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

A G E N D A

I.   Call to Order

II.   Establish a Quorum

III.   Certification of Compliance with the Open Meeting Law

IV.   ***** Approve Agenda

V.   Public Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten-minute limit per topic and a twenty-minute limit at any meeting for Public Comments. Contact IFLS office for additional information related to Public Comments.*)

VI.   Announcements/Correspondence/Introductions

VII.   ***** Minutes-   Approve: Board of Trustees – September 25, 2019 **#046**(19)
             Acknowledge Receipt: Personnel Committee – September 25, 2019 **#045**(19)

VIII.   ***** Financials - Approve: Check Registers: September/October 2019 **#047**(19)
             Approve: Financial Reports: September/October 2019 **#048**(19)

IX.   Director's Report of Monthly Activities and Agenda Items **#049**(19)

X.   * Health Insurance Resolution **#050**(19)

XI.   * Nomination Committee

XII.   * 2020 State Long Range Plan and Budget **#051**(19)

XIII.   Reports:
             -IFLS Staff Reports **#052**(19)
             - In-depth Staff Report: Deb Faulhaber, Bibliographic Services Manager
             - Advisory Council Report: Katherine Elchert – Barron County
             -Board Member Reports

XIV.   * 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
September 25, 2019

M I N U T E S

The Board of Trustees of the IFLS Library System met on Wednesday, September 25, 2019 at IFLS Library System, 1538 Truax Blvd., Eau Claire, Wisconsin. Tripp called the meeting to order at 12:30 pm.

QUORUM AND CERTIFICATION OF COMPLIANCE
WITH OPEN MEETINGS LAW:

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

BOARD MEMBERS PRESENT:

Judy Achterhof (St Croix County); **Anne Anderson** (Pepin County); **Jan Daus** (Eau Claire County); **Pat Eggert** (Dunn County); **Dave Hardin** (St. Croix County); **Marilyn Holte** (Chippewa County); **Chuck Hull** (Chippewa County); **Mildred Larson** (Eau Claire County); **Lyle Lieffring** (Rusk County); **Susan Marshall** (Price County); **Robert Mercord** (Pierce County); **Jackie Pavelski** (Eau Claire County); **Mike Prichard** (Polk County); **Linda Thompson** (Barron County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Mary Ellen Brue (St. Croix County); **Sue Duerkop** (Polk County); **Bun Hanson** (Barron County); **Mike Norman** (Pierce County); **Linda Stelter** (Resource Library).

OTHERS PRESENT:

John Thompson (Director); **Joanne Gardner** (Administrative Associate/Recorder); **Maureen Welch** (Reference and Interlibrary Loan Coordinator); **Tiffany Meyer** (Advisory Council Representative); **Pamela Westby** and **Kimberly Hennings** (L.E. Phillips Memorial Public Library, Eau Claire).

APPROVE AGENDA:

MOTION #32(19)**:**   To approve the Agenda as presented. Mercord/Daus
               RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

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ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Achterhof noted that New Richmond has made the determination that the library will be on the old school site.

MINUTES:

MOTION #33[(19)]**:**   To approve the Board of Trustees minutes dated July 24, 2019 (Doc. #036-19). Holte/Marshall
                         RESULT: Carried.

MOTION #34[(19)]**:**   To accept the Personnel Committee minutes dated July 24, 2019 (Doc. #035-19). Pavelski/Holte
                         RESULT: Carried.

FINANCIALS:

MOTION #35[(19)]**:**   To approve the Check Registers for July-August 2019 (Doc. #038-19). Daus/Eggert
                         RESULT: Carried.

Questions were asked about damaged bins, reimbursement on damaged materials, and the new online catalog – BiblioCore.

MOTION #36[(19)]**:**   To approve the Financial Reports for July-August 2019 (Doc. #039-19). Anderson/Marshall
                         RESULT: Carried.

Thompson noted that page 19 reflects the 2019 budget as approved last year. The 2019 proposed budget revisions are not reflected in the financial statements.

Questions were asked about the Wide-Area Network, delivery service charges including surcharges and funds to buy extra bins, tracking of salaries/wages and programming kits.

DIRECTOR'S REPORT:

Bonnie Carl was hired as the new director in Milltown. Stanley hired Elizabeth Miniatt. Lori Gilles is the director hired at Elmwood. New Richmond is currently evaluating candidates for the director position. Sue Christianson has submitted her resignation at Barron and plans to pursue nursing school in Minnesota. IFLS libraries are almost fully-staffed.

Thompson has been working with various libraries on their building projects. Bonnie Carl was hired in midst of Milltown's project. Several IFLS libraries are looking at different facilities to house their library.

Thompson has also been assisting libraries with their planning and survey projects; a presentation on library budgets at the new library director bootcamp; and met with the new system director at Monarch Library System.

On Friday, IFLS hosted a discussion with library directors about the director orientation process to make it better and more helpful. IFLS Staff will continue the process review.

EAU CLAIRE CAPITAL CAMPAIGN:

Pamela Westby and Kimberly Hennings were present to provide a presentation on the L.E. Phillips Memorial Public Library Capital Campaign. A brochure was available to all and a few brochures with more information were passed around.

In 2015, the library went through a strategic planning/goal setting process with WiLS and created a strategic plan from 2016-2021. In that plan was to conduct a building feasibility study.

The current building was built in 1976. An in-depth analysis was conducted considering where we are today and taking all that information and coming up with a plan as presented today called Story Builder.

The picture in the brochure reflects the vision to improve the library and access for all. The current building was built with the future feasibility to add another floor to the structure. Currently the building is outdated and has failing systems including a leaky roof, electrical, and plumbing issues. The cost for needed repairs is $8+ million dollars. The City of Eau Claire has approved $11.5 million dollars to upgrade the building to code by addressing access and ADA compliance issues. The library will need to raise $7 million to reach the goal to expand the library.

Population growth has seen a 76 percent increase in library usage compared to 1976 when the library was built. Computers, Maker Space, outreach services, programming, play and learn activities have been added to the current facility. Eau Claire needs more public places that are welcoming. A place where an individual can meet with a tutor and/or translator. The updated space would allow small get-togethers without expenses or judgement.

The proposed expansion would include a third floor with 25,000 square feet and a minor extension on the first floor. The library sees 1,200 people a day who come to the library. The library is a good neighbor with other facilities downtown and provides a more intimate setting and serves different needs. The library is not a competitor; but a collaborator.

An expanded library will make several improvements possible and include full ADA compliance, more shelving space, a new front atrium which will provide a safe space, a 200-set community room offer for use free of charge, Youth Services programming room will double in size, more small and medium size rooms for groups to meet, enhanced intergenerational hands-on learning lab, expanded offerings including art, tools, crafts, cooking supplies, technology. Restrooms would provide caregiver flexibility and all gender access, more areas with sunlight and views of the river, and dedicated space for teens and tweens.

The campaign goals have created two phases to the project. If fundraising is really successful, both phases could be done together. The goal is to raise $7 million dollars for

phase 1. Phase 2 would include raising $1.5 million dollars more ($8.5 million total). The need is great, the time is now, and it is time to move forward with the plan.

The capital campaign is now in the quiet phase. It is hoped the $7 million dollars is provided through 6-8 individual donors, in addition to some funds from businesses, foundations, and grants. The campaign steering committee is planning to meet with potential donors on the rationale for the campaign with face-to-face meetings. A lot of committees have met as part of the campaign process and helped build the case. Mildred Larson is on the committee. The quiet phase envisions educating on the need and vision and conducting public listening sessions. Everyone was provided the opportunity for input. All the materials created were by community input.

The library held a media event and has picked campaign coaches. Everyone digests information different and some need to hear several times before it resonates with them. The cochairs got out in the community and recruited volunteers to serve on the steering committee.

Phase 2 would add an additional 12,000 square feet bringing the building up to DPI Minimum Standards. A large natural light atrium is envisioned. It could house a community coffee bar or smoothie station experience and the space could be used for career training and fundraising.

Conceptual designs have been created. The next request for proposal (RFP) would be for the actual design work and hire an architect to follow the project through completion. They could give the community an idea of what the library could be.

Currently the communications committee is working on the launch of the capital campaign in April of 2020.

As a resource library, leadership needs to be provided on a whole. It will help the rest of the system to determine if services are also needed in their communities. The resource library takes their role very seriously.

Tripp thanked Westby and Hennings for their presentation. It was well-done and best wishes were offered.

ADVISORY COUNCIL REPORT:

Tiffany Meyer, Director at Ellsworth Public Library is the Pierce County representative on the IFLS Advisory Council of Librarians. There are six public libraries in Pierce County. Elmwood has hired a library director. Plum City holds a successful Spanish class that meets twice a week. Meyer thought it was a great way to show libraries are paying attention to community needs. Prescott hosts well-attended yoga classes three times a week. Prescott also recently added hot spots to the library collection. River Falls has replaced two self-check stations and added one in children's services. They are working on RFID on their library materials. Spring Valley has a travelling exhibit on the Wisconsin German experience. Mark Louden of UW-Madison also made a presentation at the library. All library directors in Pierce County have

been attending Pierce County Board meetings to stay on the radar and be aware of issues being dealt with outside of the library.

For the past seven years, Ellsworth has been working on building space needs. The library has less than 3,000 square feet and it should be 12,000 – 15,000 square feet. They were hopeful an existing bank building would fit their needs, but after an engineering assessment in the Spring, it would be much more expensive than anticipated. Last fall there were focus group and community gatherings to see ways Ellsworth could improve. A community center and larger library space ranked high. A month later an advisory referendum for expanded library space passed on the first attempt. The Village has a new directive to look at existing space. Three architect firms were interviewed, and Ayres Associates was approved to look at the existing building, improvement of the senior center space, and shared meeting space. It was considered a compromise and the library feels fortunate to double their current space; and a renewed commitment to a project with what the community can afford. The Village borrowed money the first time and is reluctant to borrow more. The Village has not committed to an amount to the project. There is a lot of fundraising to do.

The Ellsworth library is working on crosswalk flags, so the pedestrians are more visible. They will be placed on the street and sidewalk bump outs. The school is on the opposite side of the highway from the library.

Meyer noted that she has relied heavily on Thompson during the building process and not sure this could have been done without his assistance.

PERSONNEL COMMITTEE REPORT:

Personnel Committee Chair Duerkop was not able to attend today's meetings; Tripp chaired the Personnel Committee meeting in her absence.

A handout on the Staff Wage Proposal 2020 was distributed to the Board. The Personnel Committee met to bring forward a recommendation on staff and director wages for 2020. The committee passed a motion to adopt the possible motion included on the handout for staff wages. The second action was to increase the salary of the System Director by 2% in 2020. Both proposals were factored into the 2020 budget presented for approval today.

Larson inquired what type of positions would receive a market adjustment. Thompson responded that technology staff have an increased workload and increased expertise in collaborative efforts in the state. In addition, the shared cataloging is done on a cost-recovery basis for libraries. Over the course of time, the project has evolved from one supervised staff by MORE to one person managing staff as well as cataloging duties. Staffing has increased over time and MORE added funds to help with the bibliographic control of the project.

The recommendation is in consideration of all staffing from bottom to top. Each position at IFLS is unique and the adjustment is to align from the bottom to top as well as meshing with the market.

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Prichard inquired if the IFLS Director salary was still under compared to the Eau Claire Library and the University. Thompson replied that yes, the positions are still below. Most system directors are paid less then resource library directors.

Tripp noted that the Director is in a good position to make allocations to adequately address the issue of retaining high quality people. IFLS is constrained by the budget and offers little opportunity to increase wages.

MOTION #37(19)**:** To approve the recommended motion of the Personnel Committee for the IFLS Director to increase staff wages based on his proposed recommendation that the majority of staff will have a 1-2% raise while 6 individuals will receive a market adjustment to better align with internal/external marketplace factors. The benefits remain unchanged. L. Thompson/Anderson

AMENDMENT TO MOTION: To amend the motion to include the budget year 2020 and include the market adjustment range of 2.1% and 5.7%. Pavelski/Holte
RESULT OF AMENDMENT TO MOTION: Carried.

RESULT OF MOTION AS AMENDED: Carried.

MOTION #38(19)**:** To move that the IFLS Director will receive a 2% increase in salary for 2020. Lieffring/Eggert
RESULT: Carried.

Tripp, speaking for Personnel Committee, would really like to have added more money to wages. These wage increases do not reflect the appreciation or value of IFLS employees. It is the best that can be done under the circumstances.

Thompson was thanked for all his hard work as well as staff.

2019 REVISED AND 2020 IFLS AND MORE BUDGET:

The motions for personnel are reflected in the budget presented today for approval.

MOTION #39(19)**:** To approve the 2019 Revised and 2020 IFLS and MORE Budget (Doc. #041-19). Daus/Holte
RESULT: Carried.

Questions were asked about the uncommitted carryover at the end of the year. Thompson noted that what we don't know today is how much will not be spent in 2019 and carrying forward in 2020. When the books were closed to end 2018, it wasn't anticipated that $148,000 wouldn't be spent. IFLS tends to underbudget revenue and overbudget expenditures. When the budget is reworked based on actual costs-to-date, there is often uncommitted carryover. Uncommitted carryover (line 72) is rolled in uncommitted carryover at the beginning of the year (line 66).

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IFLS STRATEGIC AND STATE PLAN:

A progress report was provided on the Strategic Plan and the three priorities: Support, Innovate and Lead, and Advocate and Promote Awareness.

The bulleted points provide a snapshot of the activities under the priorities from January through September 2019. There have been 213 visits to libraries. 50 of the 53 libraries were visited.

There has been a lot more collaboration with other systems for continuing education offerings to libraries. IFLS helped sponsor some conferences and webinar series. IFLS also added some financial contribution to the support staff conference held in Eau Claire.

Kris Schwartz, the IT Director is working as part of the team on a statewide backup project for systems within the state. One of the host sites is the CVTC Data Center. This project has taken a lot of technical expertise and Schwartz has been an integral part of this million-dollar project.

Thompson noted that IFLS is actively showcasing what we do statewide and nationally and spoke highly of the IFLS staff.

MOTION #40(19)**:**   To approve the IFLS Strategic and State Plan (Doc. #042-19).
                                    L. Thompson/Daus
                                    RESULT: Carried.

Larson inquired how the PLSR project factors into the plan. Thompson noted that the implementation of the PLSR project work has been shifted to DPI and COLAND. The current implementation timetable summit is scheduled for the Spring of 2020. John Debacher is retiring November 2019. Thompson is guessing the 2021 plan will include pieces of the PLSR project.

2020 RESOURCE LIBRARY AGREEMENT:

Thompson noted that the 2020 Resource Library Agreement with L.E. Phillips Memorial Library in Eau Claire is unchanged from 2019.

MOTION #41(19)**:**   To approve the 2020 Resource Library Agreement (Doc. #043-19).
                                    Mercord/Prichard
                                    RESULT: Carried.

REPORTS:

IFLS Staff Reports:
Maureen Welch introduced herself at the Reference and Interlibrary Loan Coordinator at IFLS. Welch has been with IFLS for 21 years. Welch oversees delivery and interlibrary loan; training at libraries; a representative on the Wisconsin Public Library Consortium Steering Committee. Welch also handles consultations on reference, collection development, and databases. A good portion of her day deals with delivery and reporting out issues to libraries.

IFLS has worked with Waltco Delivery Service since 1999. They have grown with us and move 1.7 million items a year. There has been serious growth with MORE. Waltco also handles delivery for Wisconsin Valley, Outagamie-Waupaca, and Nicolet Library Systems.

L. Thompson attended the WLA Conference and wanted to pass along compliments to Leah Langby for her work on WLA and the conference programming.

Reb Kilde's report mentions two libraries that had their logos redesigned to reflect their new names. Her report also mentions kudos to the Eau Claire Public Library for being named WLA's Library of the Year. The L.E. Phillips Memorial Public Library in Eau Claire will be honored at the conference. L. Thompson wanted to pass along compliments on the updated IFLS website.

It was noted that the MORE Director's Council approved the 2020 MORE budget with a 14% cost increase over 2019. This increase provides for a new patron-facing online catalog product and a library app in 2020.

There was a discussion about a name change at libraries. Thompson noted that it is a local policy decision. When a library starts a capital campaign, they can allow naming rights for the library and rooms. They approve a policy and set time limits for the names if they wish.

(Mercord left at 2:56 pm.)

Achterhof inquired about Lynda. Thompson noted that Lynda was bought out by LinkedIn and required users have a LinkedIn account. Lynda will be using the old platform until the subscription expires on December 4th. IFLS is looking at possible alternatives to Lynda. Welch added that the system is looking for free alternatives.

Board Member Reports:
Lieffring announced that the Bruce library held a Lego Event and 50 kids attended.

L. Thompson noted that the Rice Lake library will reopen at their location in two weeks.

Anderson stated that Pepin will be holding an antiques auction to fund the restoration of some maps.

Marshall noted that in Price County, a children's librarian named Jake, came to the school in a dunce cap and provided a history of the school and provided a marvelous presentation.

WISCONSIN LIBRARY ASSOCIATION CONFERENCE:

The annual Wisconsin Library Association (WLA) conference will be held in Wisconsin Dells on October 8-11th.

Several IFLS staff are attending. IFLS would have funding to pay $125 towards costs for 2 board members to attend. Those interested should contact Gardner or Thompson.

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APPOINT NOMINATIONS COMMITTEE:

Board members should let Tripp know if they are interested in serving on the Nominations Committee. A decision will be made at the November Board meeting.

ADJOURNMENT:

Motion to adjourn at 3:06 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
Personnel Committee
September 25, 2019

M I N U T E S

The Personnel Committee of the IFLS Library System met on Wednesday, September 25, 2019 at IFLS Library System, 1538 Truax Boulevard, Eau Claire, Wisconsin. Jim Tripp called the meeting to order at 11:00 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); **Dave Hardin** (St. Croix County); **Marilyn Holte** (Chippewa County); **Lyle Lieffring** (Rusk County); **Jim Tripp** (Dunn County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

Sue Duerkop (Polk County).

OTHERS PRESENT:

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

APPROVE AGENDA:

MOTION #28(19)**:**   To approve the Agenda as presented. Hardin/Achterhof
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

MOTION #29(19)**:**   To approve the Personnel Committee minutes dated July 24, 2019
(Doc. #035-19). Lieffring/Hardin
RESULT: Carried.

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2020 WAGE AND BENEFIT DISCUSSION:

Thompson is proposing that a majority of the staff would receive a 1-2% increase; while 6 individuals will receive a market adjustment to better align with internal/external marketplace factors. Those individuals will receive increases ranging between 2.1% and 5.7%. Benefits would remain unchanged.

Thompson noted that the recommendation is in consideration of all staffing from bottom to top. If someone is too far on the upside of the range, they would receive 1%. Each position at IFLS is unique and Thompson is trying to adjust from top to bottom as well as meshing with the market.

Thompson noted that in particular, technology is evolving and the collaboration of technology efforts with other systems has added a whole other set of responsibilities for tech staff beyond our office.

(Holte arrived 11:12 am.)

Thompson also needs to be aware of the budget capacity. 1-2% increases have been pretty consistent. One year there was 3%. Health insurance has a more significant impact on the budget then wage increases. The actual dollar amount for wage increases is about $10,000 from 2019 to 2020. This amount is covered in the budget; Thompson wouldn't put a recommendation through that could not be covered in the budget.

Thompson provided language for a possible motion.

IFLS pays for 88% of the average of those qualified plans in Tier 1 of State Health Insurance. It has been a system policy that employees pay the minimum 10% of the premium for health insurance.

MOTION #30[19]**:** To move that the IFLS Director increase staff wages for 2020 based on his proposed recommendation that the majority of staff will have a 1-2% raise while 6 individuals will receive a market adjustment to better align with internal/external marketplace factors. The benefits remain unchanged. Lieffring/Hardin
RESULT: Carried.

DIRECTOR SALARY FOR 2020:

The committee may go into closed session if they choose so. The committee elected to remain in open session.

Thompson noted that the 2020 budget was built with a 2% wage increase for the Director. Hardin inquired if the Director salary keeps IFLS competitive as an employer. Achterhof thought that if IFLS had to replace Thompson, they would get someone who is 70-80% knowledgeable for the same salary. Thompson doesn't feel the wage piece is necessarily an issue. There is a finite group of people that want to be a system director.

MOTION #31[19]**:**   To move that the IFLS Director will receive a 2% increase in salary for 2020. Holte/Lieffring
          RESULT: Carried.

Tripp noted that the Board would love to offer a compensation that reflects the value and appreciation for Thompson's work.

ADJOURNMENT:

Meeting adjourned at 11:44 am.

_____
Joanne Gardner, Recorder/Administrative Associate

These minutes of the Personnel Committee are approved:	☐ as printed. ☐ with corrections noted.
_____ Presiding Officer	_____ Dated

IFLS Library System
Check Register
September 2019

Date	Num	Name	Memo	Amount
Sep 19				
09/01/2019	Auto Pay	Delta Dental	Sept Dental	-780.22
09/09/2019	Auto Pay	Holiday Credit Office	Aug Gas	-68.47
09/10/2019	Auto Pay	Kwik Trip, Inc.	Aug Gas	-58.71
09/12/2019	Auto Pay	CenturyLink	Aug Phone Svc	-1.60
09/16/2019	Auto Pay	Xcel Energy	7/24-8/26 Gas & Electric Svc	-377.00
09/24/2019	Auto Pay	Employee Trust Funds, Dept of	Oct Health Ins.	-18,053.04
09/24/2019	Auto Pay	Associated Credit Card	Aug Credit Card	-4,956.56
09/30/2019	CHG	Associated Bank	Sept Wire Fees	-30.00
09/30/2019	Void Check	Menomonie Ice	Wkshp Security Deposit	200.00
09/24/2019	Void Cks	Woodville Public Library	Ck #40266 (5/9/18) Stale check	19.95
09/24/2019	Void Cks	Milltown Public Library	Ck #40586 (9/25/18) Stale check	46.00
09/04/2019	WIRE	Internal Revenue Service	P/R #18	-6,259.94
09/11/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #19	-1,150.00
09/15/2019	WIRE	Wisconsin Department of Revenue	P/R #18	-1,286.00
09/18/2019	WIRE	Internal Revenue Service	P/R #19	-6,340.26
09/23/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #20	-1,017.00
09/27/2019	WIRE	Internal Revenue Service	P/R #20	-6,454.26
09/30/2019	WIRE	Wisconsin Department of Revenue	P/R #19	-1,299.00
09/30/2019	WIRE	Wisconsin Retirement System	Aug WRF	-7,074.77
09/10/2019	41415	CA Friday Memorial Library	MORE Ecomm/thru Aug	-1,392.48
09/10/2019	41416	Menomonie Public Library	MORE Ecomm/thru Aug	-1,326.11
09/10/2019	41417	Rusk County Community Library	MORE Ecomm/thru Aug	-1,081.12
09/10/2019	41418	Langby, Leah	WLA Mtg & Prepare Training	-27.34
09/10/2019	41419	Maug Cleaning Solutions, Inc.	8/5-9/1 Cleaning Svc	-378.00
09/10/2019	41420	PermaCard	Billable/Library Cards	-1,314.95
09/10/2019	41421	Securian Financial Group, Inc.	Oct Life Ins.	-415.31
09/10/2019	41422	South Central Library System	Trustee Training Share	-87.52
09/10/2019	41423	Sterk, Joleen	Prepare Training Travel	-23.46
09/10/2019	41424	Library Ideas	MORE/Aug Freading Usage	-916.00
09/10/2019	41425	Marcive, Inc.	MORE/Aug Database Maint.	-170.81
09/10/2019	41426	OverDrive, Inc.	MORE/OverDrive Titles	-1,971.98
09/11/2019	41427-41442	IFLS Staff	P/R #19 Net	-19,598.55
09/11/2019	41443	Cenex Credit Card Dept.	Aug Gas	-50.00
09/23/2019	41444	AT&T	Sept Phone Svc	-30.60
09/23/2019	41445	DEMCO, Inc.	Sh Cat/Supplies	-619.98
09/23/2019	41446	OCLC, Inc	IFLS/MORE - Aug OCLC Fees	-3,829.66
09/23/2019	41447	Season 2 Season	Aug Lawncare	-220.00
09/23/2019	41448	Thompson, John	8/15-9/19 Library Visits	-622.71
09/23/2019	41449	Waltco Inc.	Sept Delivery Svc	-23,733.47
09/23/2019	41450	Wisconsin Library Association	19 WLA Leadership Developement	-600.00
09/23/2019	41451-41467	IFLS Staff	P/R #20 Net	-20,152.40
September 2019 TOTAL				**-133,503.33**

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IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (09/24/2019)

Date	Name	Memo	Num	Amount
Jul 20 - Aug 31, 19				
07/20/2019	Auto-Owners Insurance	Auto Ins Renewal	Auto Rnewal	980.97
07/29/2019	Holiday Inn	St Croix Falls/2 visits	St Crx Fall	164.00
07/29/2019	ULINE Shipping Supply	MORE/Bubble bags	MORE Spls	117.43
07/30/2019	Eau Claire Ford	Sys Vehicle/Oil & Filter	Sys Vehicle	38.95
07/30/2019	CDW-G	Billable/Cumberland Label Printer	Comp Equip	351.59
08/01/2019	WLA	WLA Membership/B Krejci	Member	135.00
08/05/2019	Quill Corporation	5 Cases Copy Paper & Misc Spls	Supplies	204.01
08/06/2019	WLA	WLA Conf Reg/K Setter	Conf Reg	58.00
08/07/2019	WLA	WLA Conf Reg/J Thompson	Conf Reg	246.00
08/07/2019	WLA	WLA Conf Reg/L Langby	Conf Reg	56.00
08/07/2019	Amazon.com Credit	Laminator Pouches for Kits	Supplies	10.99
08/08/2019	Fully Sales.com	Sh Cat Svc/New Standing Desk	New Desk	726.00
08/08/2019	Farm & Fleet	Bins for Kits	Bins	65.97
08/08/2019	Festival Foods	Billable Pop & Mtgs Spls	Misc	11.66
08/13/2019	Restaurants	LAWDS Meeting/L Langby	LAWDS Mtg	16.06
08/13/2019	Festival Foods	Billable Pop	Pop	17.95
08/14/2019	Holiday Inn	LAWDS Mtg/L Langby ($82 reimb)	LAWDS Mtg	113.99
08/14/2019	WLA	WLA Membership/K Setter	Member	148.40
08/16/2019	CDW-G	Sh Cat/Label Printer	Sh Cat Eq	351.59
08/16/2019	CDW-G	Adaptor & Cables	Tech Spls	98.31
08/19/2019	WLA	WLA Conf Reg/B Krejci	Conf Reg	190.00
08/19/2019	Kalahari Hotel	WLA Conf Room/B Krejci	WLA Room	99.00
08/19/2019	WLA	WLA Conf Reg/L Roholt	Conf Reg	185.00
08/20/2019	Festival Foods	Billable Pop & Mtgs Spls	Misc	31.97
08/21/2019	Amazon.com Credit	Sh Cat Svc/New Stool & Mouse pad	New Furn	116.65
08/21/2019	Amazon.com Credit	New Office Stool/B Krejci	New Furn	51.10
08/23/2019	Kalahari Hotel	WLA Conf Room/L Roholt	WLA Room	99.00
08/26/2019	FlowRoute.com	Aug Phone/on Acct	Aug Stmt	150.00
08/26/2019	KeyMe	3 New Office Keys	3 Keys	5.25
08/26/2019	CDW-G	Billable/Hammond MS Office	Comp Equip	92.88
08/30/2019	USPS	August Postage	Aug Pstg	22.84
Jul 20 - Aug 31, 19				**4,956.56**

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IFLS Library System
Check Register
October 2019

Date	Num	Name	Memo	Amount
Oct 19				
10/01/2019	Auto Pay	Eau Claire, City of	3rd Qtr Water & Sewer	-336.13
10/01/2019	Auto Pay	Delta Dental	Oct Dental	-780.22
10/08/2019	Auto Pay	Holiday Credit Office	Sept Gas	-46.21
10/10/2019	Auto Pay	Kwik Trip, Inc.	Sept Gas	-42.01
10/12/2019	Auto Pay	CenturyLink	Sept Phone	-1.51
10/15/2019	Auto Pay	Xcel Energy	8/24-9/23 Gas & Electric Svc	-370.39
10/24/2019	Auto Pay	Employee Trust Funds, Dept of	Nov Health Ins.	-18,053.04
10/24/2019	Auto Pay	Associated Credit Card	Sept Credit Card *see attached	-11,663.64
10/25/2019	Auto Pay	Chase Card Services (Credit Card)	Sept Credit Card - Ecomm Fee	-0.50
10/31/2019	CHG	Associated Bank	Oct Wire Fees	-30.00
10/07/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #21	-1,017.00
10/11/2019	WIRE	Internal Revenue Service	P/R #21	-6,552.48
10/15/2019	WIRE	Wisconsin Department of Revenue	P/R #20	-1,322.00
10/22/2019	WIRE	Wisconsin Deferred Comp. Program	P/R #22	-1,017.00
10/25/2019	WIRE	Internal Revenue Service	P/R #22	-6,548.68
10/31/2019	WIRE	Wisconsin Department of Revenue	P/R #21	-1,337.00
10/31/2019	WIRE	Wisconsin Retirement System	Sept WRF	-7,031.68
10/07/2019	41468	Achterhof, Judy	Board Mileage	-55.05
10/07/2019	41469	Anderson, Anne	Board Mileage	-56.10
10/07/2019	41470	Eggert, Pat	Board Mileage	-22.44
10/07/2019	41471	Holte, Marilyn	Board Mileage	-15.30
10/07/2019	41472	Lieffring, Lyle	Board Mileage	-57.12
10/07/2019	41473	Mecord, Robert	Board Mileage	-73.44
10/07/2019	41474	Thompson, Linda	Board Mileage	-61.20
10/07/2019	41475	Abrahamson, Sue	Yth Svc Workshop/Speaker	-231.84
10/07/2019	41476	Jerome, Linda	Yth Svc Workshop/Speaker	-118.32
10/07/2019	41477	Waupaca Public Library	Speaker/S Abrahamson $	-100.00
10/07/2019	41478	Zorea, Emily	Yth Svc Workshop/Speaker	-469.08
10/07/2019	41479	Bayscan Technologies	Billable/Prescott Scanner	-190.00
10/07/2019	41480	Maug Cleaning Solutions, Inc.	9/2-9/29 Cleaning Service	-378.00
10/07/2019	41481	South Central Library System	Jul-Dec Delivery & Tech Mtg Meal	-8,284.80
10/07/2019	41482	Thompson, John	Polk Cnty Lib Visits	-411.88
10/07/2019	41483	WiLS	LSTA/BiblioBoard	-12,000.00
10/07/2019	41484-41500	IFLS Staff	P/R #21 Net	-20,476.60
10/22/2019	41501	Bruce Public Lib	Delivery Damage/2 items	-10.00
10/22/2019	41502	Cameron Public Library	Delivery Damage/1 item	-20.50
10/22/2019	41503	Somerset Public Lib	Delivery Damage/1 item	-16.95
10/22/2019	41504	L.E. Phillips Memorial Public Library	MORE Ecomm/thru Sept	-1,379.94
10/22/2019	41505	River Falls Public Lib	MORE Ecomm/Thru Sept	-1,189.21
10/22/2019	41506	Kilde, Rebecca	WLA Conf Expenses	-367.11
10/22/2019	41507	Krejci, Bridget	WLA Conf Travel	-135.66
10/22/2019	41508	Langby, Leah	WLA Conf Expenses	-40.00
10/22/2019	41509	Roholt, Lori	WLA Conf Expenses	-155.70

IFLS Library System
Check Register
October 2019

Date	Num	Name	Memo	Amount
10/22/2019	41510	Setter, Kathy	WLA Conf Expenses	-30.00
10/22/2019	41511	Thompson, John	WLA Conf Expenses	-209.01
10/22/2019	41512	Welch, Maureen	WLA Conf Expenses	-18.53
10/22/2019	41513	Bayscan Technologies	Billable/Cumberland Scanner	-190.00
10/22/2019	41514	EO Johnson Co.	3rd Qtr Copier Maint.	-389.00
10/22/2019	41515	L.E. Phillips Memorial Public Library	3rd Qtr Contract	-5,750.00
10/22/2019	41516	Marquette University	Renewal/Foundations in WI	-155.00
10/22/2019	41517	Season 2 Season	Sept Lawncare	-220.00
10/22/2019	41518	Securian Financial Group, Inc.	Nov Life Ins.	-415.31
10/22/2019	41519	Thompson, Linda	Reimb/WLA Expense	-125.00
10/22/2019	41520	Waltco Inc.	Oct Delivery Svc	-23,649.36
10/22/2019	41521	L.E. Phillips Memorial Public Library	MORE/3rd Qtr High Demand Items	-5,942.26
10/22/2019	41522	Library Ideas	MORE/Sept Freading Usage	-825.00
10/22/2019	41523	Marcive, Inc.	MORE/Sept Database Maint.	-110.70
10/22/2019	41524-41540	IFLS Staff	P/R #22 Net	-20,455.26

October 2019 TOTAL   **-160,950.16**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (10/25/2019)

Date	Name	Memo	Num	Amount
Sep 19				
09/01/2019	Quill Corporation	Cleaning Spls/Trash/Recycling Bags	9880687	84.28
09/01/2019	WLA	WLA Conf Reg/R Kilde	Conf Reg	219.00
09/01/2019	Kalahari Hotel	WLA Conf Hotel/R Kilde	WLA Conf	111.12
09/01/2019	Restaurants	8/28 Workshop Lunch/WILit reimb	8/28 Wkshp	120.80
09/01/2019	CDW-G	HDD Adapter for IFLS	IFLS Spls	1.31
09/01/2019	3CX Phone System	Annual Phone System/Renewal	Renewal	325.00
09/01/2019	Dell Marketing L.P.	Billable/Hammond Laptop	Comp Equip	803.54
09/10/2019	CDW-G	Billable/Phillips Printer	Comp Equip	351.59
09/10/2019	Dell Marketing L.P.	Billable/Spring Valley 2 Comps	Comp Equip	1,561.88
09/10/2019	Dell Marketing L.P.	Billable/Luck Comp	Comp Equip	780.94
09/10/2019	Dell Marketing L.P.	Billable/Woodville Comp	Comp Equip	780.94
09/10/2019	Festival Foods	Billable/Pop & Water	Pop/Water	16.80
09/11/2019	Quill Corporation	Copier Paper & Cleaning/Towels	1118038	45.98
09/11/2019	Amazon.com Credit	Delivery Damage/Book Replace	Del Damage	24.47
09/12/2019	Best Western Hotels	Polk Cnty/JThompson 1 Stay	Lib Visit	82.00
09/12/2019	Dell Marketing L.P.	Billable/Turtle Lk Comp	Comp Equip	780.94
09/16/2019	WLA	WLA Conf Reg/M Welch	Conf Reg	218.00
09/16/2019	Kalahari Hotel	WLA Conf Hotel/M Welch	WLA Conf	202.03
09/18/2019	Dell Marketing L.P.	Billable/Barron 3 Comps	Comp Equip	2,342.82
09/18/2019	Dell Marketing L.P.	Billable/Augusta 2 Comps	Comp Equip	1,561.88
09/18/2019	Festival Foods	Meeting Supplies/Treats	Mtg Spls	30.71
09/20/2019	Restaurants	New Director Feedback/Lunch	Lunch	293.13
09/20/2019	CDW-G	Billable/Balsam Lk Printer	Comp Equip	217.45
09/23/2019	Amazon.com Credit	ShCat/New Chair for Bonnie	ShCat Svcs	124.80
09/23/2019	Innovative Users Group	MORE/IUG Annual Membership	Membership	100.00
09/24/2019	Holiday Inn	Polk Cnty/J Thompson 3 Stays	Lib Visits	246.00
09/25/2019	Walmart	9/26 Wkshop Snacks & Supplies	9/26 Wkshp	70.08
09/30/2019	FlowRoute.com	Sept Phone AutoFills	Sept Fills	150.00
09/30/2019	USPS	Sept Postage	Sept Pstg	16.15
Sep 19				**11,663.64**

11/13/2019
10:14 AM

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

	IFLS	MORE	2019 TOTAL	2018 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	35,035.24		35,035.24	36,920.29
1040 · Bank Mutual - Checking	5,569.04		5,569.04	65,315.84
1050/1106 · Investments/Bank Mutual & States PIF	798,707.71	415,438.79	1,214,146.50	1,073,633.33
Total Checking/Savings & Investments	839,311.99	415,438.79	1,254,750.78	1,175,869.46
Accounts Receivable				
1200 · Accounts Receivable	14,854.54	0.00	14,854.54	48,639.55
Total Accounts Receivable	14,854.54	0.00	14,854.54	48,639.55
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,345.87		2,345.87	3,348.28
1504/1505 · 2019-2020 Prepaid Expenses	34,367.68	0.00	34,367.68	3,885.00
Total Other Current Assets	36,788.55	0.00	36,788.55	7,308.28
TOTAL ASSETS	890,955.08	415,438.79	1,306,393.87	1,231,817.29
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	47,542.20	5,001.62	52,543.82	39,063.13
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	47,542.20	5,001.62	52,543.82	39,063.13
Other Current Liabilities				
2100 · Payroll Liabilities	1,337.00		1,337.00	1,289.00
Total Other Current Liabilities	1,337.00	0.00	1,337.00	1,289.00
Total Current Liabilities	48,879.20	5,001.62	53,880.82	40,352.13
Total Liabilities	48,879.20	5,001.62	53,880.82	40,352.13
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	319,416.70	32,678.10	352,094.80	323,274.74
Total Equity (End of Year)	842,075.88	410,437.17	1,252,513.05	1,191,465.16
TOTAL LIABILITIES & EQUITY	890,955.08	415,438.79	1,306,393.87	1,231,817.29

IFLS Library System
Revenue and Expense Statement
January through October 2019

	Jan - Oct 19	Jan - Oct 18
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,162,585.00
5200 · Interest Income/General Funds	33,197.30	24,555.53
5263 · MORE Management Income	10,000.00	10,000.00
5280 · Technology Income	6,752.29	7,084.26
5300 · Miscellaneous Income	4,021.05	5,000.00
Total Income	1,254,026.64	1,209,224.79
Expense		
6500 · Salaries/Wages	421,604.06	426,041.61
6560 · Payroll Expenses	174,670.05	137,474.29
8070 · New Furnishings/Equipment <$500	51.10	322.69
8530 · Bank Service Charges	103.00	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	4,213.28	5,265.00
8700 · CE/Collaboration Projects	200.00	100.00
8702 · Crisis Prevention Training	40.80	0.00
8710 · CE Grants - General	2,400.00	1,051.65
8720 · IFLS Staff Dvlpmt & Prof Mtgs	5,836.41	10,060.56
8735 · Library Consulting Expenses	593.13	252.00
8740 · Field Visits	5,481.48	4,639.07
8741 · Field Visits - Tech Support	0.00	0.00
8755 · Programming Kits	1,138.10	1,291.37
8812 · ILL Fees & Verification Sources	6,995.61	8,565.88
8850 · Delivery Service	213,508.53	209,299.99
8855 · Collection Dev Grant-LEPhillips	17,250.00	17,250.00
8864 · Wide-Area Network (WAN)	7,370.00	5,185.00
8890 · IFLS Contrib - MORE Operating	85,177.00	82,696.00
8898 · LEAN WI/Shared Tech WVLS	0.00	62,000.00
8950 · Campaign for Wisconsin Libs	1,126.00	0.00
8960 · Long Range Planning Meeting	0.00	2,672.50
8971 · Web Development	1,006.80	863.83
9010 · IFLS Committee Meetings	3,127.59	3,220.69
9020 · Professional Materials	966.42	1,263.29
9030 · Postage	721.33	115.86
9050 · Telephone	3,323.32	5,664.47
9060 · Supplies	818.03	907.77
9080 · Printing	1,350.40	81.34
9123 · Building Overhead Expenses	16,500.88	15,140.71

IFLS Library System
Revenue and Expense Statement
January through October 2019

	Jan - Oct 19	Jan - Oct 18
9140 · Photocopier Costs	2,161.08	2,065.40
9160 · Computers	935.87	667.01
9190 · System Vehicle Expenses	2,118.31	2,558.84
9220 · Insurance	4,216.51	3,183.99
9240 · Contingency	630.00	395.14
9241 · Credit Card Reward Program	-1,086.36	1,392.69
9245 · Capital Expenditures	0.00	3,129.00
Total Expense	1,042,776.46	1,049,562.31
Net Ordinary Income	211,250.18	159,662.48
Pass-thru Income/Expense		
Pass-thru Income		
5470 · LSTA #17 - PLSR Sys Redesign 3	8,013.79	172,513.25
5471 · LSTA #17 - WPLC Biblioboard Inc	24,000.00	24,000.00
5506 · TEACH Grant Income	2,910.00	2,329.00
5620 · Shared Cataloging Svc Income	135,653.46	125,439.23
5702 · Billable Project Income	167,424.85	176,502.21
Total Pass-thru Income	338,002.10	500,783.69
Pass-thru Expense		
8830 · Shared Cataloging Service	64,849.44	72,938.94
8940 · Projects Billable to Libraries	130,062.35	148,850.10
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	229,835.58	420,626.29
Net Pass-thru Income	108,166.52	80,157.40
Year-to-date Income less Expense (IFLS Funds)	**319,416.70**	**239,819.88**
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	732,081.00	716,469.00
9500 · MORE Shared Automation Expenses	699,402.90	633,014.14
Year-to-date Income less Expense (MORE Funds)	**32,678.10**	**83,454.86**
Year-to-date Income less Expense (ALL Funds)	**352,094.80**	**323,274.74**

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

	Jan - Oct 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	33,197.30	35,000.00	-1,802.70	94.85%
5263 · MORE Management Income	10,000.00	10,000.00	0.00	100.0%
5280 · Technology Income	6,752.29	4,000.00	2,752.29	168.81%
5300 · Miscellaneous Income	4,021.05	1,000.00	3,021.05	402.11%
Total Income	1,254,026.64	1,250,056.00	3,970.64	100.32%
Expense				
6500 · Salaries/Wages	421,604.06	540,000.00	-118,395.94	78.08%
6560 · Payroll Expenses	174,670.05	190,000.00	-15,329.95	91.93%
8070 · New Furnishings/Equipment <$500	51.10	500.00	-448.90	10.22%
8530 · Bank Service Charges	103.00	250.00	-147.00	41.2%
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	4,213.28	6,350.00	-2,136.72	66.35%
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	5,836.41	10,000.00	-4,163.59	58.36%
8735 · Library Consulting Expenses	593.13	600.00	-6.87	98.86%
8740 · Field Visits	5,481.48	8,000.00	-2,518.52	68.52%
8755 · Programming Kits	1,138.10	1,300.00	-161.90	87.55%
8812 · ILL Fees & Verification Sources	6,995.61	8,600.00	-1,604.39	81.34%
8850 · Delivery Service	213,508.53	270,093.00	-56,584.47	79.05%
8855 · Collection Dev Grant-LEPhillips	17,250.00	23,000.00	-5,750.00	75.0%
8864 · Wide-Area Network (WAN)	7,370.00	10,370.00	-3,000.00	71.07%
8890 · IFLS Contrib - MORE Operating	85,177.00	85,177.00	0.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	56,000.00	-56,000.00	0.0%
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00	0.00	100.0%
8971 · Web Development	1,006.80	1,100.00	-93.20	91.53%
9010 · IFLS Committee Meetings	3,127.59	5,150.00	-2,022.41	60.73%
9020 · Professional Materials	966.42	1,470.00	-503.58	65.74%
9030 · Postage	721.33	780.00	-58.67	92.48%
9050 · Telephone	3,323.32	9,960.00	-6,636.68	33.37%
9060 · Supplies	818.03	1,120.00	-301.97	73.04%
9080 · Printing	1,350.40	1,800.00	-449.60	75.02%
9123 · Building Overhead Expenses	16,500.88	23,350.00	-6,849.12	70.67%
9140 · Photocopier Costs	2,161.08	2,400.00	-238.92	90.05%
9160 · Computers	935.87	4,900.00	-3,964.13	19.1%

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

	TOTAL			
	Jan - Oct 19	Budget	$ Over Budget	% of Budget
9190 · System Vehicle Expenses	2,118.31	3,300.00	-1,181.69	64.19%
9220 · Insurance	4,216.51	5,021.00	-804.49	83.98%
9240 · Contingency	630.00	1,000.00	-370.00	63.0%
9241 · Credit Card Reward Program	-1,086.36	0.00	-1,086.36	100.0%
9245 · Capital Expenditures	0.00	18,590.00	-18,590.00	0.0%
Total Expense	1,042,776.46	1,353,512.00	-310,735.54	77.04%
Net Ordinary Income	211,250.18	-103,456.00	314,706.18	
Pass-thru Income/Expense				
Pass-thru Income				
5470 · LSTA #17 - PLSR Sys Redesign 3	8,013.79	8,014.00	-0.21	100.0%
5471 · LSTA #17 - WPLC Biblioboard Inc	24,000.00	24,000.00	0.00	100.0%
5506 · TEACH Grant Income	2,910.00	2,910.00	0.00	100.0%
5620 · Shared Cataloging Svc Income	135,653.46	135,655.00	-1.54	100.0%
5702 · Billable Project Income	167,424.85	175,000.00	-7,575.15	95.67%
Total Pass-thru Income	338,002.10	345,579.00	-7,576.90	97.81%
Pass-thru Expense				
8830 · Shared Cataloging Service	64,849.44	135,655.00	-70,805.56	47.81%
8940 · Projects Billable to Libraries	130,062.35	175,000.00	-44,937.65	74.32%
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	229,835.58	345,579.00	-115,743.42	66.51%
Net Pass-thru Income	108,166.52	0.00	108,166.52	
Year-to-date Income less Expense (IFLS Funds)	319,416.70	-103,456.00	422,872.70	
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	699,402.90	795,536.00	-96,133.10	87.92%
Year-to-date Income less Expense (MORE Funds)	32,678.10	-68,456.00	101,134.10	
Year-to-date Income less Expense (ALL Funds)	352,094.80	-171,912.00	524,006.80	

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

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	$ 415,438.79
1200-1 · Accts Receivable-MORE	-
1503-1 · 2018 Prepaid Expense-MORE	-
TOTAL ASSETS	$ 415,438.79
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	5,001.62
Total Liabilities	5,001.62
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	32,678.10
Total Equity/MORE Fund Balance	410,437.17
TOTAL LIABILITIES & EQUITY	$ 415,438.79

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

	Jan -Oct '19	Jan - Oct '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	234,999.20	234,999.20
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	1,938.43
9500-22 · MORE/High-demand Hold Project	10,018.60	4,979.62
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	31,377.57	36,145.04
9500-40 · MORE/Overdrive Content	26,084.87	16,238.90
9500-45 · MORE/Freading eBook Svc	7,720.00	6,168.00
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	4,124.62	3,873.14
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	699,402.90	633,014.14
Total MORE Expense	699,402.90	633,014.14
Year-to-date MORE Income less Expense	32,678.10	83,454.86
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	410,437.17	

Director's Report of Monthly Activities and Agenda Items

Building Projects:
Rice Lake has moved back into their expanded/renovated facility. Milltown is moving back into their expanded/renovated library. Somerset is in the early stages of expansion.

Facility Assessments:
I have working with Menomonie and Frederic in developing an assessment of current and future space needs.

Planning:
Currently working with Frederic and Osceola on updated plans. Other libraries may be developing plans in 2020.

WAPL Conference:
Attended a workshop entitled: "So you Want to Talk About Accessibility?" Both Leah and I attended the program presented by Angela Meyers and Brian Peters. It focused on how the Bridges Library System helped fund accessibility audits in their libraries. Leah and I will be discussing ways IFLS can improve our support for accessibility within our libraries. I attended the Awards and Honors reception where I presented the Library of the Year award to the L. E. Phillips Memorial Public Library. I spent some time networking with vendors and architects to discuss services that might be helpful for our libraries in the future.

Director Openings:
Currently Barron, Durand, and New Richmond have open positions.

Consulting:
Budget, director hiring, space planning, planning, personnel, library law, county funding, and board development.

Agenda Items
X. Health Insurance Resolution – This is a standard resolution for continued participation in the State's health insurance program for local governments.

XI. Nomination Committee

XII. 2020 State Long Range Plan and Budget – Review of the finalized State long range plan with the 2020 budget allocated by program.

Wisconsin Department of Employee Trust Funds

EXISTING EMPLOYER UPDATE RESOLUTION
WISCONSIN PUBLIC EMPLOYERS' GROUP HEALTH INSURANCE PROGRAM

RESOLVED, by the _IFLS Board_ of the _Indianhead Federated Library System_
            (Governing Body)   (Employer Legal Name)

that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to continue in the Wisconsin Public Employers (WPE) Group Health Insurance program that is offered to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the *Local Employer Health Insurance Standards, Guidelines and Administration Manual* (ET-1144).

We will continue to participate in the program option in which we are currently enrolled, if we wish to elect a new program option for 2020 we will file a separate resolution to do so.

All participants in the WPE Group Health Insurance program need to be enrolled in a program option. Individual employees cannot choose between program options.

The resolution must be received by the Department of Employee Trust Funds as soon as possible, but no later than October 1, in order to continue participation without lapse. If more time is needed, contact ETF.

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the _15th_ day of _October_, year _2019_, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this _15th_ day of _October_, year _2019_.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

_39-1296047_
Federal tax identification number (FEIN/TIN)

_69-036- 5017000_
ETF employer identification number

Number of eligible employees _14_

Eau Claire
Employer county

Button @IFLS.Lib.Wi.US
Employer benefit contact email address

Authorized employer representative signature

JAMES TRIPP
Authorized employer representative printed name

Board President
Authorized representative title

1538 Truax Blvd.

Eau Claire, WI 54703
Mailing address

Submit completed form to ETF at ETFSMBESSNewEmployer@etf.wi.gov
or fax to 608-267-4549.

ET-1169 (REV 3/14/2019)

March 15, 2019

To whom it may concern,

The Department of Employee Trust Funds is writing to inform you of a change that requires you, the governing body of your municipality (Board), to sign and submit an updated resolution to participate in the Wisconsin Public Employers group health insurance program (WPE-GHIP). This will not change the WPE-GHIP that is offered to your employees and retirees. **Please sign and return the attached resolution as soon as possible and no later than October 1, 2019 to continue participation in the WPE-GHIP.**

The reasons for the need of this new resolution are as follows:

1. ETF has created one reference source for the WPE-GHIP. Previously, information was provided in a variety of publications such as: the *Local Health Insurance Employer Administration Manual* (ET-1144), the contract between the Group Insurance Board and the participating health insurance providers (ET-1136) and several employer bulletins. These resources are now combined into the *Local Employer Health Insurance Standards, Guidelines and Administration Manual* (ET-1144).

2. The original resolution the Board signed stated that the Board agreed to abide by the terms of the program set forth in the contract between the Group Insurance Board and the participating health insurance providers. With the movement of those contract provisions to this new employer manual (ET-1144), that resolution is no longer accurate.

Contract provisions that were moved into this employer manual were not materially changed. Signing this agreement does not bind the Board into any new or substantially revised provisions that haven't already been communicated or implemented. The change was motivated by ETF's strategic initiative to provide an improved experience for administrative staff.

If you have questions or comments, please contact ETF at ETFSMBEmployerInsurance@etf.wi.gov or 1-877-533-5020 select option 2 (toll free) or 1-608-266-3285 select option 2 (local Madison area).

Sincerely,

The Department of Employee Trust Funds
Attachment: Resolution ET-1169

Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2020**
PI-2446 (Rev. 08-19)

INSTRUCTIONS: Complete and submit one copy of this Word document along with one signed, scanned copy in PDF format to the Division for Libraries and Technology (Division) by Tuesday, October 15, 2019. Submit completed Word and PDF documents to:

LibraryReport@dpi.wi.gov

Required by Wis. Stat. §§ 43.17(5) and 43.24(3)

GENERAL INFORMATION

Library System

IFLS Library System

Describe significant needs and problems that influenced the development of this and other system plans.

While many of our municipalities have seen little or no growth thus impacting their ability to increase funding of library or other muncipal services, some of the larger more urban communities have seen some increases in new development. The system continues to seek ways to more effectively provide the highest quality services while trying to limit the amount of fees charged to our member libraries. Administration of libraries continues to increase in complexity and the pool of candidates for library director positions seems to be diminishing. The needs for consulting services and training have increased due to significant turnover in library staff positions in the past few years.

Did the library system consult member libraries in the development of this plan?

☐ No, the library system did not include member libraries in the development of this plan.

☒ Yes, the library system included member libraries in the development of this plan.

If yes, describe the planning environment and process for this system plan. Include how member libraries are involved in plan development and review:

IFLS has an Advisory Committee which represents our 10 member counties, the resource library and nonpublic libraries in our area. The library directors in the member counties select their representatives every two years (half in the even numbered years and the other half in the odd numbered years). They advise the IFLS Board and Staff on planning, budget and services. Every three years we have a more involved planning process. Development of the 2019 plan used a more extensive planning process.

IFLS staff reviewed our 2019 Strategic Plan key work plan directions and provided a progress update to our member libraries in July 2019. We also requested them to review the strategic plan and provide suggested changes to the plan. The IFLS Board received the progress report at their July meeting. No significant changes to the Strategic Plan are being proposed. One suggestion to improved member library trustee training is being implemented in 2019/2020.

Does the library system have a formally appointed advisory committee under Wis. Stat. § 43.17(2m)?

☐ No, the library system does not have a formally appointed advisory committee.

☒ Yes, the library system has a formally appointed advisory committee.

If the system appoints an advisory committee under Wis. Stat. § 43.17(2m), describe how the system makes appointments, posts meetings, and how the advisory committee reports to the library system board. Include a list of any additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the Division:

The system has a 13 person advisory committee consisting of one representative from each of the 10 counties, the resource library director and two multitype at large members representing academic, school or special libraries. The two year terms are staggered for the members. Each year six terms expire. The representative serving determines if they wish to continue. If they don't the individual county library directors select their representative. The agenda and minutes are posted on the IFLS website https://iflsweb.org/knowledge-base/advisory-council/ and provided to the IFLS Board. A representative from the group tries to attend the IFLS Board meeting to provide an update.

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2020**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

Wis. Stat. § 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

☒ Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.

☒ The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

If the system is providing the sample copy and list of members signing through a publicly available webpage, provide the URL here:

Resource Library Agreement

☒ Wis. Stat. § 43.24(2)(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.

☒ The system will provide a signed copy of the resource library agreement to the Division by January 15.

If the system is providing the resource library agreement through a publicly available webpage, provide the URL here:

Reference Referral, Interlibrary Loan, and Technology

☒ Wis. Stat. § 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.

List ongoing activities related to this requirement:

Technology
1. Continue to develop "LEAN Wisconsin" (LEAN WI), a partnership between multiple library systems (currently, IFLS, NWLS and WVLS), to provide member libraries with access to a strong and cost efficient enterprise technology service platform, including: virtualization, durable data storage, technology consultation, technology support, applications services and an array of additional beneficial technology services.
2. Continue to provide member libraries with access to technology expertise and technology consulting.
3. Increase LEAN WI and library funding by curating grant information and partnering with other organizations to leverage grant writing expertise and/or jointly apply for grants.
4. Monitor development in the TEACH Wisconsin program, FCC telecommunication discounts, BadgerNet, etc, as they apply to WVLS area libraries. Encourage libraries to take advantage of these programs/discounts when it is appropriate to do so.
5. Support county and local broadband development initiatives and efforts to increase broadband capacity in libraries.
6. Continue to monitor bandwidth usage by member libraries.
7. Assist member libraries in acquiring supplemental bandwidth when needed.
8. Continue to provide a secure Wide Area Network (WAN), with adequate bandwidth, for data communication between member libraries, the system headquarters, and appropriate application servers. Continue to work with member libraries to determine the most appropriate methods of data communication.
9. Facilitate group purchases of computers, network devices, and other technology-related devices for member libraries in order to promote ownership of state of the art equipment and cost savings.
10. Continue to promote effective cost-sharing by facilitating the hosting and licensing of shared applications and databases used by member libraries.
11. Meet with 25 public library directors (including technology managers when appropriate) within the LEAN WI footprint to establish and maintain working relationships and to initiate technology assessment projects with their respective libraries.
12. Blend WVLS, NWLS and IFLS technology services platform into a unified LEAN WI service model.
13. Work to normalize the use of technology between LEAN WI internally, as well as between partner systems and their respective member libraries.
14. Expand the use of technologies which enable or facilitate support automation tools (eg. Active Directory).
15. Explore and experiment with new technologies of probable value to LEAN WI member libraries and commit to one pilot project annually.
16. Expand the use of technology for remote presence meetings and programming, and promote its value to member libraries in the LEAN WI footprint.
17. Pursue collaborative opportunities under LEAN WI.
18. Pursue collaborative opportunities internally with member libraries in the LEAN WI footprint.

ASSURANCES (cont'd)

19. Assist member libraries in the LEAN WI footprint with partnership development among each other, with local organizations, and digitally with remote libraries and organizations.

Reference Referral & Interlibrary Loan
Administers the MORE shared system (ILS).
Subscribes to and promotes electronic databases.
IFLS interlibrary loan staff continue to handle & refer reference and interlibrary loan requests as needed to all types of libraries in the IFLS area as well as to out-of-system and out-of-state libraries using the ILS, WISCAT and WorldCat/OCLC software. Participates in WPLC projects including the statewide buying pool.

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

ILS Improvement--Deploy a new patron OPAC for MORE

Inservice Training

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

The Division interprets inservice training to incorporate a range of in-person and virtual continuing education opportunities.

List ongoing activities related to this requirement.

Assess the CE needs of staff and directors of member libraries and the MORE shared system.
Provide 30 or more contact hours of CE for staff and directors and at least 12 hours of specialized training on the MORE shared system.
Continue to investigate co-sponsoring training with other types of libraries and invite staff from other types of libraries to training sessions as appropriate.
Strive to hold 50% of IFLS sponsored workshops/training outside of Eau Claire.
Provide remote access to workshops and webinars as appropriate.
Continue to promote and offer Prepare Training (Crisis Prevention Institute) inservices at libraries (with one IFLS staff and 2 member library staff trained to provide it), and offer other inservice opportunities for individual libraries, as well.

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

Promoting and supporting use of Inclusive Services Assessment and Guide; Collection Development facilitated discussions; New Director Cohort; Support Staff retreat; Advocacy and Board Development.

Identify the names and email addresses of continuing education staff employed by the system for continuing education services:

Leah Langby, langby@ifls.lib.wi.us

If the system contracts with another system or entity to plan and conduct continuing education services, list that system or entity and provide a link to, or copy of, the current agreement:

Delivery and Communication

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

List ongoing activities related to this requirement. For physical delivery reference resources, personnel, and vendors.

Provide 3 day a week delivery to MORE public libraries; and twice a day, 5 days a week delivery for the resource library.
Provide 1-2 day a week delivery for other member libraries based on ILL volume.
Fund the system's share of the statewide delivery network.
Survey, monitor and evaluate the courier volume.
Provide consulting and training on websites and website development including mobile versions.
Disseminate information via electronic newsletters or blogs to staff from all types of libraries

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

Further strenghten our advocacy/communication/PR training and support. Refine the newly deployed IFLS website.

Monitor/evaluate courier performance and viability

ASSURANCES (cont'd)

Service Agreements

☒ Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.

☒ The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

If the system is providing the service agreements through a publicly available webpage, provide the URL here:

If the system is providing the service agreements through a publicly available webpage, provide a brief description of the types and number of agreements here:

Other Types of Libraries

☒ Wis. Stat. § 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.

☒ The system will have 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. The system will provide a copy of the agreement with a list of all signing libraries to the Division by January 15.

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide the URL here:

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide a brief description of the types and number of agreements here:

Library Technology and Resource Sharing Plan

☒ Wis. Stat. § 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 fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

☒ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2020. See the Library System Technology and Resource Sharing plan webpage for more information.

If the system is providing the current technology and resource sharing plan through a publicly available webpage, provide the URL here:

Is the plan current and comprehensive for the technology and resource sharing services the system provides?

☐ Yes, the library system technology and resource sharing plan is current and comprehensive for the technology and resource sharing services the system provides.

☒ No, the library system technology and resource sharing plan is not current or comprehensive for the technology and resource sharing services the system provides or will provide.

If no, describe what the system has added, changed, or eliminated from the plan in effect (and describe how the changes were reviewed with member libraries and approved by the system board):

Indicate new or priority activities relating to this requirement for the plan year:

Continued integration of IFLS, NWLS, and IFLS into collaborative technology support platform. Continued development of collaborative backup program. Lauch of new MORE OPAC February 2020.

ASSURANCES (cont'd)

Professional Consultation

☒ Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.

Identify consultants, specific service areas, and related activities. If the consultant is employed by a member library, indicate the library and the consultant's title:

System Director -- Library Administration; Space and Building Consulting; Planning; Personnel; Library Law; Board Development;
Youth and Inclusive Services -- Programming; Collection Development; Community partnerships; Literacy; Inclusive services; Customer Service; Planning; Personnel and Staff Development
Technology -- New technology innovation in partnership with Wisconsin Valley
PR and Marketing -- PR; Advocacy; Social Media; Branding
Adult Services/Electronic Resources -- Collection Development; Programming; Consulting/Training on ILL, databases, e-material and device use; Reference; Resource Sharing
Business Manager -- Financial management/accounting
ILS Staff -- Circulation, Cataloging, Acquistions, Statistics, and Patron Service

Indicate new or priority activities relating to this requirement for the plan year (if no change from current year, indicate *None*):

Library Space Planning/Construction
New director resources/orientation/mentoring
Increase library board development

Inclusive Services

☒ Wis. Stat. § 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.

Indicate new or priority activities relating to this requirement for the plan year:

Promoting and supporting use of the Inclusive Services Assessment and Guide.

Other Service Programs

Wis. Stat. § 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 system board after consultation with participating public libraries.

List each "other" service program individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

Administration

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

☒ The system will submit the 2019 system audit to the Division no later than September 30, 2020.

Budget

☒ The system completed and included the budget by service program category and fund source for the plan year (see guidelines).

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 2020 resource library contract.*

Facet – LEAN WI Technology Services Partnership:

Summary Element:

IFLS Library System (IFLS), Northern Waters Library Service (NWLS), and Wisconsin Valley Library Service (WVLS) collaborate directly in the Libraries an Enterprise Applications Nexus of Wisconsin (LEAN WI) partnership. This partnership represents 118 public libraries and branches across 25 counties. Much of the collaboration between the partnering systems and our public library members continues to occur in the traditional sense, between Library Systems and Public Library members. Intra-partnership collaboration, exchange of services, deduplication of efforts, and ongoing efforts to strengthen the production status of our shared infrastructure is expected to continue during 2020.

LEAN WI partners will continue jointly collaborating on our collection of Makerspace equipment and other creative technologies with our collective membership, reassessing existing capital and recalibrating the service along with the growth in partnership. This element of service is expected to remain one of the most involved services directly facing our public library members in 2020 and has been separated as an element of collaboration under the LEAN WI partnership facet.

A joint website service was developed during 2018. This comprehensive service succeeded separate legacy services combining site hosting, design, and webmaster training elements grown in adoption during 2019. The inclusion of NWLS as a partner in 2019 will likely add pressure for additional growth of services during 2020, presenting the partnership challenge and opportunity to review and revise a joint strategy to sustainably grow and maintain the various subservices. Website services have been separated as an element of collaboration under the LEAN WI partnership facet.

During 2019 LEAN WI partners expanded on external collaboration efforts initiated in 2018, leveraging Library Service and Technology Act (LSTA) grant funding to Wisconsin from the Institute of Museum and Library Services (IMLS) which is channeled in part through and managed by the Wisconsin Department of Public Instruction (DPI). A durable statewide Backup and Archiving project is under development, with capital procured and current in the planning stages for setup and initial implementation. It is yet to be seen to what extent this resource will be shared or to cost valued across the numerous Public Library Systems which have contributed various funding allocations and human resources. For 2020 a raw cost benefit to the LEAN WI partnership for the specific backup and archive needs met will be estimated, with significant revisions likely for 2021 planning in Aug-Sept 2020, and 2020 reporting in Jan 2021. A base of $1,000,000 (approximate initial capitalization cost for both sites) divided by the initial five-year lifecycle is used. Estimated (prepaid) equipment operating overhead is $18,000 for the LEAN WI host site.

The combined human resources and operational overhead for LEAN WI services is estimated to be approximately $804,000. The combined estimated replacement value of this service platform for public library collaborators is estimated to be over $42.8 million. The offset cost benefit value of the LEAN WI partnership is estimated at approximately $41.8 million. The LEAN WI partnership is one of equitability and thus, represents average estimated cost benefit of approximately $13.9 million per partner system in 2020.

Cost Benefit Element(s)
Activity: Technology Services (LEAN WI Partners and Library Members)
Amount: $31,904,000.
Average: $10,635,000. (per partner)

Activity: Website Services (LEAN WI Partners and Library Members)
Amount: $1,309,000.
Average: $436,600. (per partner)

Activity: Makerspace Kits Shared Lending Pool (LEAN WI Partners and Library Members)
Amount: $2,170,000.
Average: $723,300. (per partner)

Activity: Backup and Archive (LEAN WI Partners and Library Members)
Amount: $6,643,000.
Average: $2,214,300. (per partner)

Please note, here is a summary table reflecting broad cost benefit categories and replacement context. This is for library system staff (technology directors and directors) to be able to better visualize the broad categories and values as well as their gross and

net replacement values.

	Human Resources	Application Services	Totals
LEAN WI Est. Operational Overhead	$ 515,000	$ 289,000	$ 804,000
Tech Services - Libraries	$ 26,750,000	$ 5,154,000	$ 31,904,000
Website Program - Libraries	$ 1,284,000	$ 25,000	$ 1,309,000
Makerspace Program - Libraries	$ 1,770,000	$ 400,000	$ 2,170,000
Backup and Archive - Libraries	$ 2,755,000	$ 3,888,000	$ 6,643,000
Est. Replacement Value - Total	$ 33,074,000	$ 9,756,000	$ 42,830,000
LEAN WI Offset Cost Benefit Value	$ 32,559,000	$ 9,249,000	$ 41,808,000

Facet – Advanced Networking:

Summary Element:

WVLS is a member of the Wausau Community Area Network (WCAN) and IFLS is a member of the Chippewa Valley Inter-Networking Consortium (CINC) allowing each system to dedicate a 1,000 Mbps circuit to the LEAN WI shared data center. Equivalent circuits are estimated to have a base cost of approximately $1500 per month each. Assuming E-Rate discounts, the estimated annual cost for leasing and maintaining such a circuit and supporting equipment independently would be approximately $15,000. The average cost of membership and maintenance for the WCAN and CINC is approximately $3,500 annually, resulting in a direct estimated cost benefit to each system for participation in regional collaborative networks of approximately $11,500 in 2020.

The BadgerNet Network is a service contracted under the Wisconsin Dept. of Administration (DOA) with significant operations and funding program management efforts performed by the DOA's Technology for Educational Achievement (TEACH) program on behalf of schools and libraries. Additionally, the Wisconsin Dept. of Public Instruction's Division for Libraries and Technology put in significant effort, coordinating with DOA, TEACH, and Library Systems to ensure this massive statewide collaborative effort runs as smoothly and efficiently as possible. This is an annually recurring element of collaboration effecting a direct individual cost benefit to library systems and libraries and enables further collaborative value between library systems and member libraries. In 2020, LEAN WI partners will be operating one or two 10Gbps BadgerNet circuits. It is estimated that an equivalent replacement service (assuming E-Rate discounts and ideal circumstances for all aspects of service) would have caused a minimum net cost increase of approximately $65,000 for the head-end circuits and approximately $3,000 per BadgerNet member site on average. This results in an estimated direct net cost benefit of approximately $395,000 for LEAN WI partners and member libraries.

Each LEAN WI partner is a member and partner of the private, non-profit research and educational network services provider, WiscNet. Each system contributes a $1,500 membership fee annually to participate in a variety of valuable peer information sharing opportunities and to leverage various technology services. As a member, each partner is eligible for network services, which includes Internet transiting services with no upper limits to throughput. The cost of WiscNet network services is approximately $10,000 per year per partner. Comparatively, 10 Gigabit transit services listed under State of Wisconsin contract 505004-O14-BCNMGSRVCS-01 are not expressly priced, but scale to approximately $8,000-$10,000 per month or $96,000 to $120,000 per year. WiscNet network services include several benefits (such as assigning large blocks of public IP addresses and providing service at multiple connection points) not available from other vendors, or available or additional cost. These secondary benefits have an approximate value of $20,000 per year across LEAN WI partners. WiscNet does not charge any additional fees for library members behind the LEAN WI converged Wide Area Network (WAN) resulting in a minimum collaborative cost benefit value of $1500 per library. Partners also share access to a highly discounted data center facility leased through WiscNet with rack space and power costs estimated to be approximately $15,000 in 2020 or roughly $5,000 per LEAN WI partner. Equivalent self-managed or outsourced facilities vary widely in cost from approximately $12,000 to $40,000+ per LEAN WI partner.

Cost Benefit Element(s)

Activity: Community Area Networks (LEAN WI Partners {IFLS, WVLS}, CCITC, CVTC, NTC, several K12 districts and many other members)

Amount: $23,000.

Average: $11,500. (per partner – IFLS, WVLS)

Activity: BadgerNet Network (DOA-DET/TEACH, DPI, LEAN WI Partners, Library Members)
Amount: $395,000.
Average: $131,700. (per partner)

Activity: WiscNet Partnership (LEAN WI Partners, Library Members, WiscNet)
Amount: $340,000.
Average: $113,300. (per partner)

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

Activity	Amount
1. Maker Kits	
2. Participate in the CINC (Chippewa Valley Internetworking Consortium). This consortium provides a fiber-based, inexpensive, high-bandwidth network for IFLS and five of our member libraries. - > $4000/year	
3. LEAN WI Technology Services Partnership	
4. WPLC Participation	$1,105,000
5. MORE Shared ILS 49 participating locations	$325,000
6. Shared Cataloging and Bibliographic Services (CABS)	$75,000
7. PiWI Training and Support	$2,000
8. Webinars	$5,000
9. Other continuing education	$5,000
10. Delivery Coordination among IFLS and 53 member libraries along with the Statewide Network and Minitex	$1,100,000
Cost Benefit Total	$2,617,000

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2020.**

Name of System Director	Signature of System Director	Date Signed *Mo./Day/Yr.*
John Thompson	➤ *[signature]*	9-25-2019
Name of System Board President	Signature of System Board President	Date Signed *Mo./Day/Yr.*
Jim Tripp	➤ *[signature]*	9-25-2019
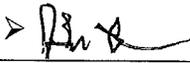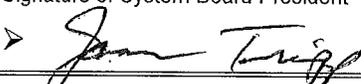
**FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is:	DLT Assistant Superintendent Signature	Date Signed *Mo./Day/Yr.*
☐ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	➤	

Comments

PUBLIC LIBRARY SYSTEM 2020
ANNUAL PROGRAM BUDGET

Program	2020 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference, and Interlibrary Loan*					
1. Ref & ILL Svc	$140,097				
2. Technology	$217,668			$84,000	
3. MORE Shared Sys/ILS	$150,997			$788,043	
4.					
5. Electronic Resources	$34,470			$207,515	
Program Total	$543,232	$0	$0	$1,079,558	$1,622,790
Continuing Education and Consulting Service*					
1. CE & Consulting	$135,698				
2.					
Program Total	$135,698	$0	$0	$0	$135,698
Delivery Services	$321,359				$321,359
Library Services to Special Users	$41,578				$41,578
Library Collection Development	$30,063				$30,063
Direct Payment to Members for Nonresident Access					$0
Direct Nonresident Access Payments Across System Borders					$0
Library Services to Youth	$61,432			$5,000	$66,432
Public Information	$51,964			$5,000	$56,964
Administration	$14,730	$177,246		$200	$192,176
Subtotal	$521,126	$177,246	$0	$10,200	$708,572
Other System Programs					
1.					$0
2.					$0
Program Total	$0	$0	$0	$0	$0
Grand Totals	$1,200,056	$177,246	$0	$1,089,758	$2,467,060

*These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 5 is reserved for the amounts budgeted for electronic resources (see program budget guidelines).

1. We decided to move to once-a-year library card bulk order (instead of twice a year) because we were having a hard time meeting minimum order requirements. So far so good!
    I've been encouraging libraries to think outside of the box when designing cards. Your library card should be the coolest card in your wallet! Here are a couple. (FYI: The lines are for reference and don't show up on the finished card.)

2. We had a productive first website co-work day at IFLS, and our talented staff are really mastering the new system. We continue to make improvements to the existing site. I always welcome your feedback! Feel free to e-mail or call, or just stop into my office after the meeting.

3. Looking forward, Library Legislative Day is Tuesday, February 11, 2020. The last two years I've had to cancel because of horrible weather! I'm determined to make it down there this year, and would love the company of a couple board members. So, if you're interested, save the date and watch for details.

4. As you can see on the library card sample, Osceola has a name change and a new logo. Shelby Friendshuh had a great vision and it was a pleasure working with her to develop a new logo.
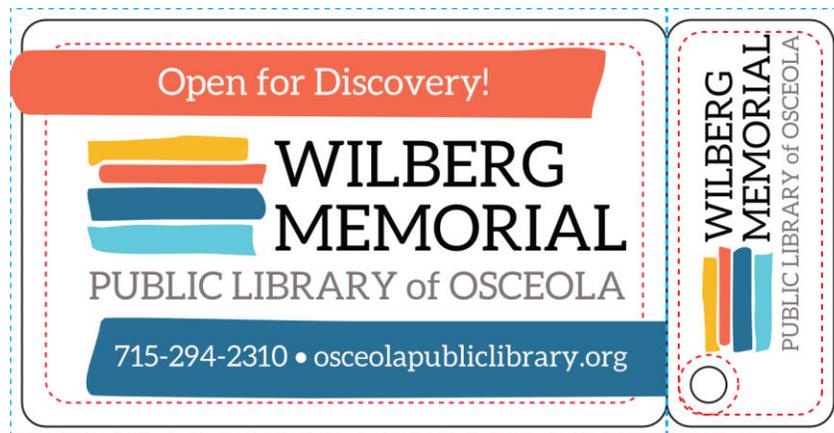
IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby November 13, 2019

Continuing Education Highlights:
Completed Workshops:
- Annual Youth Services workshop September 26 in Menomonie
- Webinar on collection development October 30
  - Marge Loch Wouters from Southwest Library Service provided as thank you for monthly Starred Reviews publication
  - 73 people attended live from around the state 36 have viewed the recording to date
- Trustee Workshops presented by John in October and November clearly addressed a need:
  - October 22, Bloomer, 18 attended
  - October 24, Roberts, 11 attended
  - October 30, Amery, 12 attended
  - November 7, Durand, 12 attended
- Tech Days workshop in Rice Lake November 5
  - 50 attended
  - Agreement with WITC allowed us to use facility for free
  - Excellent feedback, particularly about Kris Turner, keynote speaker. Also included 4 break-out sessions

Inservices:
- October 29: de-escalation and self-care for Eau Claire circulation staff (12 people, 3 hours)
- November 8: Child and teen development and how it relates to programming, services, and behavior; also Inclusive Services Assessment and Guide intro for Rice Lake staff (16 people, 2.5 hours)
- November 12: Customer Service/The Wakanheza Project and self-care for St. Croix Falls staff (4 people, 2.5 hours)

Coming up:
- Mentor Pair Retreat after November 15 Director's Council Meeting (14 are registered to attend)
- Staff/volunteer inservice in Bruce about de-escalation (variation on Prepare training) on November 15

Consulting Highlights
- Visit to Dresser—consulting about collection and organization
- Visit to Milltown for additional discussion with youth services librarian (who has since left…)
- Visit to Bruce to discuss collection
- New Director orientation with Stanley director

Continuing Education attended:
- Oct. 8-11, Wisconsin Library Association Conference (see below for more information)
- Oct. 21, Dementia Friendly Communities: New Richmond (3 hour training, got some ideas of things to explore with libraries)
- Oct. 24 Reimagining School Readiness: Marshfield (all day training, very excellent, got great ideas I immediately applied to my work with libraries)

Kits
- Created a new **Papermaking** kit, thanks to a donation from the St. Croix Falls Public Library, which has already circulated quite a few times!
- IFLS Kits have circulated 63 times since September 17 to IFLS and WVLS libraries.

Wisconsin Library Association Report

This year I was the Conference Chair for the Wisconsin Library Association Annual Conference. This was a huge job that would not have been possible without the support of IFLS. I was very lucky to have a terrific team of committee members from across the state.

The challenges this year were exacerbated by the fact that the conference was being held at the Kalahari Resort and Conference Center at the Wisconsin Dells, a location that was called out as problematic because of issues with cultural appropriation. If you'd like to learn more about that, please take a look at:
- WLA Board statement on the Kalahari: http://wla.wisconsinlibraries.org/images/WLA%20Board/WLA%20Statement%20on%20Kalahari%20Resort%20and%20Convention%20Center.pdf
- FAQ about Cultural Appropriation: http://wla.wisconsinlibraries.org/images/Cultural%20Appropriation%20FAQ.pdf

As chair, I was responsible for leading monthly meetings, but also for tracking what each committee was doing, helping them trouble-shoot any problems, making sure things were staying on track, and following up on some special projects and ideas, which included:
- Working with contacts from the Ho-Chunk Nation to develop a Land Acknowledgement for WLA President Scott Vrieze to read, which also included creating a resource about indigenous people, with special emphasis on Wisconsin First Nations: http://wla.wisconsinlibraries.org/events-conferences/annual-conference/resource-list-about-first-nations
- Helping to create a Conference Connectors program, to allow new conference attendees to connect with a more experienced member at the conference.
- Helping with the Spotlight on Services table toppers that took the place of Kalahari centerpieces and highlighted libraries around the state and their inclusive services (Reb Kilde created these, they were beautiful!)
- Helping with a (not very successful) project to encourage librarians to share about topics they are excited about.

I spent a lot of time at the conference making sure things were going smoothly. I was also able to attend some excellent sessions. Highlights for me included:
- Keynote by Ijeoma Oluo, author of *So You Want to Talk About Race*
- So You Want to Talk about Accessibility—I am excited to find funding to allow us to do accessibility audits at the libraries in our system
- A program about connecting incarcerated parents and their kids through literacy
- Ending session with Michelle Hensley, founder of Ten Thousand Things theater in Minneapolis

Reference & Interlibrary Loan Coordinator's Report - November 2019

Site visits to:
Osceola – new director orientation
Ogema – WISCAT/database training for staff
Bruce – WISCAT/database training
Cumberland – WISCAT/database training for staff
Rice Lake – database training at staff in-service day

Attended the following sessions at the Wisconsin Library Association (WLA) annual conference: Preconference and the Keynote with Ijeoma Oluo (both were excellent); e-Resource Usage: Nationwide and Local Trends; Youth Services Luncheon with Miranda Paul; How Can DPI Help You? Crowdsourcing Your Adult Program; Process Design: The Work You do Before You Start the Work; Public Records: Research Tips & Tricks; Say Yes to Census 2020; Trustee Luncheon with John Chrastka; At the Movies with Librarians; HarperCollins Digital Book Buzz; We've Been Here All Along: Wisconsin's Early Gay History; and the closing session with Michelle Hensley. I also talked to a variety of exhibitors; handled a few delivery issues virtually for IFLS libraries; and networked with librarians from around the state (a good attendance of IFLS area library staff). Overall, it was a great conference.

Continue to work with John, Leah, and Lori on the IFLS New Director Orientation practices. After September MORE Director's Council, we held a session with directors to get their feedback on past practices and future direction.

Attended the following meetings & webinars:
WPLC Steering Committee meeting
Wisconsin's Digital Library Data webinar
WPLC non-system Advantage discussion
CVTC Library Advisory Board meeting
WPLC Board Meeting
WPLC Roundtable held at Portage County PL
WPLC Collection Development Committee meeting
WPLC Selectors meeting

IFLS ILL Clearinghouse Statistics

Requests Received	2016	2017	2018	2019
January	1688	1705	1718	1744
February	1755	1573	1606	1599
March	2029	1716	1897	1554
April	1709	1521	1612	1611
May	1564	1536	1453	1452
June	1507	1503	1462	1357
July	1553	1464	1465	1573
August	1477	1605	1565	1415
September	1664	1523	1377	1553
October	1555	1693	1607	1760
November	1402	1472	1444	
December	1452	1464	1405	
Total	19,355	18,775	18,611	15,618

Maureen Welch 11/13/2019

IT Director Report

IFLS Board of Trustees, November 2019
Kris Schwartz, IT Director

LEANWI System Center Configuration Manager -

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

Windows 10 Upgrades –

On January 20th, 2020 Microsoft Windows 7 will be reaching end of life and no longer supported by Microsoft, because of this we need to upgrade any computers in the libraries that are still running Windows 7 to Windows 10. This is a major undertaking as there are quite a few computers in IFLS libraries that are still using Windows 7. One of the first major tests we are doing with Microsoft System Center Configuration Manager (SCCM) is Microsoft Windows 7 upgrades to Windows 10. Normally Windows 7 to 10 upgrades would have to be done manually in person at the library and the upgrades do take a lot of time to complete. SCCM has a built in Windows upgrade feature which will allow us to do the upgrades remotely after library hours for most of the Windows 7 computers still in the system libraries. This is a huge time saver for both library staff and LEANWI technology personnel.

MORE Administrator's Report

Lori Roholt
November 2019 – IFLS Board of Trustees

Wisconsin Library Association (WLA) Conference

After a great experience at my first WLA Conference last year, I decided to try making it an annual event, so was pleased to be able to attend again this year. Highlights included:

- Attending the pre-conference session delving into libraries' experiences of issues with racial components, and how we might handle them better. One thing IFLS could improve on is to examine our recruitment and employment-advertising practices to make sure we're reaching those with diverse backgrounds and experiences.
- Learning about the challenges in tracking and comparing use of BadgerLink resources. We need to go beyond "click metrics" to understand the impact on state residents.
- Meeting others around the state who work with technical services (cataloging, material processing, etc.). IFLS may be able to learn from South Central Library System's approach to centralized cataloging.
- Talking with librarians from around our system about the current happenings and challenges at their libraries. IFLS staff work together to make sure we all generally know about the big things happening at our member libraries, but it's always valuable to get to talk to librarians themselves.
- Serving as a room monitor for two sessions featuring authors—one poet and one historian-- whose work is published by Wisconsin Historical Society Press. My day-to-day work sometimes feels a bit removed from actual literature, so I really enjoyed these sessions!

BiblioCore Implementation

MORE's BiblioCore implementation is on track to launch fully in mid-February. BiblioCore, produced by vendor BiblioCommons, will replace Encore as MORE's main public-facing online catalog product. I've been previewing the site and identifying obvious problems. The next step will be staff training provided by BiblioCommons staff in early December, then the staff preview period. Following a few weeks of staff preview, we'll have a public preview while keeping our current main catalog interface in place.

PINs

MORE implemented PINs for patron authentication on October 15 as this is a requirement for the forthcoming BiblioCore service. Most of the technical hiccups were short-lived. As of this writing, over 18,000 patrons have set their PIN, either on their own or with staff assistance.

Year-End Preparations

As we look forward to compiling 2019 annual report data in July, my colleagues and I are helping each library ensure that their records are accurate and up-to-date.

Several new libraries have opted to participate in IFLS's CABS (Cataloging and Bibliographic Services) program in 2020. My colleagues and I will help those libraries manage the change, and continually adjust the support and training we provide for all libraries' cataloging (and cataloging-adjacent) work in order to maintain the overall integrity of the shared database.