States PIF	957,878.73	444,792.80	1,402,671.53	1,345,042.39
Total Checking/Savings & Investments	<u>1,002,266.30</u>	<u>444,792.80</u>	<u>1,447,059.10</u>	<u>1,393,537.03</u>
Accounts Receivable				
1200 · Accounts Receivable	28,173.47	0.00	28,173.47	6,728.45
Total Accounts Receivable	<u>28,173.47</u>	<u>0.00</u>	<u>28,173.47</u>	<u>6,728.45</u>
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	3,145.37		3,145.37	3,427.28
1504/1505 · 2019-2020 Prepaid Expenses	3,685.00	0.00	3,685.00	0.00
Total Other Current Assets	<u>6,905.37</u>	<u>0.00</u>	<u>6,905.37</u>	<u>3,502.28</u>
TOTAL ASSETS	<u>1,037,345.14</u>	<u>444,792.80</u>	<u>1,482,137.94</u>	<u>1,403,767.76</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	22,338.38	3,058.79	25,397.17	104,053.77
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	<u>22,338.38</u>	<u>3,058.79</u>	<u>25,397.17</u>	<u>104,053.77</u>
Other Current Liabilities				
2100 · Payroll Liabilities	7,545.94		7,545.94	8,069.20
Total Other Current Liabilities	<u>7,545.94</u>	<u>0.00</u>	<u>7,545.94</u>	<u>8,069.20</u>
Total Current Liabilities	<u>29,884.32</u>	<u>3,058.79</u>	<u>32,943.11</u>	<u>112,122.97</u>
Total Liabilities	<u>29,884.32</u>	<u>3,058.79</u>	<u>32,943.11</u>	<u>112,122.97</u>
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	432,645.00	244,500.00	677,145.00	707,433.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	90,014.18	133,259.07	223,273.25	160,757.42
Current Year Income Less Expense	484,801.64	63,974.94	548,776.58	423,454.37
Total Equity (End of Year)	<u>1,007,460.82</u>	<u>441,734.01</u>	<u>1,449,194.83</u>	<u>1,291,644.79</u>
TOTAL LIABILITIES & EQUITY	<u>1,037,345.14</u>	<u>444,792.80</u>	<u>1,482,137.94</u>	<u>1,403,767.76</u>

IFLS Library System
Revenue and Expense Statement
 January through August 2019

	<u>Jan - Aug 19</u>	<u>Jan - Aug 18</u>
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,162,585.00
5200 · Interest Income/General Funds	28,722.33	19,964.59
5263 · MORE Management Income	10,000.00	10,000.00
5280 · Technology Income	3,127.23	3,544.79
5300 · Miscellaneous Income	900.00	5,000.00
Total Income	1,242,805.56	1,201,094.38
Expense		
6500 · Salaries/Wages	332,271.66	338,534.11
6560 · Payroll Expenses	140,154.31	108,858.93
8070 · New Furnishings/Equipment <\$500	51.10	142.70
8530 · Bank Service Charges	43.00	3.00
8540 · Annual Audit	6,430.00	5,925.00
8620 · Collection/Electronic Resources	44,244.00	20,523.00
8630 · Wis Pub Lib Consortium Membshp	5,605.00	6,370.00
8670 · Professional Memberships	1,793.73	1,717.67
8690 · Librarian Workshops - General	2,958.75	4,243.76
8700 · CE/Collaboration Projects	200.00	100.00
8710 · CE Grants - General	1,100.00	0.00
8720 · IFLS Staff Dvlpmt & Prof Mtgs	3,363.79	6,482.89
8735 · Library Consulting Expenses	300.00	252.00
8740 · Field Visits	3,980.61	3,372.31
8741 · Field Visits - Tech Support	0.00	0.00
8755 · Programming Kits	1,138.10	871.80
8812 · ILL Fees & Verification Sources	5,595.06	8,560.69
8850 · Delivery Service	157,459.08	155,039.34
8855 · Collection Dev Grant-LEPhillips	11,500.00	11,500.00
8864 · Wide-Area Network (WAN)	7,370.00	1,500.00
8890 · IFLS Contrib - MORE Operating	85,177.00	82,696.00
8898 · LEAN WI/Shared Tech WVLS	0.00	62,000.00
8950 · Campaign for Wisconsin Libs	1,126.00	0.00
8960 · Long Range Planning Meeting	0.00	1,673.29
8971 · Web Development	1,006.80	863.83
9010 · IFLS Committee Meetings	2,746.06	2,563.97
9020 · Professional Materials	966.42	1,263.29
9030 · Postage	688.05	100.20
9050 · Telephone	2,644.22	4,813.99
9060 · Supplies	801.02	824.80
9080 · Printing	1,200.40	57.85
9123 · Building Overhead Expenses	14,151.40	12,975.01
9140 · Photocopier Costs	1,760.09	2,005.42

IFLS Library System
Revenue and Expense Statement
 January through August 2019

	<u>Jan - Aug 19</u>	<u>Jan - Aug 18</u>
9160 · Computers	934.56	452.50
9190 · System Vehicle Expenses	1,874.49	2,336.83
9220 · Insurance	3,417.01	3,183.99
9240 · Contingency	30.00	86.85
9241 · Credit Card Reward Program	-1,367.75	1,392.69
9245 · Capital Expenditures	0.00	3,129.00
Total Expense	<u>842,713.96</u>	<u>856,416.71</u>
Net Ordinary Income	400,091.60	344,677.67
Pass-thru Income/Expense		
Pass-thru Income		
5470 · LSTA #17 - PLSR Sys Redesign 3	0.00	78,399.50
5506 · TEACH Grant Income	2,910.00	0.00
5620 · Shared Cataloging Svc Income	135,653.46	125,439.23
5702 · Billable Project Income	132,837.45	130,229.68
Total Pass-thru Income	<u>271,400.91</u>	<u>334,068.41</u>
Pass-thru Expense		
8830 · Shared Cataloging Service	64,104.66	72,472.07
8940 · Projects Billable to Libraries	99,662.42	123,688.98
9920 · TEACH Grant Expenses	2,910.00	0.00
9976 · LSTA #17 - PLSR Syst Redesign 3	8,013.79	171,849.60
9977 · LSTA #17 - WPLC Biblioboard	12,000.00	24,000.00
Total Pass-thru Expense	<u>186,690.87</u>	<u>392,010.65</u>
Net Pass-thru Income	<u>84,710.04</u>	<u>-57,942.24</u>
Year-to-date Income less Expense (IFLS Funds)	<u>484,801.64</u>	<u>286,735.43</u>
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	732,081.00	716,469.00
9500 · MORE Shared Automation Expenses	668,106.06	579,750.06
Year-to-date Income less Expense (MORE Funds)	<u>63,974.94</u>	<u>136,718.94</u>
Year-to-date Income less Expense (ALL Funds)	<u>548,776.58</u>	<u>423,454.37</u>

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

	TOTAL			
	Jan - Aug 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	28,722.33	12,500.00	16,222.33	229.78%
5263 · MORE Management Income	10,000.00	10,000.00	0.00	100.0%
5280 · Technology Income	3,127.23	4,000.00	-872.77	78.18%
5300 · Miscellaneous Income	900.00	500.00	400.00	180.0%
Total Income	1,242,805.56	1,227,056.00	15,749.56	101.28%
Expense				
6500 · Salaries/Wages	332,271.66	550,000.00	-217,728.34	60.41%
6560 · Payroll Expenses	140,154.31	195,000.00	-54,845.69	71.87%
8070 · New Furnishings/Equipment <\$500	51.10	500.00	-448.90	10.22%
8530 · Bank Service Charges	43.00	500.00	-457.00	8.6%
8540 · Annual Audit	6,430.00	6,500.00	-70.00	98.92%
8620 · Collection/Electronic Resources	44,244.00	44,320.00	-76.00	99.83%
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	2,958.75	6,500.00	-3,541.25	45.52%
8700 · CE/Collaboration Projects	200.00	500.00	-300.00	40.0%
8702 · Crisis Prevention Training	0.00	650.00	-650.00	0.0%
8710 · CE Grants - General	1,100.00	2,400.00	-1,300.00	45.83%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	3,363.79	12,000.00	-8,636.21	28.03%
8735 · Library Consulting Expenses	300.00	600.00	-300.00	50.0%
8740 · Field Visits	3,980.61	8,000.00	-4,019.39	49.76%
8755 · Programming Kits	1,138.10	1,000.00	138.10	113.81%
8812 · ILL Fees & Verification Sources	5,595.06	8,600.00	-3,004.94	65.06%
8850 · Delivery Service	157,459.08	280,000.00	-122,540.92	56.24%
8855 · Collection Dev Grant-LEPhillips	11,500.00	23,000.00	-11,500.00	50.0%
8864 · Wide-Area Network (WAN)	7,370.00	10,370.00	-3,000.00	71.07%
8890 · IFLS Contrib - MORE Operating	85,177.00	85,177.00	0.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	62,500.00	-62,500.00	0.0%
8950 · Campaign for Wisconsin Libs	1,126.00	1,200.00	-74.00	93.83%
8971 · Web Development	1,006.80	1,000.00	6.80	100.68%
9010 · IFLS Committee Meetings	2,746.06	5,150.00	-2,403.94	53.32%
9020 · Professional Materials	966.42	1,550.00	-583.58	62.35%
9030 · Postage	688.05	450.00	238.05	152.9%
9050 · Telephone	2,644.22	9,960.00	-7,315.78	26.55%
9060 · Supplies	801.02	1,040.00	-238.98	77.02%
9080 · Printing	1,200.40	1,844.00	-643.60	65.1%
9123 · Building Overhead Expenses	14,151.40	25,125.00	-10,973.60	56.32%
9140 · Photocopier Costs	1,760.09	2,460.00	-699.91	71.55%
9160 · Computers	934.56	5,000.00	-4,065.44	18.69%

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

TOTAL

	<u>Jan - Aug 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9190 · System Vehicle Expenses	1,874.49	4,400.00	-2,525.51	42.6%
9220 · Insurance	3,417.01	5,225.00	-1,807.99	65.4%
9240 · Contingency	30.00	1,000.00	-970.00	3.0%
9241 · Credit Card Reward Program	-1,367.75	0.00	-1,367.75	100.0%
9245 · Capital Expenditures	0.00	17,575.00	-17,575.00	0.0%
Total Expense	842,713.96	1,389,701.00	-546,987.04	60.64%
Net Ordinary Income	400,091.60	-162,645.00	562,736.60	
Pass-thru Income/Expense				
Pass-thru Income				
5470 · LSTA #17 - PLSR Sys Redesign 3	0.00	7,000.00	-7,000.00	0.0%
5471 · LSTA #17 - WPLC Biblioboard Inc	0.00	12,000.00	-12,000.00	0.0%
5506 · TEACH Grant Income	2,910.00	2,910.00	0.00	100.0%
5620 · Shared Cataloging Svc Income	135,653.46	132,000.00	3,653.46	102.77%
5702 · Billable Project Income	132,837.45	175,000.00	-42,162.55	75.91%
Total Pass-thru Income	271,400.91	328,910.00	-57,509.09	82.52%
Pass-thru Expense				
8830 · Shared Cataloging Service	64,104.66	132,000.00	-67,895.34	48.56%
8940 · Projects Billable to Libraries	99,662.42	175,000.00	-75,337.58	56.95%
9920 · TEACH Grant Expenses	2,910.00	2,910.00	0.00	100.0%
9976 · LSTA #17 - PLSR Syst Redesign 3	8,013.79	7,000.00	1,013.79	114.48%
9977 · LSTA #17 - WPLC Biblioboard	12,000.00	12,000.00	0.00	100.0%
Total Pass-thru Expense	186,690.87	328,910.00	-142,219.13	56.76%
Net Pass-thru Income	84,710.04	0.00	84,710.04	
Year-to-date Income less Expense (IFLS Funds)	484,801.64	-162,645.00	647,446.64	
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	668,106.06	750,080.00	-81,973.94	89.07%
Year-to-date Income less Expense (MORE Funds)	63,974.94	-23,000.00	86,974.94	
Year-to-date Income less Expense (ALL Funds)	548,776.58	-185,645.00	734,421.58	

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

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 444,792.80
1200-1 · Accts Receivable-MORE	-
1503-1 · 2018 Prepaid Expense-MORE	-
	-
TOTAL ASSETS	\$ 444,792.80
 LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	3,058.79
	3,058.79
Total Liabilities	3,058.79
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	63,974.94
Total Equity/MORE Fund Balance	441,734.01
TOTAL LIABILITIES & EQUITY	\$ 444,792.80

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

	Jan -Aug '19	Jan - Aug '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	189,999.36	189,999.36
9500-12 · MORE/III Annual Maintenance	120,151.63	120,955.01
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	2,932.41	1,918.43
9500-22 · MORE/High-demand Hold Project	5,325.26	3,004.09
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,126.00	11,791.00
9500-24 · MORE/Conferences	7,417.12	5,165.05
9500-31 · MORE/New Products/Content Café Subs	0.00	0.00
9500-31 · MORE/New Products/	0.00	0.00
9500-31 · MORE/New Products/I-tiva Setup	0.00	0.00
9500-31 · MORE/Add'l III Products/Encore/Decision	67,835.44	66,460.00
9500-32 · MORE/Mgmt Team Training	199.00	57.00
9500-38 · MORE/Systemwide OCLC	25,138.55	36,145.04
9500-40 · MORE/Overdrive Content	22,067.84	14,603.80
9500-45 · MORE/Freading eBook Svc	6,155.50	4,409.50
9500-46 · MORE/Electronic Periodicals	15,000.00	9,757.60
9500-47 · MORE/Boopsie Setup/Subscription	0.00	0.00
9500-48 · MORE/i-Tiva Telephony Subscription	9,610.65	9,153.00
9500-49 · MORE/Data Scoping Project	2,500.00	0.00
9500-50 · MORE Discovery/Online Catalog	76,138.42	0.00
9500-5 · MORE/Publicity	0.00	0.00
9500-6 · MORE/Database Cleanup/Maint	3,768.83	3,039.18
9500-8 · MORE/Host Site Costs	0.00	3,500.00
9500-41 · MORE/E-Content	101,740.05	99,792.00
Total 9500 · MORE Shared Automation Expenses	668,106.06	579,750.06
Total MORE Expense	668,106.06	579,750.06
Year-to-date MORE Income less Expense	63,974.94	136,718.94
 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	 441,734.01	

IFLS Library System
Board of Trustees
September 25, 2019

Monthly Activities

New Directors

Bonnie Carl is the new director in Milltown.

Current openings—Barron, Elmwood, and New Richmond.

IFLS staff will be meeting with a group of new directors to discuss our orientation process for new directors to see what could be improved.

Buildings

I have been working with various libraries on space assessments and planning, architect selection, facility review, furniture and color selection.

Planning

Augusta—Plan has been drafted

Community Surveys—Cadott, Osceola and Frederic

Focus Groups with Frederic ongoing

New Library Director Bootcamp

Presentation on library budgets and attended discussions on policies. Met with new system director.

Consulting Topics

Budget/funding, buildings/space planning, board orientation, and policies.

Library Agenda Items

X. Eau Claire Capital Campaign

Pamela Westby will be providing an update on the library's capital campaign.

XI. Personnel Committee Report

The committee will be meeting in the morning prior to the meeting and presenting the recommendation to the board for 2020 wages and the Director Salary.

XII. 2019 Revised and 2020 IFLS and MORE Budget

The IFLS staff has reviewed the proposed budget and represents a balance budget. Any adjustments to the wages may result in adjustments to other line items.

XIII. IFLS Strategic and State Plan *(To be handed out)*

The IFLS Strategic Plan has no changes. Included in the packet is a progress report of the plan. The IFLS State Plan document will be distributed at the meeting.

XIV. 2020 Resource Library Agreement

The agreement is unchanged from 2019 and is required by State Statute.

Prepared by: John Thompson (9-18-2019)

Indianhead Federated Library System 2019 Revised/2020 Preliminary Budget

#041(19) -

Line #	Staff	Line Item	2019 Preliminary Budget 9/26/18	2019 Revised Budget	2020 Preliminary Budget Staff	Notes
1		Current Year Income				
2	JB	5100 · Current Year State Aids	1,200,056.00	1,200,056.00	1,200,056.00	
3	JB	5200 · Interest Income/General Funds	12,500.00	35,000.00	20,000.00	
4	JB	5263 · MORE Management Income	10,000.00	10,000.00	11,600.00	mtgs/rooms, phone, training trvl
5	JB	5280 · Technology Income	4,000.00	4,000.00	4,000.00	10% Setup Fees
6	JB	5300 · Miscellaneous Income	500.00	1,000.00	200.00	
7		Total Income	1,227,056.00	1,250,056.00	1,235,856.00	
8		Current Year Expenses				
9	JB	6500 · Employee Salaries/Wages	550,000.00	540,000.00	560,800.00	2% inc (1-2% + adjs)+10k Cabs
10	JB	6560 · Employee Fringes	195,000.00	190,000.00	213,942.60	1 health/dental add
11	JG	8070 · New Furnishings/Equipment <\$500	500.00	500.00	500.00	
12	JB	8530 · Bank Service Charges	500.00	250.00	500.00	
13	JB	8540 · Annual Audit	6,500.00	6,430.00	6,752.00	
14	MW	8620 · Collection/Electronic Resources	44,320.00	44,320.00	25,470.00	Ancestry/Novelist (no Lynda '20)
15	MW	8630 · Wis Pub Lib Consortium Memb	5,605.00	5,605.00	5,605.00	
16	JT	8670 · Professional Memberships	3,000.00	3,000.00	3,200.00	WLA, ALA, SRLAAW
17	LL	8690 · Librarian Workshops - General	6,500.00	6,350.00	6,500.00	
18	LL	8700 · CE Colaboration Projects	500.00	300.00	500.00	
19	LL	8710 · CE Grants - WLA Conference	2,400.00	2,400.00	3,000.00	
20	LL	8702 · Crisis Prevention Training	650.00	150.00	500.00	
21	JT	8720 · IFLS Staff Dvlpmt & Prof Mtgs	12,000.00	10,000.00	10,000.00	no PLSR mtgs
22	JT	8735 · Library Consulting Expenses	600.00	600.00	600.00	Survey Subscrip, Spls
23	JT	8740 · Field Visits	5,000.00	5,000.00	5,000.00	
24	JB	8740-1 · MORE Training Travel	3,000.00	3,000.00	3,000.00	
25	KS	8741 · Field Visits - Tech Support	-	-	1,000.00	previously in LEAN
26	LL	8755 · Programming Kits	1,000.00	1,300.00	1,200.00	
27	MW	8812 · ILL Fees & Verification Sources	8,600.00	8,600.00	9,000.00	
28	MW	Total 8850 · Delivery Service	280,000.00	270,093.00	282,573.00	
29	JT	8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	23,000.00	
30	KS	Total 8864 · Wide-Area Network (WAN)	10,370.00	10,370.00	10,370.00	
31	JB	8890 · IFLS Contrib - MORE Operating	85,177.00	85,177.00	88,158.00	
32	KS	8898 · LEAN WI/Shared Tech WVLS	62,500.00	56,000.00	63,000.00	NWLS added in '19
33	JT	8950 · Campaign for Wisconsin Libraries	1,200.00	1,126.00	1,200.00	
34	KS	8971 · Web Development	1,000.00	1,100.00	1,100.00	
35	JT	Total 9010 · IFLS Committee Meetings	5,150.00	5,150.00	5,150.00	
36	JT	Total 9020 · Professional Materials	1,550.00	1,470.00	1,500.00	

Indianhead Federated Library System 2019 Revised/2020 Preliminary Budget

Line #	Staff	Line Item	2019 Preliminary Budget 9/26/18	2019 Revised Budget	2020 Preliminary Budget Staff	Notes
37	JG	9030 · Postage	450.00	780.00	450.00	re new logo '19 (stamped Env)
38	JB	Total 9050 · Telephone	9,960.00	9,960.00	9,960.00	
39	JG	Total 9060 · Supplies	1,040.00	1,120.00	1,120.00	
40	RK	Total 9080 · Printing	1,844.00	1,800.00	900.00	New Name/Logo '19
41	JB	Total 9123 · Building Overhead Expenses	25,125.00	23,350.00	24,430.00	
42	JG	Total 9140 · Photocopier Costs	2,460.00	2,400.00	1,476.00	New copier = less Maint '20
43	KS	Total 9160 · Computers	5,000.00	4,900.00	5,900.00	
44	JB	Total 9190 · System Vehicle Expenses	4,400.00	3,300.00	3,500.00	
45	JB	Total 9220 · Insurance	5,225.00	5,021.00	5,245.00	
46	JT	9240 · Contingency	1,000.00	1,000.00	1,000.00	
47	JB	9245 · Capital	17,575.00	18,590.00	6,000.00	Copier '19, HVAC part '19 & '20
48		Total Expense	1,389,701.00	1,353,512.00	1,393,101.60	
49		Net Ordinary Income	(162,645.00)	(103,456.00)	(157,245.60)	
50		Pass-thru Income/Expense				
51		Pass-thru Income				
52		5702 · Billable Project Income	150,000.00	175,000.00	150,000.00	
53		5506 · TEACH Grant Income	-	2,910.00	-	
54		5620 · Shared Cataloging Svc Income	80,000.00	135,655.00	160,170.00	
55		5470-5471 LSTA and Other Grant Income	70,039.00	32,014.00	-	
56		Total Pass-thru Income	300,039.00	345,579.00	310,170.00	
57		Pass-thru Expense				
58		8940 · Projects Billable to Libraries	150,000.00	175,000.00	150,000.00	
59		9920 · TEACH Grant Expenses	-	2,910.00	-	
60		8830 · Shared Cataloging Svc Expenses	80,000.00	135,655.00	160,170.00	
61		9976-9977 LSTA and Other Grant Expenses	70,039.00	32,014.00	-	
62		Total Pass-thru Expense	300,039.00	345,579.00	310,170.00	
63		Net Pass-thru Income	-	-	-	
64		Net Income	(162,645.00)	(103,456.00)	(157,245.60)	

Indianhead Federated Library System 2019 Revised/2020 Preliminary Budget

Line #	Staff	Line Item	2019 Preliminary Budget 9/26/18	2019 Revised Budget	2020 Preliminary Budget Staff	Notes
65						
66		IFLS Uncommitted Carryover Beg of Year	163,966.00	252,659.00	159,203.00	Est add'l \$10k at '19 close
67		IFLS Reserved Carryover Beg of Year	270,000.00	270,000.00	270,000.00	
68		Funds to Replenish Reserves	-	-	-	
69		Funds from Reserves (for use)	-	-	-	
70		Funds from Reserves (for use)	-	-	-	
71		Plus Net Income/Loss	(162,645.00)	(103,456.00)	(157,245.60)	
72		IFLS Uncommitted Carryover End of Year	1,321.00	149,203.00	1,957.40	
73						
74		MORE Carryover Beg of Year	348,845.00	377,759.00	309,303.00	
75		5670 · MORE Shared System Income	727,080.00	727,080.00	819,900.00	
76		9500 · MORE Shared Automation Exps	747,580.00	795,536.00	851,946.00	'19 inc approved Discovery 4.5 mths
77		MORE Net Income/Expense	(20,500.00)	(68,456.00)	(32,046.00)	
78		MORE Funds End of Year	328,345.00	309,303.00	277,257.00	\$224,000 in Reserves/MORE
79						
80		IFLS Reserve Funds at year end:				
81		Building/Land Reserves	65,000.00	65,000.00	65,000.00	
82		Shared System Startup Assistance	10,000.00	10,000.00	10,000.00	
83		Shared Svcs Prog/Bldg Expansion	50,000.00	50,000.00	50,000.00	
84		Vehicle Replacement	25,000.00	25,000.00	25,000.00	
85		Personnel	40,000.00	40,000.00	40,000.00	
86		WAN/Web Equipment Replacement	20,000.00	20,000.00	20,000.00	
87		System Equipment/Furnishings	20,000.00	20,000.00	20,000.00	
88		Computer Lab Replacement	10,000.00	10,000.00	10,000.00	
89		Technology Project/Billable Reserves	30,000.00	30,000.00	30,000.00	
90		Future Year Budgets	-	-	-	
91		IFLS Reserve Total	270,000.00	270,000.00	270,000.00	

Strategic Plan Progress Report January – September 1, 2019

Strategic Priorities

The IFLS Strategic Plan has three strategic priorities: Support, Innovate and Lead, and Advocate and Promote Awareness.

Support

- Consultation
 - a. Library Visits
 - i. 213 Visits to 50 Libraries
 - 1. Libraries not visited to date – Elmwood, Hammond, Spring Valley
 - b. Topic areas (Partial Listing)
 - i. Administration
 - ii. Board Development
 - iii. Budget
 - iv. Collection Development
 - v. County Planning
 - vi. Inclusive Services
 - 1. Poverty
 - 2. American's with Disability Act (ADA)
 - vii. Library law
 - viii. Personnel
 - ix. Planning
 - x. Space planning/Building
 - xi. Youth Services
- Training and Professional Development
 - a. Conference Scholarships
 - i. 4 scholarships to Wisconsin Association of Public Libraries Conference
 - ii. 2 scholarships to Leadership Development Institute (Wisconsin Library Association)
 - iii. 3 scholarships to the Innovative Users Group Conference (MORE Funded)
 - b. 13 Continuing Education Programs with 353 Attendees
 - c. Co-Sponsor (Collaborations)
 - i. Financial Contribution to Support Staff and Circulation Services Conference (2019 Eau Claire)
 - ii. Financial Contribution to Lake Superior Library Symposium
 - iii. Libraries Activating Workforce Development Skills (LAWDS)
 - iv. Wild Wisconsin Winter Web Conference (January)
 - v. Trustee Training week (web-based in August)
 - vi. Other webinar opportunities (3 so far in 2019)
 - vii. Tech Days planning with WVLS, WRLS, NWLS and IFLS for November 2019
 - viii. IUG Conference
 - d. In-services
 - i. Prepare Training
 - ii. MORE training
 - iii. New Director visits

- Board Development
 - a. Now Hiring: Director—Library Director Hiring Guide
 - b. Trustee Training (Individual Boards)
- Technology Collaboration & Partnership
 - a. LEAN WI--IFLS, Northern Waters and Wisconsin Valley Technology Collaboration
 - b. Statewide back-up project planning
- Collaborative Services
 - a. MORE
 - b. Courier
 - c. Electronic Materials
- Create Service Efficiencies
 - a. Shared Services and Cataloging and Bibliographic Services (CABS)
- Group Purchasing
 - a. Supplies
 - i. 40 libraries—5 Vendors, 380 different products, over 15,000 items
 - b. Library Cards, new vendor saved 13¢/card for keytag/card combinations (plus less plastic waste in the printing process) and 3¢/card for plain cards.
 - c. Magnets
 - d. Barcodes
 - e. Movie License--39 Library participants.

Innovate and Lead

- Statewide/National Participation
 - a. Public Library System Redesign—John Thompson
 - b. Statewide Backup Collaboration Project Development—Kris Schwartz
 - c. WLA Conference Chair—Leah Langby
 - d. WLA Conference Exhibits Co-Chair—Kathy Setter
 - e. PowerUp: Youth Services Management Conference Program Committee--Leah Langby
 - f. Wisconsin/Illinois IUG (WILIUG) Vice-chair/Chair elect - Kathy Setter
 - g. IUG Conference Presentations--Kathy Setter
 - h. IUG Conference Attendance--Lori Roholt, Bridget Krejci, and Kathy Setter
 - i. Wisconsin Association of Public Libraries (WAPL) Presentation—Reb Kilde
 - j. WAPL Conference Attendance--John Thompson, Maureen Welch, and Reb Kilde
 - k. Wisconsin Public Library Consortium (WPLC)—Maureen Welch
 - l. Interlibrary Loan Conference Presentation—Maureen Welch
 - m. New Library Director Bootcamp—John Thompson
- IFLS Partnerships & Collaborations
 - a. Marketing Cohort multi-system network
- Resource Creation
 - a. Library Director Hiring Guide
 - b. Marketing Monday design e-letter

Advocate and Promote Awareness

- IFLS Website redesign (in progress) and Local library website redesign
- Increase presence on IFLS Facebook page
- Advocacy toolkit development

RESOURCE LIBRARY AGREEMENT

2020

This agreement is between the IFLS Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "IFLS," and the L.E. Phillips Memorial Public Library, Eau Claire, hereinafter called "LEPMPL."

WHEREAS, IFLS is organized under authority of Chapter 43 to provide for the improvement of public library services to the residents of Barron, Chippewa, Dunn, Eau Claire, Pepin, Pierce, Polk, Price, Rusk, and St. Croix counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that "each public library system shall have at least one system resource library" and

WHEREAS, LEPMPL is a member in good standing of IFLS and of the MORE shared automation system and meets all the statutory requirements to serve as a resource library,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

1. LEPMPL shall serve as resource library for IFLS.

As the resource library, LEPMPL shall develop and maintain resources to serve the needs of the entire system such as provide backup reference and interlibrary loan services including the development of and access to specialized collections. This agreement meets the requirements of Section 43.24(2)(b) Wisconsin Statutes.

Terms and conditions of compensation for such services are as follows:

- a) Resource Library Grant (\$23,000)

IFLS shall pay LEPMPL \$5,750 quarterly to provide the needed resources and access to all residents of IFLS Library System. This grant shall cover expenditures for system resident access to downloadable e-resources; specialized collection development including in demand popular materials and unique items; access payments for all system residents including residents of Fairchild; back up reference and interlibrary loan service; and resource library services. LEPMPL shall submit a year end summary of the grant expenditures.

- b) Delivery

IFLS shall fund 5-day a week, twice a day pick-up and drop-off of materials to LEPMPL to facilitate efficient delivery of materials to and from the library and among IFLS member libraries.

2. This agreement shall be in effect from January 1, 2020 to December 31, 2020.

This agreement may be amended at any time by mutual agreement of both parties. The parties shall meet and confer with each other on possible modifications to this agreement in the event of changes in interlibrary loan services, or the state telecommunications network that have an effect on the terms and conditions of this agreement.

_____ Date _____
President, LEPMPL Board of Trustees

_____ Date _____
President, IFLS Board of Trustees

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby September 17, 2019

Continuing Education Highlights:

- Coordinating the Library Director Orientation feedback session, to be held 9/20
- Health Literacy Reference training on August 28 had 17 attendees and was well-received.
- September 6 Prepare Training with Joleen Sterk at the Fall Creek Public Library, including staff from Fall Creek (3) Augusta (3) and Altoona (6). I'll be evaluating the Prepare Training project later this fall.
- Working on the fall schedule:
 - Youth services workshop September 26 in Menomonie
 - Webinar in collection development October 30
 - Tech Days workshop in Rice Lake November 5
 - Mentor Pair Retreat after November 15 Director's Council Meeting
 - Adult Services Swap: Free and Low-Cost Programs December 3 in Deer Park
- Starting to think about 2020 continuing education priorities

Consulting Highlights

- New Director Orientations: Dresser and Milltown
- In-person check-ins with youth services staff in Durand

Kits

- Created a new **Community Event Booth Kit** for libraries to use when attending Preschool Screenings, community fairs, and other special events. Kit includes display materials and supplies as well as activities (a plinko board, a small pop-up tent, and some large motor things).
- Kits have circulated 44 times since July 17 to IFLS and WVLS libraries.

Other Highlights

- Wisconsin Library Association Conference planning is coming along well! Chairing this conference committee has been a time-consuming but rewarding opportunity. I have learned a lot about a lot of different things, and I'm sure I'll be able to apply much of it to my job. I appreciate the support of IFLS to allow me to participate in the Association in this way.
- I attended a meeting about LAWDS (Libraries Activating Workforce Development Skills) on August 14 in DeForest. The project still is in its infancy, it will be interesting to see how it develops.
- I went to the Northwest Job Center Partnerships Meeting in Hayward on July 31 to talk about libraries and to learn about other partner agencies. I was representing Northern Waters Library System as well as IFLS and Wisconsin Valley.

Reference & Interlibrary Loan Coordinator's Report - September 2019

Site visits to:

Bruce – ILL training with staff
Durand – WISCAT & database training with staff
Dresser – new director training
Milltown – new director training
Centuria – check in visit

Presented session titled Tips & Tricks for Streamlining your ILL Workflow at 2019 Interlibrary Loan Conference put on by Resources for Libraries & Lifelong Learning (RL&LL) which was held in Marshfield on August 21.

Presented an IFLS Interlibrary Loan Workshop featuring WISCAT Version 6 for 20 attendees on September 12 at the IFLS office. WISCAT Version 6 is the upcoming interface upgrade scheduled for last weekend in September.

Adjusted MORE Priority Paging table which determines the order in which MORE libraries are paged for holds.

Put together my revised 2019 plus projections for 2020 Budget lines for electronic databases, delivery and interlibrary loan.

Continuing to work on OverDrive Advantage buying which is the purchase of additional copies of ebooks & e-audiobooks to help meet the holds demand of the IFLS area libraries.

Attended the following meetings & webinars:

WPLC Board Meeting
WISCAT User Meeting
MORE Operations Committee Meeting
WPLC Selection Committee Meeting
Ebook & Publisher National Landscape webinar

IFLS ILL Clearinghouse Statistics

Requests Received	2016	2017	2018	2019
January	1688	1705	1718	1744
February	1755	1573	1606	1599
March	2029	1716	1897	1554
April	1709	1521	1612	1611
May	1564	1536	1453	1452
June	1507	1503	1462	1357
July	1553	1464	1465	1573
August	1477	1605	1565	1415
September	1664	1523	1377	
October	1555	1693	1607	
November	1402	1472	1444	
December	1452	1464	1405	
Total	19,355	18,775	18,611	12,305

Maureen Welch 9/18/2019

IT Director Report

IFLS Board of Trustees, September 2019

Kris Schwartz, IT Director

Tech-a-Talk-a Meeting -

I attended Camp Tech-a-Talk-a on August 21st at the Portage County Library in Stevens Point. Camp Tech-a-Talk-a is a yearly meeting of various library system IT staff from around the state. This year the focus of the meeting was on collaboration between systems, new Badgernet connections, and the Wisconsin Library System Dell purchasing pool. The Wisconsin Library system backup project discussion and planning was the main focus as we continue to move forward with the backup system. There was a good discussion with representatives from Badgernet and the Wisconsin Department of Administration - TEACH Administrator about connecting all the library systems networks together and upgrading the networks that will be central to the backup project. The discussion was very productive and getting our library systems connected will be very achievable over the coming months. Connecting all the library systems networks will not only allow projects like the backup system but opens the door to any number of potential collaboration opportunities. Sharing server space and consolidation and management of shared systems are just a couple of the major opportunities that would be available. We will be continuing the discussions and brainstorming ideas to find ways to be more efficient and cost effective in providing Technology service to our respective libraries around the State.

This month:

1. I helped two libraries redesign their logos to reflect new names.



2. I continue to refine the website. I've updated a couple hundred external and internal links, trained IFLS staff to use and update the website and migrated Leah Langby's excellent blog, *Keeping Up With Kids*. I'll be at the next MORE Directors Council meeting to answer questions and address any concerns.
(I appreciate comments and feedback about the new site. I'd like to hear about how it's working for you, and what I can do to make your virtual visits to us more useful and productive!)
3. Kudos to Eau Claire Public Library, WLA's Library of the Year! I posted a congratulatory message on our Facebook page which, at last count, had reached 8.8 thousand viewers. Engagement was great, with 800 post clicks, 630 reactions and 20 shares. Facebook continues to grow organically for us. We're up to 466 page likes.
4. According to Google My Business, visits to our website from searches is up slightly since we launched the new site.
5. I'm getting ready to go to the WLA Conference. Leah, Bethany and I are working on table tents and slides to share innovative ways that libraries are focusing on inclusion. In its first year, we got 10 submissions! We're hoping that Spotlight on Services will continue in the future. I'm also leading a workshop at the conference. I'll give you a summary next month.

MORE Administrator's Report

Lori Roholt

September 2019 – IFLS Board of Trustees

2020 MORE Budget

MORE Directors Council approved the 2020 MORE budget at their July 19 meeting, with a 14% cost increase over 2019. This increase provides for a new patron-facing online catalog product and a library app in 2020.

Leading up to the budget approval, library staff and directors had a chance to weigh in on possible changes to the budget at a budget hearing in June. Passing the budget in July means directors can build actual MORE costs into their local budgets.

Online Patron Registration

Patrons are making good use of MORE's new online registration option, with about 40 self-registered patrons borrowing 136 titles from OverDrive since the option became available in mid-June. Self-registration is a good option for those who want to use online library resources and may have limited access to a library facility.

Cataloging and Bibliographic Services (CABS)

A few additional libraries will be using IFLS's CABS service for cataloging their materials in 2020. The CABS service improves MORE's overall database quality, making library holdings more readily discovered by patrons. CABS and IFLS's Shared Services programs are now staffed by 1 full-time and 2 part-time catalogers and 2 part-time processors.

Odds and Ends

- I've visited one new library director recently: Bonnie Carl at Milltown Public Library. I even got to peek at their new library facility under construction.
- I've been working on the implementation process with BiblioCommons, the company developing our new patron-facing online catalog product (BiblioCore). So far, we're progressing on schedule to introduce the new catalog in February 2020.
- My colleagues Kathy Setter, Bridget Krejci, and I have been on the road quite a bit doing in-person training with library staff and directors. We've been doing fewer group trainings recently in favor of more targeted training. We find that this is a more effective use of library staff time as it reduces their travel time and ensures that the instruction is tailored to their needs. As IFLS staff, we benefit from seeing their workspace and workflow, we receive more feedback about MORE procedures, and can address specific questions on the spot.