Join Zoom Link:
https://us02web.zoom.us/j/82758955941?pwd=8U004bgiqPaEBnY4mgv3ubhzNYbFnq.1
> **Meeting ID: 827 5895 5941**
> **Passcode: j2KTgAqi**

> **Mobile: 1 312 626 6799**
> > **Meeting ID: 827 5895 5941**
> > **Passcode: 66407481**

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.   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.*)

6.   Announcements/Correspondence/Introductions

7.   ***** Election of 2025 Officers   **#001**(25)

8.   ***** Minutes - Approve: Board of Trustees: November 20, 2024   **#049**(25)

9.   ***** Financials - Approve: Check Registers: November 2024, December 2024   **#002**(25)
         Review Only/Not Final: 2024 Annual Budget Report   **#003**(25)

10.   Director's Report of Agenda Items and Monthly Activities   **#004**(25)

11.   IFLS Staff Reports   **#005**(25)
          -   Indepth Report: Adam Fuller, Business Manager

12.   * LEANWI Website Services Policy

13.   * Committee Appointments (Executive, Personnel)

14.   Wisconsin Library Association (WLA) Membership

15.   Reports
          • Board Member Reports
          • Sunshine Fund Report for 2024

16.   * Adjournment

        Handouts: 2025 IFLS Trustee List and 2025 Board Meeting Dates

* *Denotes Action Items*

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

M E M O R A N D U M

TO: IFLS Board of Trustees

FROM: Joanne Gardner, Administrative Associate

DATE: January 16, 2025

RE: **ELECTION OF OFFICERS**

The Nomination Committee consisted of Mary Ellen Brew, Pat Eggert and Sue Marshall. The committee met via Zoom on January 13th and agreed upon the following slate of candidates to serve on the Executive Committee Ballot. The By-laws of the IFLS Library System Board of Trustees permits nominations from the floor.

Two votes will need to be taken. The five candidates gaining the most votes will be declared the Executive Committee. A second vote will be held to determine which Executive Committee member will be Board President for 2025. The remaining Executive Committee positions will be determined as agreed upon by the Executive Committee members.

The slate of candidates is:

- Jan Daus, Eau Claire County
- Sue Duerkop, Polk County
- James Ericksen, Chippewa County
- Lois Goode, Rusk County
- Mary Alice Larson, Barron County
- Sue Marshall, Price County
- Jim Tripp, Dunn County

2025 Executive Committee
Ballot

2025 Executive Committee Nominations:

_____   Jan Daus

_____   Sue Duerkop

_____   James Ericksen

_____   Lois Goode

_____   Mary Alice Larson

_____   Sue Marshall

_____   Jim Tripp

_____   Other _____

_____   Other _____

The bylaws of IFLS Library System Board of Trustees permit nominations from the floor.

The Board President will be elected, by separate ballot, from the five trustees elected to serve on the Executive Committee.

<div align="center">

IFLS LIBRARY SYSTEM
Board of Trustees
November 20, 2024

M I N U T E S

</div>

The Board of Trustees of the IFLS Library System met on Wednesday, November 20, 2024, via Zoom. Duerkop called the meeting to order at 12:35 pm.

<div align="center">

QUORUM AND CERTIFICATION OF COMPLIANCE
WITH OPEN MEETINGS LAW:

</div>

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

<div align="center">

BOARD MEMBERS PRESENT:

</div>

Judith Achterhof (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Fran Duncanson** (Polk County); **Pat Eggert** (Dunn County); **James Ericksen** (Chippewa County); **Lois Goode** (Rusk County); **Amanda Kohnen** (Barron County); **Mary Alice Larson** (Barron County); **Jill Markgraf** (Resource Library); **Sue Marshall** (Price County); **Stella Pagonis** (Eau Claire County); **Jackie Pavelski** (Eau Claire County); **Mike Schendel** (St. Croix County); **Jim Tripp** (Dunn County); **Jane Winter** (Pepin County); **Ruth Wood** (Pierce County); **Julie Woodruff** (Chippewa County).

<div align="center">

BOARD MEMBERS ABSENT:

</div>

Paula Lugar (Pierce County).

<div align="center">

OTHERS PRESENT:

</div>

John Thompson (Director); **Adam Fuller** (Business Manager); **Joanne Gardner** (Administrative Associate/Recorder); **Katelyn Dubiel** (Public Services Consultant); **Lori Roholt** (MORE Administrator).

<div align="center">

APPROVE AGENDA:

</div>

MOTION #46 [(24)]**:**   To approve the Agenda as presented. Woodruff/Marshall
                           RESULT: Carried.

<div align="center">

CITIZEN COMMENTS:

</div>

There were no citizen comments.

<div align="center">

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

</div>

Newly appointed trustees were acknowledged and include Jane Winter for Pepin County, Amanda Kohnen for Barron County, and Stella Pagonis for Eau Claire County.

Katelyn Dubiel was congratulated on her new last name following her fall wedding.

Gardner provided an update on the Board Sunshine Fund. Donations made by trustees are nearly $200. Once the fund falls below $50, a request to replenish will be provided. Gardner provides a printed update at the beginning of each year at the January meeting.

(Ericksen joined the meeting at 12:40 pm.)

Kathy Setter will be working at IFLS until December 20th. Many thanks and appreciation to Setter for her invaluable services to libraries and MORE. Setter is planning a trip and includes a cruise to Australia and New Zealand.

Daus is working at the Altoona Library book sale on Friday and Saturday.

Ericksen noted that Stanley Library can still use funds.

MINUTES:

MOTION #47 (24)**:**   To approve the Board of Trustees minutes dated September 25, 2024 (Doc. #042-24). Daus/Eggert
RESULT: Carried

MOTION #48 (24)**:**   To acknowledge receipt of the Personnel Committee minutes dated September 25, 2024 (Doc. #041-24). Daus/Brue
RESULT: Carried

FINANCIAL REPORTS:

MOTION #49 (24)**:**   To approve the Check Registers for September-October 2024 (Doc. #043-24). Woodruff/Brue
RESULT: Carried

Questions were asked about the delivery service Waltco, OverDrive for high demand items, CINC maintenance, Innovative Users Group membership renewals, Market & Johnson facility repairs, Gumroad for a marketing typeface, and movie licensing for libraries.

MOTION #50 (24)**:**   To approve the Financial Reports for September-October 2024 (Doc. #044-24). Daus/Marshall
RESULT: Carried

Questions were asked about Community Engagement Support, Contingency Funds, Delivery Services, and the Campaign for Wisconsin Libraries.

DIRECTOR'S REPORT:

Thompson attended the Core Forum in Minneapolis from last Thursday through Saturday. This is a subgroup of the American Library Association (ALA) and the focus on administrative including assessments, buildings, cataloging, etc. Thompson went through the library building tracks.

Thompson attended a variety of sessions at the Wisconsin Library Association (WLA) Conference including three related to library spaces and planning along with one on data. The Awards Dinner featured two area winners. University of Wisconsin-Eau Claire McIntyre library received the Library of the Year Award. Rebecca Puhl, Director at Phillips Public Library was awarded the Intellectual Freedom Award.

There are a number of libraries working on building projects. Five libraries were awarded Flexible Facilities Grants and include Cadott, Fall Creek, Hammond, River Falls and Stanley. New Richmond started their building project prior to the grant opportunities being announced.

Baldwin conducted Director interviews and made an offer. Bruce interviews will be scheduled for early December.

REPORTS:

Lori Roholt, the MORE Administrator, is present to expand on her written report and entertain questions. MORE is a resource sharing and ILS consortium for IFLS.

Roholt addressed a question that was voiced earlier regarding the Waltco Delivery service. Katelyn Noack primarily coordinates collaborating with that vendor. Every month between 50,000 – 60,000 items are requested by patrons that come from other libraries. Almost all that traffic is managed through Waltco. In addition, this service also includes materials being shipped back to the owning library.

Kathy Setter is retiring after being with IFLS for 20 years. Setter was involved with MORE ahead of that. Setter was the director at Deer Park when several St. Croix County librarians got together and wanted to streamline sharing. When MORE started in about 2000, there were twenty libraries on board. MORE provided an online interface offered to patrons. Over the last 24 years, Setter participated in adding every single IFLS library to the MORE Consortium. There are over fifty MORE members today. While Setter is irreplaceable, her commitment to sharing knowledge with library staff and colleagues and her dedication to public libraries will leave a lasting impact.

With Setter's retirement there will be staffing changes for MORE. Roholt provided the current structure and the new structure. Because Setter had so many skills, it would be difficult to hire to replace all those skills. The intent of the new structure is for IFLS staff to continue providing high-quality service to libraries while creating the best opportunity for IFLS to hire and retain well-qualified staff. The MORE Database Manager will expand and manage all types of records we store besides bibliographic records. The MORE Support Specialist will be dedicated to monitoring the landscape and proactive in getting training out to all the libraries.

MORE is introducing a new text messaging service for circulation notices. This will provide a few ways to notify patrons when due dates are approaching. Emails, postal mail, phone calls, and now text messaging. This will also provide a handy way to renew materials by just responding to the text message.

The latter part of the year has seen staffing changes to MORE's Cataloging and Bibliographic Services (CABS) program. CABS collaborates with cataloging partner libraries to create and

maintain high-quality title records for MORE-member libraries. In 2025, CABS service will be under the Database Maintenance team.

Currently, there are four libraries that take advantage of the CABS program. In addition to cataloging, they also do the physical processing, taping, labeling, barcoding, and adding item records. Staff at IFLS check in the processed materials and route to where they need to go. The participating libraries still select and purchase the materials. This service works well for mid to larger tiers of libraries. The four in the program are Menomonie, Rice Lake, Amery, and New Richmond. The staff work in cooperation with the catalogers. The CABS program is offered on a cost recovery basis. It helps libraries with staffing and workflow for processing.

Duerkop offered kudos to Rebecca Kilde on presenting a webinar about Plain Language.

IFLS LONG RANGE PLAN WITH 2025 BUDGET:

The Board approved the narrative portion of the Long Range Plan at their September meeting. After the budget was approved at that meeting, the budget figures were inserted into the plan and required breakdowns. The state requires IFLS to submit the plan with both the narrative and budget figures together.

MOTION #51 [24]**:**   To approve the IFLS Long Range Plan with 2025 Budget (Doc. #047-24). Achterhof/Eggert
RESULT: Carried

Achterhof inquired if the staff wages and benefits as approved were reflected in the attached budget with the long range plan. Thompson noted Line 17 includes the wages as approved for 2025. Achterhof asked if Thompson received feedback from staff. Thompson acknowledged that the staff were very appreciative.

SYSTEM TECHNOLOGY PLAN:

Thompson emailed the System Technology Plan to the Board. This is the system plan on how we will provide technical services and resource sharing systemwide. The Resource Sharing piece includes delivery, interlibrary loan, and the MORE ILS. The technical services provide the technical infrastructure done in partnership with LEAN WI. It also incorporates IFLS' Strategic Plan and a recent member library survey.

MOTION #52 [24]**:**   To approve the System Technology Plan. Achterhof/Brue
RESULT: Carried

A System Technology Plan is completed every five years and serves as a working document. The state wants a clean document outlining new activities and existing resources.

A new goal is to evaluate generative AI as a space visualization tool. Thompson learned more about this concept at the Core Forum. It provides feedback on how building space could be transformed based on an uploaded photo of the current space. It appears to work well to rearrange space or an office in a library.

NOMINATIONS COMMITTEE FOR
2025 ELECTION OF EXECUTIVE COMMITTEE:

Duerkop asked for three volunteers to serve as the Nominations Committee to recommend a slate of candidates for our January meeting. The committee will meet via a phone call or Zoom meeting prior to the January Board meeting. Gardner will provide the committee meeting materials and arrange the meeting.

Mary Ellen Brue, Pat Eggert, and Sue Marshall volunteered to serve on the Nominations Committee.

MOTION #53 [24]**:**   To approve the volunteers for the Nominations Committee for 2025 Election of Executive Committee. Daus/Woodruff
         RESULT: Carried

(Duerkop donned a festive turkey cap and wished everyone happy holidays.)

ADJOURNMENT:

The Board of Trustees adjourned at 1:45 pm. Ericksen/Schendel

_____
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
Check Register
November 2024

#002 (25)

Date	Num	Name	Memo	Amount
Nov 24				
11/01/2024	Auto Pay	Delta Dental	Nov. '24 Vision	-50.60
11/08/2024	Auto Pay	AT&T	Oct. Phone/Fax Line	-20.55
11/10/2024	Auto Pay	Kwik Trip, Inc.	Oct. Gas Stmt.	-65.06
11/15/2024	Auto Pay	Xcel Energy	09/24-10/23 Gas & Electric Svc	-262.91
11/21/2024	Auto Pay	Associated Credit Card	Oct. Credit Card *see attached	-7,076.70
11/22/2024	Auto Pay	Employee Trust Funds, Dept of	Dec. '24 Health Ins.	-27,001.92
11/22/2024	Auto Pay	Lumen	Nov. Phone	-1.45
11/06/2024	WIRE	Internal Revenue Service	P/R#22	-8,395.78
11/13/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#23	-1,505.00
11/15/2024	WIRE	Wisconsin Department of Revenue	P/R#21	-1,399.92
11/20/2024	WIRE	Internal Revenue Service	P/R#23	-7,951.88
11/27/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#24	-1,505.00
11/29/2024	WIRE	Wisconsin Retirement System	Oct. WRF	-14,639.98
11/30/2024	WIRE	Wisconsin Department of Revenue	P/R#23	-1,389.56
11/30/2024	WIRE	Wisconsin Department of Revenue	P/R#22	-1,478.65
11/13/2024	DD3071-3088	IFLS Staff	Direct Deposit	-24,273.53
11/27/2024	DD3089-3106	IFLS Staff	Direct Deposit	-24,338.56
11/04/2024	43442	Bloomer Public Lib	Webinar Reimbursement-Reb. Kilde	-25.00
11/04/2024	43443	Center For Independent Living Western Wis	Assessments/Barron Pub. Lib.	-1,213.70
11/04/2024	43444	Chippeway Stump Grinding	Stump Removal-5 stumps	-168.00
11/04/2024	43445	Cole, Cecelia	Mult. Lib. Visits	-113.90
11/04/2024	43446	Culligan	Nov. Service	-99.95
11/04/2024	43447	Hudson Public Lib	MORE Ecomm Payments 2024	-1,063.83
11/04/2024	43448	Jensen, Brad	Tech. Support/Mult. Libs.	-78.84
11/04/2024	43449	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2024	-924.47
11/04/2024	43450	Marion Schweickert	Mileage Reimbursement-Library Assistant	-54.94
11/04/2024	43451	Maug Cleaning Solutions, Inc.	08/26/24-9/22/24 Cleaning Service	-382.00
11/04/2024	43452	Noack, Katelyn	COLAND Meeting	-150.08
11/04/2024	43453	OCLC, Inc	Oct. Net OCLC Fees	-71.56
11/04/2024	43454	Securian Financial Group, Inc.	Dec. Life Ins.	-430.99
11/04/2024	43455	South Central Library System	Back up Collab. Maint. Extensions	-133,475.00
11/04/2024	43456	Wisconsin Valley Library Service	Shared Tech. Support Consultant	-25,969.34
11/04/2024	43457	Marcive, Inc.	MORE/Oct. Database Maint.	-117.72
11/04/2024	43458	OverDrive, Inc.	HighDemand/Oct. Advantage	-12,370.02
11/20/2024	43459	Bayscan Technologies	Billable/Supplies for Libs	-390.00
11/20/2024	43460	Becky Glade	Webinar-Improving Literacy:Understanding	-250.00
11/20/2024	43461	Deer Park Public Lib	LSTA/ WLA Conf. Reimb.-B. Krueger	-1,132.00
11/20/2024	43462	Hawkins Public Lib	LSTA/ WLA Conf. Reimb.-J. Mabie	-1,325.60
11/20/2024	43463	L.E. Phillips Memorial Public Library	LSTA/ WLA Conf. Reimb.-K. Halama	-1,020.00
11/20/2024	43464	Langby, Leah	Lib. Visit/Frederic/Balsam Lake	-125.63
11/20/2024	43465	Noack, Katelyn	WLA Conference-Travel/Meals	-237.10

IFLS Library System
Check Register
November 2024

Date	Num	Name	Memo	Amount
11/20/2024	43466	PermaCard	Billable/Library Cards & Keytags	-4,955.01
11/20/2024	43467	St Croix Falls Public Lib	LSTA/ WLA Conf. Reimb.-S. Leslie	-1,191.48
11/20/2024	43468	Starla Dixen	Webinar-Improving Literacy:Understanding	-250.00
11/20/2024	43469	Thompson, John	Field Visits/Conference 10/1/24-11/1/24	-1,170.90
11/20/2024	43470	Waltco Inc.	Nov. Del. Serv.	-31,869.73

Nov 24

-341,983.84

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (12/23/2024)

Date	Name	Memo	Num	Amount
Oct 30 - Nov 27, 24				
10/31/2024	Rev.com	Captioning-Webinar Bookish Programs	Captioning	71.05
10/31/2024	Harvard Business Review	Business Review Mag	Subscrip	126.60
11/01/2024	USPS	Nov. Postage	Postage	61.81
11/01/2024	Amazon.com Credit	Billable/New Richmond-Zebra Printer	Comp Equip	258.00
11/02/2024	Dell Marketing L.P.	Billable/New Richmond-Laptops(4)	Comp Equip	3,670.96
11/02/2024	Dell Marketing L.P.	Billable/New Richmond-Optiplex Micro PC's (3)	Comp Equip	2,100.00
11/02/2024	Dell Marketing L.P.	Billable/New Richmond-Docking Station	Comp Equip	215.00
11/02/2024	Dell Marketing L.P.	Billable/Cumberland-Optiplex Micro PC's (5)	Comp Equip	3,500.00
11/02/2024	Dell Marketing L.P.	Billable/Cumberland-Monitors (5)	Comp Equip	499.70
11/04/2024	Quill Corporation	Office Supplies-Checks	41433556	144.99
11/05/2024	Misc Restaurants	Conf./J. Thompson-Subway	Conf. Meals	9.79
11/05/2024	Dell Marketing L.P.	Billable/Cumberland-Monitor Stands (5)	Comp Equip	313.45
11/06/2024	Misc Restaurants	Conf./J. Thompson-Copper State Brewery	Conf. Meals	23.80
11/06/2024	Misc Restaurants	Conf./J. Thompson-The FreshKind Kitchen	Conf. Meals	21.53
11/06/2024	GFL Environmental	Nov. Garbage	827769	40.17
11/07/2024	Misc Restaurants	Conf./J. Thompson-Los Arcos Mexican	Conf. Meals	11.38
11/08/2024	Hyatt Hotel	WLA Conf/Lodging J. Thompson	Conf	447.00
11/11/2024	Misc Restaurants	Hiring Staff Committee-Olympic Flame	Meals	97.00
11/11/2024	Tangled Up In Hue	Tote Bag	Tote Bag	10.55
11/12/2024	Rev.com	Captioning-Webinar Improving Literacy	Captioning	89.16
11/12/2024	B & H	48 Port Switch-2	Comp Equip	798.00
11/12/2024	Hyatt Hotel	WLA Conf/Lodging K. Noack	Conf	417.00
11/13/2024	Misc Restaurants	Open House/K. Setter Retirement-Phoenix Bar & C	Open House	2,180.34
11/13/2024	FlowRoute.com	Nov. Phone/on Acct	on Acct	50.00
11/14/2024	Dell Marketing L.P.	Billable/Hudson-Optiplex Micro PC	Comp Equip	700.00
11/14/2024	Dell Marketing L.P.	Billable/Hudson-Monitor Stand	Comp Equip	62.69
11/15/2024	Misc Restaurants	Conf./J. Thompson-The News Room	Conf. Meals	31.46
11/15/2024	Dell Marketing L.P.	Billable/Hudson-Monitor	Comp Equip	99.94
11/16/2024	Hilton Hotels	Conf/Lodging J. Thompson	Conf	457.80
11/16/2024	Parking	Conf. Parking/J. Thompson	Conf Park	41.00
11/17/2024	Dell Marketing L.P.	Billable/Hudson-Optiplex Micro PC (2)	Comp Equip	1,400.00
11/17/2024	Dell Marketing L.P.	Billable/Hudson-Monitor Stand (2)	Comp Equip	125.38
11/17/2024	Dell Marketing L.P.	Billable/Hudson-Monitor (2)	Comp Equip	199.88
11/17/2024	Dell Marketing L.P.	Billable/Dresser-Monitor	Comp Equip	99.94
11/17/2024	Dell Marketing L.P.	Billable/Dresser-Optiplex Micro PC	Comp Equip	700.00
11/17/2024	Dell Marketing L.P.	Billable/Dresser-Monitor Stand	Comp Equip	62.69
11/19/2024	Amazon.com Credit	Cleaning Supplies	Clean Supp.	31.40
11/21/2024	Quill Corporation	Hand Towels/Copy Paper/Stamp	41667825	87.97
11/21/2024	Dell Marketing L.P.	Billable/Cornell-Monitor Stand	Comp Equip	62.69
11/21/2024	Dell Marketing L.P.	Billable/Cornell-Optiplex Micro PC	Comp Equip	700.00
11/21/2024	Dell Marketing L.P.	Billable/Cornell-Monitor	Comp Equip	99.94

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (12/23/2024)

Date	Name	Memo	Num	Amount
11/26/2024	FlowRoute.com	Nov. Phone/on Acct	on Acct	16.67
11/27/2024	Dell Marketing L.P.	Billable/Augusta-Laptop	Comp Equip	917.74
Oct 30 - Nov 27, 24				21,054.47

IFLS Library System
Check Register
December 2024

Date	Num	Name	Memo	Amount
Dec 24				
12/01/2024	Auto Pay	Delta Dental	Dec. '24 Vision	-50.60
12/09/2024	Auto Pay	AT&T	715Z38-00032226	-20.55
12/10/2024	Auto Pay	Kwik Trip, Inc.	11196	-71.55
12/16/2024	Auto Pay	Xcel Energy	10/23-11/21 Gas & Electric Svc	-317.37
12/20/2024	Auto Pay	Employee Trust Funds, Dept of	Jan. '24 Health Ins.	-24,291.84
12/22/2024	Auto Pay	Lumen	Dec. Phone	-1.45
12/23/2024	Auto Pay	Associated Credit Card	Nov. Credit Card *see attached	-21,054.47
12/30/2024	CC Adj.		Balance Adjustment-Credit Card Rewards-12/10/2	2,075.00
12/04/2024	WIRE	Internal Revenue Service	P/R#24	-8,161.90
12/11/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#25	-1,505.00
12/15/2024	WIRE	Wisconsin Department of Revenue	P/R#24	-1,431.53
12/18/2024	WIRE	Internal Revenue Service	P/R#25	-10,242.56
12/24/2024	WIRE	Wisconsin Deferred Comp. Program	P/R#26	-1,505.00
12/30/2024	WIRE	Wisconsin Department of Revenue	P/R#25	-1,732.37
12/31/2024	WIRE	Wisconsin Retirement System	Nov. WRF	-9,601.38
12/31/2024	WIRE	Internal Revenue Service	P/R#26	-7,724.00
12/11/2024	DD3107-3124	IFLS Staff	Direct Deposit	-28,122.63
12/24/2024	DD3125-3142	IFLS Staff	Direct Deposit	-23,999.65
12/20/2024	43286	Phillips Public Lib	Void Check/Rewrite #43520	100.00
12/09/2024	43471	Altoona Public Lib	Scholarship Reimb./MORE Ecomm Payments 20:	-2,249.79
12/09/2024	43472	Amery Public Lib	Scholarship Reimb./MORE Ecomm Payments 20:	-930.16
12/09/2024	43473	Augusta Public Lib	MORE Ecomm Payments 2024	-134.00
12/09/2024	43474	Bloomer Public Lib	MORE Ecomm Payments 2024	-210.43
12/09/2024	43475	Boyceville Public Lib	MORE Ecomm Payments 2024	-155.72
12/09/2024	43476	Bruce Public Lib	MORE Ecomm Payments 2024	-32.08
12/09/2024	43477	CA Friday Memorial Library	MORE Ecomm Payments 2024	-648.80
12/09/2024	43478	Cameron Public Library	MORE Ecomm Payments 2024	-47.87
12/09/2024	43479	Centuria Public Library	MORE Ecomm Payments 2024	-67.82
12/09/2024	43480	Clear Lake Public Lib	LSTA/ WLA Conf. Reimb.-C. Foxwell	-972.26
12/09/2024	43481	Cole, Cecelia	Lib Visit/Bloomer-MORE Operations Committee N	-62.98
12/09/2024	43482	Colfax Public Lib	MORE Ecomm Payments 2024	-99.75
12/09/2024	43483	Culligan	Dec. Service	-99.95
12/09/2024	43484	Cumberland Public Library	MORE Ecomm Payments 2024	-217.49
12/09/2024	43485	DR Moon Memorial (Stanley) Lib	MORE Ecomm Payments 2024	-179.25
12/09/2024	43486	Dresser Pubic Lib	MORE Ecomm Payments 2024	-69.80
12/09/2024	43487	Durand Public Library	MORE Ecomm Payments 2024	-66.55
12/09/2024	43488	Ellsworth Public Lib	MORE Ecomm Payments 2024	-569.96
12/09/2024	43489	Elmwood Public Library	Scholarship Reimb./MORE Ecomm Payments 20:	-1,185.71
12/09/2024	43490	Frederic Public Lib	MORE Ecomm Payments 2024	-328.69
12/09/2024	43491	Glenwood City Public Lib	MORE Ecomm Payments 2024	-18.74
12/09/2024	43492	Hawkins Public Lib	MORE Ecomm Payments 2024	-28.97

IFLS Library System
Check Register
December 2024

Date	Num	Name	Memo	Amount
12/09/2024	43493	Hudson Public Lib	MORE Ecomm Payments 2024	-397.74
12/09/2024	43494	Jensen, Brad	Tech. Support/Mult. Libs.	-50.80
12/09/2024	43495	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2024	-824.39
12/09/2024	43496	Langby, Leah	Lib. Visit/Baldwin/New Richmond	-78.52
12/09/2024	43497	Luck Public Library -	MORE Ecomm Payments 2024	-276.59
12/09/2024	43498	Market & Johnson	Facility Repairs/Grounds Project	-8,500.00
12/09/2024	43499	Maug Cleaning Solutions, Inc.	10/21/24-11/17/24 Cleaning Service	-382.00
12/09/2024	43500	Menomonie Public Library	MORE Ecomm Payments 2024-Elk Mound/Menor	-919.81
12/09/2024	43501	OCLC, Inc	Nov. Net OCLC Fees	-16.04
12/09/2024	43502	Osceola Public Lib	MORE Ecomm Payments 2024	-588.02
12/09/2024	43503	Park Falls Public Lib	MORE Ecomm Payments 2024	-521.45
12/09/2024	43504	Phillips Public Lib	MORE Ecomm Payments 2024	-154.66
12/09/2024	43505	Rice Lake Public Library	MORE Ecomm Payments 2024	-485.96
12/09/2024	43506	River Falls Public Lib	MORE Ecomm Payments 2024	-776.44
12/09/2024	43507	Securian Financial Group, Inc.	Jan. Life Ins.	-430.99
12/09/2024	43508	Somerset Public Lib	MORE Ecomm Payments 2024	-546.94
12/09/2024	43509	St Croix Falls Public Lib	MORE Ecomm Payments 2024	-77.34
12/09/2024	43510	Turtle Lake Public Library	MORE Ecomm Payments 2024	-107.23
12/09/2024	43511	Waltco Inc.	Dec. Del. Serv.	-31,622.36
12/09/2024	43512	Woodville Public Lib	MORE Ecomm Payments 2024	-125.59
12/09/2024	43513	Marcive, Inc.	MORE/Nov. Database Maint.	-112.20
12/09/2024	43514	Niche Academy/Intuit	Niche Academy Annual Subscription	-6,600.00
12/09/2024	43515	OverDrive, Inc.	High Demand/Nov. Advantage	-6,216.51
12/20/2024	43516	Bayscan Technologies	Billable Libs.	-780.00
12/20/2024	43517	Jensen, Brad	July.-Dec. Cell Phone Usage	-120.00
12/20/2024	43518	Maug Cleaning Solutions, Inc.	11/18/24-12/15/24 Cleaning Service	-382.00
12/20/2024	43519	Noack, Katelyn	WPLC Delivery Cohort Meeting	-241.20
12/20/2024	43520	Phillips Public Lib	Youth Workshop Reimbursement-J. Wrzykowski	-100.00
12/20/2024	43521	Schwartz, Kristopher	July.-Dec. Cell Phone Usage	-120.00
12/20/2024	43522	Season 2 Season	Sept.-Oct. Mowing Fall Clean Up/Winterization	-550.00
12/20/2024	43523	Setter, Kathy	July.-Dec. Cell Phone Usage	-120.00
12/20/2024	43524	Thompson, John	Lib. Visits/Cell Reimb.	-479.12
12/20/2024	43525	OverDrive, Inc.	Dec. High Demand/Advantage Titles	-27,371.39
Dec 24				**-236,110.91**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (01/21/2025)

Date	Name	Memo	Num	Amount
Nov 28 - Dec 30, 24				
11/30/2024	FlowRoute.com	Dec. Phone/on Acct	on Acct	50.00
12/04/2024	Dell Marketing L.P.	Billable/Barron-Monitor Stand	Comp Equip	62.69
12/04/2024	Dell Marketing L.P.	Billable/Barron-Monitor	Comp Equip	99.94
12/04/2024	Dell Marketing L.P.	Billable/Barron-Computer	Comp Equip	700.00
12/05/2024	GFL Environmental	Dec. Garbage	845112	40.29
12/06/2024	Dell Marketing L.P.	Billable/Hudson-(3) Computers	Comp Equip	2,100.00
12/06/2024	Dell Marketing L.P.	Billable/Hudson-(3) Monitor Stands	Comp Equip	188.07
12/06/2024	Dell Marketing L.P.	Billable/Hudson-(3) Monitors	Comp Equip	299.82
12/09/2024	Wisconsin Library Association	WLA/ Lib. John-Legislative Day Registration Fee	Reg. Fee	45.00
12/09/2024	Festival Foods	Pop	Supplies	31.63
12/10/2024	Associated Credit Card	Redeem YTD Credit Card Rewards	CC Rewards	-2,075.00
12/10/2024	Dell Marketing L.P.	Billable/Sand Creek-Monitor	Comp Equip	99.94
12/10/2024	Dell Marketing L.P.	Billable/Sand Creek-Monitor Stand	Comp Equip	63.70
12/10/2024	Dell Marketing L.P.	Billable/Sand Creek-Computer	Comp Equip	700.00
12/11/2024	Quill Corporation	Packing Tape	41939566	39.99
12/11/2024	CDW-G	Billable/Bruce-Laptop Locking Cable	Comp Equip	42.35
12/11/2024	Sams Club	Holiday Gifts/Services	gifts	106.47
12/11/2024	Hobby Lobby	Holiday Gifts/Services	gifts	16.88
12/12/2024	Quill Corporation	Packing Tape	41939566	-39.99
12/12/2024	Quill Corporation	Packing Tape	41939566	20.79
12/13/2024	FlowRoute.com	Dec. Phone/on Acct	on Acct	50.00
12/16/2024	GoDaddy.com	2025 Prepaid/Domain Name Renewals	Renewals	1,436.54
12/16/2024	Intuit	Quickbooks-Enterprise Gold/Enhanced Payroll	Software	2,027.71
12/16/2024	Department of Natural Resources	MORE/Passport Prog Prizes	Prize	137.00
12/16/2024	Department of Natural Resources	MORE/Passport Prog Prizes	Prize	84.00
12/18/2024	Misc Restaurants	Staff Lunch/K. Setter Retirement-Casa Margarita	Staff Meals	324.61
12/18/2024	Menards	Cleaning Wipes/Cable Ties	Maint. Supl	14.94
12/23/2024	Innovative Users Group	MORE/L. Roholt	IUG Conf	550.00
12/27/2024	FlowRoute.com	Dec. Phone/on Acct	on Acct	16.67
12/30/2024	USPS	Dec. Postage	Postage	33.45
Nov 28 - Dec 30, 24				**7,267.49**

IFLS Library System
Balance Sheet
As of December 31, 2024 (Not Final)

#003 (25)

	IFLS	MORE	2024 TOTAL	2023 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	14,235.16		14,235.16	13,901.53
1040 · Bank Mutual - Checking	13,570.70		13,570.70	54,251.26
1050/1106 · Investments/Bank Mutual & States PIF	2,157,919.49	403,607.48	2,561,526.97	2,318,571.65
Total Checking/Savings & Investments	2,185,725.35	403,607.48	2,589,332.83	2,386,724.44
Accounts Receivable				
1200 · Accounts Receivable	34,614.24		34,614.24	27,042.42
Total Accounts Receivable	34,614.24	0.00	34,614.24	27,042.42
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	2,248.00		2,248.00	2,028.58
1499 · Undeposited Funds	0.00		0.00	2,916.67
1509/1510 · 2024-2025 Prepaid Expenses	126,694.89		126,694.89	142,150.10
Total Other Current Assets	129,017.89	0.00	129,017.89	147,170.35
Total Current Assets	2,349,357.48	403,607.48	2,752,964.96	2,560,937.21
TOTAL ASSETS	2,349,357.48	403,607.48	2,752,964.96	2,560,937.21
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	46,662.33	69,031.12	115,693.45	40,929.15
2011 · Credit Card - Associated	0.00		0.00	50.00
Total Accounts Payable	46,662.33	69,031.12	115,693.45	40,979.15
Other Current Liabilities				
2100 · Payroll Liabilities	1,945.55		1,945.55	8,991.13
2101 · Payroll Liabilities-Other				0.00
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	42,837.05		42,837.05	21,494.64
2900 · Unavailable Revenue	1,349,694.75		1,349,694.75	1,370,756.75
Total Other Current Liabilities	1,394,477.35	0.00	1,394,477.35	1,401,242.52
Total Current Liabilities	1,441,139.68	69,031.12	1,510,170.80	1,442,221.67
Total Liabilities	1,441,139.68	69,031.12	1,510,170.80	1,442,221.67
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	121,205.50	2,873.12	124,078.62	79,442.11
Total Equity (End of Year)	908,217.80	334,576.36	1,242,794.16	1,118,715.54
TOTAL LIABILITIES & EQUITY	2,349,357.48	403,607.48	2,752,964.96	2,560,937.21

IFLS Library System
Revenue and Expense Statement
January through December 2024 (Not Final)

	Jan - Dec 24	Jan - Dec 23
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,649,709.00	1,499,825.00
5200 · Interest Income/General Funds	115,833.32	98,480.19
5263 · MORE Management Income	489,650.00	446,500.00
5264 · Catalog/Processing Income	91,159.00	83,879.95
5277 · Fed Grant Indirect Funds	0.00	6,208.57
5280 · Technology Income	7,976.74	5,547.25
5300 · Miscellaneous Income	274.93	12,356.14
Total Income	2,354,602.99	2,152,797.10
Expense		
6500 · Salaries/Wages & Benefits	1,439,362.01	1,340,420.46
6580 · Leave Payouts at Retirement	6,633.70	31,561.81
66900 · Reconciliation Discrepancies	0.00	0.00
8070 · New Furnishings/Equipment <$500	1,955.00	946.33
8530 · Bank & Direct Deposit Fees	0.00	4.08
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	1,709.56	2,726.76
8690 · Librarian Prof. Development	12,652.51	9,408.84
8700 · CE/Collaboration Projects	604.06	303.03
8714 · Accessibility Audits	5,068.00	4,384.96
8716 · Community Engagement Support	300.00	4,000.00
8720 · IFLS Staff Dvlpmt & Prof Mtgs	12,380.74	17,692.22
8735 · Library Consulting Expenses	892.00	832.00
8740 · Field Visits	4,959.32	4,843.95
8741 · Field Visits - Tech Support	342.90	215.61
8755 · Programming Kits	594.21	723.86
8812 · ILL Fees & Verification Sources	3,504.16	14,850.19
8850 · Delivery Service	351,546.22	337,591.81
8855 · Collection Dev Grant-LEPhillips	17,250.00	23,000.00
8864 · Wide-Area Network (WAN)	3,432.00	4,148.00
8890 · IFLS Contrib - MORE Operating	135,918.00	124,999.00
8898 · LEAN WI/Shared Tech WVLS	85,896.19	52,177.78
8950 · Campaign for Wisconsin Libs	1,650.00	1,800.00
8960 · Long Range Planning Meeting	0.00	272.17
8971 · Web Development	1,075.14	1,060.14
9010 · IFLS Committee Meetings	1,247.00	944.83
9020 · Professional Materials	1,106.07	932.87

IFLS Library System
Revenue and Expense Statement
January through December 2024 (Not Final)

	Jan - Dec 24	Jan - Dec 23
9030 · Postage	547.31	842.11
9050 · Telephone	2,838.91	2,507.14
9060 · Supplies	3,741.64	4,694.55
9080 · Marketing & Advocacy PR	1,578.84	458.64
9123 · Building Overhead Expenses	19,727.82	18,991.72
9140 · Photocopier Costs	743.49	7,924.46
9160 · Computers	6,007.79	10,167.54
9190 · System Vehicle Expenses	2,027.74	2,252.29
9220 · Insurance	5,588.58	5,058.79
9240 · Contingency	-585.75	-2,287.75
9245 · Capital Expenditures	34,168.00	0.00
Total Expense	2,214,335.69	2,075,610.13
Net Ordinary Income	140,267.30	77,186.97
Pass-thru Income/Expense		
Pass-thru Income		
5474 · LSTA 2022 Income	0.00	35,988.15
5475 · LSTA 2023 Income	0.00	46,625.46
5476 · LSTA 2024 Income	162,934.69	0.00
5620 · Shared Cataloging Svc Income	248.29	0.00
5670 · MORE Shared System Income	1,038,445.00	977,827.00
5702 · Billable Project Income	188,490.81	158,816.78
Total Pass-thru Income	1,390,118.79	1,219,257.39
Pass-thru Expense		
8830 · Shared Cataloging Service	3.67	32.20
8940 · Projects Billable to Libraries	178,048.16	143,036.73
9500 · MORE Shared Automation Expenses	1,055,643.26	991,319.71
9980 · LSTA 2022 Grant Expenses	0.00	35,974.20
9981 · LSTA 2023 Grant Expenses	20,920.28	46,639.41
9982 · LSTA 2024 Grant Expenses	151,692.10	0.00
Total Pass-thru Expense	1,406,307.47	1,217,002.25
Net Passthru Income	-16,188.68	2,255.14
Net Income	**124,078.62**	**79,442.11**

IFLS Library System
Annual Budget vs. Actual Income and Expense
January through December 2024 (Not Final)

	Jan - Dec 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	115,833.32	100,000.00	15,833.32	115.83%
5263 · MORE Management Income	489,650.00	489,650.00	0.00	100.0%
5264 · Catalog/Processing Income	91,159.00	88,100.00	3,059.00	103.47%
5280 · Technology Income	7,976.74	6,000.00	1,976.74	132.95%
5300 · Miscellaneous Income	274.93	200.00	74.93	137.47%
5500 · Shared Wage Income	0.00	0.00	0.00	0.0%
Total Income	2,354,602.99	2,333,659.00	20,943.99	100.9%
Expense				
6500 · Salaries/Wages & Benefits	1,439,362.01	1,449,799.00	-10,436.99	99.28%
6580 · Leave Payouts at Retirement	6,633.70	7,523.00	-889.30	88.18%
66900 · Reconciliation Discrepancies	0.00			
8070 · New Furnishings/Equipment <$500	1,955.00	3,000.00	-1,045.00	65.17%
8530 · Bank & Direct Deposit Fees	0.00	2,000.00	-2,000.00	0.0%
8540 · Annual Audit	9,545.00	9,545.00	0.00	100.0%
8620 · Collection/Electronic Resources	30,479.53	51,500.00	-21,020.47	59.18%
8630 · Wis Pub Lib Consortium Membshp	7,848.00	7,850.00	-2.00	99.98%
8670 · Professional Memberships	1,709.56	6,100.00	-4,390.44	28.03%
8690 · Librarian Prof. Development	12,652.51	14,000.00	-1,347.49	90.38%
8700 · CE/Collaboration Projects	604.06	1,150.00	-545.94	52.53%
8714 · Accessibility Audits	5,068.00	5,200.00	-132.00	97.46%
8716 · Community Engagement Support	300.00	8,000.00	-7,700.00	3.75%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	12,380.74	20,000.00	-7,619.26	61.9%
8735 · Library Consulting Expenses	892.00	1,700.00	-808.00	52.47%
8740 · Field Visits	4,959.32	8,000.00	-3,040.68	61.99%
8741 · Field Visits - Tech Support	342.90	1,000.00	-657.10	34.29%
8755 · Programming Kits	594.21	600.00	-5.79	99.04%
8812 · ILL Fees & Verification Sources	3,504.16	10,100.00	-6,595.84	34.7%
8850 · Delivery Service	351,546.22	379,813.00	-28,266.78	92.56%
8855 · Collection Dev Grant-LEPhillips	17,250.00	23,000.00	-5,750.00	75.0%
8864 · Wide-Area Network (WAN)	3,432.00	3,432.00	0.00	100.0%
8890 · IFLS Contrib - MORE Operating	135,918.00	136,000.00	-82.00	99.94%
8898 · LEAN WI/Shared Tech WVLS	85,896.19	83,541.00	2,355.19	102.82%
8950 · Campaign for Wisconsin Libs	1,650.00	1,600.00	50.00	103.13%
8960 · Long Range Planning Meeting	0.00	500.00	-500.00	0.0%
8971 · Web Development	1,075.14	1,100.00	-24.86	97.74%
9010 · IFLS Committee Meetings	1,247.00	1,800.00	-553.00	69.28%
9020 · Professional Materials	1,106.07	2,000.00	-893.93	55.3%

IFLS Library System
Annual Budget vs. Actual Income and Expense
January through December 2024 (Not Final)

	Jan - Dec 24	Budget	$ Over Budget	% of Budget
9030 · Postage	547.31	1,000.00	-452.69	54.73%
9050 · Telephone	2,838.91	3,960.00	-1,121.09	71.69%
9060 · Supplies	3,741.64	6,400.00	-2,658.36	58.46%
9080 · Marketing & Advocacy PR	1,578.84	2,000.00	-421.16	78.94%
9123 · Building Overhead Expenses	19,727.82	24,500.00	-4,772.18	80.52%
9140 · Photocopier Costs	743.49	800.00	-56.51	92.94%
9160 · Computers	6,007.79	6,900.00	-892.21	87.07%
9190 · System Vehicle Expenses	2,027.74	3,700.00	-1,672.26	54.8%
9220 · Insurance	5,588.58	5,589.00	-0.42	99.99%
9240 · Contingency	-585.75	2,500.00	-3,085.75	-23.43%
9245 · Capital Expenditures	34,168.00	50,000.00	-15,832.00	68.34%
Total Expense	2,214,335.69	2,347,202.00	-132,866.31	94.34%
Net Ordinary Income	140,267.30	-13,543.00	153,810.30	
Pass-thru Income/Expense				
Pass-thru Income				
5476 · LSTA 2024 Income	162,934.69			
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	188,490.81			
Total Pass-thru Income	1,390,118.79	906,426.00	483,692.79	
Pass-thru Expense				
8830 · Shared Cataloging Service	3.67			
8940 · Projects Billable to Libraries	178,048.16	150,000.00	28,048.16	118.7%
9500 · MORE Shared Automation Expenses	1,055,643.26	1,061,426.00	-5,782.74	99.46%
9981 · LSTA 2023 Grant Expenses	20,920.28			
9982 · LSTA 2024 Grant Expenses	151,692.10			
Total Pass-thru Expense	1,406,307.47	1,211,426.00	194,881.47	116.09%
Net Pass-thru Income	-16,188.68	-305,000.00	288,811.32	
Net Income	**124,078.62**	**-318,543.00**	**442,621.62**	

My Online Resource (MORE)
Balance Sheet
As of December 31, 2024 (Not Final)

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	$ 403,607.48
1200-1 · Accts Receivable-MORE	-
1508-1 · 2023 Prepaid Expense-MORE	
TOTAL ASSETS	$ 403,607.48
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	69,031.12
Total Liabilities	69,031.12
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	2,873.12
Total Equity/MORE Fund Balance	334,576.36
TOTAL LIABILITIES & EQUITY	$ 403,607.48

IFLS Library System
Revenue less Expense - MORE
January through December 31, 2024 (Not Final)

	Nov - Dec'24	Nov- Dec. '23
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670-1 · MORE Start-up Income		37,200.00
5670-2 · MORE Operating Income	1,038,445.00	940,627.00
Total MORE Income	1,054,064.00	977,827.00
MORE Expense		
8940 · Projects Billable to Libraries	0.00	529.01
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	489,650.00	446,500.00
9500-12 · MORE/III Annual Maintenance	161,052.97	153,572.50
9500-16 · MORE/Bibliographic Utility	1,185.68	0.00
9500-21 · MORE/Training Mtg Expenses	0.00	-33.71
9500-19 · MORE/Contingency	219.00	5,219.00
9500-22 · MORE/High-demand Hold Project	7,707.68	9,384.25
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	11,131.73	10,799.16
9500-24 · MORE/Conferences	4,408.09	6,610.95
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	873.71
9500-38 · MORE/Systemwide OCLC	42,783.39	42,180.77
9500-4 · MORE/New Participant Expenses	0.00	1,603.59
9500-40 · MORE/Overdrive Content	59,989.16	50,009.43
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	2,468.72	3,865.64
9500-6 · MORE/Database Cleanup/Maint	3,892.11	5,569.68
9500-8 · MORE/Host Site Costs	3,500.00	3,500.00
9500-41 · MORE/E-Content	134,866.00	129,774.00
Total 9500 · MORE Shared Automation Expenses	1,051,190.88	991,815.01
Total MORE Expense	1,051,190.88	992,344.02
Year-to-date MORE Income less Expense	2,873.12	-16,189.51
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	334,576.36	

LEAN WISCONSIN
Budget Report - November 2024

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6100	HR - SALARIES/WAGES	$63,807.00	$0.00	$34,450.16	$0.00	$29,356.84
6-6130	HR - BENEFITS and OTHER	$23,600.00	$0.00	$21,307.53	$0.00	$2,292.47
6-6210	LICENSING AND SERVICES	$200,658.00	$362.92	$81,530.78	$0.00	$119,127.22
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	$486.50	$486.50	$0.00	$70,071.90
6-6800	CAPITAL	$0.00	$0.00	$41,976.82	$0.00	($41,976.82)
TOTAL		$372,723.40	$849.42	$179,751.79	$0.00	$192,971.61

Beginning November 2024 Balance	$471,746.45		Beginning 2024 Balance		$508,182.32
Receipts\Transfers - Partner Shares	$45,156.83		Receipts - Partner Shares		$186,843.68
Receipts - CPA	$0.00		Receipts - CPA		$779.65
Transfers - Expenses to 3-Grants	$0.00		Transfers - Expenses to 3-Grants		$28,151.70
Expenditures - 2024 Budget	($362.92)		Expenditures - 2024 Budget		($137,288.47)
Expenditures - 2024 New/Unplanned	($486.50)		Expenditures - 2024 New/Unplanned		($70,615.02)
Ending November 2024 Balance	$516,053.86		2024 Year to Date Balance		$516,053.86

Segregated Monies - Grants Awarded

Account #	Name	Balance
3-2024-251	LSTA '23-'24 Sparsity 77,028	$ -
3-2025-251	LSTA '24-'25 Sparsity	$ 67,243.82

Realized Technology Grant Transfers

Account #	Name	Balance
3-2024-251	LSTA '23-'24 Sparsity	$ 77,028.00
3-2025-251	LSTA '24-'25 Sparsity	$ 10,784.18

Segregated Monies - Prepaid Services

Account #	Description	Balance
6-6210	CVTC RDC Rack 2	$ 11,450.47
	May Q3 Invoice: $ 2,879.75	
	July Q4 Invoice: $ 2,873.75	
	Oct Q1 Invoice: $ 2,892.75	

Unrealized Receivables 6-0000-

Account #	Account	Balance
100	Partner Shares*	$ 62,160.15
100	HR Shares*	$ 43,870.17
201	CPA (enc 2024&prev)	$ 523.35
201	CPA (due future years)	$ 1,624.00

Lifecycle Reserves

Account #	Account	Balance
6-6650	Core Infrastructure	$ 242,800.00
6-6650	Licencing & Svcs	$ 23,700.00
6-6650	Infrastructure & Core Svc - IFLS	$ 17,220.00
6-6650	Infrastructure & Core Svc - NWLS	$ 11,784.00
6-6650	Infrastructure & Core Svc - WVLS	$ 35,220.00
6-6650	Contingency - D/R	$ 43,719.00

YTD Operating Summary

	Balance
Begining Balance	$ 508,182.32
Encumbrances	$ -
Receipts	$ 187,623.33
Expenses	$ (207,903.49)
Transfers	$ 28,151.70
Reserves	$ (374,443.00)
Balance	$ 141,610.86

*The original balance for HR Shares Unrealized was an estimate. Partner Shares Unrealized calculates against the estimate. The estimate will be replaced with actuals for 2024 in final December expense report.

Director's Report

Agenda Items

7. Election of Officers

The nominations committee will be presenting a slate of potential officers to the board. Nominations will also be taken from the floor to add additional eligible names to the slate of potential officers. We will be using an online polling feature to vote on the top 5 individuals to make up the Executive Committee. From those 5 the board will vote on the Board Chair. The Board chair will then appoint the remaining four positions—Vice President, Secretary, Treasurer, Member at Large. Reference IFLS Board of Trustee Bylaws

12. LEANWI Website Services Policy

The policy provides a basic outline of the website services that will be provided and expectations from libraries maintaining their sites. This policy has been reviewed and approved by both Northern Waters and Wisconsin Valley Library Services who are our partner systems in website support.

13. Committee Appointments

The chair may elect to appoint the Personnel Committee at this meeting or may wait to appoint them for the March meeting. Both options have been used in the past.

14. Wisconsin Library Association (WLA) Membership

The IFLS budget supports paying for two board members to join WLA. Typically, the chair is one of those individuals. If additional wish to join we can evaluate the capacity of the budget to pay for additional members. The cost per trustee is $50 each.

Director's Report of Monthly Activities

New Directors
Colby Peterson has started as the new director in Bruce (2025). Beth Sippl began as the new director in Baldwin in the middle of December. Currently Turtle Lake and Frederic have director positions open.

Library Legislation
The new legislative session began early in January. This session is a budget year which will determine IFLS funding for 2026 and 2027. Several Legislators from our area are serving on Joint Finance https://docs.legis.wisconsin.gov/2025/committees/joint/2920. There are some new individuals representing the IFLS area due to shifting boundaries and election results.

- Find who represents you and more information the Legislature at https://legis.wisconsin.gov/

Library legislative day is being held on February 11th, and it appears we will have solid representation from our area.
I will send out legislative updates as needed throughout the legislative session.

Consulting Topics
Space planning, board authority, system membership compliance, director hiring, board composition, county library planning, and personnel.

2024 – The IFLS Year in Review – IFLS Director

Visits to Libraries
> 241 Total visits made by All IFLS Staff – 48 Libraries/10 Counties
> 119 visits by IFLS Director – 31 Libraries/10 Counties

New Library Directors
> Altoona, Baldwin, Barron, and Ogema

Major Focuses of Consulting

> **Library Building/Space Planning Consulting—** This included working with various libraries on their concept development, participation in committee meetings, possible reorganizations, and space need projects. Five libraries received Flexible Facilities (FFP) grants—Cadott, Fall Creek, Hammond, River Falls, and Stanley. New Richmond is constructing their mixed use project https://newrichmondlibrary.org/building. Other libraries such as Boyceville have developed concept drawings and hope to be launching a fund raising campaign in the coming months.

> I also assisted with the statewide professional development project – Wisconsin Library Buildings & Spaces https://sewilibraries.org/library-buildings-spaces/ including working Katelyn and Reb on two presentation templates.

Developed a Library System Facility Toolkit (with edit magic from Katelyn) as a tool for library systems to help member libraries with building projects.

Library Administration – Topics included director hiring, powers and duties of the library board, Chapter 43, budgeting and money management, open meeting law,

System Administration

Program managers (the staff who share reports with you) continue to meet monthly to review strategic priorities and coordinate activities. Regular agenda items include new director check-in updates, strategic priority updates, and consulting capacity.

Regular all staff meetings are held on regular basis to share project updates, library news, and discuss timely topics.

John Thompson (January 13, 2025)

IT Director Report

IFLS Board of Trustees, January 2025
Kris Schwartz, IT Director

In 2024:

- The LEANWI core router has passed over 1 Petabyte (over 1 million Gigabytes) of data across the libraries connecting them to various server resources we provide and the public internet.
- IFLS staff resolved over 1500 helpdesk tickets.
- LEANWI hosted a web server for 120 library websites.
- LEANWI provided InfoSecIQ Phishing training for over 700 library staff. Over the course of the year the Phish rate has dropped by over 10%. That is a remarkable improvement.
- There were well over 250,000 public wireless connections used across IFLS libraries.
- IFLS purchased, setup and installed over 80 laptops and computers for libraries.

Windows 10 End of Life

In October of 2025 Microsoft will end support for Windows 10 and will require all Windows 10 computers to be upgraded to Windows 11. Windows 11 has a new strict set of hardware requirements that will be enforced over the coming year. Some of the hardware requirements had been loosened by Microsoft when Windows 11 was released to be able to work on some older hardware. Microsoft will be eliminating the looser requirements in 2025. This will require libraries to update to Windows 11 and may also require computer upgrades to fit the new hardware requirements. Brad has been and will continue working with libraries to get them all up to date on Windows 11 before October.

TEACH Network Migrations

The TEACH Network migration continues with 21 of 28 IFLS libraries completed and 58 of 83 total completed in the LEAN WI footprint. TTU events are largely successful once started now, though many of them still take longer than anticipated due to minute issues that manifest case by case within the complexity of the comingled BadgerNet and TEACH Network fabrics.

MORE Administrator's Report

Lori Roholt
January 2025 – IFLS Board of Trustees

2024 Public Library Annual Reports

Again this year, IFLS staff have compiled collection, use, and technology data to give our member libraries a head start on their annual reports.

Across MORE, circulation activity was up again in 2024 compared to 2023 and 2022. Checkouts of digital materials (ebooks, audiobooks, and magazines) via Libby again saw a strong increase:

	2024	**2023**	**2022**
Checkouts of physical materials	2,423,481	2,374,347	2,231,611
Renewals of physical materials	782,028	784,054	770,158
Total circulation of physical materials (checkouts plus renewals)	3,205,509	3,158,401	3,001,769
Physical items loaned and borrowed among MORE-member libraries	639,718	612,484	580,410
OverDrive/Libby checkouts	961,927	864,230	755,409

2024 In Review

- Hawkins Area Library joined MORE in July, becoming the last IFLS-member library to join
- Kathy Setter, longtime MORE Project Manager, retired in December
- Catalogers at IFLS and cataloging partner libraries added 28,656 title records to the shared catalog. Member libraries added 114,130 item (copy) records.

Staffing changes for MORE

In addition to full-time Database Maintenance Specialist Alyson Jones, who started at IFLS in December, Jackee Johnson became the new MORE Support Specialist in January, and Julia Reid will join us later in January as a part-time Database Maintenance Specialist. Welcome to all our new colleagues!

Looking ahead:

In the next few months, MORE will be:

- Launching a text message notification service, and working on updating email notifications
- Sending IFLS staff and a library director or staff member to the annual Innovative Users Group (IUG) Conference in Denver. The IUG Conference is a good opportunity to share ideas and news among library users of the automation software in use by MORE.

January 2025 Board Report from Leah Langby

Submitted January 14, 2025

Most of this board report is a look back at statistics for 2024

Continuing Education

- IFLS library workers and trustees were able to access 87 hours of continuing education created specifically for IFLS or for a Wisconsin audience.
    - 40 hours of these were virtual, 47 hours were in-person
    - 36.5 hours were created specifically by and for IFLS, 50.5 hours were a result of statewide collaborations
    - Topics included planning, budgeting, legal matters, equity and inclusion, collection development, intellectual freedom, book repair, readers' advisory and more
- 73 library workers provided feedback on a professional development accessibility survey in December 2024, being used for planning in 2025 and beyond.
- IFLS Staff Academy for Niche Academy has 8 categories with 86 tutorials or webinars and is in further development
- Professional development videos on the IFLS Vimeo channel were viewed 1,174 times by 458 unique viewers

Developing Relationships and Mutual Support

- IFLS hosted 3 virtual check-ins for library directors, 3 for adult services librarians, and 2 for youth services librarians in 2024
- IFLS connected 2 library directors with mentors in 2024
- IFLS connected 4 youth services librarians with mentors in 2024

Scholarships

- In 2024 IFLS awarded 14 scholarships to 13 library workers from 11 libraries with the help of grants from the Wisconsin Department of Public Instruction with funding from the Institute for Museum and Library Services. This allowed for attendance at state and national conferences and registration in continuing education courses from the University of Wisconsin Madison's iSchool.

Inclusive Services

- IFLS funded 5 libraries' Accessibility Audits from the Center for Independent Living Western Wisconsin in 2024, with follow-up discussion and planning consultations with me.

Staff Retention

- Researched, negotiated, and communicated with library directors and IFLS staff about subscription to ReaLiving's Employee Assistance Program (EAP), starting in 2025.

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

I. **Consulting**
Working on an in-service with Phillips, focusing on staff communication and staff culture.
Strategic Planning – Continuing to work with St. Croix Falls and Durand on their surveys. Meeting with Altoona and Osceola to begin their strategic planning process.

II. **Library Visits**
Altoona (11/21) for a New Director Visit
Barron (01/09) for a New Director/Check In Visit

III. **Collaborations/Adult Services**
Conducted our second adult services check-in on 12/05 and it went very well! We're continuing these 3-4 times per year and hope to introduce a small presentation/share out aspect where a library describes a program that they've done to the group.
Meeting again in February with UW-Extension to discuss strategic planning education for our libraries.
League of Women Voters continues to partner with us to use the delivery service to efficiently send their materials to participating libraries located in the Chippewa Valley region in IFLS and in WRLS.

IV. **Committee Meetings**
Library Workforce Development (11/26)
WPLC Technology Backup Committee (12/02)
MORE Executive Committee (12/06)
WPLC Delivery Workgroup in Madison at SCLS (12/12)
Director Check-In (12/20)
COLAND (01/10)

V. **Delivery**
As of writing, I am missing the data for the last two weeks in December – but here are the numbers for 2024!
- Weekly we have an average of 30,966 items moving through our courier system. That is an estimate of 1,610,232 items that traveled from one library to another in 2024.
- Each item costs approximately 26 cents to travel from one library to another and each bin an average of $7.85. For reference, it costs $3.32 to mail a 1-pound book via library mail at the USPS.
- Excluding December, our highest volume month was February with 166,022 items; our lowest volume month was November with 114,114.
- 97% of our items travel to their intended destination in under 1 week.

VI. **Other Tidbits**
I was elected as Chair Elect for the Wisconsin Small Library section of the WLA for 2025.

This is important!

I'd like to see each of you contribute to the Library Love Story publication we bring with us to Library Legislative Day. The deadline is February 5. Please take five minutes to fill out the Library Love Story form (or use the button at the top of the IFLS home page: iflsweb.org).

This is a budget year, and voter comments are especially needed. As IFLS trustees, you are uniquely positioned to give real insight to our elected officials about how state funding impacts library services to our communities. You can also share a story about a particular situation or individual.

Please encourage friends and associates to add their stories. Thank you!

2024 summary: a few statistics and what they mean

The website

Because of a little glitch with Matomo, I don't have accurate data for the first two months of 2024.

Here's a chart of website total visits comparing 98,461 visits in 2024 (blue) to 73,903 visits in 2023 (orange). That's a 33% increase. Each visit averaged 2.8 actions (page views, downloads, outlinks and internal site searches) per visit, up 20% from last year.
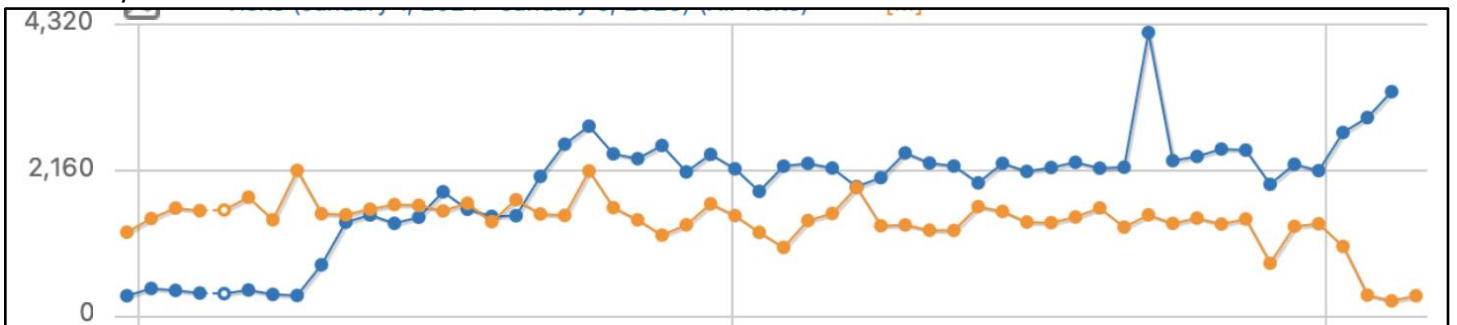
One of the most useful website statistics to pay attention to is unique pageviews; it's a more accurate picture of how many times users engaged with a particular page.

- In 2023, we had 103,332 unique page views.
- In 2024, we had 123,888 unique page views. That's about a 20% increase, despite the lack of data for the first couple months of 2024.

The Article Index is one of our most often accessed pages on the website, and houses 175 resources in an easy-to-navigate searchable format. Library staff accessed the index to find a resource through this page over 51,000 times last

year. Resources are also accessed directly or with links, so the total number of times articles were used is much higher. Here are the top ten articles last year, and how many times they were viewed:

- [Print Templates: Sierra Holdshelf and Transit Slips](#) 30,893
- [Create Lists](#) 7,518
- [Decision Center](#) 6,724
- [Notices, generating and sending](#) 6,543
- [Circa for Inventory and Other Item Maintenance Tasks](#) 6,538
- [Patron Records](#) 6,167
- [Damaged Item Form](#) 6,155
- [Circulation Information, Policies, and Contacts](#) 5,991
- [Guidelines for processing incoming courier](#) 5,821
- [CABS: Cataloging and Bibliographic Services](#) 5,568

These resources are often technical and specific to our system, and are created by IFLS staff.

IFLS staff added 23 new articles to our Article Index knowledge base in 2024. Three of those articles had over 2,200 views each. Articles and resources are regularly updated, so we can be sure library staff are getting the most current information.

What do these statistics mean? IFLS staff create useful and timely information, and library workers in the IFLS service area increasingly use our website to find those resources.

For the first time this year, the IFLS Trustee Page was accessed more than 1,000 times! Please let me know if you'd like something added to that page.

Explore MORE Passport Program expanded for the third year

The Explore MORE Passport Program premiered in 2022 in response to concerns that people weren't returning to libraries after the pandemic. It runs at a busy time for libraries, and so we keep it very simple to implement. Library visitors pick up a passport at any MORE library. Each MORE library they visit earns a stamp. Ten stamps entitles them to enter a drawing for prizes.

2024 Visits (stamps)	2023 Visits (stamps)	2022 Visits (stamps)	2024 Entries	2023 Entries	2022 Entries	2024 Unique Entries	2023 Unique Entries	2022 Unique Entries
3254	**3035**	**2817**	**296**	**243**	**208**	**148**	**127**	**124**
up 7.2%			up 21.8%			up 16.5%		

We're pleased that the program was picked up by St. Paul Public Libraries after some of our Explorers visited their libraries during the program last year - we allow 5 visits outside of the MORE service area. Many Wisconsin systems have followed our lead to run passport programs of their own.

It's a fun way to encourage library users to discover all the wonderful MORE libraries and see first-hand all that we have to offer.

Thank you!

Thank you for volunteering your time and talents to support public libraries!

Resource Sharing and Collection Consultant's Report

Cecelia Cole, January 2025 - IFLS Board of Trustees

Project Highlights:

- **MORE circulation policy addendum on labeling:** An addendum to the MORE circulation policy regarding circulation of labeled materials, which was proposed by the IFLS Intellectual Freedom Working Group, was discussed and approved by the MORE Operations Committee and the MORE Executive Committee. The proposed addendum will be discussed and voted upon at the next MORE Directors Council meeting in January.
- **OverDrive Advantage selection:** Selection of e-materials for the IFLS OverDrive Advantage collection (ebooks and e-audiobooks) for 2024 concluded in December:

2024 Advantage Purchases

E-audiobook Titles	1,001	E-audiobook Copies	10,126
E-book Titles	910	E-book Copies	1,933
Total Titles Purchased	**1,911**	**Total Units Purchased**	***12,059**

*Titles purchased with the metered-by-checkout license of 100 concurrent users are counted as 100 units per title. We purchased a significantly higher number of these titles this year as more of these licenses became available for popular titles.

Consultation Highlights:

- **Intellectual Freedom:** St. Croix Falls PL, Nov/Dec 2024
- **New Director Orientation:** Ogema PL, January 2025
- **Selection of Authorized DVDs:** Park Falls PL, December 2024
- **Lucky Day Collections:** Altoona PL, December 2024
- **Library of Things Collections:** Colfax PL, December 2024
- **OverDrive Advantage Contributions:** Several libraries, Nov/Dec 2024
- **Magazine e-Subscription:** Bloomer PL, November 2024

Committee Meetings:

- **WPLC Selection Committee:** November 2024 & January 2025
- **WISCAT User Group:** December 2024
- **MORE Executive Committee:** December 2024 & January 2025
- **MORE Directors Council:** January 2025
- **MORE Resource Sharing and Collection Development Committee:** January 2025

Professional Development:

- **Webinar:** *Minors, Libraries, and the Law*, ALA eLearning, January 2025

Annual Statistics: IFLS Libraries Usage of Wisconsin's Digital Library

Date	E-Audiobook Checkouts	E-Book Checkouts	Magazine Checkouts	Total
2019	260,908	287,699	*	549,085
2020	306,489	355,016	*	662,182
2021	335,657	355,906	17,006	708,968
2022	373,669	354,486	27,125	755,412
2023	434,664	377,725	51,841	864,230
2024	**496,017**	**378,022**	**87,888**	**961,927**

*OverDrive magazines were added to the Wisconsin Digital Library in February 2021.

Annual Statistics: IFLS Interlibrary Loan Clearinghouse

Requests Received	2019	2020	2021	2022	2023	2024
January	1744	2023	1098	1028	1314	1391
February	1599	1555	1019	905	1208	1438
March	1554	962	1061	1002	1435	1391
April	1611	*	889	1166	1160	1331
May	1452	*	773	1089	1236	1192
June	1357	*	909	1127	1207	995
July	1573	59*	886	1031	1106	1316
August	1415	877	1113	1175	1388	1511
September	1553	817	955	1195	1288	1401
October	1760	909	935	1131	1206	1477
November	1255	804	956	1028	1184	1230
December	1534	922	860	833	1193	1277
TOTAL	**18,407**	**8,928**	**11,454**	**12,760**	**14,925**	**15,950**

*April-July 2020 saw about 59 requests come through the ILL software to be handled despite statewide shutdown of interlibrary loan. Most of these requests were returned to requesting library or their System as unfilled but a few requests could be filled by digital materials.

Requests Referred	2019	2020	2021	2022	2023	2024
Lending Requests Referred to IFLS Libraries (MORE, special, & academic libraries)	12,804	5,489	6,958	6,601	7,284	7,172
Borrowing Requests Referred Out-of-System (WISCAT & OCLC WorldShare)	3,284	2,018	2,361	2,199	2,393	2,542
TOTAL REFERRED	**16,088**	**7,507**	**9,319**	**8,800***	**9,677**	**9,714**

*The total number of requests referred in 2022 is likely underreported due to IFLS interlibrary loan staff turnover in September & October.

About the IFLS Interlibrary Loan Clearinghouse

- IFLS serves as an interlibrary loan (ILL) clearinghouse for the majority of our member libraries.
- Libraries use the WISCAT ILL software to create and manage borrowing requests (decentralized); the IFLS clearinghouse handles centralized lending.
- The IFLS office receives WISCAT lending requests as well as OCLC lending requests – IFLS ILL staff place holds on the MORE shared system for these requested items.
- The libraries then only need to handle ILL items as part of their circulation process – they check out requested materials to the borrowing libraries, and either route them via the courier or send by mail.
- IFLS staff manually update the request status in WISCAT and monitor requests as needed.
- IFLS is also the "default" WISCAT lender for any borrowing requests made by our libraries that cannot be filled for any reason or are initiated as blank requests. IFLS staff often refer these requests back out to other WISCAT lenders, or to out-of-state/non-WISCAT lenders via OCLC WorldShare.
- The clearinghouse workflow, handled daily by IFLS ILL staff, is a centralized service that enables requests to be processed, updated, monitored, and referred quickly and efficiently. This ensures that libraries have the support they need to lend their materials to other libraries and obtain requested items for their patrons.
- For more information about the IFLS Interlibrary Loan Clearinghouse, please visit our ILL webpage.

![LEANWI logo]

LEANWI Website Services Policy

The LEANWI Website Services provides web hosting, design, training, and support to each partner system's member libraries, improving, or promoting library or system services. Website Services are an operation of the LEANWI library system partnership. The LEANWI Website Service has two main principles:

- To provide infrastructure for design and support of attractive, accessible websites that reflect the library's identity and brand.
- To train library staff from libraries of various sizes to manage and maintain updated website information that supports their mission and programming and is relevant to their community and people they serve.

Website services include domain name registration/ DNS record maintenance, space on LEANWI servers for hosting library websites, website design assistance, development tools and support, and ongoing training. Services described in the guidelines below are provided to each LEANWI partner's member libraries at no cost, unless otherwise specified.

Website services are coordinated by the LEANWI Website Services Team. This policy defines the services provided by LEANWI Website Services (hereafter referred to as "The Team").

Guidelines

1. The Team will arrange for and manage server space for each member library website. The Team reserves the right to limit the amount of server space available for library websites. Library staff should contact The Team via the website (leanwi.org/website-service) for assistance with website hosting services.

2. The Team will need full comprehensive domain registrar access for any website hosted on its servers. It's highly advisable to allow The Team to handle this for you by utilizing one of their trusted registrar vendors.

3. The Team does not support or oppose the views expressed on any website it hosts, except when so resolved by a partner system's board of trustees.

4. The Team reserves the right to refuse to manage any library website. Libraries with websites hosted on a LEANWI managed server are responsible for monitoring, updating, and maintaining the front end of their websites. The Team manages the backend services and updates. The front end of a website is everything users see and interact with, like text, images, buttons, and menus. Ensuring an engaging experience for visitors. The back end of a website is the server-side part that manages the behind-the-scenes functionality. Ensuring data is stored, retrieved, and processed securely and efficiently, allowing the website to operate smoothly.

5. The Team will provide website design and development services using WordPress content

management system (CMS) with the Divi theme. Libraries have the option of supporting their own WordPress or other CMS websites using alternative themes, but training and support to these sites will be limited.

6. A basic website template and organizational structure will be provided as a "starting point" for each new website. The website will be designed using common Divi modules and tools and will include components core to library services: links to online catalogs, business hours, options for a calendar of events, space to feature notices and events, library board documentation, etc. Libraries are advised to understand their capacity and technological proficiency in maintaining and expanding their website beyond the basic functions or experimenting with additional tools. Those wishing to expand their website to include additional components may do so with the understanding that The Team may not have the capacity or expertise to provide training and support for these extra components. Further, The Team will not be responsible for repairing any damage that installing these extra components might cause to a library website.

7. The Team will provide ongoing training to member library staff on managing website content and accessible web design. Training is primarily offered online through videoconferencing. Alternative training methods and venues may be supported on a case-by-case basis at the discretion of The Team.

8. Member library staff will be expected to participate in the design or development process and fully participate in managing their website. The Team reserves the right to limit design and development services especially in (but not limited to) cases in which requested services exceed the level of expertise or time available from The Team.

9. Standard website usage reports are available to each library with a website hosted on a LEANWI managed server.

10. Member library staff may not load executable files, scripts, or databases on a LEANWI managed server without prior permission from The Team. Requests to load or develop such services need to be directed to The Team for approval.

11. Member library staff are advised not to load audio or video files directly on a LEANWI hosted website. To conserve server storage space and bandwidth utilization, media projects (e.g., videos, podcasts, photo albums, and other large files) should be hosted on cloud hosting sites (e.g., YouTube, SoundCloud, Flickr) and linked back to the library's website. Contact The Team for additional information about using these services.

12. Individual libraries or groups of libraries, working in collaboration with The Team, may develop additional websites to be hosted on the LEANWI servers. Additional websites may be developed for specific projects that are consistent with the policy statement above.
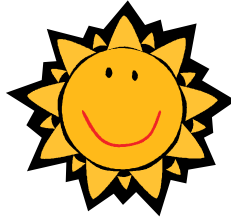
IFLS Library System
Board of Trustees
Sunshine/Treat Fund
2024

Date	Note	Amount	Balance
1/1/2024	Balance Forward from 2023		$80.43
6/24/24	Memorial George Setter (Employee Spouse)	-50.00	30.43
7/8/24	Donation – IFLS Director John Thompson	+25.00	55.43
7/8/24	Memorial Ricky Riggins (IFLS Trustee)	-50.00	5.43
7/26/24	Donation – Trustee James Ericksen	+50.00	55.43
8/22/24	Donation – Trustee Jan Daus	+20.00	75.43
8/28/24	Donation – Trustee Lois Goode	+10.00	85.43
8/28/24	Donation – Trustee Judy Achterhof	+100.00	185.43
9/4/24	Donation – Trustee Sue Duerkop	+20.00	205.43
9/25/24	Donation – Trustee Jim Tripp	+20.00	225.43
9/25/24	Donation – Trustee Sue Marshall	+10.00	235.43
9/25/24	Donation – Trustee Jackie Pavelski	+10.00	245.43
12/31/24	Ending Balance		245.43

IFLS Board of Trustees
2025 Meeting Dates

Wednesday, January 22, 2025	12:30 p.m.	Via Zoom Meeting
Wednesday, March 26, 2025	12:30 p.m.	Via Zoom Meeting
Wednesday, May 28, 2025	12:30 p.m.	Location TBD
Wednesday, July 23, 2025	12:30 p.m.	Location TBD
Wednesday, September 24, 2025	12:30 p.m.	Location TBD
Wednesday, November 19, 2025	12:30 p.m.	Via Zoom Meeting

[IFLS Trustees | IFLS Library System (iflsweb.org)](https://iflsweb.org)

All meeting dates and times are subject to change.

***Please refer to your e-mailings for accurate dates and times or
contact Joanne Gardner at 1.800.321.5427 (ext. 110) or gardner@ifls.lib.wi.us***

To inspire and facilitate library success by providing member libraries
with the tools to serve, empower and lead their communities.