

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

[IFLS Library System \(Conference Room\)](#)
1538 Truax Blvd., Eau Claire, WI 54703
Or, via Zoom Meeting

DATE/TIME:

Wednesday, May 22, 2024
12:30 pm

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

Click on Link to join Zoom Meeting:

<https://us02web.zoom.us/j/81686078081?pwd=SVNYc3ZhQ0dqGR2WjgzUGpwYStZUT09>

Meeting ID: 816 8607 8081

Passcode: 54u3TE7X

One tap mobile +1 312 626 6799

Meeting ID: 816 8607 8081

Passcode: 87843375

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 – March 27, 2024 **#016-24**
- VIII. * Financials - Approve: Check Registers: March/April 2024 **#018-24**
Approve: Financial Reports: March/April 2024 **#019-24**
- IX. **(12:45 pm)*** 2023 Audit Report and Presentation **#020-24 (To be handed out.)**
- X. IFLS Staff Reports (In-person Report-Technology) **#021-24**
- XI. Director's Report of Agenda Items and Monthly Activities **#022-24**
- XII. * Report from IFLS Personnel Committee
Election of Chair
Director Evaluation Process/Timeline
- XIII. Board Member Reports
- XIV. * Adjournment

TOUR: IFLS Library system (following meeting)

Handout: 2024 IFLS Trustee List with Committee Appointments

** Denotes Action Items*

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 System at (715) 839-5082.

**IFLS LIBRARY SYSTEM
Board of Trustees
March 27, 2024**

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday, March 27, 2024, via Zoom. Duerkop called the meeting to order at 12:31 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:

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), **Jill Markgraf** (Resource Library), **Sue Marshall** (Price County), **Barbara McAfee** (Polk County), **Jackie Pavelski** (Eau Claire County), **Mike Schendel** (St. Croix County), **Josh Sterling** (Eau Claire County), **Jim Tripp** (Dunn County), **Julie Woodruff** (Chippewa County).

BOARD MEMBERS ABSENT:

Judy Achterhof (St. Croix County), **James Ericksen** (Chippewa County), **Vacancy** (Pepin County).

OTHERS PRESENT:

John Thompson (Director), **Adam Fuller** (Business Manager), **Katelyn Noack** (Public Services Consultant), **Cecelia Cole** (Resource Sharing & Collection Consultant), **Joanne Gardner** (Administrative Associate/Recorder), **Bonnie Carl** (Milltown Public Library).

APPROVE AGENDA:

MOTION #05 ⁽²⁴⁾: To approve the agenda as presented. Brue/Krug
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Julie Woodruff was introduced as a newly appointed trustee representing Chippewa County.

MINUTES:

MOTION #06 ⁽²⁴⁾: To approve the minutes of the Board of Trustees dated January 24, 2024 (Doc. #006-24). Eggert/Larson
RESULT: Carried.

FINANCIAL REPORTS:

MOTION #07 ⁽²⁴⁾: To approve the January/February 2024 Check Registers (Doc. #007-24). Daus/Brue
RESULT: Carried.

Questions were asked about payments to WiLS and Innovative Interfaces. The payment to WiLS is an annual payment for shared electronic content and magazines. The payment to Innovative Interfaces is for the MORE Shared System manual maintenance cost as well as additional content products.

MOTION #08 ⁽²⁴⁾: To approve the December 2023 Financial Reports (Doc. #008-24). Lugar/McAfee
RESULT: Carried.

Fuller noted that nothing was drastically over the budget. Interest seen an increase of 1,193.72% over the budget. Thompson added that the 2023 expenses were \$165,000 under budget.

(Lorentz joined the meeting at 12:51 pm).

Thompson noted that as an independent government body, the money carried over from year to year is typically rebudgeted. After the audit report, the funds will be reallocated for needs in the remainder of 2024 and into the 2025 budget. Some of the funds will be used to support our member libraries.

MOTION #09 ⁽²⁴⁾: To approve the January/February 2024 Financial Reports (Doc. #009-24). Marshall/Daus
RESULT: Carried.

Questions were asked about the catalog/processing income and other line items with big differences between 2023 and 2024. Fuller noted that it is most often due to the timing on billing and payments.

INVESTMENT REPORT AND POLICY REVIEW:

MOTION #10 ⁽²⁴⁾: To approve the Investment Report and Policy Review (Doc. #010-24). Daus/Brue
RESULT: Carried.

Fuller noted that the investment accounts with the Pooled Investment Fund (PIF) and Associated Bank are at the same interest rate of 5.83% interest.

Pavelski inquired if the Board Treasurer has a role in investments. Thompson noted that according to the policy, the Board delegates authority to the Business Manager.

DIRECTOR'S REPORT:

Thompson spent a good share of February on member library annual reports. They were all done, reviewed, and submitted to the state on time. 10-12 staff had a direct touch to the steps in the process of disseminating information, holding workshops, reviewing, and filing of the reports.

There is a pot of federal money for library and community center projects. There is the potential for \$4.2 million for each project. The guidelines have not been released yet. It is hoped that 2-3 libraries in the state will receive this funding.

Thompson, Gardner, and Fuller have been reviewing some needed improvements to the interior and exterior of the IFLS building and creating a plan to address them. A quote was received today for replacement of the garage door and opener. The opener has not been working properly.

Duerkop inquired about an update to the closing of the hospitals that was announced in January. Thompson noted the hospitals decided to close a month earlier from April to March. There is a group in the area working on providing healthcare solutions. There is no comprehensive solution put together yet.

IFLS STAFF REPORTS:

Cecelia Cole (Resource Sharing & Collections Consultant) was present to provide an in-depth staff report about IFLS Interlibrary Loan (ILL) services. Cole has been with IFLS just a day shy of two years. She previously worked at UWEC – Barron Campus. Cole's duties include consulting on Interlibrary Loan (ILL) best practices, developing and providing training opportunities, evaluating ILL workflows, Collection Development projects, and troubleshooting.

IFLS serves as an ILL clearinghouse for the majority of our member libraries. The clearinghouse workflow is a centralized service that enables requests to be processed, updated, monitored, and referred quickly and efficiently. This ensures that libraries have extra support to lend their materials to other libraries and obtain requested items for their patrons. Libraries use the WISCAT ILL platform to create and manage borrowing requests. The IFLS clearinghouse manages centralized lending using WISCAT and OCLC Worldshare. Cole provided a workflow of the IFLS ILL clearinghouse to show how WISCAT requests and OCLC Lending requests are managed.

Prior to the IFLS libraries forming the MORE Consortium, traditional ILL was more widespread. The consortium allows all members to obtain items more quickly. There is a fair amount of coordination between the IFLS staff of the consortium and ILL.

IFLS provides ILL Support and training to all member libraries. Troubleshooting and questions can be answered via email or the HelpDesk. Consultations on WISCAT account customization and workflow are available. In-person or virtual training for library staff is offered. Via the IFLS website, staff can access the asynchronous training modules.

Printed staff reports were included in the board meeting packet.

IFLS ANNUAL REPORT AND STATEMENT OF COMPLIANCE:

MOTION #11 ⁽²⁴⁾: To approve the IFLS annual Report and Statement of Compliance (Doc. #013-24). Woodruff/Daus

RESULT: Carried.

Duerkop noted Thompson’s certification runs through May of 2028. Thompson noted that there is a five-year cycle of renewal of certification. Directors with regular certification have to renew with one hundred hours of continuing education each cycle.

As part of the IFLS Annual Report and Statement of Compliance, we need to ensure all member libraries meet the system membership requirements. Hawkin’s library is currently searching for a library director. They have an interim director and are actively searching.

**SYSTEM EFFECTIVENESS STATEMENTS
FROM MEMBER LIBRARIES:**

As part of member libraries completing their annual report, they need to complete a system effectiveness statement. They have the opportunity to provide comments. 100% of the libraries noted that the system did provide system effectiveness. The comments received are provided.

**EXECUTIVE COMMITTEE OFFICERS
AND PERSONNEL COMMITTEE FOR 2024:**

MOTION #12 ⁽²⁴⁾: To approve the Executive Committee Officers and Personnel Committee members for 2024. Daus/Brue

RESULT: Carried.

The Executive Committee as elected in January 2024, will be led by the elected President Sue Duerkop. Other officers include Jim Tripp – Vice President, Jan Daus – Treasurer, Pat Eggert – Secretary, and Mike Schendel – Member-at-large.

The 2024 Personnel Committee will consist of Jan Daus, Lois Goode, Mary Alice Larson, Sue Marshall, and Mike Schendel.

2024 BUDGET AMENDMENT:

MOTION #13 ⁽²⁴⁾: To approve the 2024 Budget Amendment (Doc. #015-24). Brue/Marshall

RESULT: Carried.

There are five proposed budget revisions as outlined. Line item 8735 from \$1,700 to \$12,000 would be for a pilot program to provide one-on-one consulting/coaching for member library directors and supervisors to provide specialized consulting beyond IFLS staff capacities. Thompson noted that in some cases, there is no support within a municipality with personnel issues. On-demand consulting service would pay for some of those hours. Most likely this would be offered on a cost-shared basis.

Since this would be a pilot program, we can try it without cutting back another area of service. If it does not work, it could be discontinued. Many library directors deal with personnel issues, and they do not have expertise in human resources nor do the municipalities have staff to support. The plan is to use individuals that best suit the situation at hand. We could tap into university and/or extension resources. Brue commended Thompson for being proactive to library needs.

TRUSTEE ORIENTATION:

Thompson provided a trustee orientation on the IFLS Library System Board Roles and Responsibilities. IFLS is one of fifteen systems in the State. IFLS is the largest system in terms of counties and second largest for the number of libraries. In 2023, IFLS staff made 299 library visits to 51 of the 53 public libraries.

As a system trustee, you represent the library system and you need to consider not only your community or county, but the entire region served by your system and all the libraries and users. Trustees have a significant responsibility for fiscal policy making, fiscal planning, and fiscal oversight. Trustees should be willing to assume a leadership role in legislative lobbying or advocacy at the state and federal level. Thompson noted that as a system trustee, you cannot make policies for any member library and should avoid unnecessary interference with the autonomy of member libraries. Library trustees will review and update board bylaws, assist with development and approval of the long-range plan, advocate for the library system and libraries, attend library conferences, work as a team member in support of system services, and provide input on library needs and interests to help guide services to meet member library needs. Thompson provided charts of the responsibilities of the board and system director in terms of meetings, planning, personnel, budget, policy, and advocacy.

Chapter 43 of the Wisconsin Statutes includes Library Law pertaining to public libraries. The Wisconsin Statutes are available in print and online. Thompson provided a breakdown of the sections within Chapter 43.

(Tripp left meeting at 2:11 pm).

Open Meeting Law is contained within Chapter 19 General Duties of Public Officials. It includes posting of meeting notices, agenda requirements, meeting quorum, closed session. Open Meeting Law specifies that the Board must first convene in open session, announce intention to go into closed session, state reason for going into closed session, a motion, second and roll call to go into closed session. Attendance is limited to the board, necessary staff, and others whose presence is needed. Discussion in closed session is limited to stated agenda purpose, most if not all votes taken in open session, and notice that board will reconvene in open session. There are legal penalties for violations, and actions can be voided if the law is violated.

Public Records Law requires systems to respond to requests whether they are written or oral requests. There are guidelines to follow with the release of personnel records. The system must have a record retention policy.

(McAfee left the meeting at 2:15 pm).

Thompson provided links to several resources and include: IFLS Trustee Resource Page, Tools and Resources for Public Library Directors and Board Members, Trustee Essentials, Wisconsin State Statute Chapter 43 Libraries, and Wisconsin Public Library Standards.

Open Meeting Resources provided include Chapter 19 General Duties of Public Officials, DPI FAQ on Open Meetings, Department of Justice Compliance Guide, and the League of Wisconsin Municipalities Governing Bodies: Open Meeting Law.

Public Records Resources are also provided and include Wisconsin’s Public Records Law, Records Retention Schedule for Wisconsin Public Libraries, Department of Justice Compliance Guide, and the League of Wisconsin Municipalities Public Records FAQ.

Questions can be directed to Thompson with the contact information provided in his presentation.

CERTIFICATES FOR OUTGOING TRUSTEES:

Gardner prepared certificates and sent them to Joel Seidlitz representing Chippewa County and Ricky Riggins representing Pepin County. Copies were included in the meeting packet.

BOARD MEMBER REPORTS:

Brue attended an informative trustee workshop offered by IFLS titled Everything You Want to Know about Book Bans. Brue-terrific CE session on banned books for trustees

Brue noted that Achterhof recently had surgery to replace her other knee.

Duerkop noted her goal to visit thirty-five member libraries this summer.

ADJOURNMENT:

Motion to adjourn at 2:24 pm. Brue/Pavelski

Joanne Gardner, Recorder/Administrative Associate

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

IFLS Library System
Check Register
 March 2024

#18-24

Date	Num	Name	Memo	Amount
Mar 24				
03/01/2024	Auto Pay	Delta Dental	Mar. '24 Vision	-62.02
03/09/2024	Auto Pay	AT&T	Feb. Phone/Fax Line	-20.55
03/10/2024	Auto Pay	Kwik Trip, Inc.	Feb. Gas Stmt.	-19.77
03/19/2024	Auto Pay	Xcel Energy	01/28-02/27 Gas & Electric Svc	-455.49
03/22/2024	Auto Pay	Employee Trust Funds, Dept of	Apr. '24 Health Ins.	-27,377.44
03/22/2024	Auto Pay	Lumen	Mar. Phone	-1.45
03/26/2024	Auto Pay	Associated Credit Card	Feb. Stmt.	-4,818.89
03/06/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#5	-1,460.00
03/13/2024	WIRE	Internal Revenue Service	P/R#5	-8,030.38
03/20/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#6	-1,460.00
03/27/2024	WIRE	Internal Revenue Service	P/R#6	-8,030.30
03/29/2024	WIRE	Wisconsin Retirement System	Feb. WRF	-10,077.20
03/31/2024	WIRE	Wisconsin Department of Revenue	P/R#5	-1,565.09
03/29/2024	WIRE-ADJ	Internal Revenue Service	P/R#3 Tax Deduction Adjustment	-192.80
03/06/2024	DD2743-2760	IFLS Staff	Direct Deposit	-24,715.12
03/20/2024	DD2761-2778	IFLS Staff	Direct Deposit	-24,715.18
03/04/2024	43217	Center For Independent Living Western Wis	Assessments/BoycevilleLibrary	-559.42
03/04/2024	43218	Culligan	Mar. Service	-99.95
03/04/2024	43219	Krejci, Bridget	Acquisitions Training-Bruce	-39.78
03/04/2024	43220	Maug Cleaning Solutions, Inc.	01/15/24-02/11/24 Cleaning Service	-382.00
03/04/2024	43221	OCLC, Inc	Web Dewey/Net Fees	-920.58
03/04/2024	43222	Season 2 Season	Jan. Snow Removal	-140.00
03/04/2024	43223	Securian Financial Group, Inc.	Apr. Life Ins.	-334.79
03/04/2024	43224	South Central Library System	Statewide Delivery Svc/Jan-Jun	-8,027.00
03/04/2024	43225	Thompson, John	Field Visits/Conference 1/3/24-2/29/24	-969.11
03/04/2024	43226	Waltco Inc.	Mar. Del. Serv.	-31,978.45
03/04/2024	43227	Wisconsin Valley Library Service	Wild Wisconsin Winter Web Conf. Sponsor	-198.00
03/04/2024	43228	Innovative Interfaces	MORE/iTiva Automated Phone Sys	-11,918.76
03/04/2024	43229	Marcive, Inc.	MORE/Feb. Database Maint.	-303.08
03/04/2024	43230	OverDrive, Inc.	High Demand/Feb. Advantage	-4,900.60
03/18/2024	43231	Bayscan Technologies	Billable/Supplies for Libs	-3,549.06
03/18/2024	43232	Grainger, Inc.	110 Delivery Bins	-5,224.81
03/18/2024	43233	Hudson Public Lib	MORE Ecomm Payments 2024	-1,129.67
03/18/2024	43234	Jensen, Brad	Tech Support/Fall Creek	-9.69
03/18/2024	43235	Kapco	Billable/Supplies for Libs	-2,800.24
03/18/2024	43236	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2024	-569.84
03/18/2024	43237	Langby, Leah	Elk Mound Workshop	-66.60
03/18/2024	43238	Maug Cleaning Solutions, Inc.	02/12/24-03/10/24 Cleaning Service	-382.00
03/18/2024	43239	OCLC, Inc	Feb. Web Dewey/Net Fees	-473.76
03/18/2024	43240	Showcases	Billable/Supplies for Libs	-725.39
03/18/2024	43241	Tasslyn Magnusson	Altoona/Somerset Workshops	-818.93

IFLS Library System Check Register March 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/18/2024	43242	JANDI Enterprises Inc.	MORE/1 yr Library Elf	-1,800.00
03/18/2024	43243	NCC Group Software Resilience (NA) LLC	MORE/Annual Software Insurance	-375.00
03/18/2024	43244	Baker Tilly US, LLP	2023 Audit in Progress	-1,680.00
Mar 24 Total				<u>-193,378.19</u>

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
 Electronic Auto Pay (03/24/2024)

Date	Name	Memo	Num	Amount
Jan 30 - Feb 27, 24				
02/01/2024	Festival Foods	Meeting Supplies/Pop/Wrkshp Supplies	Supplies	47.42
02/01/2024	Festival Foods	Lib. Wrkshp Snacks	Supplies	5.99
02/01/2024	FlowRoute.com	Feb. Phone/on Acct	on Acct	50.00
02/01/2024	Mabel Tainter Center For The Arts	Personal Purchase-R. Kilde-Employee Reimbursin	Postage	50.00
02/05/2024	GFL Environmental	Feb. Garbage	646969	41.23
02/05/2024	Dell Marketing L.P.	Billable/Fall Creek-2 Monitors	Comp Equip	197.20
02/05/2024	Dell Marketing L.P.	Billable/Fall Creek-2 Monitor Stands	Comp Equip	125.38
02/05/2024	Dell Marketing L.P.	Billable/Fall Creek-2 Micro PC's	Comp Equip	1,420.00
02/06/2024	Misc Restaurants	Lib. Leg Day Lunch-J.Thompson	Lunch	25.57
02/06/2024	Best Western Hotels	Lib. Leg. Day Parking-J.Thompson	Leg. Day	12.00
02/06/2024	Best Western Hotels	Lib. Leg. Day Hotel-J.Thompson	Leg. Day	174.00
02/06/2024	Quill Corporation	Janitorial-Paper towel/Office-Tape, Paper Clips, Etc	Inv37076769	84.13
02/08/2024	Menards	Maint. /Office Supplies	Maint. Supl	68.41
02/08/2024	CDW-G	Billable/Altoona-Receipt Printer	Comp Equip	241.02
02/09/2024	Dell Marketing L.P.	Billable/Clear Lake-1 Monitor	Comp Equip	98.60
02/09/2024	Dell Marketing L.P.	Billable/Clear Lake-1 Monitor Stand	Comp Equip	62.69
02/09/2024	Dell Marketing L.P.	Billable/Clear Lake-Micro PC	Comp Equip	710.00
02/12/2024	Dell Marketing L.P.	Billable/Menomonie-1 Monitor	Comp Equip	98.60
02/12/2024	Dell Marketing L.P.	Billable/Menomonie-1 Monitor Stand	Comp Equip	62.69
02/12/2024	Dell Marketing L.P.	Billable/Menomonie-Micro PC	Comp Equip	710.00
02/12/2024	CDW-G	Billable/Augusta-Printer	Comp Equip	203.69
02/15/2024	Niche Academy/Intuit	NicheCon 2024 Registration	NicheCon24	49.00
02/16/2024	FlowRoute.com	Feb. Phone/on Acct	on Acct	50.00
02/19/2024	S & S Worldwide, Inc.	Agility Rings/Color Cones/Stacking Buckets	Kits	87.97
02/21/2024	Menomonie Market	Trustee Workshop Lunch	Workshops	91.02
02/21/2024	Rev.com	Captioning-ILL tutorial	Captioning	13.50
02/22/2024	Festival Foods	Lib. Wrkshp Snacks	Supplies	21.52
02/27/2024	USPS	Feb. Postage	Postage	17.26
Jan 30 - Feb 27, 24				<u>4,818.89</u>

IFLS Library System

Check Register

April 2024

Date	Num	Name	Memo	Amount
Apr 24				
04/01/2024	Auto Pay	Delta Dental	Apr. '24 Vision	-62.02
04/08/2024	Auto Pay	AT&T	Mar. Phone/Fax Line	-20.55
04/09/2024	Auto Pay	Eau Claire, City of	1st Quarter Water & Sewer	-320.65
04/10/2024	Auto Pay	Kwik Trip, Inc.	Mar. Gas Stmt.	-53.04
04/15/2024	Auto Pay	Wisconsin Department of Revenue	Bi-annual Bus. Registration Fee	-10.00
04/17/2024	Auto Pay	Xcel Energy	02/27-03/27 Gas & Electric Svc	-424.73
04/22/2024	Auto Pay	Employee Trust Funds, Dept of	May. '24 Health Ins.	-27,377.44
04/22/2024	Auto Pay	Lumen	Apr. Phone	-1.42
04/22/2024	Auto Pay	Associated Credit Card	Mar. Stmt.	-12,994.32
04/30/2024	CC Refund	Service Charge-Reversed	Balance Adjustment-Credit Card Refund	333.20
04/03/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#7	-1,460.00
04/10/2024	WIRE	Internal Revenue Service	P/R#7	-8,030.22
04/15/2024	WIRE	Wisconsin Department of Revenue	P/R#6	-1,565.09
04/17/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#8	-1,460.00
04/24/2024	WIRE	Internal Revenue Service	P/R#8	-8,030.30
04/30/2024	WIRE	Wisconsin Department of Revenue	P/R#7	-1,415.04
04/30/2024	WIRE	Wisconsin Retirement System	Mar. WRF	-10,077.20
04/03/2024	DD2779-2796	IFLS Staff	Direct Deposit	-24,865.29
04/17/2024	DD2797-2814	IFLS Staff	Direct Deposit	-24,865.22
04/11/2024	43245	Baker Tilly US, LLP	Payroll Assistance	-1,600.00
04/11/2024	43246	Center For Independent Living Western Wis	Assessments/Amery Library	-1,364.98
04/11/2024	43247	Culligan	Apr. Service	-99.95
04/11/2024	43248	Deer Park Public Lib	LSTA/ Power Up Conf. -E. Hesselink	-628.07
04/11/2024	43249	EO Johnson Co.	4/20-7/19 Second Qtr. Maint. Agreement	-114.45
04/11/2024	43250	Fuller, Adam	Field Visits	-235.62
04/11/2024	43251	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2024	-997.71
04/11/2024	43252	Langby, Leah	Conf. Expense/Library Visit	-99.11
04/11/2024	43253	OCLC, Inc	Mar. Net OCLC Fees	-10.78
04/11/2024	43254	Securian Financial Group, Inc.	May. Life Ins.	-334.79
04/11/2024	43255	Somerset Public Lib	LSTA/ Power Up Conf. -D. Kilkelly	-625.00
04/11/2024	43256	Waltco Inc.	Apr. Del. Serv.	-32,508.36
04/11/2024	43257	Marcive, Inc.	MORE/Mar. Database Maint.	-109.50
04/11/2024	43258	OverDrive, Inc.	MORE/Mar. Advantage	-4,999.43
04/11/2024	43259	WILS	LSLS 2024 Conference Sponsorship	-300.00
04/24/2024	43260	Computype, Inc.	Billable Supplies to Libraries	-4,379.97
04/24/2024	43261	DEMCO, Inc.	Billable/Supplies for Libs	-84.70
04/24/2024	43262	Discount Paper Products, Inc	Billable/Supplies for Libs	-7,568.86
04/24/2024	43263	Innovative Interfaces	MORE Billable/SIP2 License-Rice Lake/Arr	-5,322.67
04/24/2024	43264	Kelsey Johnson-Kaiser	Workshop Presenter-Connecting the Dots	-1,089.96
04/24/2024	43265	L.E. Phillips Memorial Public Library	1st Qtr Contract Payment	-5,750.00
04/24/2024	43266	Langby, Leah	Office Supplies/Library Visit	-95.68

IFLS Library System
Check Register
April 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
04/24/2024	43267	Maug Cleaning Solutions, Inc.	03/11/24-04/07/24 Cleaning Service	-382.00
04/24/2024	43268	Noack, Katelyn	Lib. Visit/Augusta-Strategic Planning Meeti	-25.50
04/24/2024	43269	L.E. Phillips Memorial Public Library	MORE/1st Qtr High Demands	-802.10
04/24/2024	43270	OverDrive, Inc.	Billable/New Richmond Titles	-269.00
Apr 24 Total				<u><u>-192,497.52</u></u>

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
 Electronic Auto Pay (04/24/2024)

Date	Name	Memo	Num	Amount
Feb 28 - Mar 28, 24				
02/28/2024	Assoc of Rural & Small Libraries (ARSL ARSL Workshop-Community Asset Mapping-Jc	ARSL WRKSHP		15.00
02/28/2024	Assoc of Rural & Small Libraries (ARSL ARSL Membership/J Thompson	Membership		100.00
02/28/2024	Wisconsin Library Association	WAPL Conf. Reg./John Thompson	WAPL Conf	330.00
02/28/2024	Rev.com	Captioning-Teaching Books Webinar	Captioning	54.00
02/28/2024	FlowRoute.com	Mar. Phone/on Acct	on Acct	50.00
02/29/2024	Festival Foods	Meeting Supplies-Pop	Supplies	43.88
03/01/2024	Rivistas Subscription Svc	Prof Mtls/'24 Mag Subscriptions	Subscripts	979.47
03/01/2024	CCI Solutions	Billable/Supplies for Libs	Supplies	4,757.00
03/02/2024	Quill Corporation	Billable/Supplies for Libs	Supplies	60.67
03/02/2024	Quill Corporation	Billable/Supplies for Libs	Supplies	1,776.14
03/02/2024	Quill Corporation	Billable/Supplies for Libs	Supplies	26.56
03/02/2024	Marketplace Foods	Trustees Lunch	Trustees	219.83
03/05/2024	Amazon.com Credit	Containers for Kits	Kit Contain	62.99
03/05/2024	GFL Environmental	Mar. Garbage	667336	41.00
03/07/2024	Dell Marketing L.P.	Billable/Hudson-Laptop	Comp Equip	855.32
03/07/2024	Dell Marketing L.P.	Billable/Colfax-Receipt Printer	Comp Equip	240.00
03/11/2024	Groome Transportation	IUG Conference Transportation-B. Krejci	IUG Trans.	50.00
03/13/2024	FlowRoute.com	Mar. Phone/on Acct	on Acct	50.00
03/14/2024	S & S Worldwide, Inc.	Cooperative Game	Kits	109.00
03/20/2024	Rev.com	Captioning-Rethinking Registration	Captioning	48.00
03/20/2024	Misc Restaurants	Power Up Conf. Meal-L. Langby	Lunch	17.35
03/22/2024	Hotels	Power Up Conf.-L. Langby	Conf Hotels	358.00
03/24/2024	Metro Cars	MORE IUG Conf/Airport to Hotel-B. Krejci	Taxi Svc	77.80
03/25/2024	Marriott Hotel	IUG Conf Meals-B.Krejci	IUG Conf	14.84
03/25/2024	Zoom	License Renewal	Lic. Renew	319.80
03/26/2024	Marriott Hotel	IUG Conf Meals-B.Krejci	IUG Conf	7.42
03/26/2024	Marriott Hotel	IUG Conf Meals-B.Krejci	IUG Conf	14.84
03/27/2024	FlowRoute.com	Mar. Phone/on Acct	on Acct	16.67
03/27/2024	Auto-Owners Insurance	Wrkrs Comp Ins 3/15/24-25	Wrkrs Comp	1,920.00
03/27/2024	Credit Card	Service Charge	Svc. Charge	333.20
03/28/2024	USPS	Mar. Postage	Postage	45.54
Feb 28 - Mar 28, 24				<u>12,994.32</u>

IFLS Library System
Balance Sheet
As of April 30, 2024

#019-04

	<u>IFLS</u>	<u>MORE</u>	<u>2024 TOTAL</u>	<u>2023 TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	20,884.82		20,884.82	16,170.32
1040 · Bank Mutual - Checking	34,983.56		34,983.56	441,826.08
1050/1106 · Investments/Bank Mutual & States PIF	2,083,298.53	608,786.14	2,692,084.67	2,164,554.31
Total Checking/Savings & Investments	2,139,166.91	608,786.14	2,747,953.05	2,622,550.71
Accounts Receivable				
1200 · Accounts Receivable	56,133.47		56,133.47	99,530.85
Total Accounts Receivable	56,133.47	0.00	56,133.47	99,530.85
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	400.00		400.00	3,805.33
1499 · Undeposited Funds	29,517.34		29,517.34	-29,151.50
1508/1509 · 2023-2024 Prepaid Expenses	0.00	0.00	0.00	0.00
Total Other Current Assets	29,992.34	0.00	29,992.34	-25,271.17
Total Current Assets	2,225,292.72	608,786.14	2,834,078.86	2,696,810.39
TOTAL ASSETS	2,225,292.72	608,786.14	2,834,078.86	2,696,810.39
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	27,428.69	4,903.04	32,331.73	42,621.21
2011 · Credit Card - Associated	0.00		0.00	851.61
Total Accounts Payable	27,428.69	4,903.04	32,331.73	43,472.82
Other Current Liabilities				
2100 · Payroll Liabilities	1,415.04		1,415.04	1,317.72
2117 · Direct Deposit Liabilities	-24,865.16		-24,865.16	0.00
2201 · Accrued Payroll	0.00		0.00	0.00
2900 · Unavailable Revenue	412,427.25		412,427.25	0.00
Total Other Current Liabilities	388,977.13	0.00	388,977.13	1,317.72
Total Current Liabilities	416,405.82	4,903.04	421,308.86	44,790.54
Total Liabilities	416,405.82	4,903.04	421,308.86	44,790.54
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	726,750.30	244,000.00	970,750.30	1,037,513.39
3000 · Equity/Uncommitted Funds (Beginning of Year)	60,252.00	87,703.24	147,955.24	1,760.04
Current Year Income Less Expense	1,021,884.60	272,179.86	1,294,064.46	1,612,746.42
Total Equity (End of Year)	1,808,886.90	603,883.10	2,412,770.00	2,652,019.85
TOTAL LIABILITIES & EQUITY	2,225,292.72	608,786.14	2,834,078.86	2,696,810.39

IFLS Library System
Revenue and Expense Statement
 January through April 2024

	<u>Jan - Apr 24</u>	<u>Jan - Apr 23</u>
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,237,281.75	1,499,825.00
5200 · Interest Income/General Funds	41,085.77	32,162.85
5263 · MORE Management Income	163,218.00	148,836.00
5264 · Catalog/Processing Income	91,159.00	83,879.95
5280 · Technology Income	1,160.31	897.13
5300 · Miscellaneous Income	503.53	199.95
Total Income	<u>1,534,408.36</u>	<u>1,765,800.88</u>
Expense		
6500 · Salaries/Wages & Benefits	429,155.58	419,228.73
6580 · Leave Payouts at Retirement	5,700.96	15,452.24
66900 · Reconciliation Discrepancies	0.00	0.00
8070 · New Furnishings/Equipment <\$500	0.00	946.33
8530 · Bank & Direct Deposit Fees	0.00	1.45
8540 · Annual Audit	6,930.00	5,880.00
8620 · Collection/Electronic Resources	30,479.53	29,466.94
8630 · Wis Pub Lib Consortium Membshp	7,848.00	0.00
8670 · Professional Memberships	833.56	977.56
8690 · Librarian Prof. Development	8,230.47	1,463.48
8714 · Accessibility Audits	1,924.40	0.00
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	3,496.94	5,226.20
8735 · Library Consulting Expenses	892.00	832.00
8740 · Field Visits	1,176.99	826.22
8741 · Field Visits - Tech Support	28.01	64.23
8755 · Programming Kits	259.96	158.79
8812 · ILL Fees & Verification Sources	327.04	3,191.26
8850 · Delivery Service	84,268.30	80,291.91
8855 · Collection Dev Grant-LEPhillips	5,750.00	5,750.00
8864 · Wide-Area Network (WAN)	1,716.00	2,432.00
8950 · Campaign for Wisconsin Libs	0.00	300.00
8971 · Web Development	940.54	940.54
9010 · IFLS Committee Meetings	77.30	59.65
9020 · Professional Materials	979.47	932.87
9030 · Postage	133.10	531.00
9050 · Telephone	802.98	504.57
9060 · Supplies	273.66	114.72
9080 · Marketing & Advocacy PR	25.32	-0.24
9123 · Building Overhead Expenses	4,955.29	5,374.82
9140 · Photocopier Costs	311.13	811.38

IFLS Library System
Revenue and Expense Statement
 January through April 2024

	<u>Jan - Apr 24</u>	<u>Jan - Apr 23</u>
9160 · Computers	0.00	3,823.03
9190 · System Vehicle Expenses	158.31	444.28
9220 · Insurance	3,548.58	2,937.04
9240 · Contingency	<u>1,347.67</u>	<u>333.92</u>
Total Expense	<u>602,571.09</u>	<u>589,296.92</u>
Net Ordinary Income	931,837.27	1,176,503.96
Pass-thru Income/Expense		
Pass-thru Income		
5475 · LSTA 2023 Income	0.00	133,475.00
5476 · LSTA 2024 Income	133,475.00	0.00
5620 · Shared Cataloging Svc Income	248.29	0.00
5670 · MORE Shared System Income	902,527.00	795,629.00
5702 · Billable Project Income	<u>43,574.33</u>	<u>24,973.65</u>
Total Pass-thru Income	1,079,824.62	954,077.65
Pass-thru Expense		
8830 · Shared Cataloging Service	0.00	342.05
8940 · Projects Billable to Libraries	61,604.69	33,179.42
9500 · MORE Shared Automation Expenses	647,421.91	475,713.36
9980 · LSTA 2022 Grant Expenses	0.00	8,600.36
9981 · LSTA 2023 Grant Expenses	<u>8,570.83</u>	<u>0.00</u>
Total Pass-thru Expense	<u>717,597.43</u>	<u>517,835.19</u>
Net Pass-thru Income	<u>362,227.19</u>	<u>436,242.46</u>
Net Income	<u><u>1,294,064.46</u></u>	<u><u>1,612,746.42</u></u>

IFLS Library System Annual Budget vs. Actual Income and Expense January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,237,281.75	1,649,709.00	-412,427.25	75.0%
5200 · Interest Income/General Funds	41,085.77	8,000.00	33,085.77	513.57%
5263 · MORE Management Income	163,218.00	489,650.00	-326,432.00	33.33%
5264 · Catalog/Processing Income	91,159.00	88,100.00	3,059.00	103.47%
5280 · Technology Income	1,160.31	6,000.00	-4,839.69	19.34%
5300 · Miscellaneous Income	503.53	200.00	303.53	251.77%
5500 · Shared Wage Income	0.00	48,074.00	-48,074.00	0.0%
Total Income	1,534,408.36	2,289,733.00	-755,324.64	67.01%
Expense				
6500 · Salaries/Wages & Benefits	429,155.58	1,536,628.00	-1,107,472.42	27.93%
6580 · Leave Payouts at Retirement	5,700.96	6,000.00	-299.04	95.02%
66900 · Reconciliation Discrepancies	0.00			
8070 · New Furnishings/Equipment <\$500	0.00	2,000.00	-2,000.00	0.0%
8530 · Bank & Direct Deposit Fees	0.00	2,000.00	-2,000.00	0.0%
8540 · Annual Audit	6,930.00	9,000.00	-2,070.00	77.0%
8620 · Collection/Electronic Resources	30,479.53	53,000.00	-22,520.47	57.51%
8630 · Wis Pub Lib Consortium Membshp	7,848.00	7,715.00	133.00	101.72%
8670 · Professional Memberships	833.56	6,100.00	-5,266.44	13.67%
8690 · Librarian Prof. Development	8,230.47	12,050.00	-3,819.53	68.3%
8700 · CE/Collaboration Projects	0.00	1,150.00	-1,150.00	0.0%
8714 · Accessibility Audits	1,924.40	5,950.00	-4,025.60	32.34%
8716 · Community Engagement Support	0.00	8,000.00	-8,000.00	0.0%
8720 · IFLS Staff Dvlpmnt & Prof Mtgs	3,496.94	16,000.00	-12,503.06	21.86%
8735 · Library Consulting Expenses	892.00	1,700.00	-808.00	52.47%
8740 · Field Visits	1,176.99	8,000.00	-6,823.01	14.71%
8741 · Field Visits - Tech Support	28.01	1,000.00	-971.99	2.8%
8755 · Programming Kits	259.96	600.00	-340.04	43.33%
8812 · ILL Fees & Verification Sources	327.04	11,000.00	-10,672.96	2.97%
8850 · Delivery Service	84,268.30	380,613.00	-296,344.70	22.14%
8855 · Collection Dev Grant-LEPhillips	5,750.00	23,000.00	-17,250.00	25.0%
8864 · Wide-Area Network (WAN)	1,716.00	3,432.00	-1,716.00	50.0%
8890 · IFLS Contrib - MORE Operating	0.00	135,000.00	-135,000.00	0.0%
8898 · LEAN W/Shared Tech WVLS	0.00	65,100.00	-65,100.00	0.0%
8950 · Campaign for Wisconsin Libs	0.00	1,600.00	-1,600.00	0.0%
8960 · Long Range Planning Meeting	0.00	500.00	-500.00	0.0%
8971 · Web Development	940.54	1,100.00	-159.46	85.5%
9010 · IFLS Committee Meetings	77.30	1,800.00	-1,722.70	4.29%
9020 · Professional Materials	979.47	1,500.00	-520.53	65.3%

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
9030 · Postage	133.10	1,000.00	-866.90	13.31%
9050 · Telephone	802.98	3,960.00	-3,157.02	20.28%
9060 · Supplies	273.66	6,500.00	-6,226.34	4.21%
9080 · Marketing & Advocacy PR	25.32	2,000.00	-1,974.68	1.27%
9123 · Building Overhead Expenses	4,955.29	26,130.00	-21,174.71	18.96%
9140 · Photocopier Costs	311.13	900.00	-588.87	34.57%
9160 · Computers	0.00	6,900.00	-6,900.00	0.0%
9190 · System Vehicle Expenses	158.31	3,700.00	-3,541.69	4.28%
9220 · Insurance	3,548.58	6,225.00	-2,676.42	57.01%
9240 · Contingency	1,347.67	500.00	847.67	269.53%
9245 · Capital Expenditures	0.00	20,000.00	-20,000.00	0.0%
Total Expense	602,571.09	2,379,353.00	-1,776,781.91	25.33%
Net Ordinary Income	931,837.27	-89,620.00	1,021,457.27	
Pass-thru Income/Expense				
Pass-thru Income				
5476 · LSTA 2024 Income	133,475.00			
5620 · Shared Cataloging Svc Income	248.29			
5670 · MORE Shared System Income	902,527.00	906,426.00	-3,899.00	99.57%
5702 · Billable Project Income	43,574.33			
Total Pass-thru Income	1,079,824.62	906,426.00	173,398.62	119.13%
Pass-thru Expense				
8940 · Projects Billable to Libraries	61,604.69	150,000.00	-88,395.31	41.07%
9500 · MORE Shared Automation Expenses	647,421.91	1,061,426.00	-414,004.09	61.0%
9981 · LSTA 2023 Grant Expenses	8,570.83			
Total Pass-thru Expense	717,597.43	1,211,426.00	-493,828.57	59.24%
Net Pass-thru Income	362,227.19	-305,000.00	667,227.19	
Net Income	1,294,064.46	-394,620.00	1,688,684.46	

My Online Resource (MORE)
Balance Sheet
As of April 30, 2024

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	\$ 608,786.14
1200-1 · Accts Receivable-MORE	-
1508-1 · 2023 Prepaid Expense-MORE	-
	-
TOTAL ASSETS	\$ 608,786.14
 LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	4,903.04
	4,903.04
Total Liabilities	4,903.04
Equity	
MORE Reserved Fund Balance on 1/1/2024	224,000.00
MORE Committed Fund Balance on 1/1/2024	20,000.00
MORE Uncommitted Fund Balance on 1/1/2024	87,703.24
Current Year Income less Expense	272,179.86
Total Equity/MORE Fund Balance	603,883.10
TOTAL LIABILITIES & EQUITY	\$ 608,786.14

IFLS Library System
Revenue less Expense - MORE
 January through April 30, 2024

	<u>Mar -Apr '24</u>	<u>Mar - Apr '23</u>
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income		
5670-2 · MORE Operating Income	905,506.00	795,629.00
Total MORE Income	917,606.00	795,629.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	163,218.00	148,836.00
9500-12 · MORE/III Annual Maintenance	161,052.97	153,572.50
9500-16 · MORE/Bibliographic Utility	1,185.68	0.00
9500-19 · MORE/Contingency	219.00	5,000.00
9500-22 · MORE/High-demand Hold Project	1,091.41	1,939.25
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	11,131.73	10,799.16
9500-24 · MORE/Conferences	3,225.03	2,736.23
9500-31 · MORE/New Products/	3,300.00	6,600.00
9500-44 · MORE/Decision Center	35,822.64	34,444.85
9500-32 · MORE/Mgmt Team Training	0.00	0.00
9500-38 · MORE/Systemwide OCLC	20,848.17	14,469.51
9500-4 · MORE/New Participant Expenses	0.00	257.12
9500-40 · MORE/Overdrive Content	17,642.16	16,778.00
9500-46 · MORE/Electronic Periodicals	12,896.47	0.00
9500-48 · MORE/i-Tiva Telephony Subscription	11,918.76	11,460.35
9500-50 · MORE Discovery/Online Catalog	51,435.22	49,937.11
9500-51 · MORE Discovery/BiblioApps	12,858.81	12,484.28
9500-53 · MORE/Database Quality Control	0.00	0.00
9500-5 · MORE/Publicity	0.00	2,484.45
9500-6 · MORE/Database Cleanup/Maint	2,714.09	3,914.55
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	134,866.00	0.00
Total 9500 · MORE Shared Automation Expenses	645,426.14	475,713.36
Total MORE Expense	645,426.14	475,713.36
Year-to-date MORE Income less Expense	272,179.86	319,051.72
 Plus 12/31/23 MORE Uncommitted Fund Balance	 87,703.24	
Plus 12/31/22 MORE Reserve/Committed Balance	244,000.00	
 MORE Fund Balance	 603,883.10	

LEAN WISCONSIN

Budget Report - March 2024

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6100	HR - SALARIES/WAGES	\$63,807.00	\$0.00	\$0.00	\$0.00	\$63,807.00
6-6130	HR - BENEFITS and OTHER	\$23,600.00	\$0.00	\$0.00	\$0.00	\$23,600.00
6-6210	LICENSING AND SERVICES	\$200,658.00	\$582.77	\$2,886.12	\$0.00	\$197,771.88
6-6250	TRAVEL	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
6-6290	INSURANCE	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
6-6360	MAINTENANCE	\$2,100.00	\$0.00	\$0.00	\$0.00	\$2,100.00
6-6650	LIFECYCLE \ LONG RANGE	\$70,558.40	\$0.00	\$0.00	\$0.00	\$70,558.40
6-6800	CAPITAL	\$0.00	\$0.00	\$66,373.72	\$0.00	(\$66,373.72)
TOTAL		\$372,723.40	\$582.77	\$69,259.84	\$0.00	\$303,463.56
Beginning March 2024 Balance						
		\$440,139.82		Beginning 2024 Balance		\$508,182.32
	Receipts\Transfers - Partner Shares	\$0.00		Receipts - Partner Shares		\$0.00
	Receipts - CPA	\$0.00		Receipts - CPA		\$643.57
	Transfers - Expenses to 3-Grants	\$0.00		Transfers - Expenses to 3-Grants		\$3,745.80
	Expenditures - 2024 Budget	(\$582.77)		Expenditures - 2024 Budget		(\$2,886.12)
	Expenditures - 2024 New/Unplanned	\$0.00		Expenditures - 2024 New/Unplanned		(\$70,128.52)
	Ending March 2024 Balance	\$439,557.05		2024 Year to Date Balance		\$439,557.05
Segregated Monies - Grants Awarded						
Account #	Name	Balance		Account #	Name	Balance
3-2024-251	LSTA '23-'24 Sparsity 77,028	\$ 62,489.02		3-2024-251	LSTA '23-'24 Sparsity	\$ 14,538.98
3-2025-251	LSTA '24-'25 Sparsity	\$ -		3-2025-251	LSTA '24-'25 Sparsity	\$ -
Segregated Monies - Prepaid Services						
Account #	Description	Balance		Account #	Account	
6-6210	CVTC RDC Rack 2	\$ 48,887.72		100	Partner Shares	\$ 205,467.00
				100	HR Shares	\$ 87,407.00
				201	CPA (enc 2024&prev)	\$ 1,303.00
				201	CPA (due future years	\$ 1,624.00
Lifecycle Reserves						
Account #	Account	Balance		YTD Operating Summary		
6-6650	Core Infrastructure	\$ 242,800.00		Begining Balance		\$ 508,182.32
6-6650	Licencing & Svcs	\$ 23,700.00		Encumbrances		\$ -
6-6650	Infrastructure & Core Svc - IFLS	\$ 17,220.00		Receipts		\$ 643.57
6-6650	Infrastructure & Core Svc - NWLS	\$ 11,784.00		Expenses		\$ (73,014.64)
6-6650	Infrastructure & Core Svc - WVLS	\$ 35,220.00		Transfers		\$ 3,745.80
6-6650	Contingency - D/R	\$ 43,719.00		Reserves		\$ (374,443.00)
				Balance		\$ 65,114.05

Public Services Consultant Report

Katelyn Noack

I. Consulting

Working with Augusta to create a new strategic plan for 2025-2029

II. Library Visits

Cornell Public Library – General Check-In

Augusta Public Library – Strategic Planning Meeting

III. New Directors

The New Director Cohort met on May 9th; we were planning on having a “Director Reflection” as well as open discussion. Only two directors joined me, so we worked through some more focused challenges, such as personnel, and had a nice chat. Our next meeting is in July, and we will revisit the topic of the annual budget.

IV. Collaborations/Adult Services

Assisted Leah with her wonderful Youth Services Workshop in April by aiding with check-in and facilitation.

The Adult Services survey went out and had good response rates. Leah and I worked through the data and came up with three main goals to focus on over the next 1+ years.

V. Committee Meetings

New Director Cohort

Director Check-In

WISL (Wisconsin Small Libraries a section of WLA) Board Meeting

WPLC Board Meeting

WPLC Annual Member Meeting

MORE Director’s Council

Library Workforce Connection

VI. Delivery

The Wausau Terminal has seen some change-over, so we’ve noticed a small increase in mistakes, nothing major however, and it seems to be improving. The Chippewa Terminal seems to be running normally and is doing well. The biannual delivery study was conducted last week (May 13-17) which gives us an idea of per library delivery volume.

VII. Other Tidbits

Attended the “short” session of the CCBC workshop at the Eau Claire Library that Leah helped put together (May 15).

Reb recently taught me how to view and interpret website statistics! They will help me to see how the webpages I oversee are being utilized and as improvements are released, to understand how the changes are being received.

Resource Sharing and Collection Consultant's Report

Cecelia Cole, May 2024 - IFLS Board of Trustees

Project Highlights:

- **E-Resources needs assessment for member libraries:** At the end of April, I sent out a short survey to our member libraries gauging interest in any possible new, public-facing, shared system-wide e-resource subscriptions. Respondents were asked to temporarily set aside cost considerations and share what independent subscriptions their library already has (if any), and what new public-facing topics or specific e-resources they might be interested in. Nearly 40 libraries responded. The survey results will be used to determine areas with the most interest/need and help inform any decisions regarding any possible new system-wide e-resource subscriptions.
- **Upcoming projects:**
 - E-Resources survey followup and exploration of possible new shared subscriptions
 - Updated sample collection development policy for member libraries
 - Collection development webinar series for library staff
 - ILL training module on out-of-system courier preparation

Consultation Highlights:

- **E-Materials Selection & Purchasing:** Rice Lake (board of trustees), April 2024
- **WISCAT Training:** Cumberland, April 2024
- **E-Materials Contributions & Purchasing:** New Richmond, April 2024
- **Libby/OverDrive Checkouts & Holds limits:** several libraries, April 2024
- **Interlibrary Loan check-in:** Altoona, April 2024
- **E-audio Contributions & Purchasing:** Milltown, May 2024

Committee Meetings:

- **WPLC Selection Committee:** May 2024
- **MORE Directors Council:** May 2024
- **ILL Coordinators (DPI):** May 2024

IFLS Library System Board of Directors

Library Development and Youth Services Coordinator's Report of Activities

Submitted by Leah Langby May 14, 2024

Continuing Education/Professional Development Highlights:

Recent offerings:

- *Rethinking Registration* webinar with Kathy Larson (River Falls PL) 33 attended live
- *Youth Services Workshop and Mini-Conference* (Eau Claire)—46 attended
 - Morning presentation with Kelsey Johnson-Kaiser: *Connecting the Dots: Creating Purposeful Programs*. Nine afternoon breakout sessions from library staff: everything from book clubs for young kids to free book distribution to science programs, and more.
 - Feedback from evaluations was overwhelmingly positive. A few comments: "All helpful and encouraging" "I learned so much and can't wait to go home and act on all the ideas" "I plan to be more deliberate in planning summer"
- *Neurodiversity at Work Spring Webinar Series* (with other WI Library Systems)
 - *We Are Already Here: The Workplace Experiences of Neurodivergent Library Workers*-- 101 attended live, with a lot of engagement and questions.
 - *For Managers and Supervisors: Cultivating an Inclusive Workplace for Neurodivergent Staff*-- 86 attended live, and presenter stayed an extra half-hour for questions
- *Navigating the Terrain of Change* in person with Alonzo Kelly (part of the [IDEA Team](#) project), 2 workshops, one in WI Dells and Green Bay. I helped coordinate and attended the session at the WI Dells. Attendance was small: 20-24 at each session, with excellent feedback.

Upcoming offerings

- Cooperative Children's Book Center sessions on May 15 and 16 in Eau Claire. Planning for the rest of 2024 is ongoing, I have several projects in the works.

Consulting highlights

- Accessibility Audit check-in with Amery
- Teen behavior consulting, attended all-staff meeting in Rice Lake
- New Richmond youth services librarian interviews
- Inservice for new circulation staff at LE Phillips about de-escalation skills
- Youth services staffing and priorities, Menomonie

Scholarships

- Gave two scholarships for the **Power Up: A Leadership Conference for Youth Services Managers and Staff** (UW-Madison iSchool) to staff from Deer Park and Somerset. Comments from recipients: "I took pages of notes...about different kinds of disabilities... how to make libraries more welcoming and accessible, and some new ideas for programming and supplies to accomplish that." "I absolutely love the idea of having a summer camp based on reading, projects, and social interaction. It is perfect idea for a small community like Deer Park, where there is nothing else to do or anywhere else to go...It is definitely something that I am going to be looking to plan for next summer."
- Gave one scholarship to librarian from Stanley for the **Public Library Association Conference** (in Columbus Ohio). Comment from reflection: "As valuable as presentations and programs are, for me the true gold of an opportunity like this is always found in talking to other library professionals and exchanging our library stories."

- Gave six scholarships to librarians in Woodville, Cumberland, Prescott, St. Croix Falls, Fall Creek, and Durand to the **Wisconsin Association of Public Libraries Conference** in Stevens Point in early May. I'll save feedback from this conference for next report.

Continuing Education for Leah

- Power Up: A Leadership Conference for Youth Services Managers and Staff, March 21-22
 - This every-other-year national conference sponsored by the UW Madison iSchool is consistently high quality and this year was no exception! From the inspiring opening keynote by Lucia Gonzalez about the power of children's librarians to workshops about fostering readers, dealing with teen behavior, program assessment that measures learning in hands-on programs, a closing keynote about capitalizing on teen interests, and an inspiring post-conference workshop about incorporating free play into programs for younger and older kids were all excellent. My favorite and most exciting session was about disability inclusion in library services. Though I've been thinking about the topic for years, this session was eye-opening and the presenter was outstanding—hoping to bring her to IFLS in the future.
- I also was able to take advantage of a few other excellent webinars and workshops, including the sessions noted above, as well as two DPI webinars: Trauma-Sensitive Schools and Developing and Establishing Indigenous Pedagogy. Both had quite a bit of relevance to public library work.

Partnership/Collaboration

- Worked with Family Friendly Communities and John and Katelyn to create a template for questions about a community's library that would make the community more attractive to families.
- Working with Reach Out and Read Wisconsin on a statewide initiative to connect clinics that participate in Reach Out and Read with public libraries in their communities.

Board Report for Communications and Advocacy

May 2024 IFLS Board of Trustees meeting
from Rebecca Kilde

Adventures are coming!



This is the third year of the popular Explore MORE Passport program. All 54 of our public libraries (including Hawkins!) are participating this year, as well as the CVTC academic library. It's a fun way to see our region, one library and community at a time. I think you'll be delighted to see all the creative ways libraries serve their communities.

The News from IFLS

Every month we send out a short e-letter to keep people updated about what's happening at our libraries. We also include information about how state-level issues impact our local libraries and their communities. You can read archives and subscribe using the form on the IFLS website home page or use this link: <https://us18.campaign-archive.com/home/?u=f79f07e13bce5bbbfd87d8f24&id=e76a1c145e> Share the library love by sharing this e-letter!

If you have suggestions or questions about the website or newsletter, please contact me at kilde@ifls.lib.wi.us.

Collaborating to improve our libraries' web presence

I provide branding support for our libraries, and that informs Erica Brewster and the Libraries Win team as they provide website services. The quality of our libraries' websites has improved exponentially in the last decade, which in turn allows them to better serve their communities. This month Erica and I hosted a joint webinar about using websites to promote the Explore MORE '24 Passport Program.

There are some exciting things in the works, and I'll share that with you at your next meeting.

MORE Administrator's Report

Lori Roholt

May 2024 – IFLS Board of Trustees

2024 Innovative Users Group Conference

During the last week of March, MORE Project Managers Bridget Krejci and Kathy Setter and Circulation Manager Martha Spangler from Altoona Public Library attended the annual Innovative Users Group (IUG) Conference in Detroit. The IUG Conference is a good opportunity to share ideas and news among library users of the automation software in use by MORE.

New MORE Member Library

Hawkins Area Library is on track to go live on July 1 as the newest MORE-member library, and the last IFLS-member library to join MORE. This task is managed by MORE Project Manager Kathy Setter, with Deer Park Public Library director Barbara Krueger, and Hawkins' director and library staff working diligently to add their collection to the shared database. Kathy has been involved with adding all of MORE's new member libraries throughout the consortium's nearly 25-year history.

2025 MORE Budget Preparation

In the coming months, IFLS staff will be working on preparing a 2025 budget for consideration and approval by MORE Directors Council in July. Each year, the consortium considers existing and new products and services to enhance users' access to shared resources and the library experience generally.

CABS: Cataloging and Bibliographic Services

MORE's centralized cataloging service, CABS, works with cataloging staff at 3 partner libraries to provide high-quality title records for all MORE-member libraries, and maintains the shared title database so all MORE-member library cardholders can easily find and request materials from all libraries' collections.

CABS has operated in its current form since 2021 and is currently staffed by Bibliographic Services manager Deb Faulhaber and Catalogers Bonnie Clausen and Steph Regenauer. MORE has plans to add additional cataloging and database clean-up hours in the second half of the year.

Recent comments from library directors using the CABS service include:

"Thank you so much for cataloging for me. It would take me forever to original catalog before CABS... I never felt comfortable doing it. Your work lets us have unique and interesting items for all the patrons."

"Thank you Bonnie and the whole CABS team. You are what makes it possible for this whole "small town, one person library" thing to work for my residents. I could not appreciate you and the work you do more. Thank you, Thank you, Thank you."

IFLS Library System
Board of Trustees
May 22, 2024

Director's Report

Agenda Items

IX. (12:45 pm)* **2023 Audit Report and Presentation** – Our auditors will be presenting their audit findings at the meeting.

XII. * **Report from IFLS Personnel Committee**—The committee will be meeting in the morning and will be sharing their report at the meeting. This will include their recommendations for conducting the IFLS Director evaluation for 2024.

Monthly Activities

Director Openings—Currently Altoona and Barron are actively searching for directors.

Building Maintenance—We are seeking quotes on some maintenance projects for the building. The two priorities are the front door/sidewalk and the courier room door. Other projects include carpet replacement and painting. Projects will be prioritized based on available funding.

Building Projects—Various IFLS libraries are exploring potential projects that would qualify for the Flexible Facilities Program <https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>. These are significant funds for building projects and libraries are one of the key facilities eligible for funding.

System Director Meetings— Our standing Tuesday morning meetings have been continuing on a regular basis. Recent topics have included library board training discussions, the flexible facility grant, and best practices topics.

WAPL Conference—I attended the conference from May 1-3. Key meetings and sessions included the System and Resource Library Directors meeting and the presentation on the [Facilities Assessment Booklet](#) (Ben Miller, Laurie Freund, John Thompson).

Building Tour—We will be introducing board members to the staff who are in the office as well as highlighting some of the areas of the building that need to be updated.

Consulting: Chapter 43, Director Hiring, Library Board Authority, Space Planning and Building Projects, and Personnel.

John Thompson (May 13, 2024)

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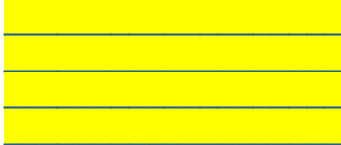
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 Executive Committee

 Personnel Committee