

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

In Person: Ellsworth Public Library

388 Main Street, Ellsworth, WI 54011

(715) 273-3209 <http://www.ellsworthlibrary.org>

DATE/TIME:

Wednesday, July 26, 2023

12:30 pm

Virtual: Zoom Link

<https://us02web.zoom.us/j/86224955929?pwd=akdJb0pxR2VyWkpVVHhKQTZUaWRTdz09>

Meeting ID: 862 2495 5929

Passcode: WyvQkjf6

Phone in: +1 312 626 6799

Meeting ID: 862 2495 5929

Passcode: 82632059

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

A G E N D A

- I. Call to Order
- II. Establish a Quorum
- III. Certification of Compliance with the Open Meeting Law
- IV. * Approve Agenda
- V. Citizen Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten minute limit per topic and a twenty minute limit at any meeting for Citizen Comments. Contact IFLS office for additional information related to Citizen Comments.*)
- VI. Announcements/Correspondence/Introductions
- VII. * Minutes - Approve: Board of Trustees – May 24, 2023 **#27** (23)
Acknowledge Receipt: Personnel Committee – May 24, 2023 **#26** (23)
- VIII. * Financials - Approve: Check Registers: May-June 2023 **#30** (23)
Approve: Financial Reports: May-June 2023 **#31** (23)
- IX. Director's Report of Agenda Items and Monthly Activities **#32** (23)
- X. Reports
 - IFLS Staff Reports (In-depth Staff Report: Katelyn Noack) **#33** (23)
 - Board Member Reports
- XI. * Personnel Committee Report
 - Director Accountabilities **#28** (23)
 - System Director Evaluation**
 - Wage Adjustments for Recent Hires**

*** The IFLS Library System may go into closed session to consider matters relating to employment, promotion, compensation or performance evaluation of any public employee over which the IFLS Library System has jurisdiction or exercises responsibility, pursuant to Section 19.85(1)(c) of the Wisconsin Statutes. The committee will reconvene into open session.*
- XII. * Action on Closed Session

XIII. * MORE Start-up Fee - Hawkins

XIV. * Adjournment

TOUR: Ellsworth Public Library led by Tiffany Meyer, Director
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Wisconsin Trustee Training Week – www.wistrusteetraining.com (*Flyer to be handed out*)

* *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
May 24, 2023**

M I N U T E S

The Board of Trustees of the IFLS Library System met on Wednesday, May 24, 2023, at the L.E. Phillips Memorial Public Library, 400 Eau Claire Street, Eau Claire, WI and via Zoom. Duerkop called the meeting to order at 1:04 pm.

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

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

BOARD MEMBERS PRESENT:

Judith Achterhof (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Lois Goode** (Rusk County); **Kathy Krug** (Barron County); **Mary Alice Larson** (Barron County); **Sheila Lorentz** (Pierce County); **Paula Lugar** (Pierce County); **Jackie Pavelski** (Eau Claire County); **Michael Schendel** (St. Croix County); **Joel Seidlitz** (Chippewa County); **Josh Sterling** (Eau Claire County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Marilyn Holte (Chippewa County); **Jill Markgraf** (Resource Library); **Sue Marshall** (Price County); **Barbara McAfee** (Polk County); **Ricky Riggins** (Pepin County).

OTHERS PRESENT:

John Thompson (Director); **Adam Fuller** (Business Manager); **Leah Langby** (Library Development and Youth Services Coordinator); **Joanne Gardner** (Administrative Associate/Recorder).

APPROVE AGENDA:

MOTION #16 ⁽²³⁾: To approve the agenda as presented. Daus/Pavelski
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Introductions were made.

MINUTES:

MOTION #17 ⁽²³⁾: To approve the Board of Trustee minutes dated March 22, 2023 (Doc. #016-23). Pavelski/Eggert
RESULT: Carried.

FINANCIAL REPORTS:

MOTION #18 ⁽²³⁾: To approve the March/April 2023 Check Registers (Doc. #017-23). Daus/Lugar
RESULT: Carried.

Questions were asked about the Waltco memo and if the payment to ProQuest was for an annual subscription.

MOTION #19 ⁽²³⁾: To approve the March/April 2023 Financial Reports (Doc. #018-23). Lugar/Krug
RESULT: Carried.

Questions were asked about the increase in payroll liabilities. Fuller noted that this includes payout on retirees and unused sick leave for payment of health insurance premiums.

2022 AUDIT REPORT AND PRESENTATION:

Sheanne Hediger, a Senior Manager with Bakertilly was present to provide a summary of the IFLS Library System 2022 Audit.

Hediger noted that they met with Adam Fuller, John Thompson, and staff in late April. They were responsive to questions about the process and very well prepared. The audit went smoothly.

IFLS was given an Unmodified opinion. This is the highest it can receive. The financial statements are presented fairly, in all material aspects, in accordance with account principals generally accepted in the U.S.

Management's responsibility is preparation and fair presentation of financial statements; design, implementation, and maintenance of internal controls; and evaluate conditions or events that raise substantial doubt about ability to continue as a going concern.

The auditors' responsibilities are to sample transactions, exercise professional judgement, gain an understanding of internal controls, evaluate appropriateness of accounting policies, and conclude whether there are conditions that raise substantial doubt.

Management's discussion and analysis is John Thompson and Adam Fuller's analysis of the financial condition and operating results of the system. Hediger encourages the Board to read this section.

Hediger reviewed the financial highlights from the 2022 Audit.

- Statement of net position and statement of activities (pages 58-59) list the assets, liabilities, and net position.
- General fund results (page 60) show the total fund balance, assigned fund balance, and the unassigned fund balance. The assigned and unassigned fund balance is 20% of 2022 expenditures (GFOA recommends minimum of 16%). The general fund excludes long term items. The net change in the fund balance was \$24,334 but budgeted for a loss of \$207,778. Revenues were under budget of \$227,511 while expenditures were also under budget by \$410,955. Lugar inquired why IFLS was budgeted for a loss. Thompson noted that IFLS has uncommitted carryover and dedicated reserves. If \$200,000 of money is unspent, it is budgeted for the next year. It is not new income.
- Note disclosure – Cash and investments (page 71) show a total of \$2,222,717 increase of \$84,640 from 2021. No deposits were exposed to custodial credit risk as of 12/31/222.
- Note disclosure – Long-term debt (page 74) shows a Net OPEB liability of \$164,172 (Local Retiree Life Insurance Fund) and compensated absences of \$119,916.
- Note disclosure – Pensions (pages 74-79) show Net pension asset of \$365,365 as of 12/31/2022, compared to net pension asset of \$287,120 as of 12/31/2021.

Hediger reported on the Required Communication as part of the 2022 Audit. There was not much change, but a little. Internal control matters (page 26-27) reflect a significant deficiency-internal control environment (lack of segregation of duties) and material weakness-financial reporting. As was the case several years ago, there was a significant deficiency. It is very common to see this in organizations of this size. The IFLS Business Manager has access to everything. The auditors looked at mitigating controls including John Thompson's oversight and the IFLS Board careful review of financial statements. The only way to eliminate this would be to hire additional staff. There would definitely be a cost to that.

New this year is a material weakness – financial reporting. The auditors prepared the statements for this year. Details are provided in the letter. Hediger noted that IFLS had a gem with Juli Button.

Hediger noted that a majority of her clients have a significant deficiency in internal controls. Auditors are required to report this and make the governing bodies aware of the deficiency.

Other required audit communications on the 2022 audit include the responsibility of the auditor; significant risks of material misstatement and areas of audit emphasis; no changes in accounting policies in 2022; significant estimates included in financial statements – pension calculations, OPEB calculations and depreciable lives for capital assets; corrected and uncorrected misstatements; and no difficulties, disagreements or consultations occurred. Hediger noted that no audit entries were made for 2022. There were no corrected misstatements. A few DPI Grant funds did not come until March of 2023 and since it was beyond 60 days, it was listed as unavailable grant revenue.

Two-way communication regarding 2023 audit planning is included on pages 43-44.

Hediger provided the contact information for her at Bakertilly for board members who may have questions.

MOTION #20 ⁽²³⁾: To approve the 2022 Audit Report (Doc. #019-23) and presentation. Eggert/Seidlitz

RESULT: Carried.

**IFLS INVESTMENT REPORT AND
REVIEW OF INVESTMENT POLICY:**

MOTION #21 ⁽²³⁾: To approve the IFLS Investment Policy (Doc. #020-23). Daus/Achterhof

RESULT: Carried.

Tripp inquired if there were other considerations the Board should think about such as investing locally. Thompson noted that there are limitations to protect the principal and liquidity maintained to meet disbursements. Funds are kept in the Pooled Investment Fund (PIF) and a local bank. The interest at the local bank meets or exceeds the PIF.

IFLS STAFF REPORTS:

Leah Langby was present to provide an in-depth staff report. Langby is the Library Development and Youth Services Coordinator. Langby wears lots of hats but plans to talk about Inclusive Services today. Inclusive Services provides equitable access to library resources and spaces that are welcoming and access free.

The State is providing consulting and funding for statewide projects. Every library system has someone designated as an Exclusive Services Consultant. IFLS provides consulting, continuing education, resources, and special projects. IFLS has coordinated accessibility audits for ADA compliance which provides insight down to what the local library is able to do for access.

The Department of Public Instruction (DPI) in conjunction with library workers created a tool in 2019 as a follow-up to their Inclusive Services Statement. It is not meant as a rulebook, but rather a self-reflection tool. Not every library has the resources to do all the things or does it make sense to do them all. It is a handy and useful tool that can be used continually and taken in pieces. Langby noted that there are some federal grants for libraries, but they cannot be used for construction.

Lugar noted that there has been a huge pushback for what is on the library shelves and inquired if this tool is helpful for that. Langby noted that the most useful tool is a really solid collection development policy for the library. Thompson added that collection development policies and statements that the collection is not restricted or censored are key. Ultimately, the local library board creates the policy. Thompson noted that the nature of developing a diverse collection is that not everyone agrees with it. Langby stated that collections can be contentious, and libraries are working hard on this. School and public librarians in some communities are targets of overt hostility from community members. IFLS tries to keep these principles in mind with continuing education and consulting. IFLS tries to balance encouraging action of member libraries and responding to needs. Achterhof noted that libraries immensely appreciate IFLS delving into Intellectual Freedom.

DIRECTOR'S REPORT:

Through a contract with WiLS, they were retained to lead an internal strategic planning meeting with IFLS staff. Strategic priorities were identified, and skills balanced out. This will assist with

direction going forward for 2023-2026. WILS staff will be back in the early fall to wrap up the strategic planning.

IFLS is looking at strengthening what we do. Libraries value the services and consultation we provide. IFLS wants to continue to meet their needs and identify things that might be bigger priorities. One goal is to help member library board members understand Intellectual Freedom and inclusive services.

Daus noted that news Thompson shared with the Board notes that he is the longest serving system director in the state. Thompson noted that system directors have started meeting regularly since COVID.

(Seidlitz left at 2:28 pm.)

Thompson noted that the backgrounds of public library directors are much more diverse, and they serve shorter tenures now. A lot of education and training are offered to support libraries.

REPORT FROM IFLS PERSONNEL COMMITTEE:

Jan Daus was elected chair of the IFLS Personnel Committee for 2023.

The Personnel Committee is planning to send out John Thompson's Director Evaluation survey. Survey Monkey will be sent to the 53-member public libraries. An email will be sent to the IFLS Board and IFLS staff asking if they have anything to share as part of the Director Evaluation.

The Survey and Emails will be sent in June and due by the end of that month. The results of Survey Monkey will be tabulated and shared with the Personnel Committee. John Thompson will provide his Director Accountabilities in July as part of the evaluation process.

MOTION #22 ⁽²³⁾: To approve the IFLS Personnel Committee recommendations on the Director Evaluation Survey and Timeline. Larson/Pavelski
RESULT: Carried.

BOARD MEMBER REPORTS:

Brue noted she is doing radiation and her sister is taking good care of her.

Daus inquired when the Explore MORE Passport Program will conclude. It was noted it will run through July 15, 2023.

Achterhof noted that she saw the Baldwin book bike. It is bigger and heavier than she thought. It holds a lot of books.

Achterhof mentioned the Dolly Parton books where kids can receive sixty new books. She inquired if that may be something to mention to libraries and communities that might want to help participate. Langby noted that postage is expensive, and a lot of these kids move a lot and have a chaotic life. There may be other avenues that might be more effective.

ADJOURNMENT:

Board members interested in a tour of the L.E. Phillips Memorial Public Library should stay following adjournment. Director, Nancy Kerr, will be providing the tour.

Brue made a motion to adjourn at 2:43 pm. Lugar seconded. Motion carried.

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
May 24, 2023

MINUTES

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, May 24, 2023, at IFLS Library System, 1538 Truax Boulevard, Eau Claire, WI 54703 as well as via Zoom. Duerkop called the meeting to order at 10:40 am.

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

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

PERSONNEL COMMITTEE MEMBERS PRESENT:

Jan Daus (Eau Claire County), Sue Duerkop (Polk County), Mary Alice Larson (Barron County, Jim Tripp (Dunn County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

Sue Marshall (Price County), Ricky Riggins (Pepin County).

OTHERS PRESENT:

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

APPROVE AGENDA:

MOTION #12 ⁽²³⁾ To approve the agenda as presented. Daus/Tripp.
RESULT: Carried.

CITIZEN COMMENTS:

There were no citizen comments.

ELECTION OF CHAIR:

MOTION #13 ⁽²³⁾ To nominate Jan Daus as Chair of the Personnel Committee.
Tripp/Larson
RESULT: Carried.

MINUTES:

MOTION #14 ⁽²³⁾ To approve the Personnel Committee Minutes dated September 28, 2022 (Doc. #044-22).
RESULT: Carried.

DIRECTOR EVALUATION PROCESS/TIMELINE FOR 2023:

MOTION #15 ⁽²³⁾ To approve that an Evaluation Survey (Survey Monkey) will be sent to Library Directors and an Email will be sent to the IFLS Board and IFLS Staff. Tripp/Larson
RESULT: Carried.

Thompson noted that he will provide his accountabilities at the July Personnel Committee meeting. If the Committee would like anything else, they should let Thompson know. Tripp noted that he appreciates updates on statewide projects related to libraries.

Tripp stated that the IFLS Board of Trustees is fortunate in the staff in general and there have been no personnel issues to deal with. A director evaluation process should address concerns no matter how well or roughly the organization is running.

Duerkop noted that in 2024 the questions on the director evaluation survey document could be reviewed and adjusted as needed by the Personnel Committee.

ADJOURNMENT:

Motion to adjourn at 11:00 am. Larson/Tripp

Joanne Gardner, Recorder/Administrative Assistant

06/05/23

IFLS Library System

Check Register

May 2023

Date	Num	Name	Memo	Amount
May 23				
05/01/2023	Auto Pay	Delta Dental	May '23 Vision	-73.46
05/05/2023	Auto Pay	Holiday Credit Office	Apr. Gas	-31.82
05/08/2023	Auto Pay	AT&T	Apr Phone/Fax Line	-20.55
05/10/2023	Auto Pay	Kwik Trip, Inc.	Apr. Gas	-63.67
05/17/2023	Auto Pay	Xcel Energy	03/28-4/26 Gas & Electric Svc	-439.88
05/20/2023	Auto Pay	Lumen	Apr. Phone	-1.42
05/24/2023	Auto Pay	Employee Trust Funds, Dept of	June '23 Health Ins.	-28,505.92
05/24/2023	Auto Pay	Associated Credit Card	Apr. Credit Card *see attached	-11,131.08
05/03/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#9	-1,400.00
05/10/2023	WIRE	Internal Revenue Service	P/R#9	-7,633.46
05/15/2023	WIRE	Wisconsin Department of Revenue	P/R#8	-1,327.72
05/17/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#10	-1,400.00
05/24/2023	WIRE	Internal Revenue Service	P/R#10	-7,633.44
05/31/2023	WIRE	Wisconsin Retirement System	Apr. WRF	-9,163.20
05/31/2023	WIRE	Wisconsin Department of Revenue	P/R#9	-1,327.72
05/31/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#11	-1,400.00
05/03/2023	DD2349-2366	IFLS Staff	Direct Deposit	-24,062.88
05/17/2023	DD2367-2384	IFLS Staff	Direct Deposit	-24,062.90
05/31/2023	DD2385-2402	IFLS Staff	Direct Deposit	-25,049.42
05/01/2023	42920	Kapco	Billable/Supplies for Libs	-48.87
05/01/2023	42921	Krejci, Bridget	LSTA/ Cornell Startup Travel	-28.56
05/01/2023	42922	L.E. Phillips Memorial Public Library	1st Qtr Contract Payment	-5,750.00
05/01/2023	42923	Langby, Leah	Lead the Way Conf Expenses	-56.04
05/01/2023	42924	PermaCard	Billable/Library Cards	-656.18
05/01/2023	42925	Showcases	Billable/Supplies for Libs	-42.29
05/01/2023	42926	L.E. Phillips Memorial Public Library	MORE/1st Qtr High Demands	-1,569.88
05/01/2023	42927	EO Johnson Co.	Color Copies 2nd Qtr	-221.00
05/01/2023	42928	Marcive, Inc.	MORE/Apr Database Maint.	-410.98
05/01/2023	42929	OverDrive, Inc.	MORE/Apr. Overdrive Titles	-4,335.82
05/11/2023	42930	Baker Tilly US, LLP	2022 Audit/in Progress	-5,040.00
05/11/2023	42931	Baldwin Public Lib	LSTA/WAPL Conf/R. Magno	-800.00
05/11/2023	42932	Bridges Library System	4 Zoom Lic. Billable Libs/Consulting	-920.00
05/11/2023	42933	Chetek Public Library	LSTA/E. Resendiz/Library Space Design C	-225.00
05/11/2023	42934	Culligan	May Service	-99.95
05/11/2023	42935	Kat Sherman	Speaker Vocal Health Workshop	-400.00
05/11/2023	42936	Kersten Family Junk Removal	Removal of Outdated/Unused Items	-1,000.00
05/11/2023	42937	Kilde, Rebecca	Library Visit/Conf. Expense	-113.04
05/11/2023	42938	Krejci, Bridget	LSTA/ Cornell Startup Travel	-28.56
05/11/2023	42939	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2023	-669.49
05/11/2023	42940	Langby, Leah	Lib. Visits	-46.82
05/11/2023	42941	Menomonie Public Library	MORE Ecomm Payments 2023	-1,051.71
05/11/2023	42942	Noack, Katelyn	WAPL Conference Expense	-162.06
05/11/2023	42943	OCLC, Inc	May OCLC on Acct	-4,183.57

IFLS Library System
Check Register
May 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
05/11/2023	42944	Paper Roll Products	Billable Spls/Rec Paper Rolls	-5,829.14
05/11/2023	42945	Securian Financial Group, Inc.	June Life Ins.	-301.85
05/11/2023	42946	Setter, Kathy	LSTA/ Cornell Startup Travel	-291.84
05/11/2023	42947	Somerset Public Lib	LSTA/Lead The Way Conf.	-731.18
05/11/2023	42948	Spring Valley Public Lib	LSTA/WAPL Conf/K. Schneider	-675.98
05/11/2023	42949	Waltco Inc.	May Delivery Service	-31,121.50
05/26/2023	42950	Chippewa Falls Public Lib	Scholarship Reimbursement	-1,550.00
05/26/2023	42951	Computype, Inc.	Billable/Supplies for Libs	-4,609.79
05/26/2023	42952	DEMCO, Inc.	Billable/Supplies for Libs	-43,081.95
05/26/2023	42953	Durand Public Library	LSTA/WAPL Conf & ischool course/L. Gille	-733.36
05/26/2023	42954	EO Johnson Co.	Color Maint. Agreement	-177.31
05/26/2023	42955	Fuller, Adam	SOMBAW Mtg Travel	-96.90
05/26/2023	42956	Glenwood City Public Lib	LSTA/Online Course/R. Karlson	-135.00
05/26/2023	42957	Krejci, Bridget	MORE Travel/Acq Training	-57.12
05/26/2023	42958	Maug Cleaning Solutions, Inc.	04/10/23-5/07/23 Cleaning Service	-382.00
05/26/2023	42959	Menomonie Public Library	Scholarship Reimbursement	-1,183.52
05/26/2023	42960	Phillips Public Lib	Scholarship Reimbursement	-1,200.00
05/26/2023	42961	Rusk County Community Library	LSTA/LDI Registration/B. Shinabery	-200.00
05/26/2023	42962	Season 2 Season	Snow Removal/Spring Clean/Fertilizer	-1,230.00
05/26/2023	42963	Sunrise Exchange of EC	Patriot Flag Program	-45.00
05/26/2023	42964	OverDrive, Inc.	MORE/May. Overdrive Titles	-4,179.91
May 23 Total				<u>-270,401.71</u>

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (04/27/2023)

Date	Name	Memo	Num	Amount
Mar 28 - Apr 27, 23				
03/30/2023	FlowRoute.com	Mar Phone/on Acct	on Acct	50.00
04/01/2023	Innovative Users Group	MORE/D/Faulhaber	IUG Conf	475.00
04/01/2023	Delta Airlines	MORE IUG Conf Flight/D.Faulhaber	IUG Flights	437.80
04/01/2023	Quill Corporation	Janitorial Supplies	31650436	188.96
04/01/2023	Wisconsin Library Association	WLA Membership/L. Langby	Renewal	196.56
04/01/2023	Dell Marketing L.P.	Billable Deer Park Laptop	Comp Equip	878.30
04/01/2023	CDW-G	Billable Fairchild/Receipt Printer	Comp Equip	241.02
04/01/2023	Wisconsin Library Assoc	Refund WAPL Conf. Cancellation/C. Cole	17318	-300.00
04/01/2023	Wisconsin Library Assoc	WAPL Conf./C. Cole	17318	300.00
04/03/2023	CDW-G	Billable Chippewa Falls/NUC Mini PC's	Comp Equip	952.10
04/05/2023	GFL Environmental	Apr Garbage	429751	39.94
04/05/2023	Sticker Mule	MORE Passport Prizes	R326501365	154.00
04/11/2023	Sticker Mule	MORE Promo Materials	R104484480	584.50
04/11/2023	Everything Branded	MORE Passport Prizes	EB080049	748.00
04/11/2023	Minuteman Press	MORE Passports/Posters	26635	815.17
04/11/2023	Menards	Conference Room Door Handles	Door Handle	-39.49
04/11/2023	Menards	Conference Room Door Handles	Door Handle	39.49
04/11/2023	Menards	Conference Room Door Handles	Door Handle	145.49
04/13/2023	FlowRoute.com	Apr Phone/on Acct	on Acct	50.00
04/14/2023	Hilton Hotels	Fraud Charge/Assoc. Credit	35314369001	-152.98
04/17/2023	Hilton Hotels	Fraud Charge	35314369001	152.98
04/19/2023	Dell Marketing L.P.	Laptop/Docking Station	IFLS Comp	1,215.00
04/19/2023	Amazon.com Credit	IFLS Comp Laptop Bag/Flash Drive	IFLS Comp	30.97
04/20/2023	Acorn Naturalists	MORE Passport Prizes	454956A	33.95
04/20/2023	Amazon.com Credit	MORE Passport Prizes	Pass. Prize	21.57
04/20/2023	Amazon.com Credit	MORE Passport Prizes	Pass. Prize	11.59
04/20/2023	LL Bean	MORE Passport Prizes	Pass. Prize	43.20
04/20/2023	Yeti	MORE Passport Prizes	Pass. Prize	42.20
04/20/2023	Airport Parking/Shuttle	MORE Conf - Park n Go	MORE Conf	86.95
04/20/2023	Auto-Owners Insurance	Property General Liability Ins 6/01/23-24	Prop/Gen Li	2,972.00
04/20/2023	USPS	Apr. Postage	Postage	29.26
04/20/2023	Apple	Early Literarcy App	App Fees	1.04
04/20/2023	Associated Credit Card	Foreign Fee-Creat 2 Labs/Fraud Charge		-0.24
04/23/2023	Hilton Hotels	Lead They Way Conf./ R. Kilde	Lodging	308.50
04/24/2023	2 Create Labs	Fraud Charge	35314369001	12.00
04/24/2023	Restaurants	Meal/Travel-Conf./L. Langby	Meal Conf.	16.50
04/24/2023	Restaurants	Meal/Travel-Conf./R. Kilde	Meal Conf.	21.88
04/24/2023	2 Create Labs	Fraud Charge	35314369001	-12.00
04/25/2023	Hilton Hotels	Lead They Way Conf./ L.Langby	Lodging	308.00
04/26/2023	FlowRoute.com	Apr Phone/on Acct	on Acct	16.67
Mar 28 - Apr 27, 23 Total				11,115.88

IFLS Library System

Check Register

June 2023

Date	Num	Name	Memo	Amount
Jun 23				
06/01/2023	Auto Pay	Delta Dental	June '23 Vision	-73.46
06/06/2023	Auto Pay	Holiday Credit Office	May Gas	-20.18
06/08/2023	Auto Pay	AT&T	May Phone/Fax Line	-20.55
06/10/2023	Auto Pay	Kwik Trip, Inc.	May Gas	-27.50
06/16/2023	Auto Pay	Xcel Energy	04/26-5/25 Gas & Electric Svc	-312.42
06/20/2023	Auto Pay	Lumen	May. Phone	-1.39
06/23/2023	Auto Pay	Employee Trust Funds, Dept of	July '23 Health Ins.	-28,505.92
06/23/2023	Auto Pay	Associated Credit Card	May. Credit Card *see attached	-8,702.82
06/07/2023	WIRE	Internal Revenue Service	P/R#11	-8,035.72
06/14/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#12	-1,400.00
06/15/2023	WIRE	Wisconsin Department of Revenue	P/R#10	-1,327.72
06/21/2023	WIRE	Internal Revenue Service	P/R#12	-7,633.48
06/28/2023	WIRE	Wisconsin Deferred Comp. Program	P/R#13	-1,400.00
06/30/2023	WIRE	Wisconsin Retirement System	May. WRF	-13,744.79
06/30/2023	WIRE	Wisconsin Department of Revenue	P/R#11-12	-2,745.47
06/14/2023	DD2403-2420	IFLS Staff	Direct Deposit	-24,062.89
06/28/2023	DD2421-2438	IFLS Staff	Direct Deposit	-28,928.21
06/06/2023	42965	Achterhof, Judy	Board Mileage	-57.12
06/06/2023	42966	Baker Tilly US, LLP	2022 Final Audit	-2,860.00
06/06/2023	42967	Center For Independent Living Western Wis	Assessment Cumberland/Sand Creek	-1,402.00
06/06/2023	42968	Chippewa Falls Public Lib	Delivery Damage/1 item	-16.99
06/06/2023	42969	Culligan	June Service	-99.95
06/06/2023	42970	Duerkop, Sue	Board Mileage	-91.80
06/06/2023	42971	Eggert, Pat	Board Mileage	-22.44
06/06/2023	42972	Faulhaber, Deb	IUG Conf. Travel	-17.00
06/06/2023	42973	Krejci, Bridget	MORE Training/Elmwood	-46.92
06/06/2023	42974	Larson, Mary Alice	Board Mileage	-30.09
06/06/2023	42975	Securian Financial Group, Inc.	July Life Ins.	-333.28
06/06/2023	42976	Waltco Inc.	Jun. Delivery Service	-31,018.29
06/06/2023	42977	Rooney Printing Co.	MORE/10K Brochures	-1,069.00
06/06/2023	42978	WILS	MORE/IFLS EContent, Mags, WPLC Share	-144,082.00
06/19/2023	42979	Bayscan Technologies	Billable/Supplies for Libs	-3,547.11
06/19/2023	42980	Hammond Community Library	LSTA/Online Course/M. Johnson	-135.00
06/19/2023	42981	Hazel Mackin Library (Roberts)	LSTA/Online Course/V. Schoess	-135.00
06/19/2023	42982	Krejci, Bridget	Adding Items to Sirra/Cornell	-29.58
06/19/2023	42983	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2023	-1,074.09
06/19/2023	42984	Langby, Leah	Elmwood Site Visit/L. Langby	-33.76
06/19/2023	42985	Maug Cleaning Solutions, Inc.	050/8/23-6/04/23 Cleaning Service	-382.00
06/19/2023	42986	OCLC, Inc	Jun OCLC on Acct	-4,107.05
06/19/2023	42987	WILS	Staff Meeting	-3,000.00
06/19/2023	42988	Marcive, Inc.	MORE/May Database Maint.	-208.90
06/28/2023	42989	Jensen, Brad	Tech Support	-152.45
06/28/2023	42990	Krejci, Bridget	MORE Travel	-59.16
06/28/2023	42991	Schwartz, Kristopher	Jan-Jun Cell Phone Usage	-120.00
06/28/2023	42992	Setter, Kathy	Jan-Jun Cell Phone Usage	-120.00
06/28/2023	42993	Shay, Katie	ILL Training	-37.43

07/11/23

IFLS Library System
Check Register
June 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
06/28/2023	42994	Thompson, John	Jan-Jun Cell Phone Usage	-120.00
06/28/2023	42995	Innovative Interfaces	Workshops/L.Roholt	-840.00
06/28/2023	42996	OverDrive, Inc.	Jun. Overdrive Titles	-5,296.15
Jun 23 Total				<u>-327,487.08</u>

10:50 AM
07/11/23
Accrual Basis

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (05/30/2023)

Date	Name	Memo	Num	Amount
Apr 28 - May 30, 23				
04/28/2023	Best Western Hotels	State National Meeting/WLA Conferences-J.thompsor Lodging		343.77
04/28/2023	Best Western Hotels	Hotel/WAPL Conf.-K.Noack	Lodging	215.98
04/28/2023	Misc Restaurants	IUG Conf. Meal/K. Setter	IUG Conf.	31.06
04/28/2023	Yellow Taxi Cab Co.	IUG Conf. Taxi/K. Setter	IUG Conf.	22.00
04/28/2023	Auto-Owners Insurance	Bond Insurance-5/11/23-24	Renewal	204.00
04/28/2023	FlowRoute.com	Apr Phone/on Acct	on Acct	50.00
05/01/2023	Vimeo Plus	Billable/Video Subscrip to LEANWI	Renewal	199.00
05/03/2023	Dell Marketing L.P.	Billable/New Richmond	Comp Equip	896.58
05/03/2023	Quill Corporation	Office Supplies	169734724	173.93
05/03/2023	Quill Corporation	Office Supplies	169736023	48.55
05/03/2023	PayPal Inc.	MORE/Annual Fee for Ecommerce	Annual Fee	219.00
05/05/2023	GFL Environmental	May Garbage	449878	39.50
05/06/2023	Dell Marketing L.P.	Billable/New Richmond	Comp Equip	215.00
05/06/2023	Auto-Owners Insurance	Add'l WComp due re Payroll Audit	Wkrs Comp	345.00
05/10/2023	Misc Restaurants	IUG Conf. Meal/B. Krejci	IUG Conf.	12.30
05/10/2023	Sheraton Hotel	IUG Conf. Hotel/B. Krejci	IUG Conf.	722.70
05/10/2023	Sheraton Hotel	IUG Conf. Hotel/K. Setter	IUG Conf.	722.70
05/10/2023	Misc Restaurants	IUG Conf. Meal/Bridget, Lori, Deb	IUG Conf.	107.00
05/10/2023	Misc Restaurants	IUG Conf. Meal/D.Faulhaber	IUG Conf.	3.57
05/10/2023	Misc Restaurants	IUG Conf. Meal/L. Roholt, K. Setter	IUG Conf.	28.36
05/11/2023	Misc Restaurants	IUG Conf. Meal/B. Krejci	IUG Conf.	34.32
05/11/2023	Misc Restaurants	IUG Conf. Meal/D.Faulhaber	IUG Conf.	34.30
05/12/2023	Misc Restaurants	IUG Conf. Meal/B. Krejci	IUG Conf.	11.24
05/12/2023	Misc Restaurants	IUG Conf. Meal/Lori, Kathy, Deb, Bridget	IUG Conf.	96.28
05/12/2023	Misc Restaurants	IUG Conf. Meal/Lori, Deb, Bridget	IUG Conf.	38.38
05/12/2023	Misc Restaurants	IUG Conf. Meal/L. Roholt	IUG Conf.	25.63
05/13/2023	Misc Restaurants	IUG Conf. Meal/B. Krejci	IUG Conf.	8.69
05/13/2023	Misc Restaurants	IUG Conf. Meal/D.Faulhaber	IUG Conf.	5.43
05/13/2023	Uber	IUG Conf. Taxi/D.Faulhaber	IUG Conf.	29.54
05/13/2023	Misc Restaurants	IUG Conf. Meal/K. Setter	IUG Conf.	5.16
05/13/2023	Misc Restaurants	IUG Conf. Meal/K. Setter	IUG Conf.	22.46
05/13/2023	Sheraton Hotel	IUG Conf. Hotel/L. Roholt	IUG Conf.	963.60
05/14/2023	Sheraton Hotel	IUG Conf. Hotel/D. Faulhaber	IUG Conf.	722.70
05/15/2023	Uber	IUG Conf. Taxi/K. Setter	IUG Conf.	15.60
05/15/2023	Uber	IUG Conf. Taxi/K. Setter	IUG Conf.	2.88
05/15/2023	Festival Foods	Meeting Supplies	Supplies	48.92
05/17/2023	FlowRoute.com	May Phone/on Acct	on Acct	50.00
05/17/2023	Panera Bread	IFLS Staff Inservice	Staff Mtg.	272.17
05/23/2023	Dell Marketing L.P.	Optiplex Computer	IFLS Comp	700.00
05/23/2023	Dell Marketing L.P.	Billable/Roberts	Comp Equip	62.69
05/23/2023	Dell Marketing L.P.	Billable/Roberts	Comp Equip	163.00
05/23/2023	Dell Marketing L.P.	Billable/Roberts	Comp Equip	710.00
05/24/2023	Caribou Coffee	Board Mtg.-Coffee	Board Mtg.	16.87
05/25/2023	Sticker Mule	MORE Promo Materials	R287803780	19.00
05/25/2023	USPS	May. Postage	Postage	43.96
Apr 28 - May 30, 23 Total				<u>8,702.82</u>

31(23)

7/18/2023
1:35 PMIFLS Library System
Balance Sheet
As of June 30, 2023

	IFLS	MORE	2023 TOTAL	2022 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	18,931.75		18,931.75	22,365.29
1040 · Bank Mutual - Checking	32,363.30		32,363.30	26,359.56
1050/1106 · Investments/Bank Mutual & States PIF	1,514,129.13	574,387.61	2,088,516.74	1,958,130.00
Total Checking/Savings & Investments	1,565,424.18	574,387.61	2,139,811.79	2,006,854.85
Accounts Receivable				
1200 · Accounts Receivable	76,531.27		76,531.27	16,796.46
Total Accounts Receivable	76,531.27	0.00	76,531.27	16,796.46
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,028.58		2,028.58	4,163.85
1499 · Undeposited Funds	687.98		687.98	0.00
1507/1508 · 2022-2023 Prepaid Expenses	0.00	0.00	0.00	0.00
Total Other Current Assets	2,791.56	0.00	2,791.56	4,238.85
TOTAL ASSETS	1,644,747.01	574,387.61	2,219,134.62	2,027,890.16
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	22,030.74	254.02	22,284.76	63,486.85
2011 · Credit Card - Associated	0.00		0.00	-3,125.95
Total Accounts Payable	22,030.74	254.02	22,284.76	60,360.90
Other Current Liabilities				
2100 · Payroll Liabilities	12,038.56		12,038.56	13,757.29
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	0.00		0.00	
2900 · Unavailable Revenue	0.00		0.00	
Total Other Current Liabilities	12,038.56	0.00	12,038.56	13,757.29
Total Current Liabilities	34,069.30	254.02	34,323.32	74,118.19
Total Liabilities	34,069.30	254.02	34,323.32	74,118.19
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	674,077.48	289,100.00	963,177.48	1,063,629.77
3000 · Equity/Uncommitted Funds (Beginning of Year)	20,000.00	56,095.95	76,095.95	
Current Year Income Less Expense	916,600.23	228,937.64	1,145,537.87	890,142.20
Total Equity (End of Year)	1,610,677.71	574,133.59	2,184,811.30	1,953,771.97
TOTAL LIABILITIES & EQUITY	1,644,747.01	574,387.61	2,219,134.62	2,027,890.16

IFLS Library System

Revenue and Expense Statement

January through June 2023

	Jan - Jun 23	Jan - Jun 22
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,499,825.00	1,387,411.00
5200 · Interest Income/General Funds	50,125.28	3,447.50
5263 · MORE Management Income	223,252.00	216,000.00
5264 · Catalog/Processing Income	83,879.95	79,885.66
5277 · Fed Grant Indirect Funds	0.00	9,138.00
5280 · Technology Income	1,766.27	5,393.41
5300 · Miscellaneous Income	673.28	119.24
Total Income	1,859,521.78	1,701,394.81
Expense		
6500 · Salaries/Wages & Benefits	676,280.47	632,925.08
6580 · Leave Payouts at Retirement	21,640.00	3,437.94
8070 · New Furnishings/Equipment <\$500	0.00	633.25
8530 · Bank & Direct Deposit Fees	1.45	823.94
8540 · Annual Audit	8,740.00	7,245.00
8620 · Collection/Electronic Resources	29,466.94	26,244.66
8630 · Wis Pub Lib Consortium Membshp	6,953.00	6,586.00
8670 · Professional Memberships	1,095.56	920.50
8690 · Librarian Workshops - General	1,928.12	1,307.21
8714 · Accessibility Audits	2,794.25	5,078.88
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	7,839.33	2,199.95
8735 · Library Consulting Expenses	832.00	372.00
8740 · Field Visits	2,016.42	1,938.73
8741 · Field Visits - Tech Support	106.68	18.36
8755 · Programming Kits	158.79	229.87
8812 · ILL Fees & Verification Sources	4,845.57	4,418.38
8850 · Delivery Service	142,561.50	137,691.99
8855 · Collection Dev Grant-LEPhillips	5,750.00	11,500.00
8864 · Wide-Area Network (WAN)	2,432.00	2,432.00
8890 · IFLS Contrib - MORE Operating	124,999.00	119,965.00
8950 · Campaign for Wisconsin Libs	300.00	0.00
8960 · Long Range Planning Meeting	272.17	0.00
8971 · Web Development	1,022.14	1,022.14
9010 · IFLS Committee Meetings	331.69	0.00
9020 · Professional Materials	932.87	1,055.49
9030 · Postage	614.15	220.77
9050 · Telephone	1,177.06	1,214.55
9060 · Supplies	613.42	5,280.30
9080 · Marketing & Advocacy PR	167.94	0.00
9123 · Building Overhead Expenses	10,094.18	8,276.82
9140 · Photocopier Costs	1,030.86	940.02
9160 · Computers	5,572.71	2,714.49
9190 · System Vehicle Expenses	625.59	1,127.63

IFLS Library System
Revenue and Expense Statement
January through June 2023

	<u>Jan - Jun 23</u>	<u>Jan - Jun 22</u>
9220 · Insurance	5,058.79	2,444.28
9240 · Contingency	333.92	212.09
Total Expense	<u>1,068,588.57</u>	<u>990,477.32</u>
Net Ordinary Income	790,933.21	710,917.49
Pass-thru Income/Expense		
Pass-thru Income		
5474 · LSTA 2022 Income	0.00	264,885.62
5475 · LSTA 2023 Income	133,475.00	0.00
5670 · MORE Shared System Income	958,827.00	903,400.00
5702 · Billable Project Income	<u>101,644.59</u>	<u>126,620.62</u>
Total Pass-thru Income	1,193,946.59	1,294,906.24
Pass-thru Expense		
8830 · Shared Cataloging Service	3,590.38	0.00
8940 · Projects Billable to Libraries	89,807.40	79,080.20
9500 · MORE Shared Automation Expenses	709,969.95	650,091.33
9979 · LSTA 2021 Grant Expenses	0.00	143,648.07
9980 · LSTA 2022 Grant Expenses	<u>35,974.20</u>	<u>242,861.93</u>
Total Pass-thru Expense	<u>839,341.93</u>	<u>1,115,681.53</u>
Net Pass-thru Income	<u>354,604.66</u>	<u>179,224.71</u>
Net Income	<u><u>1,145,537.87</u></u>	<u><u>890,142.20</u></u>

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through June 2023

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,499,825.00	1,499,828.00	-3.00	100.0%
5200 · Interest Income/General Funds	50,125.28	8,000.00	42,125.28	626.57%
5263 · MORE Management Income	223,252.00	446,500.00	-223,248.00	50.0%
5264 · Catalog/Processing Income	83,879.95	83,885.00	-5.05	99.99%
5280 · Technology Income	1,766.27	0.00	1,766.27	100.0%
5300 · Miscellaneous Income	673.28	6,200.00	-5,526.72	10.86%
Total Income	1,859,521.78	2,044,413.00	-184,891.22	90.96%
Expense				
6500 · Salaries/Wages & Benefits	676,280.47	1,474,884.00	-798,603.53	45.85%
6580 · Leave Payouts at Retirement	21,640.00	36,278.00	-14,638.00	59.65%
8070 · New Furnishings/Equipment <\$500	0.00	2,000.00	-2,000.00	0.0%
8530 · Bank & Direct Deposit Fees	1.45	1,600.00	-1,598.55	0.09%
8540 · Annual Audit	8,740.00	8,000.00	740.00	109.25%
8620 · Collection/Electronic Resources	29,466.94	48,700.00	-19,233.06	60.51%
8630 · Wis Pub Lib Consortium Membshp	6,953.00	6,953.00	0.00	100.0%
8670 · Professional Memberships	1,095.56	4,000.00	-2,904.44	27.39%
8690 · Librarian Workshops - General	1,928.12	6,000.00	-4,071.88	32.14%
8700 · CE/Collaboration Projects	0.00	300.00	-300.00	0.0%
8714 · Accessibility Audits	2,794.25	5,000.00	-2,205.75	55.89%
8716 · Community Engagement Support	0.00	12,000.00	-12,000.00	0.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	7,839.33	29,000.00	-21,160.67	27.03%
8735 · Library Consulting Expenses	832.00	1,700.00	-868.00	48.94%
8740 · Field Visits	2,016.42	9,000.00	-6,983.58	22.41%
8741 · Field Visits - Tech Support	106.68	0.00	106.68	100.0%
8755 · Programming Kits	158.79	700.00	-541.21	22.68%
8812 · ILL Fees & Verification Sources	4,845.57	9,500.00	-4,654.43	51.01%
8850 · Delivery Service	142,561.50	349,908.00	-207,346.50	40.74%
8855 · Collection Dev Grant-LEPhillips	5,750.00	23,000.00	-17,250.00	25.0%
8864 · Wide-Area Network (WAN)	2,432.00	3,432.00	-1,000.00	70.86%
8890 · IFLS Contrib - MORE Operating	124,999.00	125,000.00	-1.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	58,050.00	-58,050.00	0.0%
8950 · Campaign for Wisconsin Libs	300.00	1,450.00	-1,150.00	20.69%
8960 · Long Range Planning Meeting	272.17	500.00	-227.83	54.43%
8971 · Web Development	1,022.14	1,100.00	-77.86	92.92%
9010 · IFLS Committee Meetings	331.69	1,800.00	-1,468.31	18.43%
9020 · Professional Materials	932.87	1,500.00	-567.13	62.19%
9030 · Postage	614.15	849.00	-234.85	72.34%
9050 · Telephone	1,177.06	3,960.00	-2,782.94	29.72%
9060 · Supplies	613.42	6,400.00	-5,786.58	9.59%
9080 · Marketing & Advocacy PR	167.94	2,000.00	-1,832.06	8.4%
9123 · Building Overhead Expenses	10,094.18	24,930.00	-14,835.82	40.49%

IFLS Library System
Annual Budget vs. Actual Income and Expense
January through June 2023

	<u>Jan - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9140 · Photocopier Costs	1,030.86	1,901.00	-870.14	54.23%
9160 · Computers	5,572.71	6,900.00	-1,327.29	80.76%
9190 · System Vehicle Expenses	625.59	3,700.00	-3,074.41	16.91%
9220 · Insurance	5,058.79	6,226.00	-1,167.21	81.25%
9240 · Contingency	333.92	-500.00	833.92	-66.78%
9245 · Capital Expenditures	0.00	20,000.00	-20,000.00	0.0%
Total Expense	<u>1,068,588.57</u>	<u>2,297,721.00</u>	<u>-1,229,132.43</u>	<u>46.51%</u>
Net Ordinary Income	790,933.21	-253,308.00	1,044,241.21	
Pass-thru Income/Expense				
Pass-thru Income				
5475 · LSTA 2023 Income	133,475.00			
5670 · MORE Shared System Income	958,827.00	940,629.00	18,198.00	101.94%
5702 · Billable Project Income	101,644.59	150,000.00	-48,355.41	67.76%
Total Pass-thru Income	<u>1,193,946.59</u>	<u>1,090,629.00</u>	<u>103,317.59</u>	<u>109.47%</u>
Pass-thru Expense				
8830 · Shared Cataloging Service	3,590.38			
8940 · Projects Billable to Libraries	89,807.40	150,000.00	-60,192.60	59.87%
9500 · MORE Shared Automation Expenses	709,969.95	1,005,729.00	-295,759.05	70.59%
9980 · LSTA 2022 Grant Expenses	35,974.20			
Total Other Expense	<u>839,341.93</u>	<u>1,155,729.00</u>	<u>-316,387.07</u>	<u>72.62%</u>
Net Other Income	<u>354,604.66</u>	<u>-65,100.00</u>	<u>419,704.66</u>	
Net Income	<u><u>1,145,537.87</u></u>	<u><u>-318,408.00</u></u>	<u><u>1,463,945.87</u></u>	

My Online Resource (MORE)
Balance Sheet
As of June 30, 2023

	<u>MORE</u>
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 574,387.61
1200-1 · Accts Receivable-MORE	-
1508-1 · 2023 Prepaid Expense-MORE	
	<u> </u>
TOTAL ASSETS	<u><u>\$ 574,387.61</u></u>
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	254.02
	<u> </u>
Total Liabilities	254.02
Equity	
MORE Reserved Fund Balance on 1/1/2023	224,000.00
MORE Committed Fund Balance on 1/1/2023	65,100.00
MORE Uncommitted Fund Balance on 1/1/2023	56,095.95
Current Year Income less Expense	228,937.64
Total Equity/MORE Fund Balance	<u>574,133.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 574,387.61</u></u>

IFLS Library System
Revenue less Expense - MORE
January through June 2023

	<u>Jan -Jun '23</u>	<u>Jan - Jun '22</u>
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income	0.00	0.00
5670-2 · MORE Operating Income	940,627.00	903,400.00
Total MORE Income	<u>940,627.00</u>	<u>903,400.00</u>
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	223,252.00	216,000.00
9500-12 · MORE/III Annual Maintenance	153,572.50	145,220.32
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	5,219.00	315.00
9500-22 · MORE/High-demand Hold Project	2,557.66	6,300.55
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	10,799.16	12,306.38
9500-24 · MORE/Conferences	6,390.95	1,441.46
9500-31 · MORE/New Products/	6,600.00	0.00
9500-44 · MORE/Decision Center	34,444.85	33,120.05
9500-32 · MORE/Mgmt Team Training	840.00	0.00
9500-38 · MORE/Systemwide OCLC	21,332.60	20,392.62
9500-4 · MORE/New Participant Expenses	707.57	852.52
9500-40 · MORE/Overdrive Content	25,054.04	18,442.57
9500-45 · MORE/Freading eBook Svc	0.00	367.50
9500-46 · MORE/Electronic Periodicals	7,355.00	17,628.23
9500-48 · MORE/i-Tiva Telephony Subscription	11,460.35	11,019.57
9500-50 · MORE Discovery/Online Catalog	49,937.11	28,809.66
9500-51 · MORE Discovery/BiblioApps	12,588.73	5,860.93
9500-53 · MORE/Database Quality Control	0.00	0.00
9500-5 · MORE/Publicity	3,706.96	2,816.35
9500-6 · MORE/Database Cleanup/Maint	4,377.47	3,597.62
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	129,774.00	122,310.00
Total 9500 · MORE Shared Automation Expenses	<u>709,969.95</u>	<u>646,801.33</u>
Total MORE Expense	<u>709,969.95</u>	<u>646,801.33</u>
Year-to-date MORE Income less Expense	<u><u>228,937.64</u></u>	<u><u>256,598.67</u></u>
 Plus 12/31/22 MORE Uncommitted Fund Balance	 56,095.95	
Plus 12/31/22 MORE Reserve/Committed Balance	<u>289,100.00</u>	
 MORE Fund Balance	 <u><u>574,133.59</u></u>	

IFLS Library System
Board of Trustees
July 26, 2023

Director's Report

Monthly Activities

New Buildings

Both Cadott and Stanley held community listening sessions for their building projects. Based on community feedback Cadott will be exploring several other potential options. Boyceville is in the preliminary stages of working with an architect on some preliminary designs.

New Director

Met with Nick Andrews, new director in Elmwood.

State Budget

The recently signed budget includes an increase in library system funding. IFLS will be receiving roughly \$150,000 more in funding for 2024. We will bring the budget recommendations to the board in September. We will be evaluating staffing needs including potential collaborations with other systems, wages, and other potential enhancements to existing services.

Consulting

Planning, budgeting, space assessments and building projects, personnel.

Agenda Items

XI. * Personnel Committee Report

The committee will be meeting in the morning prior to the meeting and will be bringing recommendations to the full board in the afternoon.

- Director Accountabilities
- System Director Evaluation**
- Wage Adjustments for Recent Hires**

XIII. * MORE Start-Up Fee Hawkins

The original MORE start-up fee formula included a factor for the number of public computers available in the library. Hawkins has significantly more public computers than any library of their size and more than many of the larger libraries. This factor significantly skews their fee. We are requesting that their start-up fee be adjusted to better reflect a library of their size. Based on the fee charged to Cornell we are recommending a start-up fee of \$18,000 for Hawkins. This fee will be covered by an LSTA that will be awarded to IFLS.

John Thompson (July 17, 2023)

Public Services Consultant Report

Katelyn Noack

I. Consulting

Assisted John in facilitating five focus groups in Amery, gathering feedback for their strategic plan. We developed themes and goals from this data and recently finalized those priorities at Amery with their director and a board member.

Responsibility for viewing library board agendas and minutes monthly for compliance checks has been switched to me to alleviate some of John's inbox. I have received some from July and expect most libraries to begin sending this information in August.

John conducted a staffing/wage study for Somerset to give options for achieving their staffing goals; I went with to learn more about this process.

II. New Directors

The New Director Cohort met again in July and discussed annual/staff reviews. The newest directors from Cornell and Elmwood were able to join us. Our next meeting will be in August and the anticipated topic is general finances including budgets, grants, and donations.

III. Collaborations/Adult Services

Redid/Updated the Adult Services page on our website, added new resources and altered the formatting. Reb helped make the final layout perfect! Also overhauled the Job Resources page and updated the Home Delivery page.

Some libraries have had intellectual freedom concerns lately and I worked with Cecelia and Leah to offer advice and guidance regarding various concerns.

IV. Committee Meetings

Library Workforce Connection

Wisconsin Public Library Consortium Board Meeting

WPLC Technology Backup Steering Committee Meeting

New Director Cohort

MORE Directors Council / Budget Hearing

V. Delivery

Delivery statistics are holding strong with an average of 98% of materials in-transit for less than one week. We have seen a decrease in reported mistakes and missed stops; service has been going well overall.

VI. Other Tidbits

Every Library Institute has been putting on two webinars per week about intellectual freedom that I have been attending.

Continuing to collect policy samples and add them to a policy compendium page on the IFLS website. This page is not yet "Live".

MORE Administrator's Report

Lori Roholt

July 2023 – IFLS Board of Trustees

New and prospective MORE Member Libraries

Cornell Public Library is live on MORE as of July 5. Thank you to MORE Project Managers Kathy Setter and Bridget Krejci, and Deer Park Director Barbara Krueger for their help in adding Cornell's items to the shared MORE database, and getting Cornell staff acquainted with MORE. Welcome, Cornell Public Library!

Earlier this year, Hawkins Area Library in Rusk County expressed interest in joining MORE, and Library Services and Technology Act (LSTA) grant funding has been approved. We'll plan for Hawkins to go live on MORE as early as July 2024.

This is a milestone for MORE! Hawkins Area Library is the last IFLS-member public library to join MORE, 25 years after the consortium was formed.

MORE Bylaws Review

At their May meeting, MORE Executive Committee made recommended amendments to the MORE Bylaws, Appendix C of the MORE Participation Agreement, and directors receive those recommended amendments on May 5. Directors will review the amendments and vote to approve as early as the next MORE Directors Council meeting on July 21. The amendments will then come to the IFLS board for approval.

2024 MORE Budget planning

The 2024 MORE budget process is underway. The May Directors Council meeting included a preview of the 2024 MORE budget, and a budget hearing followed in June—an opportunity for library directors and staff to weigh in on next year's MORE budget. MORE Directors Council will finalize and approve the budget at their July 21 meeting.

Find current and previous budgets on the [MORE budgets](#) page.

Multi-account option added to MORE Libraries app next week

On July 25, app users will have the option to view and use additional library accounts in their MORE Libraries app. Much like MORE's existing Library Elf notification service:

- Patrons—not staff—can configure their app to access multiple accounts
- Patrons can add accounts by entering a library card number (either by typing the number or scanning a barcode) and valid PIN
- Access to multiple accounts is interrupted with a barcode or PIN change, by uninstalling the app, or clearing the phone's cache, storage, or data

Resource Sharing and Collection Consultant's Report

Cecelia Cole, July 2023 - IFLS Board of Trustees

Project Highlights:

- **Cornell PL WISCAT/ILL (New MORE Library Membership):** Katie Shay and I visited Cornell Public Library in June to meet with their new director, Denise, and library assistant, Londa, prior to their joining MORE in July. At the meeting, we reviewed workflows for WISCAT and interlibrary loan to ensure they are ready for IFLS to begin handling their ILL lending. IFLS will continue to monitor Cornell's WISCAT account and update settings as needed until all currently active lending requests are finished and the transition is complete.
- **Intellectual Freedom Working Group:** The working group continues to meet regularly and has recently discussed ways to strengthen community outreach to counter potential challenges. The group expressed interest in developing marketing materials on intellectual freedom that might include talking points for the community and how libraries protect the right to read. We are currently working with Reb Kilde on a bookmark design to bring forth to the next meeting, and other materials/designs may follow.
- **Intellectual Freedom Resource Updates:** The [IFLS Materials Challenges and Intellectual Freedom page](#) has been updated with a new section on Program and Display Challenges. Resources include a Programming and Displays Policy Example, as well as a program challenges checklist created by Kristina Gomez, Community Engagement Librarian at Madison Public Library.

Consultations:

- **Collection Development Policy and Materials Selection Review:** Phillips PL, June-July 2023
- **WISCAT/ILL Review and Training:** Ogema PL, June 2023
- **Juvenile Non-fiction Collection Development and Weeding:** Elmwood PL, June 2023

Library Visits:

- **Elmwood PL:** New Director Orientation, June 2023
- **Cornell PL:** New Director Orientation, WISCAT/ILL Review for New MORE Membership, June 2023
- **Roberts PL:** Director Check-in, June 2023
- **Balsam Lake PL:** Director Check-in, OverDrive e-Materials Fund Contribution, July 2023

Committee Meetings:

- **IFLS Intellectual Freedom Working Group:** May and July 2023
- **WPLC Selection Committee:** July 2023

Professional Development:

- **Mini-conference/webinar:** *Library 2.023: Banned Books and Censorship* – The Learning Revolution Project, June 2023
- **Webinar:** *Developmentally Appropriate Collection Development* – Idaho Commission for Libraries, June 2023

IT Director Report

IFLS Board of Trustees, July 2023

Kris Schwartz, IT Director

NWLS Network Migrations to the Data Center and IFLS IP change

For the past few years Northern Waters Library System (NWLS) has been in the process of onboarding their libraries into the Lean Wisconsin network. The library migrations to the Badgernet Headend at the CVTC data center are complete and we are currently working on migrating the NWLS Wide Area Network (WAN) over to the data center. This is a big move and requires a lot of planning and coordination between NWLS, IFLS, and Wiscnet. During the investigation with Wiscnet on the NWLS WAN migration it was also discovered that when IFLS was first moved to the data center we had been provided with an internal device interface IP address from Wiscnet by that we have been using as our WAN IP by mistake. I am working with Wiscnet to solve this issue in unison with the NWLS migration as IFLS will need to be re-assigned a WAN IP address in order for the NWLS migration to take place. The WAN IP address is the core access point for all the libraries in 2 of 3 partner systems in Lean Wisconsin to the public internet and changing the WAN IP is no small task. We have several IFLS libraries that are not using Badgernet and use Internet Protocol Security (IPSEC) tunnel connections through their local telco with our core router at the data center to be able to access Sierra, Pharos, and many of our Active Directory services. IPSEC requires a direct mapping to a public WAN IP which is currently mapped to the WAN IP that Wiscnet originally assigned us from the libraries using IPSEC tunnels. Wiscnet has assigned us a new subnet to use for our WAN IP. I have completed the IPSEC migrations, and we are in the process of updating the network to the new public IP address. Changing our public IP is an involved process. IFLS uses IP authentication to a number of the databases we provide the libraries access to. That means we have to register our IP address with these database vendors to allow patrons to access the databases from within the library without a separate account. 2 of the 3 major IP changes have been implemented. The final change will happen in the next few weeks and will make the final move to the new interface IP and full migration of NWLS to the data center.

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby July 18, 2023

Continuing Education/Professional Development Highlights:

Recent offerings:

- Hosted statewide in-person workshop at the LE Phillips Memorial Public Library: **Becoming an Active Ally**. 26 people from 4 systems attended.

Upcoming offerings:

- [Wisconsin Trustee Training Week](#), August 21-25
- [Wisconsin Library Tech Days](#), September 13-14
- The [Art of Conflict Transformation](#), September 27 and 28
- Planning for Director Retreat, hope to finalize details this week
- Planning for [Wild Wisconsin Winter Web Conference](#) (January 24-25, 2024)
- Continuing to serve on the [IDEA Team](#) (statewide team working on education/opportunities related to inclusion, diversity, equity, and belonging).
- Other planning for upcoming professional development offerings, including examining our mentorship program.

Scholarships:

- Wrapping up final claims for 2022/23 scholarships (grant from the Department of Public Instruction with funding from the Institute for Museum and Library Services).
- Planning and setting up information sheets and applications for 2023/24 scholarships. These scholarships will be for library workers in the IFLS area to allow them to attend conferences, courses, and pursue other opportunities.

Consulting highlights included: New Director orientation (Elmwood), New Youth Services/Programming librarian orientation (Barron); Intellectual freedom issues (perennial!); Working with behavior expectations and issues with teens and tweens; certification questions and support; challenging behavior needs related to substance use disorder and mental illness; Accessibility Audit follow-up; and attending Accessibility Community Meeting in Balsam Lake.

Other:

- IFLS planning process—participating and providing additional support for this project
- Programming Kits: weeding out kits that are not circulating; dispensing kit materials to individual libraries; and considering ways to improve existing kits
- Worked with Angela Meyers (colleague from Bridges Library System) to present a recorded webinar, **Tools for Making Your Library Space Welcoming and Accessible**, for the [Wisconsin Library Buildings and Spaces](#) project.
- United for Libraries is an ALA product that the Wisconsin Department of Public Instruction has purchased statewide access to. I am working with other IFLS staff and CE consultants from other systems to try to figure out the best way to promote these resources.
- My own professional development included:
 - Developmentally Appropriate Collection Development webinar (very useful in intellectual freedom discussions)
 - Autism-Ready Toolkit from the iSchool at University of Washington: self-paced training
 - ADA Physical Accessibility Requirements recorded webinar with Robin Jones

BOARD REPORT FOR OUTREACH AND ADVOCACY

JULY 2023 IFLS BOARD OF TRUSTEES MEETING

FROM REBECCA KILDE

Action Items for IFLS Trustees

There are two **action items** I'd like to call to the attention of the board this month.

1. Please visit the Wisconsin Trustee Training Week website. (wistrusteetraining.com)
 - a. Sign up for one or more of these high-quality webinars by nationally-respected presenters.
 - b. Encourage the trustees at your local library to do the same.
2. If you haven't already, please send a thank-you note to your state elected officials and Gov. Evers to thank them for supporting libraries. I've copied information from this [Wisconsin Library Association page](https://www.wisconsinlibraries.org/state-biennial-budget-process-2023-2025). (<https://www.wisconsinlibraries.org/state-biennial-budget-process-2023-2025>). John can answer any questions you might have.

SUCCESS!

On June 13, the JFC voted approval of the state library aid package supported by WLA (as detailed in the documents linked above) which was folded into an omnibus education motion with other items from the Department of Public Instruction budget request, elements negotiated separately between Governor Evers and legislative leaders, and changes made to the Governor's budget by the Joint Finance Committee.

At the end of JFC deliberations, their version of the 2023-2025 budget was sent to the full legislature for floor votes in each house. No changes were made to the state library aid package during those deliberations. On June 30, the budget bill was sent to the desk of Governor Evers who completed his veto review, released his changes in a [Governor's Veto Message](#) and signed the budget bill into law as 2023 Wisconsin Act 19 on July 5, 2023.

Thank you to everyone who contributed to the successful realization of Wisconsin Library Association objectives during the 2023-2025 Wisconsin State Budget process!

End of the Passport Program

The Passport program wrapped up on July 15 for the public. IFLS-area library staff can continue getting passport stamps until September 1. I'll have detailed data for you at the next board meeting. In the meantime, here's an email I got from a library worker:

I am a library assistant at the Thomas St Angelo Library in Cumberland.

I love the Explore MORE Passport program! I haven't taken part, however, as summer is quite busy....but I'd like to complete visiting all the MORE libraries someday.

I would like to pass on to you what a few patrons expressed to me about the program. They are enjoying it very much and some are making it into an exploration with their children.

However, patrons have told me that they would like the program to go through the whole summer, possibly until Labor Day. They feel that ending it on July 15 isn't enough time.

I personally agree- August is a "slower" month; much of the gardening and lawn work is easier, kids may be getting bored, etc. There would be more time to explore!

If you continue the program in 2024, perhaps extending it might be a consideration.

Director Accountabilities

July 2022-June 2023

Accountability 1: Provide effective leadership for the system

Action Step 1: At least 95% of member libraries rate IFLS as providing effective leadership on their annual reports

- *100% No negative comments*

Action Step 2: Continue to be involved in statewide leadership opportunities

- *Attended System Library Director Meetings*
- *System Standards Process Planning Discussions*
- *Serve as Project Resource Lead, Wisconsin Public Library Facility Assessment Survey*
- *Wisconsin Library Buildings and Spaces Continuing Education Website Planning Team Member*
 - <https://sewilibraries.org/library-buildings-spaces/>
- *Wisconsin Public Library Consortium Technology Steering Committee, Chair as of 5/2023*

Accountability 2: Communicate with state and federal legislators on library issues

Action Step 1: Attend Library Legislative Day

- *Attended in-person meetings with legislators and their staff*

Action Step 2: Communicate with legislators on library issues as needed

- *Attended in-person meeting of Joint Finance Committee*

Action Step 3: Provide board and libraries with information on current legislative issues needing attention

- *Encouraged attendance at library legislative day and Joint Finance Committee hearing*

Accountability 3: Maintain effective communication with the IFLS Board, IFLS staff and member libraries

Action Step 1: Provide updates to IFLS staff, board and member libraries via email; and other electronic methods regarding library issues

- *Attended virtual group director check-ins*
 - *Facilitated by IFLS Staff mainly Leah Langby*
- *Attended virtual group new director cohort*
 - *Facilitated by IFLS Staff mainly Katelyn Noack*
- *Sent emails to IFLS staff, board members and member libraries as needed*
- *Participated in regular IFLS staff meetings*
- *Continued monthly program manager meetings in addition to regular staff meetings*

Action Step 2: Visit 20-member libraries per year (Note: some visits will be virtual)

- Continue visit patterns similar to pre-pandemic levels
- *Visited 31 distinct libraries either in person or virtually. 137 total visits.*
 - *Visited at least one in 9 of the 10 counties (exception Pepin County)*
 - *Does not include telephone calls that may have done normally in-person*

Action Step 3: Attend local library board meetings as requested (Note: some attendance could be virtual)

- *Included Amery, Balsam Lake, Bloomer, Boyceville, Cadott, Chetek, Fall Creek, Hawkins, Ogema, Plum City, Rice Lake, River Falls, Stanley*
- *Attended Municipal Board/Committee meetings for library related items as requested—Balsam Lake, Cadott, Centuria*
- *County Board Meetings as requested—Barron and Rusk*

Accountability 4: Maintain a positive work environment for system staff

Action Step 1: Allocated budget resources for staff professional development

- *Maintained increased funding for professional membership*
- *Increased conference funding (2023)*

Action Step 2: Seek ways to boost/support staff morale including through staff retreats and networking events

- *Staff holiday lunch*
- *Cupcakes*

Action Step 3: Explore ways to improve staff meetings in a shared in-person/virtual meeting

- *Held staff check-in/staff meetings virtually IFLS staff and with individual staff members as needed*
- *Meet with program managers to facilitate staff meeting agenda development*

Action Step 4: Advocate for staff additional compensation and staffing reorganization as budget and service needs change

- *Increased staff wages for 2023*

Action Step 5: Encourage IFLS staff to participate in professional associations and statewide committee and leadership opportunities

- *5 staff attended the WLA Fall Conference*
- *Katelyn Noack attended 2023 WAPL Conference. She serves on Wisconsin Small Libraries (WISL) board*
- *Kathy Setter attended 2023 American Library Association Conference (June 2023)*
- *Reb Kilde and Leah Langby attended the Lead the Way Conference*

Accountability 5: Develop additional training/support for library directors

Action Step 1: Seek additional ways to share information and educate new and existing library directors

- *Public Services consultant has begun development of new director resources website and new director cohort.*

Action Step 2: Meet with new directors within 90 days of hire and follow up as needed.

- *Met with all new directors*

Accountability 6: Participate in 5 conferences/webinars/workshops per year.

Action Step 1: Attend annual library conference

- *WLA 2022 Fall Conference in-person*
- *WAPL 2023 Spring Conference*

Action Step 2: Make one conference, webinar, workshop presentation

- *A Journey through a Library Building Project: What the \$@!! Am I Getting Myself Into? Preconference (ARSL Conference, 2022)*
- *Making Sense & Cents of a Library Building Project: The Library Trustee Role (August 2022)*
- *WHAT THE \$@!! AM I GETTING MYSELF INTO? A Library Building and Space Planning Overview (WAPL Conference, April 2023)*
- *Budgeting and Planning for Capital Costs with Brittany Larson (Muskego Public Library)*
- *Annual Report Workshop with Katelyn Noack and Adam Fuller*

July 2023-June 2024

Accountability 1: Provide effective leadership for the system

Action Step 1: At least 95% of member libraries rate IFLS as providing effective leadership on their annual reports

Action Step 2: Continue to be involved in statewide leadership opportunities

Accountability 2: Communicate with state and federal legislators on library issues

Action Step 1: Attend Library Legislative Day

Action Step 2: Communicate with legislators on library issues as needed

Action Step 3: Provide board and libraries with information on current legislative issues needing attention

Accountability 3: Maintain effective communication with the IFLS Board, IFLS staff and member libraries

Action Step 1: Provide updates to IFLS staff, board and member libraries via email; and other electronic methods regarding library issues

Action Step 2: Visit 20-member libraries per year (Note: some visits will be virtual)

- Continue visit patterns similar to pre-pandemic levels

Action Step 3: Attend local library board meetings as requested (Note: some attendance could be virtual)

Accountability 4: Maintain a positive work environment for system staff

Action Step 1: Allocated budget resources for staff professional development

Action Step 2: Seek ways to boost/support staff morale including through staff retreats and networking events

Action Step 3: Explore ways to improve staff meetings in a shared in-person/virtual meeting

Action Step 4: Advocate for staff additional compensation and staffing reorganization as budget and service needs change

Action Step 5: Encourage IFLS staff to participate in professional associations and statewide committee and leadership opportunities

Accountability 5: Develop additional training/support for library directors

Action Step 1: Seek additional ways to share information and educate new and existing library directors

Action Step 2: Meet with new directors within 90 days of hire and follow up as needed.

Accountability 6: Participate in 5 conferences/webinars/workshops per year.

Action Step 1: Attend annual library conference

Action Step 2: Make at least one conference, webinar, or workshop presentation