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

A G E N D A

I.   Call to Order

II.   Establish a Quorum

III.   Certification of Compliance with the Open Meeting Law

IV.   ***** Approve Agenda

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

VI.   Announcements/Correspondence/Introductions

VII.   ***** Election of 2021 Officers   (**#001-21**)

VIII.   ***** Minutes - Approve: Board of Trustees: November 18, 2020   (**#045-20**)

IX.   ***** Financials -   Approve: Check Registers: November 2020 (**#002-21**), December 2020 (**#003-21**)
                        Approve: Financial Reports: November 2020 (**#004-21**)
                        Review Only: December 2020 Financial Report (**#005-21**)

X.   * Funds Carried Over for Accessibility Audits

XI.   Director's Report of Agenda Items and Monthly Activities   (**#006-21**)

XII.   Committee Appointments (Executive, Personnel)

XIII.   COVID-19 Update

XIV.   Library Legislative Day

XV.   Reports
        • IFLS Staff Reports   (**#007-21**)
        • Board Member Reports
        • Sunshine Fund Report for 2020 (**#008-21**)
        • Wisconsin Library Association (WLA) Membership

XVI.   * Board Meeting Dates and Times   (**#009-21**)

XVII.   * Adjournment

Handout: 2021 IFLS Trustee List

* 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.

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M E M O R A N D U M

TO: IFLS Board of Trustees

FROM: Joanne Gardner, Administrative Associate

DATE: January 20, 2021

RE: **ELECTION OF OFFICERS**

The Nomination Committee consisted of Pat Eggert, Bun Hanson, and Marilyn Holte. The committee met via Zoom on Wednesday, January 13, 2021 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 2021. The remaining Executive Committee positions will be determined as agreed upon by the Executive Committee members.

The slate of candidates is:

- o Sue Duerkop, Polk County
- o Pat Eggert, Dunn County
- o Bun Hanson, Barron County
- o Lyle Lieffring, Rusk County
- o Jackie Pavelski, Eau Claire County
- o Jim Tripp, Dunn County

2021 Executive Committee
Ballot

2021 Executive Committee Nominations:

_____   Sue Duerkop

_____   Pat Eggert

_____   Bun Hanson

_____   Lyle Lieffring

_____   Jackie Pavelski

_____   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.

IFLS LIBRARY SYSTEM
Board of Trustees
November 18, 2020

M I N U T E S

The Board of Trustees of the IFLS Library System met on Wednesday, November 18, 2020 via Zoom. Tripp called the meeting to order at 12:30 pm.

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 the open meeting law.

BOARD MEMBERS PRESENT:

Judy Achterhof (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Bun Hanson** (Barron County); **Dave Hardin** (St. Croix County); **Marilyn Holte** (Chippewa County); **Mary Alice Larson** (Barron County); **Lyle Lieffring** (Rusk County); **Susan Marshall** (Price County); **Jackie Pavelski** (Eau Claire County); **Mike Prichard** (Polk County); **Linda Stelter** (Eau Claire County); **Jeanne Tobias** (Pierce County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Chuck Hull (Chippewa County); **Robert Mercord** (Pierce County); **Ricky Riggins** (Pepin County); **Josh Sterling** (Eau Claire County).

OTHERS PRESENT:

John Thompson (Director); **Juli Button** (Business Manager); **Joanne Gardner** (Administrative Assistant/Recorder); **Leah Langby** (Library Development and Youth Services Coordinator/Meeting Coordinator).

APPROVE AGENDA:

MOTION #34(20):   To approve the agenda as presented. Hanson/Prichard
                                    RESULT: Carried.

CITIZEN COMMENTS:

There were no citizen comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

Tripp received communication from the American Library Association asking to contact legislators to set the agenda early. Tripp could not relocate that communication.

(Marshall joined at 12:33 pm)

MINUTES:

MOTION #35(20):   To approve the Board of Trustees minutes dated September 23, 2020 (Doc. #038-20). Holte/Tobias
RESULT: Carried.

Gardner noted that Maureen Welch was listed as attending and will be amended as she did not attend.

MOTION #36(20):   To acknowledge receipt of the IFLS Personnel Committee minutes dated September 23, 2020 (Doc. #037-20). Daus/Pavelski
RESULT: Carried.

FINANCIALS:

Tripp asked Button to make note of any items to mention. Button noted that page 19 - Profit & Loss column includes the revised budget. Those budget figures were approved last month. Button was asked to change that heading to annual budget which Button will do for the next meeting.

MOTION #37(20):   To approve the September/October 2020 Check Registers (Doc. #039-20). Lieffring/Daus
RESULT: Carried.

(Brue joined at 12:38 pm.)

MOTION #38(20):   To approve the September/October 2020 Financial Reports (Doc. #040-20). Stelter/Holte
RESULT: Carried.

Questions asked were about the difference in miscellaneous income from 2019 to 2020 and savings in telephone expenses.

Tripp asked about the difference in interest income. If had to tell someone in a nutshell, where to cut back for a $24,000 shortfall, where would you cut back in a normal year. Button noted we are down a position this year. In other years where fluctuated, always budgeted conservatively. Button added that there is enough in reserves to cover that bit of fluctuation.

Tobias wondered why telephone bill and not just a local area network bill. She noted that a lot of people have given up their phone lines. Button noted that the biggest reason phone costs have decreased is we are using voice over internet protocol. Most of the phone traffic is over the internet, but we still need to pay for dedicated phone and fax lines. Button will ask Kris Schwartz for explanation and report at the next meeting.

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DIRECTOR'S REPORT:

Thompson noted that COVID-19 cases have gone up dramatically. Many Eau Claire hospitals are at or near capacities. Several counties have seen large spikes. Many libraries are transitioning back to doing curbside pickup. A couple library staff members have had positive test results. They closed the library for the needed time before reopening. A couple libraries closed completely until the end of November, including Eau Claire. Northern Waters Library System shut system down because all staff and delivery exposed. IFLS staff are doing good and practices being safe by limiting exposure in office. Some work at home, some at office, and some a mix of both.

The Spring Valley Library Director submitted her resignation for mid-December. They are actively recruiting for a new director. Roberts and Spring Valley are in the accepting and reviewing application stage. New Richmond and Hudson have not posted their director position yet. Libraries are working on budgets and keeping services going. Achterhof noted that the four open positions are in one county – St. Croix.

Achterhof inquired if the system directors were meeting regularly before COVID-19. Thompson said they started meeting virtually every week. Initial discussions were on COVID-19. The group has also discussed mental health for themselves and library staff. Other projects have been rolled in as well. There has been some very good conversations and the group will likely continue.

Brue talked to the director at Baldwin today. Libraries have been doing a lot of communicating and it has been very helpful and supportive of each other. Thompson noted Leah Langby has done an awesome job of conducting check-ins with librarians. IFLS maintains virtual contact with various groups and conducts individual follow-ups. Leah Langby has been instrumental in coordinating all of this. Kudos to Leah!

NOMINATION COMMITTEE:

Tripp asked that Pat Eggert, Marilyn Holte, and Bun Hanson serve as the nomination committee to come up with a slate of candidates for the January 2021 election of officers.

MOTION #39[20]:   To approve Pat Eggert, Marilyn Holte, and Bun Hanson to serve as the Nomination Committee for 2021 elections. Achterhof/Lieffring
RESULT: Carried.

Gardner will contact the nomination committee and coordinate to meet.

2021 RESOURCE LIBRARY AGREEMENT:

This is a yearly agreement with L.E. Phillips Memorial Library (LEPMPL) in Eau Claire to act as our Resource Library. It is part of state statutes to have one. The agreement is unchanged from the last few years. It is on their agenda to approve tomorrow night. Thompson would like approval for Tripp to sign once they sign off on it.

MOTION #40⁽²⁰⁾:   To approve the 2021 Resource Library Agreement (Doc. #042-20). Stelter/Daus
RESULT: Carried.

Holte noted we need to appreciate LEPMPL for their willingness to accept the amount we give to them. It is a service we receive and are very thankful to have.

Thompson noted that IFLS provides LEPMPL with $23,000 a year to help them provide a collection that is not readily available to the other libraries within IFLS, virtual services, and databases. They also provide access to their in-house collection.

Achterhof asked how it affects what they do for the system while they are closed. Thompson replied that the closure is temporary due to COVID-19 and does not impact the agreement. While their physical collection is not available temporarily, there is still virtual services and databases available to all IFLS libraries.

Tripp agreed with Holte that LEPMPL is an important resource and we are lucky that they are a cooperative resource to work with.

2021 STATE LONG RANGE PLAN AND BUDGET:

MOTION #41⁽²⁰⁾:   To approve the 2021 State Long Range Plan and Budget (Doc. #043-20). Marshall/Brue
RESULT: Carried.

Thompson noted that the long-range plan narrative was reviewed and approved at the September board meeting. After approval, the budget numbers are fit into the programs that the state requires us to complete as part of the plan.

REPORTS:

Staff Reports:
Written staff reports are provided in the meeting packets. Leah Langby is here to expand on hers if there are questions.

Tripp asked if the Fumbling with Facebook webinar was recorded. Langby noted all webinars are recorded and captioned. They are available on the IFLS website. Langby also provided a link to the chat box.

Prichard asked if users could have Facebook without ads on their stream. Thompson replied that tech companies are adept about tracking what you are doing. The only measures a user can do is clearing your cache and browser history. Users will still get some ads on social media platforms such as Facebook. That is the nature of how they make money. Langby added that there has been talk about a Netflix program called The Social Dilemma which delves into how social media platforms work.

Achterhof asked Langby to expand a bit on the Wisconsin Libraries Transform Communities project. Langby replied that it is based on putting together great tools for libraries for

community engagement. It provides tools for both the libraries themselves or connections with other partners in the community for what people wish for in their community, such as clean parks, better school systems, or more connections. Another part of the project is connecting via monthly sessions with the coaches. Langby is learning a lot and applying what she has learned to working with the libraries in IFLS.

Prichard referenced the decrease in ILL Clearinghouse Statistics for August through October. He thought that would be increased with library closures. Thompson replied that those requests were for items outside the system area. A lot of traffic is handled internally within the MORE system. A lot of libraries statewide closed as well as the statewide delivery service. As libraries reopened, not everyone was placing holds outside of the system boundaries.

Board Member Reports:
Prichard reported that at the Polk County Board meeting where they adopted the 2021 budget, includes an increase in the Act 150 amount from 90% to 95% for 2021. Prichard added that the five-year aspiration goal was 100%.

Tripp wished all well with the COVID-19 pandemic getting to a crisis stage. Folks need to pay attention to their local health department orders. It is hoped vaccinations will be available soon and he is looking forward to getting together again. Happy holidays were wished to all.

ADJOURNMENT:

The meeting adjourned at 1:26 pm.

_____
Joanne Gardner/Recorder/Administrative Associate

These minutes of the Board of Trustees are approved: _____ as printed _____ corrected
_____   _____   *Presiding Officer*   *Dated*

IFLS Library System
Check Register
November 2020

#002-21

Date	Num	Name	Memo	Amount
Nov 20				
11/01/2020	Auto Pay	Delta Dental	Nov '20 Dental	-811.44
11/06/2020	Auto Pay	Holiday Credit Office	Oct Gas	-10.25
11/13/2020	Auto Pay	Xcel Energy	9/22-10/21 Gas & Electric Svc	-224.49
11/24/2020	Auto Pay	Associated Credit Card	Oct Credit Card *see attached	-8,571.07
11/24/2020	Auto Pay	Employee Trust Funds, Dept of	Nov '20 Health Ins.	-16,673.34
11/19/2020	Void Ck	Rice Lake Public Lib	Void Ck #40830 - credit to OverDrive Titles	516.57
11/04/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #22	-1,187.00
11/11/2020	WIRE	Internal Revenue Service	P/R #22	-6,652.04
11/15/2020	WIRE	Wisconsin Department of Revenue	P/R #21	-1,291.00
11/18/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #23	-1,187.00
11/25/2020	WIRE	Internal Revenue Service	P/R #23	-6,652.06
11/30/2020	WIRE	Wisconsin Department of Revenue	P/R #22	-1,291.00
11/30/2020	WIRE	Wisconsin Retirement System	Oct WRF	-7,216.21
11/04/2020	DD1241-1256	IFLS Staff	Direct Deposit	-19,142.65
11/18/2020	DD1257-1272	IFLS Staff	Direct Deposit	-19,142.61
11/04/2020	42031	AT&T	Oct Phone Svc	-20.55
11/04/2020	42032	Bloomer Public Lib	AAUW/League Grant-Suffrage Bks	-155.45
11/04/2020	42033	CESA #10	CINC Maint Jul 2020 - Jun 2021	-7,370.00
11/04/2020	42034	Krejci, Bridget	CABS Training - Deer Park	-52.02
11/04/2020	42035	Marquette University	Renew Foundations in WI Online	-155.00
11/04/2020	42036	Maug Cleaning Solutions, Inc.	Cleaning Svc 9/28-10/25	-300.00
11/04/2020	42037	OCLC, Inc	IFLS/MORE Nov on Acct	-3,789.41
11/04/2020	42038	South Central Library System	Tech Days Captioning	-248.75
11/04/2020	42039	Waltco Inc.	Oct Delivery Svc	-23,638.92
11/04/2020	42040	Bayscan Technologies	MORE/Fairchild Startup Costs	-300.91
11/04/2020	42041	Innovative Interfaces	Billable/River Falls SIP2 Lic/Maint	-2,804.00
11/04/2020	42042	Marcive, Inc.	MORE/Oct Database Maint	-113.64
11/04/2020	42043	OverDrive, Inc.	MORE OverDrive Titles (S Bill)	-2,096.67
11/18/2020	42044	EO Johnson Co.	Prepaid/1st Qtr '21 Copier	-428.00
11/18/2020	42045	Krejci, Bridget	Woodville Training	-46.92
11/18/2020	42046	Securian Financial Group, Inc.	Dec Life Ins.	-454.97
11/18/2020	42047	Waltco Inc.	Nov Delivery Svc	-23,359.10
11/18/2020	42048	Bayscan Technologies	MORE/Fairchild Barcode Scanner	-190.00
11/18/2020	42049	Library Ideas	MORE/Oct Freading Usage	-945.50
Nov 20 TOTAL				**-156,005.40**

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IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (11/24/2020)

Date	Name	Memo	Num	Amount
Oct 20				
10/01/2020	Boxx Sanitation	Oct Garbage Svc	Oct Svc	29.00
10/01/2020	Amazon.com Credit	Cataloging/Replace ME DVD	Replacement	27.97
10/01/2020	Library Journal	Equity in Action/4 Scholar 1 IFLS	Course Regs	980.00
10/01/2020	Dell Marketing L.P.	Billable/Ogema Laptop Acces	Comp Equip	283.35
10/01/2020	CDW-G	HDMI to DVI adapter	Tech Spls	7.00
10/01/2020	Amazon.com Credit	Billable/Chippewa Rasp Pi	Comp Equip	90.48
10/07/2020	Rev.com	Webinar Captioning/Facebook	Workshops	72.50
10/07/2020	Dell Marketing L.P.	Billable/Somerset Misc	Comp Equip	199.64
10/07/2020	Dell Marketing L.P.	Billable/New Rich 2 Laptops	Comp Equip	2,332.10
10/09/2020	Rev.com	Webinar Captioning/MORE Catalog	MORE Traing	117.50
10/14/2020	WLA	WLA Membership/K Setter	Membership	151.50
10/15/2020	Restaurants	J Thompson/Lib Visits	Lib Visit	10.11
10/16/2020	Comfort Inn	J Thompson/Lib Visits	Hotel/Prkng	84.20
10/16/2020	FlowRoute.com	Oct Phone Svc/on Acct	Oct Svc	100.00
10/16/2020	Rev.com	Webinar Captioning/Virtual School	Workshops	76.25
10/20/2020	Quill Corporation	Supplies & Copier Paper	11502733	77.36
10/20/2020	Rev.com	Webinar Captioning/Dementia Friendly	Workshops	78.75
10/22/2020	Menomonie Market	Dementia Friendly Webinar/Wells	Workshops	5.28
10/23/2020	Rev.com	Webinar Captioning/Building Projects	Workshops	115.00
10/23/2020	Dell Marketing L.P.	Billable/Altoona 3 Comps	Comp Equip	2,257.71
10/23/2020	Dell Marketing L.P.	Billable/Baldwin Comp	Comp Equip	752.57
10/25/2020	Intuit	Oct Direct Deposit Fees	Oct Stmt	33.76
10/27/2020	Dell Marketing L.P.	Billable/Menomonie Comp	Comp Equip	670.12
10/31/2020	USPS	Oct Postage	Oct	18.92
Oct 20				**8,571.07**

IFLS Library System
Check Register
December 2020

#003-21

Date	Num	Name	Memo	Amount
Dec 20				
12/01/2020	Auto Pay	Delta Dental	Jan '20 Dental	-811.44
12/14/2020	Auto Pay	Xcel Energy	10/21-11/21 Gas & Electric	-354.42
12/23/2020	Auto Pay	CenturyLink	Nov Phone	-1.45
12/24/2020	Auto Pay	Employee Trust Funds, Dept of	Jan '21 Health Ins.	-17,714.42
12/24/2020	Auto Pay	Associated Credit Card	Nov Credit Card *see attached	-3,075.09
12/01/2020	Void Ck	Luck Public Library	Void Ck #41315/'19 Delivery $	7.00
12/02/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #24	-1,187.00
12/09/2020	WIRE	Internal Revenue Service	P/R #24	-10,760.62
12/15/2020	WIRE	Wisconsin Department of Revenue	P/R #23	-1,291.01
12/16/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #25	-1,187.00
12/23/2020	WIRE	Internal Revenue Service	P/R #25	-7,900.68
12/30/2020	WIRE	Wisconsin Deferred Comp. Program	P/R #26	-1,187.00
12/31/2020	WIRE	Wisconsin Department of Revenue	P/R #24	-2,048.45
12/31/2020	WIRE	Wisconsin Retirement System	Nov WRF	-7,221.12
12/02/2020	DD1273-1288	IFLS Staff	Direct Deposit	-26,703.37
12/16/2020	DD1289-1304	IFLS Staff	Direct Deposit	-21,314.11
12/30/2020	DD1305-1320	IFLS Staff	Direct Deposit	-19,589.12
12/02/2020	42050	Altoona Public Lib	MORE Ecomm Payments 2020	-547.13
12/02/2020	42051	Augusta Public Lib	MORE Ecomm Payments 2020	-111.19
12/02/2020	42052	Baldwin Public Lib	MORE Ecomm Payments 2020	-265.13
12/02/2020	42053	Barron Public Library	MORE Ecomm Payments 2020	-370.08
12/02/2020	42054	Bloomer Public Lib	MORE Ecomm Payments 2020	-543.70
12/02/2020	42055	Boyceville Public Lib	MORE Ecomm Payments 2020	-171.06
12/02/2020	42056	Bruce Public Lib	MORE Ecomm Payments 2020	-88.49
12/02/2020	42057	CA Friday Memorial Library	MORE Ecomm Payments 2020	-1,259.18
12/02/2020	42058	Cameron Public Library	MORE Ecomm Payments 2020	-64.58
12/02/2020	42059	Cumberland Public Library	MORE Ecomm Payments 2020	-77.82
12/02/2020	42060	Dresser Pubic Lib	MORE Ecomm Payments 2020	-138.90
12/02/2020	42061	Ellsworth Public Lib	MORE Ecomm Payments 2020	-247.75
12/02/2020	42062	Elmwood Public Library	MORE Ecomm Payments 2020	-4.45
12/02/2020	42063	Frederic Public Lib	MORE Ecomm Payments 2020	-259.48
12/02/2020	42064	Glenwood City Public Lib	MORE Ecomm Payments 2020	-41.74
12/02/2020	42065	Hudson Public Lib	MORE Ecomm Payments 2020	-1,426.48
12/02/2020	42066	L.E. Phillips Memorial Public Library	MORE Ecomm Payments 2020	-1,054.42
12/02/2020	42067	Menomonie Public Library	MORE Ecomm Payments 2020	-1,340.42
12/02/2020	42068	Osceola Public Lib	MORE Ecomm Payments 2020	-371.05
12/02/2020	42069	Park Falls Public Lib	MORE Ecomm Payments 2020	-203.00
12/02/2020	42070	Phillips Public Lib	MORE Ecomm Payments 2020	-161.28
12/02/2020	42071	Rice Lake Public Library	MORE Ecomm Payments 2020	-301.55
12/02/2020	42072	River Falls Public Lib	MORE Ecomm Payments 2020	-1,201.05
12/02/2020	42073	Somerset Public Lib	MORE Ecomm Payments 2020	-677.78
12/02/2020	42074	Spring Valley Public Lib	MORE Ecomm Payments 2020	-321.89
12/02/2020	42075	St Croix Falls Public Lib	MORE Ecomm Payments 2020	-91.15
12/02/2020	42076	Turtle Lake Public Library	MORE Ecomm Payments 2020	-81.75

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IFLS Library System
Check Register
December 2020

Date	Num	Name	Memo	Amount
12/02/2020	42077	Woodville Public Lib	MORE Ecomm Payments 2020	-91.86
12/02/2020	42078	Action Mechanical LLC	New Conf Room Furnace	-3,780.00
12/02/2020	42079	AT&T	Nov Phone Svc	-20.55
12/02/2020	42080	EO Johnson Co.	Color Copies	-47.92
12/02/2020	42081	Grainger, Inc.	200 Delivery Bins	-3,336.00
12/02/2020	42082	L.E. Phillips Memorial Public Library	3rd Qtr Contracts	-5,750.00
12/02/2020	42083	Maug Cleaning Solutions, Inc.	10/26-11/22 Cleaning Svc	-300.00
12/02/2020	42084	OCLC, Inc	Nov OCLC on Acct/IFLS & MORE	-3,819.16
12/02/2020	42085	L.E. Phillips Memorial Public Library	MORE/3rd Qtr High Dem Holds	-1,663.69
12/02/2020	42086	Marcive, Inc.	MORE Database Maint/Nov	-150.78
12/19/2020	42087	Misc	Void Check - Printer Error	0.00
12/19/2020	42088	Bulgrin, Bethany	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42089	Button, Juli	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42090	Clausen, Bonnie	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42091	Falter, Sadie	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42092	Faulhaber, Deb	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42093	Gardner, Joanne	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42094	Kilde, Rebecca	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42095	Krejci, Bridget	Travel & Covid Jul-Dec Int/Phone	-216.00
12/19/2020	42096	Langby, Leah	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42097	Roholt, Lori	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42098	Schwartz, Kristopher	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42099	Setter, Kathy	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42100	Spindler, Gail	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42101	Szymanski, Sarah	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42102	Thompson, John	Lib Visit & Covid/Jul-Dec Phon	-636.12
12/19/2020	42103	Welch, Maureen	Covid/Jul-Dec Internet/Phone	-120.00
12/19/2020	42104	Eau Claire County Treasurer	Annual Tax/Street Lighting	-70.00
12/19/2020	42105	OCLC, Inc	Dec OCLC on Acct/IFLS & MORE	-3,789.41
12/19/2020	42106	PermaCard	Billable/Lib Cards	-2,167.73
12/19/2020	42107	Securian Financial Group, Inc.	Jan '21 Life Ins.	-454.97
12/19/2020	42108	Somerset Public Lib	Delivery Damage/1 item	-28.00
12/19/2020	42109	Summit Companies	Annual Fire Exting Maint	-166.75
12/19/2020	42110	Waltco Inc.	Dec Delivery Svc	-23,262.39
12/19/2020	42111	WiLS	4 Webinars/Lib Trustee Rolls	-2,500.00
12/19/2020	42112	Wisconsin Valley Library Service	2020 LEAN WI Partnership Share	-54,951.30
12/19/2020	42113	Woodville Public Lib	Delivery Damage/1 item	-29.00
12/19/2020	42114	Library Ideas	MORE/Nov Freading Usage	-941.00
12/19/2020	42115	OverDrive, Inc.	MORE/OverDrive Titles	-2,298.17
12/28/2020	42116	Wisconsin Dept of Administration	Jan-Jun TEACH Line Svc	-1,500.00
12/29/2020	42117	AT&T	Dec Phone	-20.55
12/29/2020	42118	EBSCO Publishing	21 Novelist + (IFLS) Select (MORE)	-12,075.00
12/29/2020	42119	Maug Cleaning Solutions, Inc.	11/23 - 12/20 Cleaning Svc	-360.00
12/29/2020	42120	OverDrive, Inc.	MORE OverDrive/s Billable	-7,327.79

Dec 20 TOTAL   **-267,195.94**

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (12/24/2020)

Date	Name	Memo	Num	Amount
Nov 20				
11/01/2020	Dell Marketing L.P.	Billable/Menomonie 2 Monitors	Comp Equip	164.90
11/01/2020	Dell Marketing L.P.	Billable/Bruce Laptop	Comp Equip	783.49
11/03/2020	Wisconsin Library Assoc	WLA Virtual 1-Day/JT, LL, & MW	3 @ WLA	45.00
11/05/2020	LogMeIn.Com	Annual LogMeIn (sent to LEANWI)	LEANWI	948.00
11/06/2020	CDW-G	MORE/Fairchild Label Printer	MORE Start	399.57
11/09/2020	Quill Corporation	Misc & Delivery Supplies	12050553	91.96
11/11/2020	CDW-G	Billable/Luck Rec Printer	Comp Equip	218.58
11/15/2020	Boxx Sanitation	Nov Garbage Svc	233370	29.00
11/15/2020	CenturyLink	Jun Phone/Conf #14439104938	Jun Stmt	1.36
11/20/2020	FlowRoute.com	Nov Phone	Nov Phone	100.00
11/25/2020	Intuit	Nov Direct Deposit Fees	Nov Fees	33.76
11/30/2020	Rev.com	Trustee Training - Part 1 thru 3	Captioning	233.75
11/30/2020	USPS	Nov Postage	Nov Postage	25.72
Nov 20				**3,075.09**

1/19/2021
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IFLS Library System
Balance Sheet
As of November 31, 2020

	IFLS	MORE	2020 TOTAL	2019 TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1010 · Bank Mutual - Ecomm Checking	29,342.89		29,342.89	35,547.06
1040 · Bank Mutual - Checking	37,066.48		37,066.48	15,566.62
1050/1106 · Investments/Bank Mutual & States PIF	1,676,480.53	399,853.97	2,076,334.50	1,964,992.27
Total Checking/Savings & Investments	1,742,889.90	399,853.97	2,142,743.87	2,016,105.95
Accounts Receivable				
1200 · Accounts Receivable	5,999.76	0.00	5,999.76	35,982.10
Total Accounts Receivable	5,999.76	0.00	5,999.76	35,982.10
Other Current Assets				
1110 · Petty Cash Funds	75.00		75.00	75.00
1150 · Prepaid Insurance	1,905.64		1,905.64	1,946.12
1505/1506 · 2020-2021 Prepaid Expenses	4,113.00	28,176.71	32,289.71	34,567.88
Total Other Current Assets	6,093.64	28,176.71	34,270.35	36,589.00
TOTAL ASSETS	1,754,983.30	428,030.68	2,183,013.98	2,088,677.05
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	40,575.26	3,276.24	43,851.50	53,822.19
2010 · Credit Card - Associated	0.00	0.00	0.00	0.00
Total Accounts Payable	40,575.26	3,276.24	43,851.50	53,822.19
Other Current Liabilities				
2100 · Payroll Liabilities	1,291.01		1,291.01	1,338.00
2117 · Direct Deposit Liabilities	0.00		0.00	0.00
2201 · Accrued Payroll	0.00		0.00	0.00
2900 · Unavailable Revenue	900,042.00		900,042.00	900,042.00
Total Other Current Liabilities	901,333.01	0.00	901,333.01	901,380.00
Total Current Liabilities	941,908.27	3,276.24	945,184.51	955,202.19
Total Liabilities	941,908.27	3,276.24	945,184.51	955,202.19
Equity				
3000 · Equity/Reserves & Committed (Beginning of Year)	497,246.00	256,046.00	753,292.00	677,145.00
3000 · Equity/Uncommitted Funds (Beginning of Year)	60,343.60	80,764.58	141,108.18	223,273.25
Current Year Income Less Expense	255,485.43	87,943.86	343,429.29	233,056.61
Total Equity (End of Year)	813,075.03	424,754.44	1,237,829.47	1,133,474.86
TOTAL LIABILITIES & EQUITY	1,754,983.30	428,030.68	2,183,013.98	2,088,677.05

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IFLS Library System
Revenue and Expense Statement
January through November 2020

	Jan - Nov 20	Jan - Nov 19
Ordinary Income/Expense		
Income		
5100 · Current Year State Aids	1,200,056.00	1,200,056.00
5200 · Interest Income/General Funds	8,826.68	35,001.07
5263 · MORE Management Income	11,600.00	10,000.00
5280 · Technology Income	7,675.75	6,752.29
5300 · Miscellaneous Income	206.29	4,020.27
Total Income	1,228,364.72	1,255,829.63
Expense		
6500 · Salaries/Wages	410,293.46	427,885.65
6560 · Payroll Expenses	153,525.75	176,669.43
8070 · New Furnishings/Equipment <$500	0.00	51.10
8530 · Bank & Direct Deposit Fees	508.91	133.00
8540 · Annual Audit	6,350.00	6,430.00
8620 · Collection/Electronic Resources	25,428.76	44,399.00
8630 · Wis Pub Lib Consortium Membshp	5,605.00	5,605.00
8670 · Professional Memberships	1,587.70	1,793.73
8690 · Librarian Workshops - General	1,618.80	5,719.02
8700 · CE/Collaboration Projects	350.00	200.00
8702 · Crisis Prevention Training	0.00	40.80
8710 · CE Grants - General	3,396.25	2,400.00
8720 · IFLS Staff Dvlpmt & Prof Mtgs	1,651.49	5,911.65
8735 · Library Consulting Expenses	300.00	593.13
8740 · Field Visits	2,858.67	5,792.82
8741 · Field Visits - Tech Support	288.15	0.00
8755 · Programming Kits	124.84	1,138.10
8812 · ILL Fees & Verification Sources	7,875.70	7,720.76
8850 · Delivery Service	244,686.69	260,410.51
8855 · Collection Dev Grant-LEPhillips	17,250.00	17,250.00
8864 · Wide-Area Network (WAN)	8,870.00	7,370.00
8890 · IFLS Contrib - MORE Operating	88,158.00	85,177.00
8898 · LEAN WI/Shared Tech WVLS	0.00	0.00
8950 · Campaign for Wisconsin Libs	1,126.00	1,126.00
8971 · Web Development	744.91	1,006.80
9010 · IFLS Committee Meetings	391.75	3,616.31
9020 · Professional Materials	1,151.21	966.42
9030 · Postage	132.05	745.64
9050 · Telephone	1,839.63	3,975.27
9060 · Supplies	573.63	878.40
9080 · Printing	195.98	1,350.40
9123 · Building Overhead Expenses	11,388.06	17,418.18
9140 · Photocopier Costs	2,042.78	2,248.98

IFLS Library System
Revenue and Expense Statement
January through November 2020

	Jan - Nov 20	Jan - Nov 19
9160 · Computers	7,014.13	4,136.25
9190 · System Vehicle Expenses	1,551.48	2,194.44
9220 · Insurance	4,351.73	4,616.26
9235 · Coronavirus Expenses	2,301.74	0.00
9240 · Contingency	77.50	880.00
9241 · Credit Card Reward Program	-2,150.00	-935.39
9245 · Capital Expenditures	5,160.00	0.00
Total Expense	1,018,620.75	1,106,914.66
Net Ordinary Income	209,743.97	148,914.97
Pass-thru Income/Expense		
Pass-thru Income		
5470 · LSTA #17 - PLSR Sys Redesign 3	0.00	8,013.79
5471 · LSTA #17 - WPLC Biblioboard Inc	0.00	24,000.00
5472 · LSTA 2020 Income	17,398.80	0.00
5506 · TEACH Grant Income	0.00	2,910.00
5620 · Shared Cataloging Svc Income	172,593.25	135,653.46
5702 · Billable Project Income	186,353.09	194,649.71
Total Pass-thru Income	376,345.14	365,226.96
Pass-thru Expense		
8830 · Shared Cataloging Service	151,633.64	119,651.08
8940 · Projects Billable to Libraries	161,566.44	134,658.85
9920 · TEACH Grant Expenses	0.00	2,910.00
9976 · LSTA #17 - PLSR Syst Redesign 3	0.00	8,013.79
9977 · LSTA #17 - WPLC Biblioboard	0.00	24,000.00
9978 · LSTA 2020 Expenses	17,403.60	0.00
Total Pass-thru Expense	330,603.68	289,233.72
Net Pass-thru Income	45,741.46	75,993.24
Year-to-date Income less Expense (IFLS Funds)	**255,485.43**	**224,908.21**
MORE Shared System Income less Expense		
5670 · MORE Shared System Income	825,898.00	732,081.00
9500 · MORE Shared Automation Expenses	737,954.14	723,932.60
Year-to-date Income less Expense (MORE Funds)	**87,943.86**	**8,148.40**
Year-to-date Income less Expense (ALL Funds)	**343,429.29**	**233,056.61**

IFLS Library System
Profit & Loss Budget vs. Actual
January through November 2020

	Jan - Nov 20	Annual Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,200,056.00	1,200,056.00	0.00	100.0%
5200 · Interest Income/General Funds	8,826.68	9,000.00	-173.32	98.07%
5263 · MORE Management Income	11,600.00	11,600.00	0.00	100.0%
5280 · Technology Income	7,675.75	6,000.00	1,675.75	127.93%
5300 · Miscellaneous Income	206.29	200.00	6.29	103.15%
Total Income	1,228,364.72	1,226,856.00	1,508.72	100.12%
Expense				
6500 · Salaries/Wages	410,293.46	530,000.00	-119,706.54	77.41%
6560 · Payroll Expenses	153,525.75	171,000.00	-17,474.25	89.78%
8070 · New Furnishings/Equipment <$500	0.00	100.00	-100.00	0.0%
8530 · Bank & Direct Deposit Fees	508.91	800.00	-291.09	63.61%
8540 · Annual Audit	6,350.00	6,350.00	0.00	100.0%
8620 · Collection/Electronic Resources	25,428.76	25,470.00	-41.24	99.84%
8630 · Wis Pub Lib Consortium Membshp	5,605.00	5,605.00	0.00	100.0%
8670 · Professional Memberships	1,587.70	3,200.00	-1,612.30	49.62%
8690 · Librarian Workshops - General	1,618.80	4,025.00	-2,406.20	40.22%
8700 · CE/Collaboration Projects	350.00	350.00	0.00	100.0%
8702 · Crisis Prevention Training	0.00	0.00	0.00	0.0%
8710 · CE Grants - General	3,396.25	3,650.00	-253.75	93.05%
8714 · Accessibility Audits	0.00	5,764.00	-5,764.00	0.0%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	1,651.49	4,000.00	-2,348.51	41.29%
8735 · Library Consulting Expenses	300.00	450.00	-150.00	66.67%
8740 · Field Visits	2,858.67	6,500.00	-3,641.33	43.98%
8741 · Field Visits - Tech Support	288.15	1,000.00	-711.85	28.82%
8755 · Programming Kits	124.84	125.00	-0.16	99.87%
8812 · ILL Fees & Verification Sources	7,875.70	9,000.00	-1,124.30	87.51%
8850 · Delivery Service	244,686.69	282,300.00	-37,613.31	86.68%
8855 · Collection Dev Grant-LEPhillips	17,250.00	23,000.00	-5,750.00	75.0%
8864 · Wide-Area Network (WAN)	8,870.00	10,370.00	-1,500.00	85.54%
8890 · IFLS Contrib - MORE Operating	88,158.00	88,158.00	0.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	0.00	62,000.00	-62,000.00	0.0%
8950 · Campaign for Wisconsin Libs	1,126.00	1,200.00	-74.00	93.83%
8971 · Web Development	744.91	1,100.00	-355.09	67.72%
9010 · IFLS Committee Meetings	391.75	560.00	-168.25	69.96%
9020 · Professional Materials	1,151.21	1,410.00	-258.79	81.65%
9030 · Postage	132.05	150.00	-17.95	88.03%
9050 · Telephone	1,839.63	8,960.00	-7,120.37	20.53%
9060 · Supplies	573.63	870.00	-296.37	65.93%
9080 · Printing	195.98	900.00	-704.02	21.78%
9123 · Building Overhead Expenses	11,388.06	23,200.00	-11,811.94	49.09%

IFLS Library System
Profit & Loss Budget vs. Actual
January through November 2020

	Jan - Nov 20	Annual Budget	$ Over Budget	% of Budget
9140 · Photocopier Costs	2,042.78	2,095.00	-52.22	97.51%
9160 · Computers	7,014.13	8,400.00	-1,385.87	83.5%
9190 · System Vehicle Expenses	1,551.48	3,200.00	-1,648.52	48.48%
9220 · Insurance	4,351.73	5,245.00	-893.27	82.97%
9235 · Coronavirus Expenses	2,301.74	4,000.00	-1,698.26	57.54%
9240 · Contingency	77.50	1,000.00	-922.50	7.75%
9241 · Credit Card Reward Program	-2,150.00	-1,500.00	-650.00	n/a
9245 · Capital Expenditures	5,160.00	6,000.00	-840.00	86.0%
Total Expense	1,018,620.75	1,310,007.00	-291,386.25	77.76%
Net Ordinary Income	209,743.97	-83,151.00	292,894.97	
Pass-thru Income/Expense				
Pass-thru Income				
5472 · LSTA 2020 Income	17,398.80	15,000.00	2,398.80	115.99%
5620 · Shared Cataloging Svc Income	172,593.25	173,000.00	-406.75	99.77%
5702 · Billable Project Income	186,353.09	180,000.00	6,353.09	103.53%
Total Pass-thru Income	376,345.14	368,000.00	8,345.14	102.27%
Pass-thru Expense				
8830 · Shared Cataloging Service	151,633.64	173,000.00	-21,366.36	87.65%
8940 · Projects Billable to Libraries	161,566.44	180,000.00	-18,433.56	89.76%
9978 · LSTA 2020 Expenses	17,403.60	15,000.00	2,403.60	116.02%
Total Pass-thru Expense	330,603.68	368,000.00	-37,396.32	89.84%
Net Pass-thru Income	45,741.46	0.00	45,741.46	100.0%
Year-to-date Income less Expense (IFLS Funds)	**255,485.43**	**-83,151.00**	**338,636.43**	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	825,898.00	819,900.00	5,998.00	100.73%
9500 · MORE Shared Automation Expenses	737,954.14	851,946.00	-113,991.86	86.62%
Year-to-date Income less Expense (MORE Funds)	**87,943.86**	**-32,046.00**	**119,989.86**	
Year-to-date Income less Expense (ALL Funds)	**343,429.29**	**-115,197.00**	**458,626.29**	

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My Online Resource (MORE)
Balance Sheet
As of November 30 2020

	MORE
ASSETS	
Current Assets	
1105 · Investment Funds - MORE	$ 399,853.97
1200-1 · Accts Receivable-MORE	-
1506-1 · 2021 Prepaid Expense-MORE	28,176.71
TOTAL ASSETS	$ 428,030.68
LIABILITIES & EQUITY	
Liabilities	
2000-1 · Accounts Payable-MORE	3,276.24
Total Liabilities	3,276.24
Equity	
MORE Reserved Fund Balance on 1/1/2020	224,000.00
MORE Committed Fund Balance on 1/1/2020	32,046.00
MORE Uncommitted Fund Balance on 1/1/2020	80,764.58
Current Year Income less Expense	87,943.86
Total Equity/MORE Fund Balance	424,754.44
TOTAL LIABILITIES & EQUITY	$ 428,030.68

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Indianhead Federated Library System
Revenue less Expense - MORE
January through November 2020

	Jan -Nov '20	Jan - Nov '19
MORE Income/Expense		
MORE Income		
5670 · MORE Shared System Income		
5670 · MORE Other Income	6,000.00	5,000.00
5670-2 · MORE Operating Income	819,898.00	727,081.00
Total MORE Income	825,898.00	732,081.00
MORE Expense		
9500 · MORE Shared Automation Expenses		
9500-11 · MORE/IFLS Management Charges	259,799.20	257,499.12
9500-12 · MORE/III Annual Maintenance	133,164.91	120,151.63
9500-23 · MORE/System Upgrades/Software	0.00	0.00
9500-19 · MORE/Contingency	1,381.11	2,942.41
9500-22 · MORE/High-demand Hold Project	11,542.14	9,473.91
9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers	12,472.30	12,126.00
9500-24 · MORE/Conferences	110.00	7,517.12
9500-31 · MORE/Add'l III Products/Encore/Decision	30,329.71	67,835.44
9500-32 · MORE/Mgmnt Team Training	0.00	199.00
9500-38 · MORE/Systemwide OCLC	35,602.91	34,497.08
9500-4 · MORE/New Participant Expenses	890.48	0.00
9500-40 · MORE/Overdrive Content	28,893.13	24,584.87
9500-45 · MORE/Freading eBook Svc	12,689.00	8,456.50
9500-46 · MORE/Electronic Periodicals	17,968.15	15,000.00
9500-48 · MORE/i-Tiva Telephony Subscrition	10,091.18	9,610.65
9500-49 · MORE/Data Scoping Project	0.00	2,500.00
9500-50 · MORE Discovery/Online Catalog	42,088.71	45,455.74
9500-53 · MORE/Database Quality Control	30,000.00	0.00
9500-5 · MORE/Publicity	760.15	0.00
9500-6 · MORE/Database Cleanup/Maint	3,176.06	4,343.08
9500-8 · MORE/Host Site Costs	0.00	0.00
9500-41 · MORE/E-Content	106,995.00	101,740.05
Total 9500 · MORE Shared Automation Expenses	737,954.14	723,932.60
Total MORE Expense	737,954.14	723,932.60
Year-to-date MORE Income less Expense	87,943.86	8,148.40
Plus 12/31/19 MORE Uncommitted Fund Balance	80,764.58	
Plus 12/31/19 MORE Reserve/Committed Balance	256,046.00	
MORE Fund Balance	424,754.44	

Exhibit 6

LEAN WISCONSIN
Budget Report - November 2020

Account #	Account	Appropriation	Curr. Dist.	Total Dist.	Receipts/Reimb.	Balance
6-6210	LICENSING AND SERVICES	$136,231.00	$6,557.06	$80,833.86	$0.00	$55,397.14
	Cloud Storage Backup					
	Collaboration Management Tools					
	Technology Management Tools					
	System State/Security Alignment					
	MS CIS/CAL Licensing					
	Mobile Hotspots					
	Computer Mgmt. / Remote Access					
	WiscNet					
6-6250	TRAVEL	$2,400.00	$0.00	$25.63	$0.00	$2,374.37
6-6290	INSURANCE	$2,490.00	$0.00	$939.00	$0.00	$1,551.00
	Insurance for RDC Equipment					
6-6360	EQUIPMENT & SUPPLIES	$2,100.00	$0.00	$285.79	$0.00	$1,814.21
	Cabling					
	Recycling					
	Tools					
6-6650	RESERVE FUND	$140,950.00	$0.00	$100.00	$0.00	$140,850.00
	Resource Development					
	Lifecycle Maintenance					
	Capital Procurement					
	Contingency Funds					
6-6800	OUTLAY	$5,000.00	$0.00	$0.00	$0.00	$5,000.00
	Multi-System Backup Appliance					
	RDC Core Upgrades/Expansion					
TOTAL		$289,171.00	$6,557.06	$82,184.28	$0.00	$206,986.72

Beginning November 2020 Balance	$19,075.23		Beginning January 2020 Balance		$94,702.45
Receipts - IFLS - Partnership 2020	$0.00		Receipts - IFLS		$0.00
Receipts - NFLS-Partnership 2020	$0.00		Receipts - NFLS		$0.00
Receipts - WVLS Partnership 2020	$0.00		Receipts - WVLS		$0.00
Receipts - Miscellaneous	$0.00		Receipts - Miscellaneous		$0.00
2020 Budget Expenditures	($6,557.06)		2020 Budget Expenditures		($82,184.28)
Ending November 2020 Balance	$12,518.17		Ending November 2020 Balance		$12,518.17

IFLS Library System
Profit & Loss Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5100 · Current Year State Aids	1,200,056.00	1,200,056.00	0.00	100.0%
5200 · Interest Income/General Funds	8,936.94	9,000.00	-63.06	99.3%
5263 · MORE Management Income	11,600.00	11,600.00	0.00	100.0%
5280 · Technology Income	8,466.77	6,000.00	2,466.77	141.11%
5300 · Miscellaneous Income	213.29	200.00	13.29	106.65%
Total Income	1,229,273.00	1,226,856.00	2,417.00	100.2%
Expense				
6500 · Salaries/Wages	507,163.19	530,000.00	-22,836.81	95.69%
6560 · Payroll Expenses	133,372.31	171,000.00	-37,627.69	78.0%
8070 · New Furnishings/Equipment <$500	0.00	100.00	-100.00	0.0%
8530 · Bank & Direct Deposit Fees	542.67	800.00	-257.33	67.83%
8540 · Annual Audit	6,350.00	6,350.00	0.00	100.0%
8620 · Collection/Electronic Resources	25,428.76	25,470.00	-41.24	99.84%
8630 · Wis Pub Lib Consortium Membshp	5,605.00	5,605.00	0.00	100.0%
8670 · Professional Memberships	1,587.70	3,200.00	-1,612.30	49.62%
8690 · Librarian Workshops - General	4,209.85	4,025.00	184.85	104.59%
8700 · CE/Collaboration Projects	350.00	350.00	0.00	100.0%
8702 · Crisis Prevention Training	0.00	0.00	0.00	0.0%
8710 · CE Grants - General	3,396.25	3,650.00	-253.75	93.05%
8714 · Accessibility Audits	0.00	5,764.00	-5,764.00	0.0%
8720 · IFLS Staff Dvlpmt & Prof Mtgs	1,651.49	4,000.00	-2,348.51	41.29%
8735 · Library Consulting Expenses	300.00	450.00	-150.00	66.67%
8740 · Field Visits	3,470.79	6,500.00	-3,029.21	53.4%
8741 · Field Visits - Tech Support	288.15	1,000.00	-711.85	28.82%
8755 · Programming Kits	124.84	125.00	-0.16	99.87%
8812 · ILL Fees & Verification Sources	8,545.35	9,000.00	-454.65	94.95%
8850 · Delivery Service	268,006.08	282,300.00	-14,293.92	94.94%
8855 · Collection Dev Grant-LEPhillips	23,000.00	23,000.00	0.00	100.0%
8864 · Wide-Area Network (WAN)	8,870.00	10,370.00	-1,500.00	85.54%
8890 · IFLS Contrib - MORE Operating	88,158.00	88,158.00	0.00	100.0%
8898 · LEAN WI/Shared Tech WVLS	51,451.30	62,000.00	-10,548.70	82.99%
8950 · Campaign for Wisconsin Libs	1,126.00	1,200.00	-74.00	93.83%
8971 · Web Development	744.91	1,100.00	-355.09	67.72%
9010 · IFLS Committee Meetings	391.75	560.00	-168.25	69.96%
9020 · Professional Materials	1,151.21	1,410.00	-258.79	81.65%
9030 · Postage	140.31	150.00	-9.69	93.54%
9050 · Telephone	2,286.60	8,960.00	-6,673.40	25.52%
9060 · Supplies	581.62	870.00	-288.38	66.85%
9080 · Printing	195.98	900.00	-704.02	21.78%
9123 · Building Overhead Expenses	14,088.52	23,200.00	-9,111.48	60.73%

IFLS Library System
Profit & Loss Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	$ Over Budget	% of Budget
9140 · Photocopier Costs	2,042.78	2,095.00	-52.22	97.51%
9160 · Computers	7,453.09	8,400.00	-946.91	88.73%
9190 · System Vehicle Expenses	1,551.48	3,200.00	-1,648.52	48.48%
9220 · Insurance	4,751.48	5,245.00	-493.52	90.59%
9235 · Coronavirus Expenses	3,861.74	4,000.00	-138.26	96.54%
9240 · Contingency	158.19	1,000.00	-841.81	15.82%
9241 · Credit Card Reward Program	-2,150.00	-1,500.00	-650.00	143.33%
9245 · Capital Expenditures	5,160.00	6,000.00	-840.00	86.0%
Total Expense	1,185,407.39	1,310,007.00	-124,599.61	90.49%
Net Ordinary Income	43,865.61	-83,151.00	127,016.61	
Other Income/Expense				
Other Income				
5472 · LSTA 2020 Income	17,398.80	15,000.00	2,398.80	115.99%
5620 · Shared Cataloging Svc Income	173,903.79	173,000.00	903.79	100.52%
5702 · Billable Project Income	189,060.62	180,000.00	9,060.62	105.03%
Total Other Income	380,363.21	368,000.00	12,363.21	103.36%
Other Expense				
8830 · Shared Cataloging Service	173,903.79	173,000.00	903.79	100.52%
8940 · Projects Billable to Libraries	172,554.26	180,000.00	-7,445.74	95.86%
9978 · LSTA 2020 Expenses	17,398.80	15,000.00	2,398.80	115.99%
Total Other Expense	363,856.85	368,000.00	-4,143.15	98.87%
Net Other Income	16,506.36	0.00	16,506.36	
Year-to-date Income less Expense (IFLS Funds)	60,371.97	-83,151.00	143,522.97	
MORE Shared System Income less Expense				
5670 · MORE Shared System Income	825,898.00	819,900.00	5,998.00	100.73%
9500 · MORE Shared Automation Expenses	787,578.93	851,946.00	-64,367.07	92.45%
Year-to-date Income less Expense (MORE Funds)	38,319.07	-32,046.00	70,365.07	
Year-to-date Income less Expense (ALL Funds)	98,691.04	-115,197.00	213,888.04	

Director's Report   **#006-21**
IFLS Board of Trustees
January 27, 2021

Agenda Items:

VII.   * Election of 2021 Officers   --- The nomination committee has created a recommended group of individuals for possible election of Executive Committee/Officers. Nominations can also occur at the meeting. This year elections will occur via a "poll" during the meeting.

X.   * Funds Carried Over for Accessibility Audits --- Due to COVID restrictions the audits did not occur in 2020. Our hope is to conduct both the 2020 and 2021 audits later this year. We are requesting that the funds allocated in the 2020 budget be rolled into the 2021 budget.

XII.   * Committee Appointments (Executive, Personnel) – The Board Chair will be contact individuals following the meeting to serve on Personnel and be officers on the Executive Committee. The appointments will be distributed by IFLS staff to the IFLS Board when the groups are finalized.

XIII.   COVID-19 Update – Presented at the Meeting.

XIV.   Library Legislative Day

LIBRARY LEGISLATIVE DAY 2021 - GOING VIRTUAL!

Tuesday, February 16 - Thursday, February 18, 2021

The Wisconsin Library Association is making the annual Library Legislative Day even easier to attend – they are going virtual! In making this change, they listened to many members who wanted to plan for the event as early as possible. Others have always wanted to attend, but could not because of distance, scheduling, or snow!

Their traditional morning agenda will be held via video conference on February 16 and virtual appointments with legislators will be spread out during the week.

To register visit: https://www.wisconsinlibraries.org/library-legislative-day if currently a WLA member. If not a WLA member contact Joanne Gardner for registration assistance.

Monthly Activities:

Director Openings—Currently Glenwood City (Former director hired as Spring Valley Director), New Richmond and Hudson have posted their openings. Tori Schoess is the new director in Roberts. Menomonie will be posting later this year.

Building Projects—I am working with the Amery staff as they work with the architect and city staff in redesigning the Bremer Bank building into the new city center. The library, city hall, and police will be the primary occupants of the building. The library will be in the lower level (basement) and a portion of the main floor.

The Ellsworth City Council has signed an offer to purchase the former BMO Bank building in downtown Ellsworth. The goal is to raise funds to complete some basic/essential remodeling to allow the library to move into the main level of the building. The Ellsworth building committee first began their work in October 2012.

Glenwood City is currently developing plans for a new city building including the library. The former director and I shared some thoughts with the architect prior to the design phase. I believe city staff are working with the architect on design ideas. I have offered to provide further assistance but still waiting to hear from them.

I am consulting with Balsam Lake on converting the former police department office and storage area into a makerspace/storytime space. They are currently soliciting a cost estimate for the project.

County Planning—I am assisting Eau Claire County with their library planning efforts. They have held two meetings and are just starting the review and redrafting of the library service plan.

Annual Reports—Juli Button and I will be starting the annual report season very soon. Our annual workshop will be virtual this year and plan several sets of virtual "office hours" to assist libraries in completing their reports. Due to COVID this will be a new experience for everyone.

Public Library System Redesign (PLSR) Implementation – For the status of the implementation visit https://dpi.wi.gov/coland/plsr-update. This site will be updated as the process moves forward. Currently statewide delivery and professional development are the first recommendations being worked on by Division staff and stakeholder groups.

Consulting—COVID, personnel, buildings, budgets, county planning, funding agreements, director hiring, planning, library law, and library administration.

Prepared by: John Thompson (1-18-2021)

MORE Administrator's Report

Lori Roholt
January 2021 – IFLS Board of Trustees

LSTA grant application, Resource Sharing: ILS Migration

My IFLS colleagues and I submitted a grant application on behalf of Fairchild Public Library and Durand Community Library to cover the costs of joining the MORE consortium. Fairchild Public Library has joined MORE regardless of the grant award, but Durand's membership is contingent on the award.

Work is well-underway to add Fairchild's items to the MORE system, with an anticipated "live" date in late spring or early summer. If the grant is awarded, we will get started with adding Durand's items as soon as feasible.

MORE library app

A volunteer workgroup comprised of library staff and directors are considering two app products for MORE. The group will view product demos and prepare a recommendation for MORE Directors Council about whether to proceed with implementing a library app for MORE, and, if so, which product.

Public Library Annual Reports

As we do each January, my colleagues Kathy Setter, Bridget Krejci, and I are preparing circulation, collection, and other counts we can access for MORE-member libraries' annual reports.

As expected, circulation counts were down in 2020 compared to 2019 at all libraries, with the largest decreases percentage-wise at the largest libraries, which experienced the greatest service disruptions.

IT Director Report

IFLS Board of Trustees, January 2021
Kris Schwartz, IT Director

Email security training for library staff

Last year library systems in Wisconsin were awarded a grant for internet and email security training provided through a company called Infosec IQ. With the emergence of numerous versions of ransomware that are generally delivered via phishing emails this is very important and useful training for the libraries. The training is sent out via email campaigns and include a short video and a test after the video to gather data on what information was retained. The training provided helps library staff to recognize what to look for in an email that will tell them the email is phishing. After the campaign is complete, we are given data on how staff scored on the tests overall and can use that data to create future campaigns that are less general and more focused on where the training is needed. So far, the first campaign went well, and we will be launching a new campaign quarterly to keep the new information fresh in everyone's mind and as a reminder to be on the lookout for spam and phishing attempts.

IFLS Library System Board of Directors
Library Development and Youth Services Coordinator's Report of Activities
Submitted by Leah Langby January 19, 2021

Keeping Libraries Connected
- We have made a few changes in check-ins—all meet less frequently and have specific topics to guide discussion. We now have one check-in a month for directors from small communities. We will also be sure to allow for general discussion as needed at all check-ins, as well!

Continuing Education/Professional Development Highlights:
- Webinars:
  - We finished the last three sessions of a four-part series: *Trustees Supporting Library Directors*. Presented by Stef Morrill and Melissa McLimans. We had attendees from across the state. We had 65, 68, and 70 attending the webinars, with 61, 21, and 30 viewing the recordings. The live discussion was much more lightly attended, with 15. Check out the recordings here: https://iflsweb.org/knowledge-base/ifls-webinars/
  - *Accessibility 101* with Angela Meyers from Bridges Library System was extremely engaging and had a lot of actionable ideas. There were 45 who attended it live, and 13 who have viewed the recording.
- Staff inservice for Somerset staff on Compassion Resilience/Self-Care (1 hour long)
- Upcoming:
  - The Ninth Annual Wild Wisconsin Winter Web Conference on January 27 and 28. This year I'm coordinating and hosting the Public Services Track. This conference is sponsored by all 16 library system, and coordinated by consultants at 3 systems.
  - Annual Report webinars and office hours coming up in early February.
  - Reb Kilde will present a webinar on March 4 about using plain language for communication.
- Statewide/LSTA-funded professional development collaborations I am assisting with for 2021:
  - Streamline for Success (analyzing services with an eye toward mission/vision/goals)--we have dates scheduled for April.
  - The IDEA project (Inclusion, Diversity, and Equity in Action). IFLS will be the fiscal agent of this LSTA-funded series of webinars, virtual workshops, discussion, and consulting.
- Held follow-up discussions for librarians who attended conferences with scholarship funds from IFLS, as well as a monthly discussion group with people who attended the Library Journal Fostering an Antiracist Library Culture course.

Consulting Highlights
- Talked with 12 library directors about how they are doing related to COVID response.
- Met new youth services librarian from Augusta, new youth services assistant and director in Dresser
- Answered questions about diversity audits, pronouns, and more!

Other projects and learning opportunities
- Attended the Lead the Way Conference (as part of the Wisconsin Libraries Transform Communities project) in mid-November, and continue to get a lot out of the coach meetings for the WLTC project.
- Worked with WVLS and NWLS staff and submitted a Grow with Google grant to allow us to purchase some equipment for libraries (webcams, headsets, and camera/light stands).
- Along with Rebecca Kilde and Kathy Setter, I will be attending Facilitator Training for the Compassion Resilience Toolkit.

January 2021 Board Report

The days are just packed…

ABOUT THE LIBRARIES STEP UP ADVOCACY INITIATIVE

What we're doing

Libraries Step Up is a collaboration between OWLS, Bridges, Nicolet and IFLS library systems to draw attention to all the work that libraries did in 2020. We've developed postcards so that you can help us counter the misperception that libraries have been closed during the pandemic.

How you can help

You are receiving two postcards in your board mailing. Please take a moment to send them out to your state senator and rep. It would be great if they could receive them by Library Legislative Day (Feb 14-18). We'll be continuing this information campaign throughout the spring, so watch for opportunities to Step Up for Your Libraries!

We're here to help you

Not sure what to write?

"I am thankful for my library because…" or "My library helped me in 2020 by…" are great ways to start. It can be short!

Questions? Need additional help? Contact us anytime.

CONSIDER PARTICIPATING IN LIBRARY LEGISLATIVE DAY!

It's virtual this year, so no need to worry about winter roads and travel time. This is a great way to support libraries!

- Register for LLD here (2021 support materials will be added here soon): https://www.wisconsinlibraries.org/library-legislative-day

DPI'S BROADBAND SURVEY ROLLOUT

The DPI asked for our help getting word out about their Broadband Speed survey. The data collected will help inform state initiative to improve broadband access. This is a big barrier to many rural residents in our service area, so we'd love it if you could take the test and widely share this option in your communities. You can take the test multiple times during the survey period, which runs until mid-March.

You can easily access the test on the [IFLS homepage](), share the [post on Facebook](), or use this link: https://speed.measurementlab.net/#/

Anne and I worked together on this one; I created a toolkit and Anne is getting the info up on websites. IFLS Facebook post had 816 views, 55 engagements, 37 post clicks as of Jan 19. Bridges library system is using our graphic!
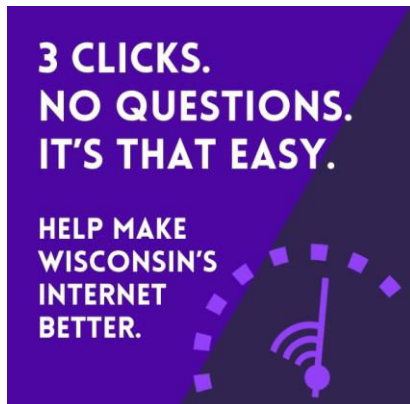
As of Jan 8, IFLS library websites that include this info:

- Altoona
- Amery
- Bloomer
- Boyceville
- Bruce
- Clear Lake
- Colfax
- Chippewa Falls
- Dresser
- Fall Creek

- Hammond
- Ladysmith
- Luck
- Menomonie
- Ogema
- Pepin
- Prescott
- Sand Creek
- Somerset
- St. Croix Falls

WVLS library websites that include this info:

- Gilman
- Greenwood
- Loyal
- Merrill
- Neillsville

- Owen
- Rhinelander
- Stetsonville
- Tomahawk
- Wabeno

Watch for our updated newsletter by the end of the month!

Reference & Interlibrary Loan Coordinator's Report – January 2021

Meetings/Webinars/Conferences
WPLC Collection Development Committee meeting
MORE Resource Sharing/Collection Development Committee meeting
WiLSWorld Shorts: Data Visualization in Excel 101 (webinar)
MORE Directors Council meeting
IFLS Directors Check In meetings as well as the Adult Services Check In meetings (Zoom)
WI Delivery Managers meetings

Database Statistics
I'm gathering database statistics for the libraries' and the System annual reports. One standout number is the increase of Ancestry Library Edition (ALE) usage since our vendor allowed remote access beginning in April. In 2020, ALE unique searches totaled 65,070 compared to our 2019 total of 20,481. (NOTE: ALE remote access has been extended through March 31, 2021.)

Wisconsin's Digital Library (WDL)
Another electronic resource with an increase in usage is the WDL.

IFLS Libraries Usage of Wisconsin's Digital Library

Date	E-Audiobook Checkouts	E-Book Checkouts	Video Checkouts	Total
Jan-Dec 2019	260,908	287,699	478	549,085
Jan-Dec 2020	**306,489**	**355,016**	**677**	**662,182**

The IFLS libraries also increased their contributions for purchasing OverDrive Advantage copies to help with the increased demand. In 2020, I spent $121,289.41 for 3415 additional copies as compared to $59,247.85 for 1670 copies in 2019.

IFLS ILL Clearinghouse Statistics

| Requests Received	2017	2018	2019	2020
January	1705	1718	1744	2023
February	1573	1606	1599	1555
March	1716	1897	1554	962
April	1521	1612	1611	*
May	1536	1453	1452	*
June	1503	1462	1357	*
July	1464	1465	1573	59*
August	1605	1565	1415	877
September	1523	1377	1553	817
October	1693	1607	1760	909
November	1472	1444	1255	804
December	1464	1405	1534	922
Total	**18,775**	**18,611**	**18,407**	**8,928**

*April-July 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.

The number of incoming interlibrary loan requests remains lower than pre-closure. Some libraries have suspended their borrowing/lending which can make filling requests more time consuming. The UW-Madison and the State Historical Society of Wisconsin libraries are not back to full lending yet.

ANNUAL SUMMARY Requests Referred	2017	2018	2019	2020
Holds on MORE	12,413	12,585	12,357	5,253
IFLS Public Libraries – non-shared system	181	238	318	137
IFLS School Libraries	35	38	34	9
IFLS Special Libraries	33	27	22	33
IFLS Academic Libraries	158	99	73	57
Sub-Total Referred to IFLS Libraries	12,820	12,987	12,804	5,489
WISCAT Referrals	1,437	1187	1,166	705
WI OCLC Lenders	758	635	648	464
WI non-OCLC Lenders	5	45	7	2
Out-of-State OCLC Lenders	1,793	1572	1,463	843
Out-of-State Non-OCLC	17	1	0	4
Sub-Total Referred Out-of-System	4,010	3,440	3,284	2,018
TOTAL REFERRED	**16,830**	**16,427**	**16,088**	**7,507**

Plus 171 requests were created on behalf of IFLS libraries for book club requests in 2020 as compared to 549 in 2019.

Maureen Welch 1/19/2021
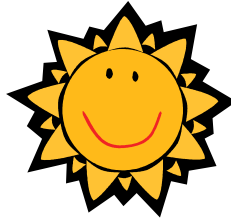
Board of Trustees
Sunshine/Treat Fund
2021

Date	Note	Amount	Balance
1/1/2020	Balance Forward from 2019		$42.43
1/22/2020	Board Donations	12.00	54.43
12/31/2020	Balance Forward to 2021		54.43

Wisconsin Library Association
Personal Membership Application Form

_____
Referred By

To renew or join online and pay with a credit card, login at https://wla.memberclicks.net/. Thank you!

My Preferred Contact Information (listed below) is for ☐ Home ☐ Work	
Name: Title: Institution, etc. Address: City:　　　　　State:　　Zip: Phone:　　　　　Ext:　　Fax: Email:	**If not previously provided, please add Home address for LEGISLATIVE purposes only** Address: City:　　　　　State:　　Zip: Phone:　　　　　Ext:　　Fax:

Basic Personal Dues: Please check the appropriate category below.

☐ **Individual currently employed in a library-related institution**
　$3.00 per $1,000 of salary; e.g., salary of $37,300 (37.3 x 3 = $112). **Round to nearest dollar**. Minimum $50.00; maximum $250.00.

☐ **Trustee**　☐ **Friend**　☐ **WEMTA member**　☐ **Temporarily Unemployed**　☐ **Retired librarian***
　*$50.00 - To qualify for reduced WLA dues as a retired member, you must draw retirement income, not be actively employed and have been a WLA member for the previous three years.

Total Basic Dues:　　　**$_____**

DIVISIONS: Selection **one** division

☐ Association of Special Librarians (AWSL)　　　☐ Wisconsin Association of Academic Librarians (WAAL)
☐ Wisconsin Association of Public Libraries (WAPL)　☐ Wisconsin Library Trustees & Friends (WLTF)

OTHER UNITS: Select **two** units (Special Interest Group – SIG)

☐ Reference & Adult Services (RASS)　　☐ Outreach Services (OSRT)　　　　　　☐ Intellectual Freedom (SIG)
☐ Technical Services (TSS)　　　　　　☐ Alumni (SIG)　　　　　　　　　　　☐ Resource Sharing (SIG)
☐ Support Staff and Circulation Services (SSCS)　☐ Community for Open Wisconsin (SIG)　☐ Student (SIG)
☐ WI Small Libraries (WISL)　　　　　☐ Government Information (SIG)　　　　☐ WI Genealogy and Local History (SIG)
☐ Youth Services (YSS)　　　　　　　☐ Inclusive Services (SIG)

Payments of dues or other contributions to the WLA are not tax deductible as charitable contributions. WLA dues may, however, be tax deductible as ordinary and necessary business expenses to the extent not allocated to lobbying expenditures. WLA estimates that the non-deductible portion of your dues is 12%.

WLA FOUNDATION: Select your charitable giving level. Eighty percent of undesignated contributions support the Campaign for Wisconsin Libraries. For more information, go to **www.wisconsinlibraries.org**.

☐ Bronze Circle ($50-$99)　　　　☐ Contributing Partner ($1,000-$4,999)
☐ Silver Circle ($100-$249)　　　☐ Sustaining Partner ($5,000-$9,999)
☐ Gold Circle ($250-$499)　　　　☐ Leadership Partner ($10,000 and up)
☐ Platinum Circle ($500-$999)

Total charitable contribution for WLA Foundation $ _____

Total Payment: $ _____

PAYMENT TYPE:　☐ **Check**　☐ **Visa**　☐ **MasterCard**

Card Number_____ Exp. Date_____ Security Code_____

Card Billing Address_____

City_____ State_____ Zip_____
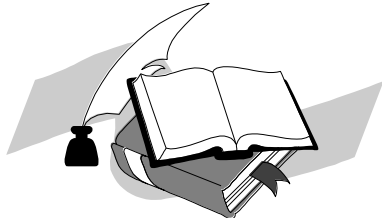
INDIANHEAD FEDERATED LIBRARY SYSTEM
Board of Trustees

2021 Meeting Dates

Wednesday, January 27, 2021   12:30 p.m.

Wednesday, March 24, 2021   12:30 p.m.

Wednesday, May 26, 2021   12:30 p.m.

Wednesday, July 28, 2021   12:30 p.m.

Wednesday, September 22, 2021   12:30 p.m.

Wednesday, November 17, 2021   12:30 p.m.

All meeting dates and times are subject to change.

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