

IFLS LIBRARY SYSTEM
BOARD OF TRUSTEES

MEETING LOCATION:

Virtual Meeting via Zoom
(See link below to join)

DATE/TIME:

Wednesday, November 15, 2023
12:30 pm

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

Join Link: <https://us02web.zoom.us/j/84714181876?pwd=bk50ODE1MVQ2aSsyNGxmMjhqSTdlZz09>

Meeting ID: 847 1418 1876

Passcode: 8RjF90Wq

Phone In: +1 312 626 6799

Meeting ID: 847 1418 1876

Passcode: 12597666

A G E N D A

- I. Call to Order
- II. Establish a Quorum
- III. Certification of Compliance with the Open Meeting Law
- IV. * Approve Agenda
- V. Citizen Comments (*Each person who wishes to speak is limited to no more than five minutes. There is a ten-minute limit per topic and a twenty-minute limit at any meeting for Citizen Comments. Contact IFLS office for additional information.*)
- VI. Announcements/Correspondence/Introductions
- VII. * Minutes - Approve: Board of Trustees – September 27, 2023 **#43** (23)
Acknowledge Receipt: Personnel Committee – September 27, 2023 **#42** (23)
- VIII. * Financials - Approve: Check Registers: September-October 2023 **#44** (23)
Approve: Financial Reports: September-October 2023 **#45** (23)
- IX. Director's Report of Agenda Items and Monthly Activities **#46** (23)
- X. Reports:
 - IFLS Staff Reports **#47** (23)
 - Reb Kilde, PR and Communications Coordinator
 - Board Member Reports
- XI. * Nominations Committee for 2024 Election of Executive Committee
- XII. * Adjournment

* *Denotes Action Items*

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

**IFLS LIBRARY SYSTEM
Board of Trustees
September 27, 2023**

MINUTES

The Board of Trustees of the IFLS Library System met on Wednesday, September 27, 2023, at the Rice Lake Public Library, 2 E Marshall Street, Rice Lake, WI 54868, and via Zoom. Sterling called the meeting to order at 1:17 pm.

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

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

BOARD MEMBERS PRESENT:

Judy Achterhof (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Pat Eggert** (Dunn County); **Lois Goode** (Rusk County); **Kathy Krug** (Barron County); **Sheila Lorentz** (Pierce County); **Paula Lugar** (Pierce County); **Jill Markgraf** (Resource Library); **Sue Marshall** (Price County); **Barbara McAfee** (Polk County); **Jackie Pavelski** (Eau Claire County); **Ricky Riggins** (Pepin County); **Michael Schendel** (St. Croix County); **Joel Seidlitz** (Chippewa County); **Josh Sterling** (Eau Claire County); **Jim Tripp** (Dunn County).

BOARD MEMBERS ABSENT:

Sue Duerkop (Polk County); **Mary Alice Larson** (Barron County).

OTHERS PRESENT:

John Thompson (Director); **Adam Fuller** (Business Manager); **Joanne Gardner** (Administrative Associate/Recorder).

APPROVE AGENDA:

MOTION #41 ⁽²³⁾: To approve the agenda as presented. Daus/Marshall
RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:

McAfee introduced herself as a newly appointed trustee representing Polk County. She has replaced Mike Prichard.

MINUTES:

MOTION #42 ⁽²³⁾: To approve the Board of Trustees dated July 26, 2023 (Doc. #35-23).
Eggert/Pavelski
RESULT: Carried.

The Board acknowledged receipt of the Personnel Committee minutes of July 26, 2023 (Doc. #34-23).

FINANCIAL REPORTS:

MOTION #43 ⁽²³⁾: To approve the Check Registers for July-August 2023 (Doc. #36-23).
Daus/Tripp
RESULT: Carried.

(Brue joined the meeting via Zoom.)

A question was asked about a check to OverDrive, Inc. This was a payment for the purchase of additional titles with higher holds on them.

Pavelski inquired about delivery damage. It was noted that items either get lost in transit or are damaged in transit. Because the courier bins are not 100% waterproof, the weather can cause damage to items. Delivery damages are built into the budget as they occasionally occur. It is not always clear between the library, patron, and delivery, where the damage occurred.

MOTION #44 ⁽²³⁾: To approve the Financial Reports for July-August 2023 (Doc. #37-23).
Seidlitz/Brue
RESULT: Carried.

INVESTMENT REPORT:

Fuller noted that interest rates have increased over the past year. \$8,000 was budgeted for interest in 2023. As of August, interest income is at \$66,870.62. Interest income is never a guarantee, and we cannot rely on that income. A surplus of interest income is included in carryover and is rebudgeted if those funds need to be expended.

DIRECTOR'S REPORT:

Thompson attended the Association for Rural & Small Libraries (ARSL) conference last week in Wichita Kansas. He presented a 4-hour preference on space planning to 35 directors from across the country. There were 3-4 IFLS Directors who attended the ARSL conference. Thompson noted it was good to get reinvigorated. He ran into an author who lives in Kansas and has relatives in NW Wisconsin. The author mentioned she got a library card at Rice Lake and rented kayaks. At conferences you meet different folks and always learn new things.

IFLS STAFF REPORTS:

Written staff reports were provided in the meeting packet. Thompson will answer questions.

Markgraf inquired about the pilot project of IFLS working SCLS for being a delivery hub for materials going to UW Superior and UW Barron and what this might mean. Thompson will check with Katelyn Noack to obtain more information.

PERSONNEL COMMITTEE REPORT:

The Personnel Committee met this morning and discussed recommendations to the board.

A Shared Staff position between IFLS, Northern Waters Library Service and Wisconsin Valley Library Service for web/tech support for the three systems beginning January 2024. The committee voted to approve this position. It will speed up website development. The costs to each of the partner systems will be percentage based on state aids received.

Thompson's 2024 Wage and Benefit Recommendation was sent out to the Personnel Committee for review and discussion at today's meeting. Daus read the recommendations. It was also displayed on the screen.

MOTION #44 ⁽²³⁾: To approve the Personnel Committee's recommendations including the 2024 Shared Staff Position, Wages and Benefits for 2024, and the Director's Salary for 2024. Brue/Achterhof
RESULT: Carried.

Achterhof requested that Thompson share more information on the wage recommendation. Thompson noted that most staff would receive a 5% increase. Some positions would be adjusted to match their work responsibilities and to balance it out among positions. Some of the newer hires have taken on significantly more responsibilities. The Business Manager would be placed in the same category as consultants.

The Personnel Committee discussed and recommended the Director's Salary for 2024 be increased by 5%.

Tripp shared that as a member of the Personnel Committee they asked some basic questions regarding the recommendations. The budget can support the recommendations and the rationale behind the recommendations is legitimate and supported. The Personnel Committee is satisfied with the rational and budget impact and recommends board approval. Pavelski thanked Tripp for his comments and the ability to support the recommendation. Pavelski wanted to ensure that the board does their job diligently.

Seidlitz inquired about the impact of the personnel recommendations and added staff to the 2024 budget. Thompson noted that the budget supports the recommendations brought to the board. IFLS has received an increase in state aid for 2023 and will receive an additional \$150,000 in aid for 2024. There is also unencumbered carryover and fiscal resources available. The added shared position would include revenue from the other two systems to support that position.

Pavelski noted that staff education and professional development are a benefit that staff receive.

**2023 REVISED/2024 PRELIMINARY
IFLS AND MORE BUDGET:**

MOTION #45 ⁽²³⁾: To approve the 2023 Revised/2024 Preliminary IFLS and MORE Budget (Doc. #40-23). Daus/Marshall
RESULT: Carried.

Questions were asked about LEAN WI/Shared Tech WVLS, the Campaign for Wisconsin Libraries, the Delivery Service, Programming Kits, and Librarian Professional Development.

Thompson noted that all staff provide information and the dollar amounts needed into the budget. Thompson and Fuller then put the budget together incorporating all needs within the allotted budget.

Thompson noted that Kris Schwartz will attend an upcoming Board meeting to talk about technology and efficiencies related to LEAN WI.

Achterhof commended the IFLS staff for keeping expenses within the allotted budget.

IFLS STRATEGIC/STATE LONG RANGE PLAN:

MOTION #46 ⁽²³⁾: To approve the IFLS Strategic/State Long Range Plan (Doc. #41-23). Brue/Tripp
RESULT: Carried.

Pavelski noted that LEAN is collaboration among systems to work together better. She cited several examples of that as included in the 2024 System Plan such as working to normalize the use of technology, pursuing collaborative opportunities under LEAN as well as internally with member libraries.

An ILS Improvement is to add Hawkins into the MORE Consortium. Thompson noted that Hawkins is the last public library in IFLS to join MORE. The plan is they would go live in mid-2024.

Under Inservice Training it is noted that IFLS will provide 30 or more contact hours of CE for staff and directors and at least 12 hours of specialized training on the MORE shared system. A new priority under Inservice Training is to start a multi-year process to re-evaluate and adapt continuing education and professional development offerings to be in line with adult education and adult learning needs, including neurodiverse learners to help make training and professional development more impactful and longer lasting. Thompon added we want to make sure we share knowledge that considers diverse learning styles on the autism spectrum and others. Board members shared that this also includes individuals with severe brain injuries, Dyslexia, and ADHD. All are differently wired people that fall under this category.

Delivery and Communication reinforces what we are doing for electronic delivery of information and physical delivery of library materials. New priority activities include reviewing and enhancing communication tools and monitor/evaluating courier performance and viability.

2024 RESOURCE LIBRARY AGREEMENT:

MOTION #47 ⁽²³⁾: To approve the 2024 Resource Library Agreement (Doc. #42-23).
Pavelski/Brue
RESULT: Carried.

BOARD MEMBER REPORTS:

Daus appreciates all the adult programming offered at Altoona Public Library. There are eight adult programs, three book clubs, a writing group, and four craft groups.

Brue stopped at the Durand library and was impressed with what they had done there.

Achterhof would like to hear about the library bikes that were purchased and how and where they are used. Thompson will ask Langby to report on this.

(Former Barron County trustee, Linda Thompson, stopped in to say hello to the group.)

Pavelski noted that the Chippewa Valley Book Festival will be held in mid-October. Most events will be held at the Eau Claire public library.

Sterling noted that the Eau Claire Public Library has started a Teen Advisory Board. His child is currently part of that board.

ADJOURNMENT:

Rachel Thomas, Director of the Rice Lake Public Library, will provide a tour of the library for those interested following the conclusion of the meeting.

Brue made a motion to adjourn at 2:26 pm. Daus seconded. Motion carried.

Joanne Gardner, Recorder/Administrative Associate

These minutes of the Board of Trustees are approved:

- as printed.
- with corrections noted.

Presiding Officer

Dated

IFLS LIBRARY SYSTEM
Personnel Committee
September 27, 2023

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, September 27, 2023, at Rice Lake Public Library, 2 E Marshall Street, Rice Lake, WI 54868 as well as via Zoom. Daus called the meeting to order at 10:35 am.

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

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

PERSONNEL COMMITTEE MEMBERS PRESENT:

Jan Daus (Eau Claire County); **Sue Marshall** (Price County), **Jim Tripp** (Dunn County), **Ricky Riggins** (Pepin County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

Mary Alice Larson (Barron County), **Sue Duerkop** (Polk County).

OTHERS PRESENT:

John Thompson (Director), **Joanne Gardner** (Administrative Associate/Recorder), **Rita Magno** (Baldwin Library Director).

APPROVE AGENDA:

MOTION #36⁽²³⁾ To approve the agenda as presented. Marshall/Tripp
RESULT: Carried.

CITIZEN COMMENTS:

There were no citizen comments.

MINUTES:

MOTION #37⁽²³⁾ To approve the Personnel Committee minutes of July 26, 2023 (Doc. #34-20). Tripp/Marshall
RESULT: Carried.

**WAGES AND BENEFITS DISCUSSION
AND RECOMMENDATION FOR 2024:**

Thompson displayed his recommendation on wages and benefits for 2024. This information was also emailed to the Personnel Committee prior to the meeting.

MOTION #38⁽²³⁾ To discuss and recommend Board approval of the 2024 wages and benefit recommendation presented by Thompson. Marshall/Tripp
RESULT: Carried.

The Shared Staff position is a full-time position shared with Northern Waters Library Service, Wisconsin Valley Library Service, and the IFLS Library System. The shared cost will be a percentage based on the state aid each system receives. Thompson added that Winding Rivers Library System may want to join as well and then the costs would be shared between four systems.

This position would support over 100 libraries with their websites, digitization projects, and data visualization needs. The individual would be an employee of the IFLS Library System and work in collaboration with system/technology staff of all participating systems.

Thompson noted that the position will be posted this week. It is hoped to begin employment in January 2024.

The new Cataloger position will begin mid-year 2024. This position will have no impact on the IFLS Library System budget. Associated costs are covered in the MORE Shared System budget.

Thompson explained his recommended wage recommendation. Most staff would receive a 5% increase. Some positions would be adjusted to match their work responsibilities and to balance it out among positions as some of the newer hires are taken on significantly more responsibilities.

Thompson’s recommendations will fit into the proposed 2024 IFLS Budget. IFLS received more in state aids in the last two budget cycles.

(Rita Magno, Baldwin Library Director, joined the meeting via Zoom.)

DIRECTOR’S SALARY FOR 2024:

MOTION #39⁽²³⁾ To recommend a 5% wage increase in 2024 for the IFLS Director. Tripp/Marshall
RESULT: Carried.

Tripp stated that the IFLS Board looks at what we can do for staff while being cognizant of what the budget can support.

If the 2024 Budget can support a 5% increase for the director, that would be good, and not overly generous. The Director has met and exceeds the general criteria of that position.

(Riggins joined the meeting via Zoom.)

Thompson, as part of the 2024 Wage and Benefit Recommendation has recommended the continuation of the 4th personal day for all staff. All other benefits would remain unchanged.

It was asked if there was anything more the IFLS Personnel Committee could consider. It was noted that the flex time offered to staff to work from home has been viewed as a valuable benefit of employment with IFLS. Thompson has not encountered issues related to staff using flex time, personal days, nor vacation time. Marshall noted that the longevity and retention of staff speaks well of Thompson’s leadership.

The Personnel Committee will recommend that the Board approve the recommended continuation of the 4th personal day for staff.

2024 SHARED STAFF POSITION:

As Thompson shared earlier, the Shared Staff position would be shared among the three library systems (Northern Waters Library Service, Wisconsin Valley Library Service, and IFLS Library System). The primary function is to support over 100 libraries with their websites, digitization projects, and data visualization needs. IFLS’ percentage of the shared cost would be 46%; dependent on the percentage each system receives of state aids. The position was based on including a family health plan. If the employee takes a single plan, only the actual cost would be billed out to the participating libraries.

MOTION #40⁽²³⁾ To approve the Shared Staff Position for web and tech support.
Marshall/Tripp
RESULT: Carried.

The Shared Staff position has a January 1, 2024, start date. Currently a Wisconsin Valley Library Service employee does some webwork right now on a part-time basis. This position has been identified as a significant need by our member libraries and suggested as a full-time position. There will be backup capacity as the Wisconsin Valley employee and IFLS employee can do some website work.

Tripp inquired what libraries can expect to see as an improvement with this hiring. Thompson noted that there is roughly a 4-6 month wait time on library websites. This would significantly speed up the time frame for websites. Currently libraries have to be trained in some of work to keep websites up to date. With this position, templates could be created to drop an icon on all library websites without having to have staff trained to do at each library.

A Memo of Understanding has been created for the position. This document can be adjusted if Winding Rivers Library System joins the original three systems.

ADJOURNMENT:

The meeting adjourned at 11:21 am.

Joanne Gardner, Recorder/Administrative Associate

IFLS Library System
Check Register
September 2023

44 (23)

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|---------------------|-------------|---|------------------------------------|--------------------|
| Sep 23 | | | | |
| 09/01/2023 | Auto Pay | Delta Dental | Sept. '23 Vision | -67.74 |
| 09/08/2023 | Auto Pay | AT&T | Aug. Phone/Fax Line | -20.55 |
| 09/10/2023 | Auto Pay | Kwik Trip, Inc. | Aug. Gas | -120.38 |
| 09/15/2023 | Auto Pay | Xcel Energy | 07/25-8/24 Gas & Electric Svc | -351.16 |
| 09/20/2023 | Auto Pay | Lumen | Sept. Phone | -1.40 |
| 09/22/2023 | Auto Pay | Employee Trust Funds, Dept of | Oct. '23 Health Ins. | -27,478.44 |
| 09/22/2023 | Auto Pay | Associated Credit Card | Aug. Credit Card *see attached | -11,692.20 |
| 09/06/2023 | WIRE | Wisconsin Deferred Comp. Program | P/R#18 | -1,400.00 |
| 09/13/2023 | WIRE | Internal Revenue Service | P/R#18 | -7,587.68 |
| 09/15/2023 | WIRE | Wisconsin Department of Revenue | P/R#17 | -1,336.12 |
| 09/20/2023 | WIRE | Wisconsin Deferred Comp. Program | P/R#19 | -1,400.00 |
| 09/27/2023 | WIRE | Internal Revenue Service | P/R#19 | -7,516.16 |
| 09/29/2023 | WIRE | Wisconsin Retirement System | Aug.WRF | -8,216.87 |
| 09/30/2023 | WIRE | Wisconsin Department of Revenue | P/R#18 | -1,324.73 |
| 09/06/2023 | DD2511-2528 | IFLS Staff | Direct Deposit | -23,933.71 |
| 09/20/2023 | DD2529-2545 | IFLS Staff | Direct Deposit | -23,498.30 |
| 09/07/2023 | 43053 | Center For Independent Living Western Wis | Assessments/Pepin Library | -595.30 |
| 09/07/2023 | 43054 | Culligan | Sept. Service | -99.95 |
| 09/07/2023 | 43055 | Krejci, Bridget | Acquisitions Training | -119.34 |
| 09/07/2023 | 43056 | L.E. Phillips Memorial Public Library | MORE Ecomm Payments 2023 | -790.90 |
| 09/07/2023 | 43057 | Noack, Katelyn | Cornell- Lib. Visit/ New Director | -21.27 |
| 09/07/2023 | 43058 | Securian Financial Group, Inc. | Oct. Life Ins. | -333.28 |
| 09/07/2023 | 43059 | Thompson, John | 6/24-8/31 Library Visits | -786.93 |
| 09/07/2023 | 43060 | Waltco Inc. | September Delivery Service | -31,580.93 |
| 09/18/2023 | 43061 | Center For Independent Living Western Wis | Assessments/Ellsworth Library | -995.41 |
| 09/18/2023 | 43062 | CenturyLink | Phone-Past Due Amt. 11/01/2020 | -1.51 |
| 09/18/2023 | 43063 | Maug Cleaning Solutions, Inc. | 07/31/23-08/27/23 Cleaning Service | -382.00 |
| 09/18/2023 | 43064 | OCLC, Inc | A ug. Net OCLC Fees | -97.34 |
| 09/18/2023 | 43065 | Marcive, Inc. | MORE/Aug. Database Maint. | -150.96 |
| 09/18/2023 | 43066 | OverDrive, Inc. | Sep. Advantage/High Demand | -6,723.59 |
| Sep 23 Total | | | | -158,624.15 |

IFLS Library System

ASSOCIATED Credit Card Transaction Detail Report

Electronic Auto Pay (10/24/2023)

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Num</u> | <u>Amount</u> |
|----------------------------|-------------------------------|---|-------------|---------------|
| Aug 29 - Sep 27, 23 | | | | |
| 08/29/2023 | Wisconsin Library Association | WLA Conf. Reg./L. Langby | WLA Conf | 395.00 |
| 08/29/2023 | Dell Marketing L.P. | Billable/Bloomer -Optiplex, Monitor & Stand | Comp Equip | 1,616.11 |
| 08/29/2023 | FlowRoute.com | Jul. Phone/on Acct | on Acct | 50.00 |
| 08/30/2023 | Menards | Weather Stripping | Supplies | 34.15 |
| 08/30/2023 | Quill Corporation | Copier Paper/Janitorial Supplies | 34336027 | 326.53 |
| 08/31/2023 | Wisconsin Library Association | WLA Conference Reg./B. Krejci | WLA Conf | 395.00 |
| 08/31/2023 | Wisconsin Library Association | WLA Membership/B. Krejci | Renewal | 135.00 |
| 08/31/2023 | Wisconsin Library Association | WLA Conference Reg./K. Setter | WLA Conf | 425.00 |
| 09/05/2023 | GFL Environmental | Sept. Garbage | 534568 | 39.84 |
| 09/05/2023 | CDW-G | IFLS Comp/Wireless Headsets (4) | IFLS Comp | 517.48 |
| 09/05/2023 | Amazon.com Credit | IFLS Comp/ Laptop Bag & Stickers | IFLS Comp | 30.49 |
| 09/05/2023 | Echo KB | Subscription/Website Plugin | Renewal | 23.00 |
| 09/06/2023 | Dell Marketing L.P. | Billable/Hammond -Optiplex, Monitor & Stand | Comp Equip | 897.69 |
| 09/06/2023 | Dell Marketing L.P. | Billable/Hammond-Inv#240729 | Comp Equip | -35.00 |
| 09/06/2023 | Festival Foods | Meeting Supplies-Pop | Supplies | 31.63 |
| 09/06/2023 | USPS | Sept. Postage | Postage | 3.92 |
| 09/08/2023 | Swank Movie Licensing USA | Billable/Movie Lic for Libs | Movie Lic | 7,064.00 |
| 09/13/2023 | Eau Claire Ford | Oil/Filter Chg | Sys Vehicle | 143.06 |
| 09/13/2023 | Mill's Fleet Farm | Car Wash | Sys Vehicle | 10.00 |
| 09/13/2023 | USPS | Sept. Postage | Postage | 3.92 |
| 09/13/2023 | USPS | Sept. Postage | Postage | 3.72 |
| 09/14/2023 | FlowRoute.com | Jul. Phone/on Acct | on Acct | 50.00 |
| 09/15/2023 | Dell Marketing L.P. | Billable/St.Croix Falls-Laptops | Comp Equip | 1,793.16 |
| 09/15/2023 | Wisconsin Library Association | WLA Conference Reg./K. Noack | WLA Conf | 395.00 |
| 09/15/2023 | Wisconsin Library Association | WLA Conference Reg./R. Kilde | WLA Conf | 395.00 |
| 09/16/2023 | PayPal Inc. | CABS Catalog Fee | Cabs Fee | 39.00 |
| 09/18/2023 | Quill Corporation | Office Supplies-Envelopes/Ruled Pads | 34654687 | 48.98 |
| 09/18/2023 | Sticker Mule | Promo Materials- Pins | R263718671 | 31.00 |
| 09/19/2023 | Dell Marketing L.P. | Billable/Spring Valley-Laptop | Comp Equip | 896.58 |
| 09/20/2023 | Dell Marketing L.P. | Billable/Plum City -Optiplex, Monitor & Stand | Comp Equip | 862.69 |
| 09/20/2023 | Love's | ARSL Conf/J Thompson Gas | Conf Travel | 32.35 |
| 09/20/2023 | Love's | ARSL Conf/J Thompson Lunch | Conf Travel | 4.90 |
| 09/20/2023 | Love's | ARSL Conf/J Thompson Gas | Conf Travel | 35.20 |
| 09/20/2023 | Misc Restaurants | ARSL Conf./J. Thompson-Lunch (Picasso) | Conf. Meals | 15.54 |
| 09/20/2023 | Quill Corporation | Office Supplies-Folders | 34708564 | 25.98 |
| 09/20/2023 | Quill Corporation | Janitorial Supplies-Clear Liners | 34708177 | 55.99 |
| 09/21/2023 | Sticker Mule | Promo Materials-Buttons | R176068230 | 45.00 |
| 09/21/2023 | Vistaprints | Promo Materials | VP_FM5009XC | 310.58 |
| 09/21/2023 | Misc Restaurants | ARSL Conf./J. Thompson-Lunch (Delano) | Conf. Meals | 18.06 |
| 09/21/2023 | USPS | Sept. Postage | Postage | -0.10 |
| 09/21/2023 | USPS | Sept. Postage | Postage | 20.19 |
| 09/24/2023 | Tolls | ARSL Conf/J Thompson-KTA Tolls | Conf Travel | 12.50 |
| 09/24/2023 | Love's | ARSL Conf/J Thompson Gas | Conf Travel | 36.51 |

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
 Electronic Auto Pay (10/24/2023)

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Num</u> | <u>Amount</u> |
|----------------------------------|------------------|--|-------------|------------------|
| 09/25/2023 | Hotels | ARSL Conf/J. Thompson-Drury Inn | Conf Hotels | 862.95 |
| 09/25/2023 | Misc Restaurants | ARSL Conf./J. Thompson-Lunch (Old Chicago) | Conf. Meals | 35.24 |
| 09/25/2023 | Kwik Star | ARSL Conf/J Thompson Lunch | Conf Travel | 7.44 |
| 09/26/2023 | FlowRoute.com | Jul. Phone/on Acct | on Acct | 16.67 |
| 09/26/2023 | Festival Foods | Lib. Wrkshp. Snacks | Snacks | 21.83 |
| 09/26/2023 | Restaurants | Lunch-Speaker | Workshops | 17.46 |
| 09/27/2023 | PayPal Inc. | Service Charge-Foreign Transaction Fee | | 1.24 |
| Aug 29 - Sep 27, 23 Total | | | | 18,197.48 |

IFLS Library System Check Register

October 2023

| Date | Num | Name | Memo | Amount |
|---------------------|-------------|---------------------------------------|---|---------------------------|
| Oct 23 | | | | |
| 10/01/2023 | Auto Pay | Delta Dental | Oct. '23 Vision | -67.74 |
| 10/09/2023 | Auto Pay | AT&T | Sep. Phone/Fax Line | -20.55 |
| 10/10/2023 | Auto Pay | Eau Claire, City of | 3rd Quarter Water & Sewer | -321.71 |
| 10/10/2023 | Auto Pay | Kwik Trip, Inc. | Sept. Gas | -132.39 |
| 10/16/2023 | Auto Pay | Xcel Energy | 08/24-9/25 Gas & Electric Svc | -321.57 |
| 10/22/2023 | Auto Pay | Lumen | Oct. Phone | -1.49 |
| 10/24/2023 | Auto Pay | Employee Trust Funds, Dept of | Nov. '23 Health Ins. | -27,478.44 |
| 10/24/2023 | Auto Pay | Associated Credit Card | Sept.. Credit Card *see attached | -18,197.48 |
| 10/04/2023 | WIRE | Wisconsin Deferred Comp. Program | P/R#20 | -1,400.00 |
| 10/11/2023 | WIRE | Internal Revenue Service | P/R#20 | -7,493.14 |
| 10/16/2023 | WIRE | Wisconsin Department of Revenue | P/R#19 | -1,326.97 |
| 10/18/2023 | WIRE | Wisconsin Deferred Comp. Program | P/R#21 | -1,400.00 |
| 10/25/2023 | WIRE | Internal Revenue Service | P/R#21 | -7,526.14 |
| 10/31/2023 | WIRE | Wisconsin Department of Revenue | P/R#20 | -1,317.43 |
| 10/31/2023 | WIRE | Wisconsin Retirement System | Sept.WRF | -9,202.63 |
| 10/04/2023 | DD2546-2562 | IFLS Staff | Direct Deposit | -23,519.35 |
| 10/18/2023 | DD2563-2580 | IFLS Staff | Direct Deposit | -23,702.76 |
| 10/09/2023 | 43067 | CA Friday Memorial Library | Reimb/ARSL Conf.-N. Allen | -1,061.25 |
| 10/09/2023 | 43068 | Cole, Cecelia | Rice Lake-Transforming Conflict Workshop | -18.36 |
| 10/09/2023 | 43069 | Culligan | Oct. Service | -99.95 |
| 10/09/2023 | 43070 | Daus, Jan | Board Mileage-Rice Lake Lib. | -62.22 |
| 10/09/2023 | 43071 | Jensen, Brad | Tech Support/Cumberland, Hammond, Plum City | -75.49 |
| 10/09/2023 | 43072 | Kathy Germann | Training-The Art of Conflict Transformation | -6,377.37 |
| 10/09/2023 | 43073 | Kilde, Rebecca | Marketing & Communications Training | -70.38 |
| 10/09/2023 | 43074 | Krejci, Bridget | Acquisitions Training-Cumberland | -77.52 |
| 10/09/2023 | 43075 | Maug Cleaning Solutions, Inc. | 08/28/23-09/24/23 Cleaning Service | -382.00 |
| 10/09/2023 | 43076 | OCLC, Inc | Sept. Net OCLC Fees | -86.56 |
| 10/09/2023 | 43077 | Pavelski, Jackie | Board Mileage-Rice Lake Lib. | -62.22 |
| 10/09/2023 | 43078 | Season 2 Season | Aug. Lawncare Svc | -220.00 |
| 10/09/2023 | 43079 | Securian Financial Group, Inc. | Nov. Life Ins. | -333.28 |
| 10/09/2023 | 43080 | Thompson, John | Field Visits/ARSL Conference | -282.80 |
| 10/09/2023 | 43081 | Waltco Inc. | October Delivery Service | -31,514.94 |
| 10/09/2023 | 43082 | Marcive, Inc. | MORE/Sept. Database Maint. | -217.06 |
| 10/09/2023 | 43083 | OverDrive, Inc. | Sep. Advantage/High Demand | -5,385.17 |
| 10/19/2023 | 43084 | Bayscan Technologies | Billable Libs/Scanners | -590.00 |
| 10/19/2023 | 43085 | EO Johnson Co. | New Copier Purchase | -6,278.67 |
| 10/19/2023 | 43086 | Hudson Public Lib | MORE Ecomm Payments 2023 | -1,245.64 |
| 10/19/2023 | 43087 | Kathy Germann | Consultation-The Art of Conflict Transformation | -300.00 |
| 10/19/2023 | 43088 | Kilde, Rebecca | Directors Retreat | -73.44 |
| 10/19/2023 | 43089 | Krejci, Bridget | Acquisitions Training-Milltown | -80.58 |
| 10/19/2023 | 43090 | L.E. Phillips Memorial Public Library | MORE Ecomm Payments 2022 | -6,650.43 |
| 10/19/2023 | 43091 | Menomonie Public Library | MORE Ecomm Payments 2023 | -1,079.81 |
| 10/19/2023 | 43092 | Noack, Katelyn | Directors Retreat | -90.27 |
| 10/19/2023 | 43093 | Shay, Katie | Directors Retreat | -73.34 |
| 10/19/2023 | 43094 | L.E. Phillips Memorial Public Library | MORE/3rd Qtr High Demands | -1,656.42 |
| Oct 23 Total | | | | <u>-187,874.96</u> |

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
 Electronic Auto Pay (11/24/2023)

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Num</u> | <u>Amount</u> |
|----------------------------|------------------------|--|-------------|---------------|
| Sep 28 - Oct 27, 23 | | | | |
| 09/28/2023 | Eau Claire Ford | Oil/Filter Chg-Credit | Sys Vehicle | -7.30 |
| 09/28/2023 | Misc Restaurants | Board Meeting Lunch-J.Thompson/J.Gardner | Mtg. Lunch | 31.46 |
| 09/28/2023 | Misc Restaurants | Workshop Speaker Lunch-Silly Serrano | WRKSHP | 14.53 |
| 09/28/2023 | Walgreens | Workshop Supplies-Masks | WKSHP Suppl | 12.65 |
| 09/28/2023 | Best Western Hotels | Workshop Speaker Lodging | Lodging | 90.00 |
| 09/28/2023 | Best Western Hotels | Workshop Speaker Lodging | Lodging | 119.99 |
| 09/28/2023 | WITC-Rice Lake | Librarian Workshop-Catering | Wrksh Cater | 122.50 |
| 09/28/2023 | Festival Foods | Lib. Wrkshp. Snacks | Snacks | 10.34 |
| 09/28/2023 | Caribou Coffee | Wrkshp-Coffee/Snacks | Wrkshp | 33.74 |
| 09/28/2023 | Amazon.com Credit | Billable LSTA/Hawkins Label Printer | Comp Equip | 265.00 |
| 09/28/2023 | CDW-G | Billable LSTA/Hawkins Rec. Printer | Comp Equip | 241.02 |
| 09/29/2023 | Dell Marketing L.P. | Billable/Ellsworth-Latitude 5540 Laptop | Comp Equip | 896.58 |
| 09/29/2023 | Dell Marketing L.P. | Billable/Freinds of Spring Valley Lib.-Optiplex, Monit | Comp Equip | 862.69 |
| 09/30/2023 | Innovative Users Group | MORE Group Annual Consortia Subscription | 1 year | 220.00 |
| 09/30/2023 | FlowRoute.com | Oct. Phone/on Acct | on Acct | 50.00 |
| 10/02/2023 | Amazon.com Credit | Billable/Dresser-Label Printer | Comp Equip | 265.00 |
| 10/03/2023 | Dell Marketing L.P. | Billable/Elmwood.-Optiplex, Monitor & Stand | Comp Equip | 862.69 |
| 10/04/2023 | Quill Corporation | Office Supplies-Easel Pads, Binder Clips, | 34962529 | 72.45 |
| 10/04/2023 | Quill Corporation | Office Supplies-Easel Pads | 34990198 | 59.99 |
| 10/04/2023 | Dell Marketing L.P. | Billable/Clear Lake-Laptop | Comp Equip | 896.58 |
| 10/04/2023 | Menards | Weather Stripping | Supplies | 13.92 |
| 10/04/2023 | Menards | Weather Stripping | Supplies | 58.19 |
| 10/05/2023 | GFL Environmental | Oct. Garbage | 560576 | 40.50 |
| 10/05/2023 | Quill Corporation | Office Supplies-Easel Pads-Wrong Size | Inv34962529 | -43.97 |
| 10/07/2023 | Trader Joe's | Director Retreat/Snacks | Dir. Retr | 60.49 |
| 10/07/2023 | Wet Paint | Director Retreat/Supplies | Dir. Retr | 17.80 |
| 10/10/2023 | HyVee | Director Retreat/Snacks | Dir. Retr | 59.40 |
| 10/10/2023 | The Local Store | Director Retreat/Presenter Gift | Dir. Retr | 23.21 |
| 10/10/2023 | USPS | Oct. Postage | Postage | 25.02 |
| 10/11/2023 | Marketplace Foods | Director Retreat/Lunch & Snacks | Dir. Retr | 338.71 |
| 10/11/2023 | Caribou Coffee | Directors Retreat-Coffee | Dir Retreat | 56.94 |
| 10/16/2023 | FlowRoute.com | Oct. Phone/on Acct | on Acct | 50.00 |
| 10/17/2023 | JoAnn Fabrics | Shared Cat/2 ink Pads | Supplies | 14.02 |
| 10/17/2023 | JoAnn Fabrics | Shared Cat/2 ink Pads | Supplies | 18.18 |
| 10/19/2023 | Dell Marketing L.P. | Billable/Cadott-Laptop | Comp Equip | 896.58 |
| 10/19/2023 | Dell Marketing L.P. | Billable/Ladysmith-Laptops | Comp Equip | 1,793.16 |
| 10/23/2023 | Misc Restaurants | WLA Conf./J. Thompson-Meal- Glass Nickel Pizza | Conf. Meals | 32.17 |
| 10/24/2023 | Misc Restaurants | WLA Conf./J. Thompson-Meal-Cafe Zupas | Conf. Meals | 18.66 |
| 10/24/2023 | Misc Restaurants | WLA Conf./K. Noack-Meal-Dickey's BBQ | Conf. Meals | 17.90 |
| 10/24/2023 | Misc Restaurants | WLA Conf./K. Setter-Meal-Dickey's BBQ | Conf. Meals | 19.78 |
| 10/25/2023 | Misc Restaurants | WLA Conf./J. Thompson-Meal-Dickey's BBQ | Conf. Meals | 16.15 |
| 10/26/2023 | Dell Marketing L.P. | Billable/New Richmond- (3) Optiplex Micro PC's | Comp Equip | 2,130.00 |
| 10/26/2023 | Dell Marketing L.P. | Billable/New Richmond- (3) Monitor Stands | Comp Equip | 188.07 |

IFLS Library System
ASSOCIATED Credit Card Transaction Detail Report
Electronic Auto Pay (11/24/2023)

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Num</u> | <u>Amount</u> |
|----------------------------------|---------------------|---|------------|-------------------------|
| 10/26/2023 | Dell Marketing L.P. | Billable/New Richmond- (3) 24" Monitors | Comp Equip | 630.00 |
| 10/27/2023 | FlowRoute.com | Oct. Phone/on Acct | on Acct | 16.67 |
| Sep 28 - Oct 27, 23 Total | | | | <u>11,611.46</u> |

IFLS Library System
Revenue and Expense Statement
 January through October 2023

#45(23)

| | <u>Jan - Oct 23</u> | <u>Jan - Oct 22</u> |
|---|---------------------|---------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 5100 · Current Year State Aids | 1,499,825.00 | 1,387,411.00 |
| 5200 · Interest Income/General Funds | 78,723.42 | 16,861.34 |
| 5263 · MORE Management Income | 372,084.00 | 360,000.00 |
| 5264 · Catalog/Processing Income | 83,879.95 | 79,885.66 |
| 5277 · Fed Grant Indirect Funds | 0.00 | 19,148.63 |
| 5280 · Technology Income | 1,766.27 | 8,442.61 |
| 5300 · Miscellaneous Income | 761.63 | 161.09 |
| Total Income | <u>2,037,040.27</u> | <u>1,871,910.33</u> |
| Expense | | |
| 6500 · Salaries/Wages & Benefits | 1,096,524.02 | 1,024,233.63 |
| 6580 · Leave Payouts at Retirement | 30,921.64 | 9,755.12 |
| 66900 · Reconciliation Discrepancies | 1.65 | 0.00 |
| 8070 · New Furnishings/Equipment <\$500 | 946.33 | 1,933.19 |
| 8530 · Bank & Direct Deposit Fees | 1.45 | 977.97 |
| 8540 · Annual Audit | 8,740.00 | 7,245.00 |
| 8620 · Collection/Electronic Resources | 29,466.94 | 26,244.66 |
| 8630 · Wis Pub Lib Consortium Membshp | 6,953.00 | 6,586.00 |
| 8670 · Professional Memberships | 2,564.76 | 1,850.34 |
| 8690 · Librarian Workshops - General | 9,043.30 | 4,994.20 |
| 8700 · CE/Collaboration Projects | 303.03 | 0.00 |
| 8714 · Accessibility Audits | 4,384.96 | 5,078.88 |
| 8720 · IFLS Staff Dvlpmt & Prof Mtgs | 15,600.71 | 5,923.81 |
| 8735 · Library Consulting Expenses | 832.00 | 372.00 |
| 8740 · Field Visits | 4,151.68 | 3,815.05 |
| 8741 · Field Visits - Tech Support | 182.17 | 224.68 |
| 8755 · Programming Kits | 237.68 | 377.42 |
| 8812 · ILL Fees & Verification Sources | 7,997.75 | 7,525.68 |
| 8850 · Delivery Service | 276,049.68 | 268,948.67 |
| 8855 · Collection Dev Grant-LEPhillips | 17,250.00 | 11,500.00 |
| 8864 · Wide-Area Network (WAN) | 4,148.00 | 4,864.00 |
| 8890 · IFLS Contrib - MORE Operating | 124,999.00 | 119,965.00 |
| 8898 · LEAN WI/Shared Tech WVLS | 52,177.78 | 0.00 |
| 8950 · Campaign for Wisconsin Libs | 1,800.00 | 1,387.00 |
| 8960 · Long Range Planning Meeting | 272.17 | 0.00 |
| 8971 · Web Development | 1,060.14 | 900.61 |
| 9010 · IFLS Committee Meetings | 909.08 | 1,057.16 |
| 9020 · Professional Materials | 932.87 | 1,055.49 |
| 9030 · Postage | 773.69 | 368.63 |
| 9050 · Telephone | 1,716.47 | 1,982.70 |
| 9060 · Supplies | 4,412.38 | 4,805.37 |

IFLS Library System
Revenue and Expense Statement
 January through October 2023

| | <u>Jan - Oct 23</u> | <u>Jan - Oct 22</u> |
|--|--------------------------|--------------------------|
| 9080 · Marketing & Advocacy PR | 400.27 | 64.27 |
| 9123 · Building Overhead Expenses | 16,125.03 | 14,080.20 |
| 9140 · Photocopier Costs | 7,890.24 | 1,233.99 |
| 9160 · Computers | 8,000.93 | 9,734.84 |
| 9190 · System Vehicle Expenses | 2,048.49 | 2,756.33 |
| 9220 · Insurance | 5,058.79 | 4,122.60 |
| 9240 · Contingency | 333.92 | -631.02 |
| | <u>1,745,212.00</u> | <u>1,555,333.47</u> |
| Total Expense | | |
| Net Ordinary Income | 291,828.27 | 316,576.86 |
| Pass-thru Income/Expense | | |
| Pass-thru Income | | |
| 5474 · LSTA 2022 Income | 35,988.15 | 520,113.74 |
| 5475 · LSTA 2023 Income | 139,683.57 | 0.00 |
| 5670 · MORE Shared System Income | 958,827.00 | 903,400.00 |
| 5702 · Billable Project Income | 146,304.08 | 211,115.70 |
| | <u>1,280,802.80</u> | <u>1,634,629.44</u> |
| Total Pass-thru Income | | |
| Pass-thru Expense | | |
| 8830 · Shared Cataloging Service | 32.20 | 0.00 |
| 8940 · Projects Billable to Libraries | 117,677.92 | 177,853.56 |
| 9500 · MORE Shared Automation Expenses | 909,350.57 | 857,507.59 |
| 9979 · LSTA 2021 Grant Expenses | 0.00 | 143,649.11 |
| 9980 · LSTA 2022 Grant Expenses | 35,974.20 | 258,575.51 |
| 9981 · LSTA 2023 Grant Expenses | 12,325.48 | 0.00 |
| | <u>1,075,360.37</u> | <u>1,437,585.77</u> |
| Total Pass-thru Expense | | |
| Net Pass-thru Income | 205,442.43 | 197,043.67 |
| Net Income | <u><u>497,270.70</u></u> | <u><u>513,620.53</u></u> |

IFLS Library System

Annual Budget vs. Actual Income and Expense

January through October 2023

| | <u>Jan - Oct 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|---------------------|---------------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 5100 · Current Year State Aids | 1,499,825.00 | 1,499,828.00 | -3.00 | 100.0% |
| 5200 · Interest Income/General Funds | 78,723.42 | 8,000.00 | 70,723.42 | 984.04% |
| 5263 · MORE Management Income | 372,084.00 | 446,500.00 | -74,416.00 | 83.33% |
| 5264 · Catalog/Processing Income | 83,879.95 | 83,885.00 | -5.05 | 99.99% |
| 5280 · Technology Income | 1,766.27 | 0.00 | 1,766.27 | 100.0% |
| 5300 · Miscellaneous Income | 761.63 | 6,200.00 | -5,438.37 | 12.28% |
| Total Income | <u>2,037,040.27</u> | <u>2,044,413.00</u> | <u>-7,372.73</u> | <u>99.64%</u> |
| Expense | | | | |
| 6500 · Salaries/Wages & Benefits | 1,096,524.02 | 1,474,884.00 | -378,359.98 | 74.35% |
| 6580 · Leave Payouts at Retirement | 30,921.64 | 36,278.00 | -5,356.36 | 85.24% |
| 66900 · Reconciliation Discrepancies | 1.65 | | | |
| 8070 · New Furnishings/Equipment <\$500 | 946.33 | 2,000.00 | -1,053.67 | 47.32% |
| 8530 · Bank & Direct Deposit Fees | 1.45 | 1,600.00 | -1,598.55 | 0.09% |
| 8540 · Annual Audit | 8,740.00 | 8,000.00 | 740.00 | 109.25% |
| 8620 · Collection/Electronic Resources | 29,466.94 | 48,700.00 | -19,233.06 | 60.51% |
| 8630 · Wis Pub Lib Consortium Membshp | 6,953.00 | 6,953.00 | 0.00 | 100.0% |
| 8670 · Professional Memberships | 2,564.76 | 4,000.00 | -1,435.24 | 64.12% |
| 8690 · Librarian Workshops - General | 9,043.30 | 6,000.00 | 3,043.30 | 150.72% |
| 8700 · CE/Collaboration Projects | 303.03 | 300.00 | 3.03 | 101.01% |
| 8714 · Accessibility Audits | 4,384.96 | 5,000.00 | -615.04 | 87.7% |
| 8716 · Community Engagement Support | 0.00 | 12,000.00 | -12,000.00 | 0.0% |
| 8720 · IFLS Staff Dvlpmt & Prof Mtgs | 15,600.71 | 29,000.00 | -13,399.29 | 53.8% |
| 8735 · Library Consulting Expenses | 832.00 | 1,700.00 | -868.00 | 48.94% |
| 8740 · Field Visits | 4,151.68 | 9,000.00 | -4,848.32 | 46.13% |
| 8741 · Field Visits - Tech Support | 182.17 | 0.00 | 182.17 | 100.0% |
| 8755 · Programming Kits | 237.68 | 700.00 | -462.32 | 33.95% |
| 8812 · ILL Fees & Verification Sources | 7,997.75 | 9,500.00 | -1,502.25 | 84.19% |
| 8850 · Delivery Service | 276,049.68 | 349,908.00 | -73,858.32 | 78.89% |
| 8855 · Collection Dev Grant-LEPhillips | 17,250.00 | 23,000.00 | -5,750.00 | 75.0% |
| 8864 · Wide-Area Network (WAN) | 4,148.00 | 3,432.00 | 716.00 | 120.86% |
| 8890 · IFLS Contrib - MORE Operating | 124,999.00 | 125,000.00 | -1.00 | 100.0% |
| 8898 · LEAN WI/Shared Tech WVLS | 52,177.78 | 58,050.00 | -5,872.22 | 89.88% |
| 8950 · Campaign for Wisconsin Libs | 1,800.00 | 1,450.00 | 350.00 | 124.14% |
| 8960 · Long Range Planning Meeting | 272.17 | 500.00 | -227.83 | 54.43% |
| 8971 · Web Development | 1,060.14 | 1,100.00 | -39.86 | 96.38% |
| 9010 · IFLS Committee Meetings | 909.08 | 1,800.00 | -890.92 | 50.5% |
| 9020 · Professional Materials | 932.87 | 1,500.00 | -567.13 | 62.19% |
| 9030 · Postage | 773.69 | 850.00 | -76.31 | 91.02% |
| 9050 · Telephone | 1,716.47 | 3,960.00 | -2,243.53 | 43.35% |
| 9060 · Supplies | 4,412.38 | 6,400.00 | -1,987.62 | 68.94% |

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

| | <u>Jan - Oct 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------------|-----------------------|--------------------|
| 9080 · Marketing & Advocacy PR | 400.27 | 2,000.00 | -1,599.73 | 20.01% |
| 9123 · Building Overhead Expenses | 16,125.03 | 24,930.00 | -8,804.97 | 64.68% |
| 9140 · Photocopier Costs | 7,890.24 | 8,180.00 | -289.76 | 96.46% |
| 9160 · Computers | 8,000.93 | 6,900.00 | 1,100.93 | 115.96% |
| 9190 · System Vehicle Expenses | 2,048.49 | 3,700.00 | -1,651.51 | 55.37% |
| 9220 · Insurance | 5,058.79 | 6,226.00 | -1,167.21 | 81.25% |
| 9240 · Contingency | 333.92 | -500.00 | 833.92 | -66.78% |
| 9245 · Capital Expenditures | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| Total Expense | <u>1,745,212.00</u> | <u>2,304,001.00</u> | <u>-558,789.00</u> | <u>75.75%</u> |
| Net Ordinary Income | 291,828.27 | -259,588.00 | 551,416.27 | |
| Pass-thru Income/Expense | | | | |
| Pass-thru Income | | | | |
| 5474 · LSTA 2022 Income | 35,988.15 | | | |
| 5475 · LSTA 2023 Income | 139,683.57 | | | |
| 5670 · MORE Shared System Income | 958,827.00 | 940,629.00 | 18,198.00 | 101.94% |
| 5702 · Billable Project Income | 146,304.08 | 150,000.00 | -3,695.92 | 97.54% |
| Total Pass-thru Income | <u>1,280,802.80</u> | <u>1,090,629.00</u> | <u>190,173.80</u> | <u>117.44%</u> |
| Pass-thru Expense | | | | |
| 8830 · Shared Cataloging Service | 32.20 | | | |
| 8940 · Projects Billable to Libraries | 117,677.92 | 150,000.00 | -32,322.08 | 78.45% |
| 9500 · MORE Shared Automation Expenses | 909,350.57 | 1,005,729.00 | -96,378.43 | 90.42% |
| 9980 · LSTA 2022 Grant Expenses | 35,974.20 | | | |
| 9981 · LSTA 2023 Grant Expenses | 12,325.48 | | | |
| Total Pass-thru Expense | <u>1,075,360.37</u> | <u>1,155,729.00</u> | <u>-80,368.63</u> | <u>93.05%</u> |
| Net Pass-thru Income | <u>205,442.43</u> | <u>-65,100.00</u> | <u>270,542.43</u> | |
| Net Income | <u>497,270.70</u> | <u>-324,688.00</u> | <u>821,958.70</u> | |

IFLS Library System
Balance Sheet
As of October 31, 2023

| | <u>IFLS</u> | <u>MORE</u> | <u>2023 TOTAL</u> | <u>2022 TOTAL</u> |
|--|---------------------|-------------------|---------------------|---------------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 1010 · Bank Mutual - Ecomm Checking | 22,826.09 | | 22,826.09 | 27,280.35 |
| 1040 · Bank Mutual - Checking | 62,793.04 | | 62,793.04 | 45,117.57 |
| 1050/1106 · Investments/Bank Mutual & States PIF | 1,069,829.45 | 353,985.43 | 1,423,814.88 | 1,517,543.84 |
| Total Checking/Savings & Investments | 1,155,448.58 | 353,985.43 | 1,509,434.01 | 1,589,941.76 |
| Accounts Receivable | | | | |
| 1200 · Accounts Receivable | 8,961.77 | | 8,961.77 | 27,244.68 |
| Total Accounts Receivable | 8,961.77 | 0.00 | 8,961.77 | 27,244.68 |
| Other Current Assets | | | | |
| 1110 · Petty Cash Funds | 75.00 | | 75.00 | 75.00 |
| 1150 · Prepaid Insurance | 2,028.58 | | 2,028.58 | 2,485.53 |
| 1499 · Undeposited Funds | 2,217.48 | | 2,217.48 | 4,946.48 |
| 1508/1509 · 2023-2024 Prepaid Expenses | 35,468.78 | 0.00 | 35,468.78 | 2,642.00 |
| Total Other Current Assets | 39,789.84 | 0.00 | 39,789.84 | 10,149.01 |
| TOTAL ASSETS | 1,204,200.19 | 353,985.43 | 1,558,185.62 | 1,627,335.45 |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| 2000 · Accounts Payable | 36,810.43 | | 36,810.43 | 44,656.60 |
| 2011 · Credit Card - Associated | 0.00 | | 0.00 | 4,144.01 |
| Total Accounts Payable | 36,810.43 | 0.00 | 36,810.43 | 48,800.61 |
| Other Current Liabilities | | | | |
| 2100 · Payroll Liabilities | 8,958.74 | | 8,958.74 | 1,284.54 |
| 2117 · Direct Deposit Liabilities | -24,127.67 | | -24,127.67 | 0.00 |
| 2201 · Accrued Payroll | 0.00 | | 0.00 | |
| 2900 · Unavailable Revenue | 0.00 | | 0.00 | |
| Total Other Current Liabilities | -15,168.93 | 0.00 | -15,168.93 | 1,284.54 |
| Total Current Liabilities | 21,641.50 | 0.00 | 21,641.50 | 50,085.15 |
| Total Liabilities | 21,641.50 | 0.00 | 21,641.50 | 50,085.15 |
| Equity | | | | |
| 3000 · Equity/Reserves & Committed (Beginning of Year) | 674,077.47 | 289,100.00 | 963,177.47 | 1,063,629.77 |
| 3000 · Equity/Uncommitted Funds (Beginning of Year) | 20,000.00 | 56,095.95 | 76,095.95 | |
| Current Year Income Less Expense | 488,481.22 | 8,789.48 | 497,270.70 | 513,620.53 |
| Total Equity (End of Year) | 1,182,558.69 | 353,985.43 | 1,536,544.12 | 1,577,250.30 |
| TOTAL LIABILITIES & EQUITY | 1,204,200.19 | 353,985.43 | 1,558,185.62 | 1,627,335.45 |

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

| | <u>Jan -Oct '23</u> | <u>Jan - Oct '22</u> |
|---|---------------------|----------------------|
| MORE Income/Expense | | |
| MORE Income | | |
| 5670 · MORE Shared System Income | | |
| 5670-1 · MORE Start-up Income | | 0.00 |
| 5670-2 · MORE Operating Income | 940,627.00 | 903,400.00 |
| Total MORE Income | <u>940,627.00</u> | <u>903,400.00</u> |
| MORE Expense | | |
| 9500 · MORE Shared Automation Expenses | | |
| 9500-11 · MORE/IFLS Management Charges | 372,084.00 | 360,000.00 |
| 9500-12 · MORE/III Annual Maintenance | 153,572.50 | 145,220.32 |
| 9500-21 · MORE/Training Mtg Expenses | -33.71 | 0.00 |
| 9500-23 · MORE/System Upgrades/Software | 0.00 | 0.00 |
| 9500-19 · MORE/Contingency | 5,219.00 | 3,065.00 |
| 9500-22 · MORE/High-demand Hold Project | 9,138.86 | 9,723.30 |
| 9500-25 · MORE/Subscps/Lib Elf, Novelist , Covers | 10,799.16 | 12,306.38 |
| 9500-24 · MORE/Conferences | 6,610.95 | 1,551.46 |
| 9500-31 · MORE/New Products/ | 6,600.00 | 0.00 |
| 9500-44 · MORE/Decision Center | 34,444.85 | 33,120.05 |
| 9500-32 · MORE/Mgmt Team Training | 873.71 | 0.00 |
| 9500-38 · MORE/Systemwide OCLC | 63,028.94 | 33,724.78 |
| 9500-4 · MORE/New Participant Expenses | 707.57 | 852.52 |
| 9500-40 · MORE/Overdrive Content | 43,445.48 | 30,493.99 |
| 9500-45 · MORE/Freading eBook Svc | 0.00 | 6,663.00 |
| 9500-46 · MORE/Electronic Periodicals | 7,355.00 | 17,628.23 |
| 9500-48 · MORE/i-Tiva Telephony Subscription | 11,460.35 | 11,019.57 |
| 9500-50 · MORE Discovery/Online Catalog | 49,937.11 | 48,237.25 |
| 9500-51 · MORE Discovery/BiblioApps | 12,588.73 | 12,256.98 |
| 9500-53 · MORE/Database Quality Control | 0.00 | 0.00 |
| 9500-5 · MORE/Publicity | 3,837.64 | 4,028.98 |
| 9500-6 · MORE/Database Cleanup/Maint | 5,220.89 | 5,305.78 |
| 9500-8 · MORE/Host Site Costs | 3,500.00 | 0.00 |
| 9500-41 · MORE/E-Content | 129,774.00 | 122,310.00 |
| Total 9500 · MORE Shared Automation Expenses | <u>930,165.03</u> | <u>857,507.59</u> |
| Total MORE Expense | <u>930,165.03</u> | <u>857,507.59</u> |
| Year-to-date MORE Income less Expense | <u>8,789.48</u> | <u>45,892.41</u> |
| Plus 12/31/22 MORE Uncommitted Fund Balance | 56,095.95 | |
| Plus 12/31/22 MORE Reserve/Committed Balance | <u>289,100.00</u> | |
| MORE Fund Balance | <u>353,985.43</u> | |

My Online Resource (MORE)
Balance Sheet
As of October 31, 2023

| | MORE |
|---|----------------------|
| ASSETS | |
| Current Assets | |
| 1105 · Investment Funds - MORE | \$ 353,985.43 |
| 1200-1 · Accts Receivable-MORE | - |
| 1508-1 · 2023 Prepaid Expense-MORE | - |
| | - |
| TOTAL ASSETS | \$ 353,985.43 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| 2000-1 · Accounts Payable-MORE | - |
| | - |
| Total Liabilities | - |
| Equity | |
| MORE Reserved Fund Balance on 1/1/2023 | 224,000.00 |
| MORE Committed Fund Balance on 1/1/2023 | 65,100.00 |
| MORE Uncommitted Fund Balance on 1/1/2023 | 56,095.95 |
| Current Year Income less Expense | 8,789.48 |
| Total Equity/MORE Fund Balance | 353,985.43 |
| TOTAL LIABILITIES & EQUITY | \$ 353,985.43 |

IFLS Board of Trustees
Director's Report
November 15, 2023

Monthly Activities

New Director—Anne Miller is the new director at the Osceola Library

SRLAAW/WLA Fall Conference—I attended a variety of sessions, talked with various vendors, and networked with colleagues.

Tuesday October 24th

- Attended the System Director and Resource Librarians Association meeting
- Meet with System Directors and Division Staff
- Opening Reception with Vendors – Networked with colleagues

Wednesday October 25th

Sessions

- Opening Keynote – Building Civility One Relationship at a Time
- Not Only the Young: Creative Play and Problem-Solving for Libraries
- Your Strategic Plan Needs a Plan
- Considering a Renovation or a New Building (Lake Geneva)

Thursday October 26th

Sessions

- Wisconsin Library Compensation
- All Aboard! Developing High-Impact Onboarding Practices to Promote Employee Retention

Presentation

- **Time to Dream: Assessing Library Space and Service Needs**

Description --- Based on the chapter entitled “Time to Dream: Assessing library space and service needs” from his recently released guidebook, *WHAT THE \$@!! AM I GETTING MYSELF INTO?*, Thompson will walk you through the process of assessing your public library. He will focus on the various steps in the process including assessing your current and future spaces and services, looking at library and community needs and trends, projecting the estimated size of the future building, and other tips for laying the foundation for a successful project.

Friday October 27th

- Morning discussions/meetings with colleagues

Consulting—Building and Space Planning, Budget/Fiscal Administration, Director Hiring, Conference Attendance, County funding, Personnel/Benefits, Library Law.

Agenda Items

XI. * Nominations Committee for 2024 Election of Executive Committee --- This group would put forth a possible slate of candidates for 2024 officers.

John Thompson (November 6, 2023)

IT Director Report

IFLS Board of Trustees, November 2023

Kris Schwartz, IT Director

Core network upgrade to 10Gbps (10G)

Over the last couple of years our core network infrastructure has been growing and using more bandwidth as we grow. The addition of the Wisconsin Library Systems shared backup, the planned completion of the Northern Waters Library Service full network migration in the coming weeks and libraries just using more bandwidth has pushed the bandwidth limits of our 1G core network to a threshold that required an upgrade to 10G, which has become an industry standard for core networking, to stay ahead of future expansion and need. I have been planning and working on upgrading that core infrastructure for the past several months and completed the full migration of our core Hyper-V host cluster servers to 10G switches which completes a pivotal objective for full network migration to 10G. This upgrade should provide us with enough bandwidth for any future expansions and increased data bandwidth demand for our shared LEANWI network.

Library migrations to the new TEACH Network Services

Earlier this year TEACH renewed the Badgernet contract with AT&T for the 2024-2030 contract period. As part of the contract AT&T is requiring some internal changes to their MPLS network to try to provide a more redundant service for the libraries and schools in Wisconsin. The name of the service is also being changed from Badgernet to TEACH Network Services. Part of the new contract requires a migration for all TEACH Network Services libraries to a new network architecture being managed by a new contractor for AT&T. Each library is getting new equipment installed and most are having the last mile carrier changed depending on the library's location and what providers are available. Each of these migrations require a library staff person onsite and a library system IT network staff on a call while the physical migration is taking place so connection and bandwidth testing can be completed after the migration or to help troubleshoot any problems with the migration. There is a very short timeline for these migrations as they must be completed by AT&T by January 31st, 2024, and they are scheduled on short notice as the circuits are setup by the last mile carriers so the next few months will be fairly hectic as these migrations are thrown in the mix of other projects.

Board Report for Communications and Advocacy

November 2023 IFLS Board of Trustees meeting
from Rebecca Kilde

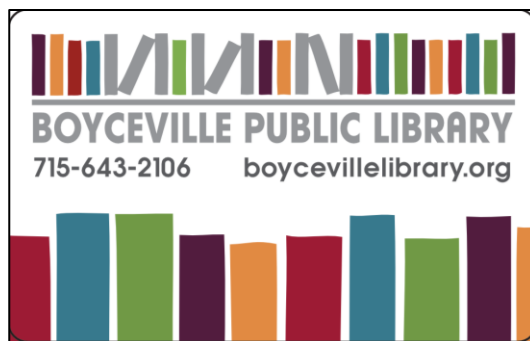
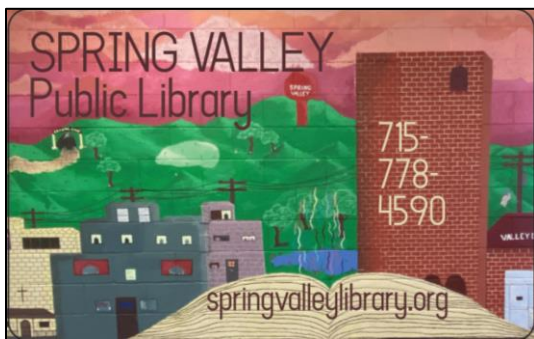
Bulk library card order

I'm in the middle of my biggest direct-to-library service right now: the bulk library card order. Because the price of library cards goes down based on quantity, this IFLS service saves libraries money. Centralized ordering also saves busy library staff a lot of time.

This year I've designed Hawkins' first library card, getting them ready to join MORE next summer.

Twenty-two libraries are ordering cards this year. That requires finding or creating archived card designs and making sure that the bar codes are all in order—a straightforward task if the library orders cards regularly. It gets a little tricky if it's been decades since their last order, or if the library has ordered outside of the bulk order.

Library cards are just one of the many ways that libraries express their unique personalities. I designed a card for Spring Valley using their new mural! Boyceville has refreshed their logo, and I designed an updated card for them. Library cards are like little pocket promotions that remind people that their library card is one of the most useful and fun cards in their wallet!



Updating the website is an ongoing task!

Creating a website isn't a one-and-done proposition. Each month I work with IFLS library staff to update pages and articles or create new ones. This ensures that our website contains useful and timely information to support library staff.

Watch for the new Collection Development page coming soon!

WLA Conference

I appreciate IFLS's commitment to developing staff capacity! Thank you for the opportunity to go to the Wisconsin Library Association's annual conference. I always come away with renewed insights and ideas to improve my service to libraries. It's also a great opportunity to talk with my cohorts from other systems.

New logo for Roberts

I designed a new logo for the Hazel Mackin Community Library in Roberts. They're not quite ready to launch yet but watch for their updated brand online.

Resource Sharing and Collection Consultant's Report

Cecelia Cole, November 2023 - IFLS Board of Trustees

Project Highlights:

- **The Art of Conflict Transformation Workshops:** In collaboration with Leah Langby and Katelyn Noack, I helped facilitate a practice session for library staff in November as a follow-up to the original Art of Conflict Transformation Workshops organized by Leah in September. The original workshops were presented by Kathy Germann, a consultant with expertise in managing conflict, and were offered to all IFLS library staff. Leah, Katelyn, and I had the opportunity to meet with Kathy after the original workshops to consult with her on the follow-up practice sessions we would be facilitating. This was very helpful in planning the sessions and developing accompanying materials to guide library staff through specific conflict role-plays. The follow-up sessions enabled staff to put what they learned in the workshop to practice by focusing on needs-based conversations and developing win-win solutions by participating in role-play scenarios.
- **E-Materials Selection and Funding Contributions:** Near the end of the calendar year, some libraries choose to voluntarily contribute to the IFLS OverDrive Advantage fund, which is used to purchase e-materials for Wisconsin's Digital Library and are specifically reserved for IFLS patrons. In addition to the funds already allocated to materials selection for the IFLS OverDrive Advantage Collection, these contributions are used to purchase additional copies of popular ebook and e-audiobook titles, thereby further alleviating the number of holds and wait times for IFLS patrons. So far this year, several libraries have already contributed to the fund, and I anticipate a few more to follow suit before the end of 2023. The contributions are a welcomed addition to existing funds and help broaden the array of titles and copies I select for the digital collection.

Consultations:

- **IFLS WISCAT/Interlibrary Loan Workflow Procedures:** WI Dept Public Instruction, September 2023
- **WISCAT Account Setup & Statistics:** Chippewa Falls PL, October 2023
- **Diversity & Inclusion Materials, Programming, & Resources:** Altoona PL, October 2023
- **WISCAT Training Refresher:** Ogema PL, October 2023

Library Visits:

- **New Richmond PL:** WISCAT/ILL Training, November 2023
- **Centuria PL:** WISCAT/ILL Training, November 2023

Committee Meetings:

- **WLA Intellectual Freedom Special Interest Group:** September 2023
- **WPLC Selection Committee:** October 2023
- **ILL Coordinators Meeting:** November 2023

Professional Development:

- **Course:** *How to Build and Defend Inclusive Collections* – Library Journal Professional Development (three week course), October-November 2023
- **Webinar:** *Introducing the Revised Interlibrary Loan Code for the United States with Explanatory Text* – ALA RUSA STARS Codes, Guidelines, and Technical Standards Committee, November 2023

Public Services Consultant Report

Katelyn Noack

I. Consulting

Amery approved their new strategic plan in September.

Met with Plum City to discuss budgets, benefits, and policies.

Met with Somerset to work on breaking down their strategic planning goals. We developed a few action steps, a timeline, and a data tracker for them to move forward.

II. Collaborations/Adult Services

Attended the Transforming Conflict workshop put on by Leah; worked with Leah and Cecelia to facilitate follow-up workshops, offered on Nov. 3 and 9, for participants to practice their new skills. Four libraries (Altoona, Hammond, Menomonie, and New Richmond) have a staff member participating in the WiLS Data Classroom. The course began in Oct. and will conclude in April. Participants will be sharing projects and what they learned with IFLS at the conclusion of the course.

III. Committee Meetings

ALA Physical Delivery Interest Group Meeting

Library Workforce Connection

MORE (Executive Committee)

Wisconsin Public Library Consortium Board Meeting (and WPLC Visioning Session)

System Director Meeting

IV. Delivery

Still working with SCLS to begin the pilot pivot point location. We will be meeting regularly to work out final details.

The biannual delivery study was conducted the first week of Nov. to get a snapshot of the materials moving through our system and any reoccurring issues that may be happening. This data is entered into a statewide delivery study spreadsheet to try and compare volume counts with the other 15 systems. The data collection is part of the statewide delivery working group which is searching for courier efficiencies.

Overall, there were only a few hiccups these past two months, mostly related to staffing at the terminal and no problems lasted longer than a day.

V. Other Tidbits

Attended the IFLS Directors Retreat put on by Leah. It was a great time to talk with our directors and I heard nothing but great feedback about the retreat.

Revamped the [Library Administration Timeline](#) webpage to fit preferred format and added/updated some embedded links.

Attended the WLA Conference in Middleton! It was great to connect with our libraries and others from around the state and I came back with some new ideas for project organization and personnel improvements.

MORE Administrator's Report

Lori Roholt

November 2023 – IFLS Board of Trustees

New MORE Member Library

Library Services and Technology Act (LSTA) grant funding has been approved for Hawkins Area Library to join MORE. We'll plan for Hawkins to go live on MORE as early as July 2024, which involves adding the library's collection to the shared MORE database, training staff on MORE policies and procedures, and shoring up patron registration, all tasks managed by MORE Project Manager Kathy Setter, who has been involved with adding all of MORE's new member libraries throughout the consortium's nearly 25-year history. Hawkins Area Library is the last IFLS-member public library to join MORE, pending timeline approval from MORE Directors Council and the IFLS board.

Statewide Cooperative Cataloging Project

A group of ILS and technical services staff around the state, including IFLS staff, are collaborating on a grant-funded project to improve access to library materials for patrons. The group hopes to establish best practices for cataloging in a shared environment and explore improving access through more usable and accurate descriptive metadata. To this end, the group has formed a statewide bibliographic standards committee made up of professional-level catalogers around the state, with involvement from IFLS and L.E. Phillips Memorial Public Library (Eau Claire) cataloging staff.

Looking ahead:

In the next few months, in addition to adding Hawkins Area Library to MORE, the consortium will be:

- Electing officers for 2024. Each year, MORE Directors Council elects a chair, vice-chair, secretary, and director-at-large per the [MORE Bylaws](#).
- Completing annual reports for 2023. Libraries' reports are pre-filled with collection, circulation, and other data compiled by IFLS staff.