Things to Mention

The IFLS Board of Trustees will be meeting on Wednesday, July 24, 2024, in Amery, Wisconsin. The schedule for the day is below.

Please let Joanne Gardner know your plans to attend meeting(s) and lunch and whether you will attend in-person or via Zoom. We want to ensure we have a quorum and are better able to plan for lunch. I can be contacted via phone at 1-800-321-5427 Ext. 110 (715-839-5082) or by email at gardner@ifls.lib.wi.us.

10:30 am   IFLS Personnel Committee Meeting
                Amery Public Library
                104 Maple Street West, Amery, WI

11:45 am   Lunch
                Village Pizzeria of Amery
                325 Keller Avenue N. Amery, WI
                (You will be able to order off the menu and each diner will pay for lunch of his or her choice.)

1:00 pm   IFLS Board of Trustees Meeting & Tour
                of the Amery Public Library
                104 Maple Street West, Amery, WI

Seeing everyone is coming from different directions, I suggest you map out the best route for you.

MEETING LOCATION:	DATE/TIME:
In Person: Amery Public Library	Wednesday, July 24, 2024
104 Maple Street West, Ste. B, Amery WI 54001	1:00 pm
(715) 268-9340 http://www.amerylibrary.org	

Virtual: Zoom Link
https://us02web.zoom.us/j/81530251560?pwd=vix9m5k5XAqiU9vsxaAtd2gMnEMtb4.1
  Meeting ID: 815 3025 1560
  Passcode: kU51nrdU

  Phone in: +1 312 626 6799
    Meeting ID: 815 3025 1560
    Passcode: 02463785

**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.**

(Lunch will precede meeting)
Information included with meeting packet

A G E N D A

1. Call to Order

2. Establish a Quorum

3. Certification of Compliance with the Open Meeting Law

4. ***** Approve Agenda

5. 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.*)

6. Announcements/Correspondence/Introductions

7. ***** Minutes - Approve: Board of Trustees – May 22, 2024   **#024**-24
    Acknowledge Receipt: Personnel Committee – May 22, 2024   **#023**-24

8. ***** Financials - Approve: Check Registers: May-June 2024   **#027**-24
    Approve: Financial Reports: January-June 2024   **#028**-24

9. Director's Report of Agenda Items and Monthly Activities   **#029**-24

10. Reports
    - IFLS Staff Reports   (In-depth Staff Report: Leah Langby)   **#030**-24
    - Board Member Reports

11. ***** Personnel Committee Report
    - Director Accountabilities   **#025**-24
    - System Director Evaluation******
    - Preliminary Discussion of 2025 Wages

    ** *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.*

12. ***** Action on Closed Session

13.   * Recommendation for Building Maintenance in 2024

14.   IFLS Board – Sunshine Fund

15.   * Adjournment

* *Denotes Action Items*

Handout: Updated IFLS Library System Trustee List

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 22, 2024

M I N U T E S

The Board of Trustees of the IFLS Library System met on Wednesday, May 22, 2024, at IFLS Library System, 1538 Truax Boulevard, Eau Claire, WI and via Zoom. Duerkop called the meeting to order at 12:30 pm.

QUORUM AND CERTIFICATION OF COMPLIANCE
WITH OPEN MEETINGS LAW:

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

BOARD MEMBERS PRESENT:

Judith Achterhof (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **James Ericksen** (Chippewa County); **Amanda Kohnen** (Barron County); **Mary Alice Larson** (Barron County); **Paula Lugar** (Pierce County); **Jill Markgraf** (Resource Library); **Josh Sterling** (Eau Claire County); **Jim Tripp** (Dunn County); **Julie Woodruff** (Chippewa County).

BOARD MEMBERS ABSENT:

Lois Goode (Rusk County); **Pierce County** Appointment; **Sue Marshall** (Price County); **Polk County** Appointment; **Jackie Pavelski** (Eau Claire County); **Pepin** County Appointment**; Mike Schendel** (St. Croix County).

OTHERS PRESENT:

John Thompson (Director); **Adam Fuller** (Business Manager); **Kris Schwartz** (IT Director); **Joanne Gardner** (Administrative Associate/Recorder); **Katelyn Noack** (Public Services Consultant); **Sheanne Hediger** – Baker Tilly Auditor; **Su Leslie** (St. Croix Falls Library).

APPROVE AGENDA:

MOTION #18 [(24)]**:**   To approve the agenda as presented. Daus/Woodruff
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Amanda Kohnen was in attendance and introduced as a new board member representing Barron County. All the others in attendance introduced themselves.

Lugar handed out a flyer from West Cap and the services they offer to West Central Wisconsin through their community action agency.

Explore More 2024 Passport Program booklets were handed out.

2023 AUDIT REPORT AND PRESENTATION:

Sheanne Hediger, a Senior Manager with Baker Tilly was present to provide a summary of the IFLS Library System 2023 Audit.

Hediger noted that they met with Adam Fuller, John Thompson, and staff four weeks ago. 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 (pages 4-11).

Hediger reviewed the financial highlights from the 2023 Audit.
- Statement of net position and statement of activities (pages 12-13) liabilities, and net position showed a total net decrease of almost $5,000.
- General fund results (page 14) show the total fund balance, assigned fund balance, and the unassigned fund balance. The total fund balance was $1,118,734 which has increased over $79,000 from the prior year. This is made up of assigned fund balances as reported on page 27. The assigned and unassigned fund balance is 24% of 2023 expenditures. The GFOA recommends a minimum of 16%). IFLS is above the recommended minimum and healthy. Revenues were over budget by $195,015 (page 38) and expenditures were under budget by $76,512 (page 38). IFLS was budgeted for a loss of $192,089 but received $79,438 in income.
- Note Disclosures for Cash and Investments (page 24) show no deposits were exposed to custodial credit risk. Long-term debt (page 27) shows a net OPEB liability   of $97,364 (Local Retiree Life Insurance Fund) and compensated absences of $120,487. Pensions (pages 27-32) show a net pension liability of $243,417. This amount fluctuates a lot and is based on market performance as of 12/31/22. This is likely to flip back to an asset. The future projection is that the system will continue to pay annual required contributions. Wisconsin has a well-funded plan.

The next part of the audit included reporting and insights from the 2023 audit.

Internal control matters (pages 6-7) reflect a significant deficiency in the internal control environment (lack of segregation of duties). This is less severe than a material weakness. Adam is the sole finance person and has access to everything. Due to the good oversight of the Board, John, and other staff, this has been knocked down to a significant deficiency.

The auditors are required to report that there is a material weakness in the financial reporting. Most counties in Wisconsin receive the same point. The auditors prepared the statements for this year.

Other required audit communications on the 2023 audit include the responsibilities of the auditor; significant risks of material misstatement and areas of audit emphasis; no changes in accounting policies in 2023; significant estimates included in financial statements, corrected and uncorrected misstatements, and no difficulties, disagreements or consultations occurred. Hediger noted that there were no corrected misstatements this year. The records were accurate and very good.

Two-way communication regarding 2024 audit planning is included on pages 24-26).

Hediger provided contact information for her at Baker Tilly for board members who may have questions.

MOTION #19 [(24)]**:**   To approve the 2023 Audit Report and Presentation (Doc. #20-24). Lugar/Daus
RESULT: Carried.

MINUTES:

MOTION #20 [(24)]**:**   To approve the Board of Trustee minutes dated March 27, 2024 (Doc. #16-24). Brue/Kohnen
RESULT: Carried.

FINANCIAL REPORTS:

MOTION #21 [(24)]**:**   To approve the March/April 2024 Check Registers (Doc. # 18-24). Eggert/Woodruff
RESULT: Carried.

Questions were asked about Waltco and South Central delivery payments, extra delivery days, fuel surcharges on delivery, Lumen, Center for Independent Living, workshop speaker costs, and OverDrive.

MOTION #22 [(24)]**:**   To approve the March/April 2024 Financial Reports (Doc. #19-24). Daus/Brue
RESULT: Carried.

Questions were asked about the payment schedule for state aid, contingency, and the Wisconsin Public Library Consortium.

Lugar questioned the agenda item listings compared to what was shown on the financial statements and wondered if it could be aligned better.

IFLS STAFF REPORTS:

Duerkop asked for questions or comments on the written staff reports that were provided in the meeting packet.

Achterhof commented that staff are busy, thorough, and doing a wonderful job.

Daus inquired about neurodiversity at work and neurodivergent library workers.

Kris Schwartz was present to provide a report. Schwartz is the IT Director for IFLS. He also is a network administrator for the core LEAN Wisconsin network.

Schwartz has worked at IFLS for fourteen years. He worked eight years as a PC Support Specialist and the past six years as the IT Director.

Schwartz has been working with the library migrations for better network connections. Last January, BadgerNet renewed with ATT. The service name changed from BadgerNet to Teach Network Services. There are a total of twenty-eight migrations needing to be completed. Sor far eight of the twenty-eight are done. Each migration takes approximately four hours of Schwartz's time. The migrations were supposed to be done by the end of January. The deadline was extended to the end of June.

Brad Jensen is the PC Support Specialist and has been overseeing library upgrades from Windows 10 to 11. This has been an extensive project. We have until the end of October 2025 to get this work done. A number of computers in the system are not compatible with Windows 11. Jensen works a lot after library hours, so libraries are not down while he completes the upgrades.

Schwartz just completed the backup and synching of the systems between LEAN and South Central. The equipment is housed at the datacenter at Chippewa Valley Technical College (CVTC).

Schwartz is working with library staff that opted to receive cybersecurity training using phishing simulations. Artificial Intelligence (AI) has really made security complicated. There was some concern that this is optional instead of a requirement. Schwartz noted that there are discussions within Lean WI if it should be mandatory. Schwartz added that other safeguards are in place as well.

Thompson noted that the tech team supports tech 24/7 within the system and region. The system has very little downtime during library open hours. Communication with libraries and staff is very seamless.

DIRECTOR'S REPORT OF AGENDA ITEMS
AND MONTHLY ACTIVITIES:

Thompson noted that following when his report was written, the Ogema library director retired, provided two weeks' notice, and has left.

IFLS is seeking quotes on some building maintenance issues that need to be addressed. The two priorities are the front door/sidewalk and the courier door. Other projects are more cosmetic (carpeting replacement and painting, etc.) Projects will be prioritized based on cost and available funding. Funding would come from uncommitted carryover.

Various IFLS libraries are exploring potential projects that would qualify for the Flexible Facilities Program. These are significant funds for building projects and libraries are one of the key facilities eligible for funding. The grant would provide $4.25 million per library and/or community center in Wisconsin. There is no matching if the project is under $4.25 million dollars.

Project requirements include providing high speed internet, space for virtual visits for healthcare, and virtual workforce. It is an incredibly competitive grant. Grants are due July 11, 2024, and work must be completed by December 2026.

REPORT FROM IFLS PERSONNEL COMMITTEE:

Daus was elected chair of the Personnel Committee for 2024.

The Personnel Committee met this morning and talked about the Director evaluation process. For 2024, a Director Evaluation (via Survey Monkey) will be sent to the IFLS Board and IFLS Staff. An email will be sent to library directors who wish to comment or have questions about the director's performance. The evaluations will go out in June and the information collected will be shared with the Personnel Committee at their July meeting. Daus will provide the Director Evaluation summary at the July Board meeting.

MOTION #23 [(24)]**:**   To approve the Director Evaluation process for 2024 and discussed and recommended by the Personnel Committee. Duerkop/Eggert
RESULT: Carried.

BOARD MEMBER REPORTS:

Ericksen talked about the Stanley building project which will include the local museum with a community room. They plan to renovate the library and add an addition to the side. They received $110,000 from RCU which will be granted naming rights to the children's section. Windows have been donated. They are open to accepting additional funds.

ADJOURNMENT:

Board members interested in a tour of IFLS Library System Offices should stay following adjournment. Director, John Thompson, will be providing the tour.

Ericksen made a motion to adjourn at 2:15 pm. Brue 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 22, 2024

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, May 22, 2024, at IFLS Library System, 1538 Truax Blvd., Eau Claire, WI 54703, as well as via Zoom. Daus called the meeting to order at 11:05 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); **Mary Alice Larson** (Barron County), **Sue Duerkop** (Polk County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

Lois Goode (Rusk County), **Sue Marshall** (Price County), **Mike Schendel** (St. Croix County).

OTHERS PRESENT:

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

APPROVE AGENDA:

MOTION #14[(24)]   To approve the agenda as presented. Larson/Duerkop
RESULT: Carried.

CITIZEN COMMENTS:

There were no citizen comments.

ELECTION OF CHAIR:

MOTION #15[(24)]   To elect Jan Daus as Chair of the Personnel Committee for 2024.
Duerkop/Larson
RESULT: Carried.

MINUTES:

MOTION #16[(24)]   To approve the Personnel Committee Minutes dated September.
27, 2023 (Doc. #42-23). Daus/Duerkop
RESULT: Carried.

DIRECTOR EVALUATION PROCESS
AND TIMELINE FOR 2024:

A Director Evaluation Process & Timeline was provided to the committee. They also received a copy of the Survey Monkey Evaluation and emails.

If the committee follows the pattern of previous evaluations, Survey Monkey would be sent to the IFLS Board as well as IFLS Staff. An email would be sent to all library directors updating them on the process and encouraging feedback if they had concerns the committee should address.

Evaluations would be sent in early June with a due date of June 28th. Gardner would send the surveys and reminders as agreed. Tabulated results would be provided to the Personnel Committee chair in the first week in July.

At the July Personnel Committee meeting, they will review the evaluation results, director accountabilities, and have a discussion with John Thompson. The Personnel Committee Chair will share the information at the July Board meeting.

MOTION #17[(24)]   To approve the Director Evaluation Timeline and Process for 2024 as discussed. Larson/Daus
RESULT: Carried.

ADJOURNMENT:

The meeting adjourned at 11:18 am. Larson/Duerkop

_____
Joanne Gardner, Recorder/Administrative Associate

IFLS Library System
Check Register
May 2024

#027-24

Date	Num	Name	Memo	Amount
May 24				
05/01/2024	Auto Pay	Delta Dental	May. '24 Vision	-62.02
05/09/2024	Auto Pay	AT&T	Apr. Phone/Fax Line	-20.55
05/16/2024	Auto Pay	Xcel Energy	03/27-04/25 Gas & Electric Svc	-375.41
05/21/2024	Auto Pay	Associated Credit Card	APR.. Credit Card *see attached	-14,573.20
05/22/2024	Auto Pay	Employee Trust Funds, Dept of	June. '24 Health Ins.	-27,377.44
05/22/2024	Auto Pay	Lumen	May. Phone	-1.42
05/01/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#9	-1,460.00
05/08/2024	WIRE	Internal Revenue Service	P/R#9	-8,030.40
05/15/2024	WIRE	Wisconsin Department of Revenue	P/R#8	-1,415.04
05/15/2024	WIRE	Wisconsin Department of Revenue	P/R#9	-1,415.04
05/16/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#10	-1,460.00
05/22/2024	WIRE	Internal Revenue Service	P/R#10	-8,030.36
05/29/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#11	-1,460.00
05/31/2024	WIRE	Wisconsin Department of Revenue	P/R#10	-1,415.04
05/31/2024	WIRE	Wisconsin Retirement System	Apr. WRF	-10,077.21
05/01/2024	DD2815-2832	IFLS Staff	Direct Deposit	-24,865.16
05/15/2024	DD2833-2850	IFLS Staff	Direct Deposit	-24,865.09
05/29/2024	DD2851-2868	IFLS Staff	Direct Deposit	-26,321.80
05/06/2024	43271	Baker Tilly US, LLP	2023 Audit in Progress	-5,250.00
05/06/2024	43272	Bayscan Technologies	Billable/Supplies for Libs	-200.00
05/06/2024	43273	Bridges Library System	4 Zoom Lic. Billable Libs/Consutling	-1,040.00
05/06/2024	43274	Chris Mick	Youth Workshop Mileage Reimbursement	-71.40
05/06/2024	43275	Cole, Cecelia	Lib Visit/Rice Lake-Board Meeting/OverDrive Sel	-15.30
05/06/2024	43276	Culligan	May. Service	-99.95
05/06/2024	43277	DEMCO, Inc.	Supplies for Libs	-92.61
05/06/2024	43278	DR Moon Memorial (Stanley) Lib	LSTA/E Miniatt @ PLA Conf	-2,349.97
05/06/2024	43279	EO Johnson Co.	Overage Charge	-5.55
05/06/2024	43280	Kapco	Billable/Supplies for Libs	-2,083.25
05/06/2024	43281	Krejci, Bridget	IUG Conference Travel-Uber	-56.61
05/06/2024	43282	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2024	-839.89
05/06/2024	43283	Noack, Katelyn	WPLC Board Meeting	-106.08
05/06/2024	43284	OCLC, Inc	Apr. Net OCLC Fees	-107.60
05/06/2024	43285	Ogema Public Lib	Youth Workshop Reimbursement-M Hebda/F. C	-278.76
05/06/2024	43286	Phillips Public Lib	Youth Workshop Reimbursement-J. Wrzykowsk	-100.00
05/06/2024	43287	Season 2 Season	Feb-Mar.. Snow Removal	-300.00
05/06/2024	43288	Securian Financial Group, Inc.	June. Life Ins.	-334.79
05/06/2024	43289	Waltco Inc.	Apr. Del. Serv.	-32,748.51
05/06/2024	43290	Marcive, Inc.	MORE/Apr. Database Maint.	-248.33
05/06/2024	43291	OverDrive, Inc.	HighDemand/April Advantage	-4,654.71
05/15/2024	43292	Altoona Public Lib	IUG Conf. Reim./M. Spangler	-1,995.77
05/15/2024	43293	Bayscan Technologies	Billable/Supplies for Libs	-4,776.94
05/15/2024	43294	Clausen, Bonnie	WLA Membership Reimbursement	-43.24

IFLS Library System
Check Register
May 2024

Date	Num	Name	Memo	Amount
05/15/2024	43295	Cumberland Public Library	LSTA/B.Sparish @ WAPL Conf	-544.51
05/15/2024	43296	DEMCO, Inc.	Billable/Supplies for Libs	-41,613.25
05/15/2024	43297	Durand Public Library	LSTA/L. Gilles @ WAPL Conf	-650.00
05/15/2024	43298	Fuller, Adam	SOMBAW Mtg Travel	-111.65
05/15/2024	43299	Maug Cleaning Solutions, Inc.	04/08/24-05/05/24 Cleaning Service	-382.00
05/15/2024	43300	Overhead Door Company of Chippewa V	New Garage Door	-2,187.00
05/15/2024	43301	St Croix Falls Public Lib	LSTA/A. Anderson @ WAPL Conf	-750.00

May 24 Total   **-257,262.85**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (05/21/2024)

Date	Name	Memo	Num	Amount
Mar 29 - Apr 29, 24				
03/29/2024	Marriott Hotel	IUG Conf Hotel-B.Krejci	IUG Conf	781.53
03/29/2024	Wisconsin Library Association	WLA MembershipL. Langby	Renewal	196.56
03/29/2024	Marriott Hotel	IUG Conf Hotel-K.Setter	IUG Conf	1,259.40
03/29/2024	FlowRoute.com	Apr. Phone/on Acct	on Acct	50.00
04/01/2024	Dell Marketing L.P.	Billable/Augusta-Monitors	Comp Equip	197.20
04/01/2024	Dell Marketing L.P.	Billable/Augusta-Monitor Stands	Comp Equip	125.38
04/01/2024	Dell Marketing L.P.	Billable/Augusta-Optiplex Micro PC's	Comp Equip	1,371.90
04/01/2024	Dell Marketing L.P.	Billable/Augusta-Latitude 5540	Comp Equip	933.50
04/02/2024	PayPal Inc.	MORE/Annual Fee for Ecommerce	Annual Fee	219.00
04/05/2024	GFL Environmental	Apr. Garbage	692586	41.46
04/08/2024	Quill Corporation	Tabletop Easels-4	Supplies	146.96
04/08/2024	Dell Marketing L.P.	Billable/AHudson-Laptop Battery	Comp Equip	101.74
04/12/2024	FlowRoute.com	Apr. Phone/on Acct	on Acct	50.00
04/15/2024	CDW-G	Billable/Deer Park-WIFI Adapter	Comp Equip	9.67
04/17/2024	Wisconsin Library Association	WLA Membership/S. Duerkop	Renewal	50.00
04/17/2024	Quill Corporation	Office Supplies-Post its, Pencils/Copier Paper	34962529	232.21
04/24/2024	Florian Gardens	Workshop-Food/Setup	Wrkshp	1,021.60
04/24/2024	USPS	Apr. Postage	Postage	29.50
04/24/2024	Dell Marketing L.P.	Billable/Hawkins-Monitors-8	Comp Equip	788.80
04/24/2024	Dell Marketing L.P.	Billable/Hawkins-Monitor Stands-8	Comp Equip	501.52
04/24/2024	Dell Marketing L.P.	Billable/Hawkins-Optiplex Micor PC's-8	Comp Equip	5,600.00
04/26/2024	Dell Marketing L.P.	Billable/Hawkins-Monitor	Comp Equip	98.60
04/26/2024	Dell Marketing L.P.	Billable/Hawkins-Micro PC	Comp Equip	700.00
04/26/2024	FlowRoute.com	Apr. Phone/on Acct	on Acct	16.67
04/28/2024	FlowRoute.com	Apr. Phone/on Acct	on Acct	50.00
Mar 29 - Apr 29, 24				**14,573.20**

IFLS Library System
Check Register
June 2024

Date	Num	Name	Memo	Amount
Jun 24				
06/01/2024	Auto Pay	Delta Dental	Jun. '24 Vision	-62.02
06/07/2024	Auto Pay	AT&T	May. Phone/Fax Line	-20.55
06/10/2024	Auto Pay	Kwik Trip, Inc.	11196	-72.02
06/17/2024	Auto Pay	Xcel Energy	04/25-05/27 Gas & Electric Svc	-292.93
06/21/2024	Auto Pay	Associated Credit Card	May Credit Card *see attached	-5,537.01
06/22/2024	Auto Pay	Lumen	Jun. Phone	-1.42
06/24/2024	Auto Pay	Employee Trust Funds, Dept of	July. '24 Health Ins.	-27,377.44
06/05/2024	WIRE	Internal Revenue Service	P/R#11	-8,600.84
06/12/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#12	-1,460.00
06/15/2024	WIRE	Wisconsin Department of Revenue	P/R#11	-1,533.10
06/18/2024	WIRE	Internal Revenue Service	P/R#12	-8,030.36
06/26/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#13	-1,460.00
06/28/2024	WIRE	Wisconsin Retirement System	May. WRF	-15,115.81
06/30/2024	WIRE	Wisconsin Department of Revenue	P/R#12	-1,415.04
06/12/2024	DD2869-2886	IFLS Staff	Direct Deposit	-24,843.62
06/26/2024	DD2887-2904	IFLS Staff	Direct Deposit	-29,853.69
06/04/2024	43302	Baker Tilly US, LLP	2023 Final Audit	-2,615.00
06/04/2024	43303	Cindy Koller	Youth Workshop Mileage Reimbursement	-124.44
06/04/2024	43304	Cole, Cecelia	Lib Visit/Ellsworth-Wiscat Training	-73.44
06/04/2024	43305	Culligan	Jun. Service	-99.95
06/04/2024	43306	Duerkop, Sue	Board Mileage	-92.82
06/04/2024	43307	Eggert, Pat	Board Mileage	-22.44
06/04/2024	43308	Fall Creek Public Lib	LSTA/C. Conradi @ WAPL Conf	-325.00
06/04/2024	43309	OCLC, Inc	May. Net OCLC Fees	-2.78
06/04/2024	43310	Wisconsin Valley Library Service	Collaboration Projects-Captioning for Spring Se	-15.50
06/04/2024	43311	Woodruff, Julie	Board Mileage	-19.38
06/04/2024	43312	Woodville Public Lib	LSTA/K. Furo-Bonnstetter @ WAPL Conf	-450.00
06/04/2024	43313	Marcive, Inc.	MORE/May. Database Maint.	-201.76
06/04/2024	43314	OverDrive, Inc.	MORE/May. Advantage	-4,340.03
06/12/2024	43315	Bayscan Technologies	Billable/Menomonie	-390.00
06/12/2024	43316	Center For Independent Living Western V	Assessments/Roberts Pub. Lib.	-911.42
06/12/2024	43317	Cole, Cecelia	Lake Supeior Library Symposium Conference	-178.59
06/12/2024	43318	Hudson Public Lib	MORE Ecomm Payments 2024	-1,206.82
06/12/2024	43319	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2024	-676.91
06/12/2024	43320	Maug Cleaning Solutions, Inc.	05/06/24-06/02/24 Cleaning Service	-382.00
06/12/2024	43321	Prescott Public Lib	LSTA/L. Hanneman @ WAPL Conf	-693.94
06/12/2024	43322	River Falls Public Lib	MORE Ecomm Payments 2024	-1,097.00
06/12/2024	43323	Securian Financial Group, Inc.	Jul. Life Ins.	-428.14
06/12/2024	43324	Shay, Katie	Lake Supeior Library Symposium Conference	-94.62
06/12/2024	43325	Thompson, John	Field Visits/Conference 3/4/24-6/4/24	-696.34
06/24/2024	43326	Setter, Kathy	George Setter Memorial	-100.00
Jun 24				**-140,914.17**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (06/21/2024)

Date	Name	Memo	Num	Amount
Apr 30 - May 29, 24				
04/30/2024	Breakout Inc.	Programming Kit Material-Parts	Kits	17.51
04/30/2024	Dell Marketing L.P.	Billable/Hawkins-Monitor Stand	Comp Equip	62.69
04/30/2024	CDW-G	Billable/Amery-Jack Module	Comp Equip	11.64
04/30/2024	Amazon.com Credit	IFLS Comp/ USB Hubs	IFLS Comp	70.07
04/30/2024	CCI Solutions	Billable/Supplies for Libs/Shipping Charges	Supplies	584.00
04/30/2024	Auto-Owners Insurance	Bond Insurance-5/11/24-25	Renewal	204.00
04/30/2024	Auto-Owners Insurance	Add'l WComp due re Payroll Audit	Wkrs Comp	192.00
05/01/2024	Misc Restaurants	WAPLConf./J. Thompson-Meal-El Mezcal	Conf. Meals	17.10
05/01/2024	Vimeo Plus	Billable/Video Subscrip to LEANWI	Renewal	199.00
05/01/2024	Amazon.com Credit	MORE Passport Prizes	Pass. Prize	75.74
05/02/2024	Quill Corporation	Cleaning Supplies-Towels, T-Paper, Trash Bapgs	38487574	231.96
05/02/2024	CDW-G	BillableCornell-Brother Printer	Comp Equip	500.95
05/03/2024	Holiday Inn	WAPL Conf.-J.Thompson	Conf. Stay	209.98
05/03/2024	Lake Superior Symposium	Conf Reg/C.Cole, K. Shay	Conf Reg	153.08
05/05/2024	GFL Environmental	May. Garbage	712038	41.23
05/06/2024	Festival Foods	Meeting Supplies-Pop	Supplies	25.30
05/08/2024	Menards	Waste Basket, 48" Bulbs	Supplies	63.17
05/08/2024	UW - Eau Claire	Printing-MORE Passports	363324	835.19
05/09/2024	American Library Association	ALA Membership-J. Thompson	Membership	52.50
05/09/2024	Amazon.com Credit	Cleaning Supplies	Clean Supp.	69.67
05/11/2024	FlowRoute.com	May. Phone/on Acct	on Acct	50.00
05/13/2024	Amazon.com Credit	Office Supplies/Shared Services-Markers	Off. Supp.	3.67
05/13/2024	Michael's	MORE Passport Prizes	Pass. Prize	15.81
05/14/2024	Amazon.com Credit	IFLS Comp/ Blu-Ray Player	IFLS Comp	199.99
05/14/2024	Dell Marketing L.P.	5450 Laptop	IFLS Comp	1,211.76
05/15/2024	Festival Foods	Lib. Wrkshp. Snacks	Snacks	45.39
05/15/2024	Caribou Coffee	Lib. Wrkshp. Snacks	Snacks	33.74
05/16/2024	Menomonie Market	Lib. Wrkshp. Presenter- Lunch	Snacks	48.49
05/16/2024	Best Western Hotels	Lib. Wrkshp. Presenter- Hotel Stay	Hotel	99.00
05/16/2024	Best Western Hotels	Lib. Wrkshp. Presenter- Hotel Stay	Hotel	99.00
05/20/2024	TPT	MORE Passport Prizes	Pass. Prize	3.38
05/22/2024	Festival Foods	Personnel/Board Mtg. Snacks	Snacks	32.80
05/27/2024	FlowRoute.com	May. Phone/on Acct	on Acct	16.67
05/28/2024	USPS	May. Postage	Postage	71.59
Apr 30 - May 29, 24				**5,548.07**

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

#028-24

	Jan - Jun 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,649,709.00	1,649,709.00	0.00	100.0%
5200 · Interest Income/General Funds	63,535.32	8,000.00	55,535.32	794.19%
5263 · MORE Management Income	244,826.00	489,650.00	-244,824.00	50.0%
5264 · Catalog/Processing Income	91,159.00	88,100.00	3,059.00	103.47%
5280 · Technology Income	2,511.59	6,000.00	-3,488.41	41.86%
5300 · Miscellaneous Income	1,284.91	200.00	1,084.91	642.46%
5500 · Shared Wage Income	0.00	48,074.00	-48,074.00	0.0%
Total Income	2,053,025.82	2,289,733.00	-236,707.18	89.66%
Expense				
6500 · Salaries/Wages & Benefits	707,393.63	1,536,628.00	-829,234.37	46.04%
6580 · Leave Payouts at Retirement	7,523.08	6,000.00	1,523.08	125.39%
66900 · Reconciliation Discrepancies	0.00			
8070 · New Furnishings/Equipment <$500	1,955.00	2,000.00	-45.00	97.75%
8530 · Bank & Direct Deposit Fees	0.00	2,000.00	-2,000.00	0.0%
8540 · Annual Audit	9,545.00	9,000.00	545.00	106.06%
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	1,244.30	6,100.00	-4,855.70	20.4%
8690 · Librarian Prof. Development	7,425.08	12,050.00	-4,624.92	61.62%
8700 · CE/Collaboration Projects	213.50	1,150.00	-936.50	18.57%
8714 · Accessibility Audits	2,835.82	5,950.00	-3,114.18	47.66%
8716 · Community Engagement Support	0.00	8,000.00	-8,000.00	0.0%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	4,755.36	16,000.00	-11,244.64	29.72%
8735 · Library Consulting Expenses	892.00	1,700.00	-808.00	52.47%
8740 · Field Visits	1,795.11	8,000.00	-6,204.89	22.44%
8741 · Field Visits - Tech Support	55.39	1,000.00	-944.61	5.54%
8755 · Programming Kits	298.25	600.00	-301.75	49.71%
8812 · ILL Fees & Verification Sources	356.12	11,000.00	-10,643.88	3.24%
8850 · Delivery Service	149,778.77	380,613.00	-230,834.23	39.35%
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	135,918.00	135,000.00	918.00	100.68%
8898 · LEAN WI/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	1,037.14	1,100.00	-62.86	94.29%
9010 · IFLS Committee Meetings	270.04	1,800.00	-1,529.96	15.0%
9020 · Professional Materials	979.47	1,500.00	-520.53	65.3%

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

	Jan - Jun 24	Budget	$ Over Budget	% of Budget
9030 · Postage	253.09	1,000.00	-746.91	25.31%
9050 · Telephone	1,510.26	3,960.00	-2,449.74	38.14%
9060 · Supplies	376.80	6,500.00	-6,123.20	5.8%
9080 · Marketing & Advocacy PR	39.32	2,000.00	-1,960.68	1.97%
9123 · Building Overhead Expenses	10,109.53	26,130.00	-16,020.47	38.69%
9140 · Photocopier Costs	462.91	900.00	-437.09	51.43%
9160 · Computers	1,748.60	6,900.00	-5,151.40	25.34%
9190 · System Vehicle Expenses	1,334.52	3,700.00	-2,365.48	36.07%
9220 · Insurance	5,396.58	6,225.00	-828.42	86.69%
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	1,102,643.87	2,379,353.00	-1,276,709.13	46.34%
Net Ordinary Income	950,381.95	-89,620.00	1,040,001.95	
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	1,038,445.00	906,426.00	132,019.00	114.57%
5702 · Billable Project Income	113,551.81			
Total Pass-thru Income	1,285,720.10	906,426.00	379,294.10	141.85%
Pass-thru Expense				
8830 · Shared Cataloging Service	3.67			
8940 · Projects Billable to Libraries	109,013.40	150,000.00	-40,986.60	72.68%
9500 · MORE Shared Automation Expenses	742,993.97	1,061,426.00	-318,432.03	70.0%
9981 · LSTA 2023 Grant Expenses	15,724.21			
Total Pass-thru Expense	867,735.25	1,211,426.00	-343,690.75	71.63%
Net Pass-thru Income	417,984.85	-305,000.00	722,984.85	
Net Income	1,368,366.80	-394,620.00	1,762,986.80	

IFLS Library System
Revenue and Expense Statement
January through June 2024

	Jan - Jun 24	Jan - Jun 23
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,649,709.00	1,499,825.00
5200 · Interest Income/General Funds	63,535.32	50,125.28
5263 · MORE Management Income	244,826.00	223,252.00
5264 · Catalog/Processing Income	91,159.00	83,879.95
5280 · Technology Income	2,511.59	1,766.27
5300 · Miscellaneous Income	1,284.91	267.79
Total Income	2,053,025.82	1,859,116.29
Expense		
6500 · Salaries/Wages & Benefits	707,393.63	676,280.47
6580 · Leave Payouts at Retirement	7,523.08	21,234.51
66900 · Reconciliation Discrepancies	0.00	0.00
8070 · New Furnishings/Equipment <$500	1,955.00	946.33
8530 · Bank & Direct Deposit Fees	0.00	1.45
8540 · Annual Audit	9,545.00	8,740.00
8620 · Collection/Electronic Resources	30,479.53	29,466.94
8630 · Wis Pub Lib Consortium Membshp	7,848.00	6,953.00
8670 · Professional Memberships	1,244.30	1,095.56
8690 · Librarian Prof. Development	7,425.08	1,928.12
8700 · CE/Collaboration Projects	213.50	0.00
8714 · Accessibility Audits	2,835.82	2,794.25
8720 · IFLS Staff Dvlpmt & Prof Mtgs	4,755.36	7,839.33
8735 · Library Consulting Expenses	892.00	832.00
8740 · Field Visits	1,795.11	2,016.42
8741 · Field Visits - Tech Support	55.39	106.68
8755 · Programming Kits	298.25	158.79
8812 · ILL Fees & Verification Sources	356.12	4,845.57
8850 · Delivery Service	149,778.77	142,561.50
8855 · Collection Dev Grant-LEPhillips	5,750.00	5,750.00
8864 · Wide-Area Network (WAN)	1,716.00	2,432.00
8890 · IFLS Contrib - MORE Operating	135,918.00	124,999.00
8950 · Campaign for Wisconsin Libs	0.00	300.00
8960 · Long Range Planning Meeting	0.00	272.17
8971 · Web Development	1,037.14	1,022.14
9010 · IFLS Committee Meetings	270.04	359.54
9020 · Professional Materials	979.47	932.87
9030 · Postage	253.09	614.15
9050 · Telephone	1,510.26	1,227.06
9060 · Supplies	376.80	519.31

IFLS Library System
Revenue and Expense Statement
January through June 2024

	Jan - Jun 24	Jan - Jun 23
9080 · Marketing & Advocacy PR	39.32	167.94
9123 · Building Overhead Expenses	10,109.53	10,094.18
9140 · Photocopier Costs	462.91	1,097.12
9160 · Computers	1,748.60	4,626.38
9190 · System Vehicle Expenses	1,334.52	625.59
9220 · Insurance	5,396.58	5,058.79
9240 · Contingency	1,347.67	333.92
Total Expense	1,102,643.87	1,068,233.08
Net Ordinary Income	950,381.95	790,883.21
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	1,038,445.00	958,827.00
5702 · Billable Project Income	113,551.81	101,644.59
Total Pass-thru Income	1,285,720.10	1,193,946.59
Pass-thru Expense		
8830 · Shared Cataloging Service	3.67	3,590.38
8940 · Projects Billable to Libraries	109,013.40	90,743.09
9500 · MORE Shared Automation Expenses	742,993.97	709,969.95
9980 · LSTA 2022 Grant Expenses	0.00	35,974.20
9981 · LSTA 2023 Grant Expenses	15,724.21	0.00
Total Pass-thru Expense	867,735.25	840,277.62
Net Pass-thru Income	417,984.85	353,668.97
Net Income	**1,368,366.80**	**1,144,552.18**

IFLS Library System
Balance Sheet
As of June 30, 2024

	IFLS	MORE	2024 TOTAL	2023 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	22,461.46		22,461.46	18,931.75
1040 · Bank Mutual - Checking	81,929.17		81,929.17	32,368.03
1050/1106 · Investments/Bank Mutual & States PIF	1,784,475.53	655,058.69	2,439,534.22	2,088,516.74
Total Checking/Savings & Investments	1,888,866.16	655,058.69	2,543,924.85	2,139,816.52
Accounts Receivable				
1200 · Accounts Receivable	22,595.83		22,595.83	76,531.27
Total Accounts Receivable	22,595.83	0.00	22,595.83	76,531.27
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,440.00		2,440.00	2,028.58
1499 · Undeposited Funds	1,313.33		1,313.33	687.98
1508/1509 · 2023-2024 Prepaid Expenses	0.00	0.00	0.00	0.00
Total Other Current Assets	3,828.33	0.00	3,828.33	2,791.56
Total Current Assets	1,915,290.32	655,058.69	2,570,349.01	2,219,139.35
TOTAL ASSETS	**1,915,290.32**	**655,058.69**	**2,570,349.01**	**2,219,139.35**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	55,696.18	14,952.04	70,648.22	22,289.49
2011 · Credit Card - Associated	0.00		0.00	985.69
Total Accounts Payable	55,696.18	14,952.04	70,648.22	23,275.18
Other Current Liabilities				
2100 · Payroll Liabilities	12,618.45		12,618.45	12,038.56
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	0.00		0.00	0.00
2900 · Unavailable Revenue	0.00		0.00	0.00
Total Other Current Liabilities	12,618.45	0.00	12,618.45	12,038.56
Total Current Liabilities	68,314.63	14,952.04	83,266.67	35,313.74
Total Liabilities	68,314.63	14,952.04	83,266.67	35,313.74
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	726,760.30	244,000.00	970,760.30	1,039,273.43
3000 · Equity/Uncommitted Funds (Beginning of Year)	60,252.00	87,703.24	147,955.24	0.00
Current Year Income Less Expense	1,059,963.39	308,403.41	1,368,366.80	1,144,552.18
Total Equity (End of Year)	1,846,975.69	640,106.65	2,487,082.34	2,183,825.61
TOTAL LIABILITIES & EQUITY	**1,915,290.32**	**655,058.69**	**2,570,349.01**	**2,219,139.35**

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

	May - Jun '24	May - Jun '23
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income		18,200.00
5670-2 · MORE Operating Income	1,038,445.00	940,627.00
Total MORE Income	1,049,345.00	958,827.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	244,826.00	223,252.00
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	5,219.00
9500-22 · MORE/High-demand Hold Project	9,185.77	2,557.66
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	11,131.73	10,799.16
9500-24 · MORE/Conferences	3,225.03	6,390.95
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/Mgmnt Team Training	0.00	840.00
9500-38 · MORE/Systemwide OCLC	21,049.17	21,332.60
9500-4 · MORE/New Participant Expenses	0.00	707.57
9500-40 · MORE/Overdrive Content	21,445.29	25,054.04
9500-46 · MORE/Electronic Periodicals	12,896.47	7,355.00
9500-48 · MORE/i-Tiva Telephony Subscrition	11,918.76	11,460.35
9500-50 · MORE Discovery/Online Catalog	51,435.22	49,937.11
9500-51 · MORE Discovery/BiblioApps	12,963.26	12,588.73
9500-53 · MORE/Database Quality Control	0.00	0.00
9500-5 · MORE/Publicity	1,347.11	3,706.96
9500-6 · MORE/Database Cleanup/Maint	3,071.49	4,377.47
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	134,866.00	129,774.00
Total 9500 · MORE Shared Automation Expenses	740,941.59	709,969.95
Total MORE Expense	740,941.59	709,969.95
Year-to-date MORE Income less Expense	308,403.41	247,184.56
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	640,106.65	

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

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	$ 655,058.69
1200-1 · Accts Receivable-MORE	-
1508-1 · 2023 Prepaid Expense-MORE	
TOTAL ASSETS	$ 655,058.69
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	14,952.04
Total Liabilities	14,952.04
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	308,403.41
Total Equity/MORE Fund Balance	640,106.65
TOTAL LIABILITIES & EQUITY	$ 655,058.69

LEAN WISCONSIN
Budget Report - April 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	$3,800.04	$6,686.16	$0.00	$193,971.84
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	$3,800.04	$73,059.88	$0.00	$299,663.52

Beginning April 2024 Balance	**$439,566.05**		**Beginning 2024 Balance**		**$508,182.32**
Receipts\Transfers - Partner Shares	$16,500.00		Receipts - Partner Shares		$16,500.00
Receipts - CPA	$0.00		Receipts - CPA		$643.57
Transfers - Expenses to 3-Grants	$0.00		Transfers - Expenses to 3-Grants		$3,754.80
Expenditures - 2024 Budget	($3,800.04)		Expenditures - 2024 Budget		($6,686.16)
Expenditures - 2024 New/Unplanned	$0.00		Expenditures - 2024 New/Unplanned		($70,128.52)
Ending April 2024 Balance	**$452,266.01**		**2024 Year to Date Balance**		**$452,266.01**

Segregated Monies - Grants Awarded			Realized Technology Grant Transfers		
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			Unrealized Receivables 6-0000-		
Account #	Description	Balance	Account #	Account	
6-6210	CVTC RDC Rack 2	$ 48,887.72	100	Partner Shares	$ 188,967.00
			100	HR Shares	$ 87,407.00
			201	CPA (enc 2024&prev)	$ 1,303.00
			201	CPA (due future years	$ 1,624.00

Lifecycle Reserves			YTD Operating Summary		
Account #	Account	Balance	Begining Balance		$ 508,182.32
6-6650	Core Infrastructure	$ 242,800.00	Encumbrances		$ -
6-6650	Licencing & Svcs	$ 23,700.00	Receipts		$ 17,143.57
6-6650	Infrastructure & Core Svc - IFLS	$ 17,220.00	Expenses		$ (76,814.68)
6-6650	Infrastructure & Core Svc - NWLS	$ 11,784.00	Transfers		$ 3,754.80
6-6650	Infrastructure & Core Svc - WVLS	$ 35,220.00	Reserves		$ (374,443.00)
6-6650	Contingency - D/R	$ 43,719.00	**Balance**		$ 77,823.01

Director's Report

Agenda Items

11.   * Personnel Committee Report
The Personnel Committee will be meeting the morning of July 24th and will be presenting their report verbally at the meeting. The Board will have the option of going into closed session to discuss the system director's evaluation.

- Director Accountabilities (enclosed in board packet)
- System Director Evaluation**
- Preliminary Discussion of 2025 Wages

***** *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.*

13.   * Recommendation for Building Maintenance in 2024
We are proposing the following:
- Relocate the entry door to sit on the building slab
- Replacement the front sidewalk
- Repair vestibule area as needed
- Replace the delivery door
- Interior improvements including carpet replacement in select area
- Exterior landscaping work

Project cost not to exceed $100,000. Funding will come from undesignated carryover funds and excess interest income.

14.   IFLS Board – Sunshine Fund
Joanne will be sharing information on the status of the fund and current method for funding the account. Discussion of possible alternatives will follow.

Monthly Activities

Building Projects and Flexible Facilities Grant
The deadline for the grant applications was July 11th. It is estimated that at least 10 IFLS libraries applied for this grant. There may be additional libraries that submitted applications that were submitted without assistance from IFLS. There was a good amount of time during June and July spent assisting libraries with building committee meetings and consulting on their buildings. Grant awards should be made in early October. Additional information on the grant program can be found at
https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx

Polk County
Attended the General Government meeting to assist the library directors in advocating for additional funding.

Library Board Orientation
Provided a brief overview of board responsibilities to the library board in Dresser.

New Director
Amy Abele is the new director in Ogema. I will be meeting with her later this month.

Vacation
Spent four days in South Dakota will two of our grandchildren at the end of June.

Consulting
Personnel, Budgets and Funding, Facilities and Space Planning, Library Administration, and Library Law

John Thompson (July 15, 2024)

Continuing Education/Professional Development Highlights:
- Summer is a quieter time for professional development offerings, as libraries are in high gear and don't have a lot of time for webinars and workshops!
- I am doing a lot of planning and scheduling for the fall line-up and thinking ahead to 2025. You can see the current list of offerings on the IFLS Calendar, and more will be added as they are confirmed.
- Of special interest: **Wisconsin Trustee Training Week** is coming up August 19-23, with sessions on book challenges, library law, how the board and director can support each other, organization and governance best practices, and a Robert's Rules of Order refresher. Find out more and register at the TTW website.

Consulting highlights
- Accessibility Audit check-in and follow-up with Somerset
- New youth services introductions/meetings with librarians in Boyceville and Phillips
- New Director orientation--Ogema
- Assistance with finding training about different customer service needs in two libraries

Scholarships
- As promised, some feedback from the a two of the six scholarship recipients to the **Wisconsin Association of Public Libraries Conference** in Stevens Point in early May:
  - "I learned about specific strategies to interact empathetically and effectively with [patrons with dementia]. Bringing back this knowledge will help us support a more inclusive environment for community members…I appreciated the conference's comradery and networking aspect."   Charlene Conradi, Fall Creek
  - "*Meaningful Meetings* session by Rachel Arnt was fabulous! She was a very engaging speaker, funny, had a ton of knowledge and gave me some ideas and suggestions that will come in handy and I can see myself using on a weekly basis." Lori Gilles, Durand
- The 2024-2025 Professional Development funds have been allocated, and I offered a summer/early fall round of applications for scholarships. In early August I will release information about scholarships for the remainder of 2024.
  - Scholarships awarded thus far include:
    - 2 people (from Amery and Hudson) taking the University of Wisconsin iSchool's *Strategies for Supervising Part-Time Employees*
    - 1 person (from Woodville) attending the Play Make Learn Conference in Madison (July 16-18)
    - 2 people (from Amery and Prescott) getting assistance for travel and hotel rooms to enable them to attend a statewide DPI-sponsored workshop for new youth services librarians and school librarians.
    - 1 person (from Amery) attending the Association for Rural and Small Libraries Conference in Springfield, Massachusetts.

Other:
Represented IFLS at a meeting with the Wisconsin Department of Public Instruction staff, staff from the L.E. Phillips Memorial Public Library, and our state's program officer from the Institute for Museum and Library Services.

<p style="text-align:center">**Public Services Consultant Report**
Katelyn Noack</p>

I. **Consulting**

Still working with Augusta to create a new strategic plan for 2025-2029
Policy reviews with Dresser and Osceola

II. **Library Visits**

Augusta Public Library – Strategic Planning Meeting
Mondovi Public Library – Grand Opening! (WRLS Member Library)

III. **Collaborations/Adult Services**

Leah and I scheduled two Adult Services Check-Ins, one in August and another in December, for staff focused on adults to attend. We are still working out the finer details, but meet-ups and connections were mentioned several times in the survey we conducted in the spring, so I'm excited to get these started.

IV. **Committee Meetings**

Library Workforce Connection
WPLC Technology Backup Committee
WPLC Delivery Workgroup
WPLC Board Meeting
MORE Budget Hearing
Intellectual Freedom Working Group
COLAND Meeting

V. **Delivery**

Running normally, hooray! There have been few issues lately, and any snafues are regularly routine and small in nature. In this case, no news is good news.

VI. **Other Tidbits**

I was appointed to the Council on Library and Network Development in the beginning of July. I am excited to work with other private and professional persons from around the state to better our libraries in Wisconsin.

IT Director Report

IFLS Board of Trustees, July 2024
Kris Schwartz, IT Director

TEACH Bandwidth Increases

In March of this year the FCC changed what is defined as broadband speeds from 25 Mbps to 100 Mbps. TEACH has been working with AT&T to provide bandwidth upgrades to satisfy the new minimum broadband bandwidth. There are about 20 libraries in IFLS that will benefit from these upgrades which will double their available bandwidth. The increased bandwidth will help speed up things like software and OS updates and the occasional bandwidth saturation that happens when the public Wi-Fi at some libraries is busy.

Library Windows 11 upgrades

Brad Jensen has been working with libraries to upgrade Windows 10 to Windows 11 on any library computers that are compatible with Windows 11. This is a big project that has been ongoing for several months as it requires him to be remotely logged into the computers to do this. He has been scheduling these after library hours to limit downtime for the libraries. There are still a few library computers out there that are not compatible with Windows 11 and will need to be replaced before Windows 10 end-of-life late next year.

MORE Administrator's Report

Lori Roholt
July 2024 – IFLS Board of Trustees

New MORE-member library

Welcome, Hawkins Area Library, the newest MORE-member library! MORE Project Manager Kathy Setter coordinated this project and has been involved with adding all of MORE's new member libraries throughout the consortium's nearly 25-year history. Hawkins Area Library is the last IFLS-member public library to join MORE

Updated email circulation notices

Five volunteer libraries are getting set up to test out updated email circulation notices from Sierra using a platform called LX Starter. This is a new service available at no added cost with Sierra. Once testing is complete, we'll begin working with other libraries to set up their modernized circulation notices.

CABS update

MORE's Cataloging and Bibliographic Services (CABS) program continues to work with cataloging partner libraries to create and maintain high-quality title records for MORE-member libraries. So far this year, IFLS and cataloging partner catalogers have added 16,400 new bib records while improving existing records. In late July, the CABS team will add a part-time cataloger, Riley Richards, who also works in LEPMPL's reference department.

2025 MORE budget process

At their July meeting, MORE Directors Council will approve a 2025 MORE budget covering the operating costs of MORE, as well as some shared electronic and other high-demand content. Each year, the consortium considers existing and new products and services to enhance users' access to shared resources and the library experience generally. The MORE budget is funded proportionally by member libraries and subsidized by IFLS.

Resource Sharing and Collection Consultant's Report

Cecelia Cole, July 2024 - IFLS Board of Trustees

Project Highlights:

- **E-Resource Trials & Survey:** Following May's e-resource needs assessment survey, which identified streaming video and news sources as the top two areas of interest, I initiated trials for two different resources: *Access Video on Demand* (streaming video) and *PressReader* (news and magazines). Library staff reviewed the trials over a two-week period. Responses and feedback on the trials survey were mixed and revealed more specific needs including popular streaming and major national and local news sources. I will continue to explore other options that better align with the survey feedback.
- **Intellectual Freedom Working Group:** The group continues to meet every few months and has recently provided input and guidance on a variety of intellectual freedom issues and resources, including labeling guidelines, collection development policies, and staff training resources.
- **Upcoming projects:**
  - Updated sample collection development policy for member libraries
  - Collection development webinar series for library staff
  - ILL training module on out-of-system courier preparation
  - Staff training resources on OverDrive e-materials: selection process, licensing, navigating patron expectations

Consultation Highlights:

- **WISCAT Training:** Ellsworth PL, May 2024
- **E-Materials Contributions & Purchasing:** Roberts PL, May 2024
- **E-Materials Selection & Patron Communication:** New Richmond PL, June 2024
- **Diversity Audits & Collection Review:** Cumberland PL, June 2024
- **Kanopy & Public Performance Rights:** Several libraries, June 2024

Committee Meetings:

- **MORE Resource Sharing and Collection Development Committee:** May 2024
- **WISCAT User Group:** June 2024
- **Intellectual Freedom Working Group:** June 2024
- **MORE Director's Council:** July 2024

Professional Development:

- **Conference:** *Lake Superior Libraries Symposium* - Duluth, MN, June 2024

Board Report for Communications and Advocacy

July 2024 IFLS Board of Trustees meeting

from Rebecca Kilde

Trustee Training Week

This series is offered every year, and its excellent content is in a convenient format. Please attend and encourage library trustees in your service area to attend! You could even set up a viewing party–talk to your local library to see if they have space and capacity to host. Go to www.wistrusteetraining.com for details and to register.

Oh wow! The Passport Program is half over!

Go to any MORE library to pick up your passport, and then visit any 10 MORE libraries to get an entry form to win prizes. (All the details are on our website. Just click the passport button at the very top.) Happy traveling!

Website statistics

July is the month that I give you the update for website statistics for halfway through the year. This year there was a glitch in our tracking service (Matomo) and I wasn't able to collect statistics for the first three months of 2024. These statistics compare April 1-June 30 of each year.

	2017 (pre-redesign)	2021 (pandemic)	2023	2024
Visits	14,604	14,861	19,811	27,640
Page views	29,576	25,566	33,619	75,161
Unique page views	22,946	21,354	27,935	35,836
Bounce rate	60%	67%	67%	10%

What do these terms mean?

I'm using Matomo's default metrics. Here's what the terms mean:

- Visit - If a visitor enters to our website or application for the first time, or if they visit a page (or take any action that is tracked in Matomo) more than 30 minutes after their last action Matomo will record it in a new Visit.
- Pageviews – How many unique times the page has been loaded.
- Unique Pageviews – How many unique visitors have loaded the page.
- Bounce Rate – The percentage of people that immediately leave after viewing a page.

What do these numbers mean?

The primary reason our numbers have jumped this year is because our talented IFLS staff has continued to improve and expand content that is timely and useful to our librarians. Some examples are: adding Niche Academy training videos, adding "Library Administration" and updating the "Adult Services" categories, tweaking page titles and page organization to make information easier to access and share.

At the end of this report, you'll find a breakdown of visits by page. Please notice that there's a wide representation of IFLS services and resources.

The amazing bounce rate statistic has nothing to do with our website strategy but was a result of changes in how Matomo tags a bounce. I'm hoping this is a more accurate reflection of visitors that leave without any interaction.

The number of trustees that access information on our IFLS Trustees page has increased. I'm glad you're finding this information useful. Please never hesitate to reach out to me about our website's content or functionality.

Page details for April 1-June 30, 2024

Here are the statistics for our most popular pages.

PAGE TITLE	PAGEVIEWS	UNIQUE PAGEVIEWS
IFLS Library System | Inspiring and Facilitating Library Success	33,677	16,064
For Staff | IFLS Library System	5,748	2,484
Jobs | IFLS Library System	2,235	1,016
IFLS article index | IFLS Library System	2,215	977
Explore MORE 2024 Passport Program | IFLS Library System	1,470	632
IFLS staff, lists, letters | IFLS Library System	1,257	629
MORE Committees | IFLS Library System	1,222	591
CABS: Cataloging and Bibliographic Services | IFLS Library System	1,051	613
ACT 150 Codes | IFLS Library System	1,021	457
Toolkit: Explore MORE 2024 Passport Campaign | IFLS Library System	953	403
Find Your Library | IFLS Library System	906	437
Create Lists | IFLS Library System	770	344
404 Not Found | IFLS Library System	739	359
Calendar | IFLS Library System	513	254
MORE resources | IFLS Library System	509	241
MORE Training Tutorials and Videos | IFLS Library System	500	308
Damaged Items Procedure | IFLS Library System	447	179
Preschool Storytime Template | IFLS Library System	441	225
What is IFLS Library System? | IFLS Library System	420	211
Library Director (full-time) – Altoona, WI | IFLS Library System	410	271
Youth Services | IFLS Library System	405	203
DVD/Blu-ray Template | IFLS Library System	405	198
Summer Library Programs | IFLS Library System	402	193
Keyboard Shortcuts, Macros | IFLS Library System	382	209
IFLS Trustees | IFLS Library System	364	138
MORE guidelines for damaged item billing | IFLS Library System	357	174
MORE | IFLS Library System	350	49
Decision Center | IFLS Library System	334	155
Webinar and Workshop Quick Links | IFLS Library System	332	150
Printing in Sierra | IFLS Library System	322	145
Lapsit Storytime Templates | IFLS Library System	317	160
Audiobook Templates | IFLS Library System	304	144
Patron Records | IFLS Library System	294	138
Delivery | IFLS Library System	275	140
Continuing Education | IFLS Library System	275	120
Library Director – Barron, WI | IFLS Library System	268	131
Music CD Template | IFLS Library System	258	126
Trustees | IFLS Library System	257	96

Updated posters and brochures

I updated the MORE brochure, the MORE public-facing poster, and the IFLS organizational poster for staff to reflect the addition of Hawkins Area Library to the MORE consortium.

Director Accountabilities

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
- *100% No negative comments*

Action Step 2: Continue to be involved in statewide leadership opportunities
- *Attended System Library Director Meetings*
- *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 (WPLC) Technology Steering Committee, Served as Chair from 5/2023 until 4/2024*
- *Participated in WPLC Visioning Session*

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

Action Step 3: Provide board and libraries with information on current legislative issues needing attention
- *Forwarded legislation updates from the Wisconsin Library Association to Library Directors*

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)
- *Visited 33 distinct libraries either in person or virtually. 122 total visits.*
  - *Visited at least one in 9 of the 10 counties*
  - *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, Augusta, Balsam Lake, Boyceville, Cadott, Fall Creek, Osceola, Stanley*
- *Attended Municipal Board/Committee meetings for library related items as requested— Altoona, Balsam Lake, Boyceville, Cadott, Centuria, and Cornell*
- *County Board and Committee Meetings as requested— Chippewa and Dunn*

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 (2024)*

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
- *Held staff check-in/staff meetings virtually, in-person staff meetings, and with individual staff members as needed*
- *Meet monthly with program managers to facilitate staff meeting agenda development*
- *Staff on a rotating basis have been taking notes*
- *Use of Microsoft Teams for messaging individuals or groups of staff; staff meetings; pop-up meetings with staff; shared folder of agendas for the quarter, shared folder of meeting notes, and project files*

Action Step 4: Advocate for staff additional compensation and staffing reorganization as budget and service needs change
- *Increased staff wages for 2024*

Action Step 5: Encourage IFLS staff to participate in professional associations and statewide committee and leadership opportunities
- *Staff attended the WLA Fall Conference*
- *Cecelia Cole and Katie Shay attended the Lake Superior Symposium*
- *Leah Langby attended the PowerUp Conference*
- *Katelyn Noack serves on Wisconsin Public Library Consortium (WPLC) Board*

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.
- *Attended 3 Q&A Sessions for Facilities Webinar Series (Panel member for 1)*
- *Participated at the IFLS Directors Retreat*
- *Attended 4 webinars in the Wild Wisconsin Winter Web Conference (Jan. 2024)*

Action Step 1: Attend annual library conference
- *WLA 2023 Fall Conference in-person (State); WAPL 2024 Spring Conference (State); ARSL Conference (National)*

Action Step 2: Make at least one conference, webinar, or workshop presentation
- *What the $@!! Am I Getting Myself Into? A Library Building & Space Planning Overview Preconference (ARSL Conference, 2024)*
- *What the $@!! Am I Getting Myself Into? A Library Building & Space Planning Overview (Minnesota Library Association, 2023)*
- *Time to Dream: Assessing Library Space and Service Needs (WLA Conference, Fall 2023)*
- *Next Steps with the Wisconsin Public Library Facilities Assessment (WAPL Conference, May 2024)*
- *Annual Report Workshop with Katelyn Noack and Adam Fuller*

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)

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