MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, January 22nd, 2018

8:15 A.M.—NOTE TIME

This meeting will be conducted in the
Milwaukee County Federated Library System
709 N. 8th St.
Milwaukee, WI 53233

AGENDA

1. Call to Order

2. Adoption of Agenda

Executive Session
3. MCFLS Director Recruitment

    a. Motion to Move into Executive Session

    b. In Executive Session. Pursuant to Wisconsin Statutes 19.85(1)(c) " Employment, promotion, compensation or performance evaluation data of any public employee over which the governing body has jurisdiction or exercises responsibility."

    c. Motion to Move Out of Executive Session.

    d. Report Out of Executive Session.

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aides.

4.   Approval of Minutes for the November 27, 2017 MCFLS Board of Trustees Meeting

                                                      Action   Attachment A   **Page 3**

5.   Public Comment

6.   Report of the December 7th and January 4th (distributed at meeting)
         Library Directors Advisory Council Meetings

                                                      Action   Attachment B   **Page 6**

Administrative Reports Requiring Action

7.   November 2017 and December 2017 (distributed at meeting) Financial Reports

                                                      Action   Attachment C   **Page 8**

8.   MCFLS Board 2018 Election of Officers and Committee Appointments

                                                                       Attachment D   **Page 10**

Administrative Informational Items

9.   Thank You Letter from Bruce Gay

10.   Letter from State Superintendent Evers Approving the MCFLS 2018 Annual System
Plan and Confirming Transmittal of the First of Two System Aid Payments for Calendar
Year 2018.

                                                                       Attachment E   **Page 11**

11.   2018 Wisconsin Public Library System Aid — Anticipated

                                                                       Attachment F   **Page 12**

12.   PLSR Update and Revised Timeline

                                                                       Attachment G   **Page 13**

13.   Library Legislative Day—Tuesday, February 20, 2018.
Register at: http://wla.wisconsinlibraries.org/legislative/legislative-day

Next Meeting Date: (proposed) 9 a.m. February 19th, 2018.

Adjournment

Milwaukee County Federated Library System
Board of Trustees

Regular Monthly Meeting held Monday, November 27, 2017
At the MCFLS Administrative Office
709 North Eighth Street
Milwaukee, WI 53233

ROLL CALL

Present: Paul Ziehler, President
               Nik Kovac, Treasurer
               Paula Penebaker, Vice President
               Kurt Glaisner, Trustee
               Martin Lexmond, Trustee
               David L. Sartori, Trustee

Staff: Bruce Gay, Director
               Steve Heser, Library Systems Administrator
               Judy Kaniasty, Business Manager

Others: Sheila O'Brien, LDAC Chair and Greenfield Public Library
               Paula Kiely, Milwaukee Public Library
               Dawn Lauber, Milwaukee Public Library
               Pat Laughlin, Hales Corners Public Library
               Jill Lininger, Milwaukee Public Library
               Judy Pinger, Milwaukee Public Library
               Janice Sciano, Hales Corners Library

CALL TO ORDER. President Ziehler called the regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees to order at 9:07 a.m. President Ziehler reminded the Board of the farewell reception following the meeting to thank Director Gay for his service with MCFLS.

ADOPTION OF AGENDA. President Ziehler referred to the agenda. Trustee Sartori moved and Trustee Lexmond seconded a motion to adopt the agenda as distributed. Unanimously approved.

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the Monday, October 30, 2017 meeting which are shown as Attachment A of the agenda packet. Trustee Glaisner noted a correction to Page 2, under the Lease Agreement discussion, that he did not move the motion to approve the lease extension as he was the vote against it; Treasurer Kovac moved the motion. Trustee Glaisner moved and Vice President Penebaker seconded a motion to approve the minutes as modified. Unanimously approved.

PUBLIC COMMENT. None.

LIBRARY DIRECTORS ADVISORY COUNCIL. President Ziehler asked LDAC Chair Sheila O'Brien to review her report of the November 2, 2017 meeting, which is shown as Attachment B of the agenda packet. Sheila O'Brien reviewed her report and responded to questions from the MCFLS Board of Trustees. President Ziehler thanked Sheila O'Brien for her service as LDAC Chair in 2017. Trustee Glaisner moved and Trustee Lexmond seconded a motion to accept the report and place it on file. Unanimously approved.

ADMINISTRATIVE REPORTS REQUIRING ACTION.

October 2017 Financial Report. President Ziehler referred to the October 2017 financial report, which is shown as Attachment C of the agenda packet. Director Gay commented on line items that are looking to be unspent and many are pass-through expenses and revenues from member libraries. Line 23—LSTA Technology Grant funds were released in September and they have since been spent so next month the report will reflect that. Line 53 was for software analysis software and the LDAC is looking at Collection HQ further in December. Vice President Penebaker moved and Trustee Glaisner seconded a motion to approve the October 2017 financial report as presented. Unanimously approved.

Meeting Room Furniture Request. President Ziehler referred to the meeting room furniture request, which is shown as Attachment D of the agenda packet. Director Gay reviewed the request. Discussion ensued concerning this request. Vice President Penebaker moved and Trustee Lexmond seconded a motion to move forward with allowing staff to look at acceptable replacement furniture and to come back to the MCFLS Board for final approval before purchase. Unanimously approved.

2018 Proposed MCFLS Budget. President Ziehler referred to the 2018 proposed MCFLS Budget. Director Gay reviewed the proposed 2018 MCFLS budget, which is shown as Attachment E of the agenda packet. Trustee Sartori moved and Trustee Glaisner seconded a motion to approve the 2018 budget as presented. Unanimously approved.

2018 Interlibrary Loan Services Contract between the Milwaukee County Federated Library System and the Milwaukee Public Library. President Ziehler referred to the 2018 ILS Contract, which is shown as Attachment F of the agenda packet. Director Gay stated that there is a statutory requirement to move items between library Systems and the rest of the world and this agreement with MPL is long-standing; MCFLS pays for half of the cost of 1.5 FTE MPL employees and the State pays the other half. The cost of this contract has remained the same for the past couple of years. Trustee Glaisner questioned how many items move in and out of MPL and it was noted that this information will be shared with the MCFLS Board at its next meeting. Trustee Glaisner moved and Vice President Ziehler seconded a motion to enter into this agreement for 2018. Unanimously approved.

MCFLS Board of Trustees 2018 Proposed Meeting Dates. President Ziehler referred to the proposed 2018 MCFLS Board meeting dates, shown as Attachment G of the agenda packet. It was noted that both Treasurer Kovac and Trustee Sartori do experience date conflicts pretty regularly. Trustee Glaisner questioned how often the Board really needs to meet and Director Gay responded that the State requires at least 6 times a year; President Ziehler noted he would prefer to continue meeting monthly so issues are addressed in a timely manner. It was agreed that a poll would be sent to the Board to see what times and days of the week/month work to see if there is a better time that would work for the monthly MCFLS Board meetings, but until then this proposed scheduled would be used.

General Records Schedule. President Ziehler referred to the General Records Schedule, which is shown as Attachment H of the agenda packet. Director Gay reported that the State Department of Public Instruction developed this schedule and recommends libraries approve them. Director Gay noted that Business Manager Judy Kaniasty is the records retention custodian for MCFLS and she has been using the previous schedules. Trustee Glaisner moved and Trustee Lexmond seconded a motion to approve the new General Records Schedule as recommended. Unanimously approved.

Director's Report. Director Gay reviewed his report, which is shown as Attachment J of the agenda packet noting that much of the prep work for the member library annual reports is done which is a time sensitive task undertaken the first two weeks of the New Year.

President Ziehler asked if there was any update on the PLSR process and Director Gay responded that the workgroups are working on their models. Milwaukee Director Paula Kiely added that there are still a number of unanswered questions and concerns and the Steering Committee will be meeting with the State Superintendent and then implementation will take a whole new group of people; Paula will be making a presentation to the MPL Board of Trustees and Paul Ziehler asked that a summary of that be shared with the MCFLS Board and Paula agreed to do that. Trustee Sartori moved and Trustee Glaisner seconded a motion to accept the report and place it on file. Unanimously approved.

Resolution for Bruce Gay, MCFLS Director. President Ziehler referred to Attachment I of the agenda packet which is a commendation for Director Gay's time with MCFLS and noted that a lot was accomplished in a short time. President Ziehler read the resolution. Director Gay thanked the MCFLS Board for allowing him the opportunity to serve as Director since August, 2014. President Ziehler reported that interviews for the next MCFLS Director will be held on Wednesday, December 6th.

ADMINISTRATIVE INFORMATIONAL ITEMS

EXECUTIVE SESSION – MCFLS Director Recruitment

Motion to Move Into Executive Session. Trustee Sartori moved and Vice President Penebaker seconded motion to move into Closed Session. The motion passed on an unanimous affirmative roll call vote.

In Executive Session. Pursuant to Wisconsin Statutes 19.85(1)(c) "Employment, promotion, compensation or performance evaluation data of any public employee over which the governing body has jurisdiction or exercises responsibility."

Motion to Move Out of Executive Session. Treasurer Kovac moved and Vice President Penebaker seconded a motion to move out of Closed Session.

Report Out of Executive Session. None.

NEXT MEETING. Proposed for 9 a.m. on January 8, 2018 in the MCFLS Administrative Offices Meeting Room.

ADJOURMENT. With no further business to be addressed, the meeting was adjourned at 10:20 a.m.

Minutes (11/27/17)
Attachment A (01/22/18)
Page 3 of 3

Greenfield
Public Library

5310 W. Layton Avenue
Greenfield, WI 53220-4011
(414) 321-9595
www.GreenfieldLibrary.org

To: MCFLS Board of Trustees
From: Sheila O'Brien, Director,
Greenfield Public Library
Date: December 7, 2017
Re: Summary of LDAC Meeting, December 7, 2017
Location: Mitchell Street Branch of MPL

SUMMARY

Mitchell Street Branch Tour: LDAC directors were treated to a tour of the wonderful new Mitchell Street branch of MPL, recently opened to replace the Forest Home branch.

CollectionHQ demonstration: Several MPL staff visited with LDAC to share their experiences and impressions about the CollectionHQ online collection analysis software subscription. The software enables staff to base their decisions upon actual use data. MPL staff familiar with the product reported that the software was quick and easy to use for staff, and the processes of weeding and subject analysis were made significantly more efficient and timely. Directors expressed an interest in the software, and it was agreed that MCFLS staff will prepare some pricing and funding distribution options.

2018 MCFLS Budget: Steve Heser presented the 2018 MCFLS budget-- recently approved by the MCFLS board--for informational purposes. A number of changes from the 2017 budget were discussed and clarified.

Driver License Field in Patron Records: In November, MCFLS staff informed LDAC that due to some recent database security concerns, DPI is recommending that driver license and state ID information be deleted from the patron records in our Sierra database. Upon the request of the MPL representatives, LDAC directors agreed to table the matter until further information can be gathered and consultation completed.

Annual Report preview with summary of MCFLS-pre-filled data: Mr. Heser presented information on the upcoming state annual report process and timeline.

Bed Bugs--Checklist & Procedures: The amended procedures and checklist documents were reviewed. After discussion, it was concluded that libraries are now taking quite a bit of extra time to inspect incoming items.

Page 1 of 2

2018 Library Legislative Day: Mr. Heser announced that the 2018 statewide Library Legislative Day would take place on February 20, 2018 at the Madison Concourse Hotel. He stated that past involvement in this event had been helpful to the library community in several respects, including the increased state funding that will be received in 2018 and 2019. By the show of hands, it appears that a good number of directors and MCFLS staff plan to attend.

Annual MCFLS Regional Salary Survey Discussion: Pat Laughlin of Hales Corners and Rachel Collins of Shorewood, proposed that MCFLS begin to administer an annual regional salary survey to assist directors in collection of this information for their boards' information. After discussion, it was agreed to revisit the proposal once a new MCFLS director is onboard.

Changing the LIB of REG field for all patron re-registrations starting January 1, 2018: Mr. Heser would like to move forward on this database-wide update, and recommended that directors review the process with staff before January 1 to make sure they are following the correct procedure.

Raising the Holds Limit to 30: comparison of holds cleared (July and October 2017): Mr. Heser presented a report comparing the number of unclaimed and cancelled holds in July before the holds limits were expanded with the number in October. The total number of unclaimed/cancelled holds increased from 8,240 in July to 9,658 in October (17% increase).

Milwaukee Public Library computer and print management RFP results: Judy Pinger of MPL, reported that the RFP's had been received, and the vendors for public computer management and print management had been selected. At the request of several other library directors, MPL had communicated with the new vendors the interest of the other libraries in adopting the same software products at their libraries for uniformity sake.

Additional Business: Mr. Heser presented information about a European product called Princh that manages public printing in libraries and from remote locations. He also reviewed the possible addition of a specified "non-binary" category in the gender field of the patron registration form. Mr. Heser also mentioned a problem that had occurred with Teleforms this week that temporarily prevented some automated phone notifications from being placed. [The problem was quickly resolved Thursday afternoon.]

M.C.F.L.S.
Financial Report
For the Eleven Months Ending November 30, 2017

		Annual Budget		Year to Date		%		Balance		%
1										
2										
3	**General Revenues**									
4	State Aid Revenue	$	2,677,006	$	2,677,006	(100.00)	$	-		0.00
5	Milwaukee County Allocation	$	66,650	$	66,650	(100.00)	$	-		0.00
6	West Milwaukee Contract -Other	$	46,497	$	46,497	(100.00)	$	-		0.00
7	Interest on Invested Funds	$	7,000	$	3,113	(44.47)	$	3,887		(55.53)
8	Member Forms/Supplies Revenue	$	25,000	$	17,502	(70.01)	$	7,498		(29.99)
9	Member Postage Revenue	$	30,000	$	26,993	(89.98)	$	3,007		(10.02)
10	Member OCLC Revenue	$	116,973	$	116,973	(100.00)	$	-		0.00
11	Member Telecomm. Revenue	$	16,800	$	16,800	(100.00)	$	-		0.00
12	Member III Softwre Maint-Basic	$	193,355	$	193,355	(100.00)	$	-		0.00
13	Member III Softwre Maint-Other	$	39,815	$	39,815	(100.00)	$	-		0.00
14	Member Tech. Assist.-Time Rev.	$	15,000	$	10,951	(73.01)	$	4,049		(26.99)
15	Member Special Projects Revenu	$	80,000	$	55,670	(69.59)	$	24,330		(30.41)
16	Member Cataloging Contract Rev	$	143,314	$	143,313	(100.00)	$	1		(0.00)
17	Member Database Revenue	$	89,456	$	88,549	(98.99)	$	907		(1.01)
18	Member Catalog Enhancement Rev	$	24,040	$	24,734	(102.89)	$	(694)		2.89
19	Member Ecommerce Transaction	$	9,000	$	8,856	(98.40)	$	144		(1.60)
20	TNS Calls/Notices Revenue	$	5,600	$	5,447	(97.27)	$	153		(2.73)
21	Carryover Revenue	$	51,089	$	51,089	(100.00)	$	-		0.00
22	Staff Benefits/Co-Pay Revenue	$	31,225	$	28,829	(92.33)	$	2,396		(7.67)
23	LSTA Grant/Technology Revenue	$	37,080	$	37,080	(100.00)	$	-		0.00
24	TNS E-Rate Rebate Revenue	$	2,031	$	2,031	(100.00)	$	-		0.00
25	Member Digital Content Rev	$	165,342	$	165,342	(100.00)	$	-		0.00
26	**Total General Revenues**	$	3,872,273	$	3,826,595	(98.82)	$	45,678		(1.18)
27										
28	**Special Revenues**									
29	W. Milwaukee Borrowing Revene	$	58,101	$	57,950	(99.74)	$	151		(0.26)
30	Ecommerce Revenue	$	200,000	$	181,142	(90.57)	$	18,858		(9.43)
31	**Total Special Revenues**	$	258,101	$	239,092	(92.64)	$	19,009		(7.36)
32										
33	**Total Revenues**	$	4,130,374	$	4,065,687	(98.43)	$	64,687		(1.57)
34										
35		**Annual Budget**		**Year to Date**		**%**		**Balance**		**%**
36										
37	**General Expenditures**									
38	Fringe Benefits Expense	$	181,586	$	169,016	93.08	$	12,570		6.92
39	Salaries Expense	$	377,019	$	347,063	92.05	$	29,956		7.95
40	Telephone Renewal Expense	$	1,600	$	1,408	88.00	$	192		12.00
41	Member Ecommerce Transaction E	$	9,000	$	8,356	92.84	$	644		7.16
42	TNS Calls/Notices Expense	$	5,600	$	5,181	92.52	$	419		7.48
43	Mileage Reimbursement Expense	$	250	$	338	135.20	$	(88)		(35.20)
44	Conference/Training Expense	$	5,000	$	4,965	99.30	$	35		0.70
45	Memberships Expense	$	6,600	$	4,156	62.97	$	2,444		37.03
46	Continuing Education Expense	$	8,400	$	6,771	80.61	$	1,629		19.39
47	Office Supplies Expense	$	1,000	$	320	32.00	$	680		68.00
48	Copy Machine Maint. Expense	$	1,000	$	811	81.10	$	189		18.90
49	MCFLS Printing Expense	$	200	$	33	16.50	$	167		83.50
50	MCFLS Printing for Mem Expense	$	5,500	$	4,452	80.95	$	1,048		19.05
51	MCFLS WI Pub Lib Consortium Ex	$	10,000	$	10,000	100.00	$	-		0.00
52	MCFLS Buying Pool	$	65,000	$	47,500	73.08	$	17,500		26.92

For Management Purposes Only

M.C.F.L.S.
Financial Report
For the Eleven Months Ending November 30, 2017

53	MCFLS Database Expense	$	33,000	$	7,815	23.68	$	25,185	76.32
54	Member Database Expense	$	89,456	$	88,929	99.41	$	527	0.59
55	MCFLS Catalog Enhancement Expe	$	68,000	$	67,799	99.70	$	201	0.30
56	Member Catalog Enhancement Exp	$	24,040	$	24,040	100.00	$	-	0.00
57	MCFLS Postage Expense	$	500	$	491	98.20	$	9	1.80
58	Member Postage Expense	$	30,000	$	21,350	71.17	$	8,650	28.83
59	Member Forms/Supplies Expense	$	25,000	$	17,971	71.88	$	7,029	28.12
60	Telephone Expense	$	3,000	$	1,651	55.03	$	1,349	44.97
61	Meetings Expense	$	500	$	309	61.80	$	191	38.20
62	Insurance Expense	$	11,252	$	11,252	100.00	$	-	0.00
63	Legal Expense	$	500	$	-	0.00	$	500	100.00
64	Audit Expense	$	12,500	$	12,500	100.00	$	-	0.00
65	Payroll Service Expense	$	4,500	$	3,512	78.04	$	988	21.96
66	III Software Support Expense	$	237,756	$	237,756	100.00	$	-	0.00
67	Member Telecomm. Expense	$	16,800	$	8,400	50.00	$	8,400	50.00
68	MCFLS Telecomm. Maint. Expense	$	10,000	$	-	0.00	$	10,000	100.00
69	OCLC Expense	$	121,218	$	121,218	100.00	$	-	0.00
70	MCFLS Computer Room Equipment	$	3,000	$	2,500	83.33	$	500	16.67
71	MCFLS Equipment Expense	$	4,000	$	2,942	73.55	$	1,058	26.45
72	Member Special Projects Expens	$	80,000	$	59,393	74.24	$	20,607	25.76
73	Sorting and Delivery Expense	$	291,700	$	239,742	82.19	$	51,958	17.81
74	South Central Delivery Expense	$	21,079	$	21,079	100.00	$	-	0.00
75	Auto Payment/Maintenance Exp.	$	1,000	$	646	64.60	$	354	35.40
76	MPL Resource Contract Expense	$	174,005	$	130,504	75.00	$	43,501	25.00
77	MPL Rent Lease Contract Exp.	$	127,260	$	95,445	75.00	$	31,815	25.00
78	ILS Expense	$	36,450	$	27,338	75.00	$	9,112	25.00
79	MCFLS Catalog Cont Exp to MPL	$	281,086	$	210,815	75.00	$	70,271	25.00
80	Member Catalog Contract Exp.	$	143,314	$	107,486	75.00	$	35,828	25.00
81	Internet Expense	$	19,500	$	13,447	68.96	$	6,053	31.04
82	Contingency Expense	$	43,847	$	3,926	8.95	$	39,921	91.05
83	LSTA Technology Grant Expense	$	37,080	$	28,700	77.40	$	8,380	22.60
84	TNS E-Rate Rebate Expense	$	2,031	$	2,575	126.78	$	(544)	(26.78)
85	Member Digital Content Exp	$	165,342	$	165,342	100.00	$	-	0.00
86	Marketing	$	5,000	$	228	4.56	$	4,772	95.44
87	**Total General Expenditures**	$	2,801,471	$	2,347,471	83.79	$	454,000	16.21
88									
89	**Special Expenditures**								
90	W. Milwaukee Borrowing Expense	$	58,101	$	58,101	100.00	$	-	0.00
91	RB - MCFLS Payment Expense	$	1,070,802	$	1,070,803	100.00	$	(1)	(0.00)
92	Ecommerce Expense	$	200,000	$	181,143	90.57	$	18,857	9.43
93	**Total Special Expenditures**	$	1,328,903	$	1,310,047	98.58	$	18,856	1.42
94									
95	**Total Expenditures**	$	4,130,374	$	3,657,518	88.55	$	472,856	11.45
96									
97	**Revenue/Expenditures +/-**			$	408,169				

MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM
BOARD OF TRUSTEES
Updated January 2nd, 2018

Name and Term Expiration	Residence and Business address	Phone and email
President Paul Ziehler December, 2017 Citizen Member	8103 W. Raymond Lane West Allis, WI 53219	414-543-2072 paulziehler@gmail.com
Vice President Paula Penebaker February, 2020 Citizen Member	2114 N. 58th St. Milwaukee, WI 53208 *YWCA Southeast Wisconsin 1915 N. Dr. Martin Luther King Dr., Milwaukee, WI 53212	414-745-4762 (cell) 414-267-3120 (office) ppenebaker@ywcasew.org
Treasurer Alderman Nik Kovac December, 2017 Resource Library Member	2961 N. Bremen St. Milwaukee, WI 53212 *City Hall 200 E. Wells St., Room 205 Milwaukee, WI 53202	414-801-2110 nkovac@milwaukee.gov
Kurt F. Glaisner December, 2017 Member Library Board	945 W. Calumet Rd. River Hills, WI 53217	414-352-8414 414-731-1716 Kfg101@gmail.com
Dr. Martin Lexmond December, 2018 Member Library Board	*3770 N. 52nd St. Milwaukee, WI 53216 West Allis School District 1205 S. 70th St. West Allis, WI 53214	414-460-6907 lexmondm@wawmsd.org
David Sartori County Board Member February, 2020	6000 S. Buckhorn Ave. Cudahy, WI 53110 *Milwaukee Co. Bd. Of Supervisors Courthouse, Room 201 901 N. Ninth St. Milwaukee, WI 53233	414-278-4231 david.l.sartori@milwaukeecountywi.gov
Vacant December, 2018 Citizen Member		
Vacant, director and secretary to the board	*709 N. Eighth St. Milwaukee, WI 53233	
Judy Kaniasty, Business manager/Personnel Asst.	709 N. Eighth St. Milwaukee, WI 53233	414-286-5148 judy.kaniasty@mcfls.org

*Preferred mailing address for board business

MCFLS Board Roster
*Attachment D (01/22/18_*
Page 1 of 1

WISCONSIN
DEPARTMENT OF
PUBLIC
INSTRUCTION

Tony Evers, PhD, State Superintendent

November 30, 2017

Paul Ziehler, President
Milwaukee County Federated Library System
709 N. 8th Street
Milwaukee, WI 53233-2414

Dear Mr. Ziehler:

I am pleased to inform you of the approval of your 2018 annual system plan. The request for your first state aid payment for 2018 has been initiated by staff of the Division for Libraries and Technology (DLT). The amount of library system 2018 aid to all 16 public library systems has increased $500,000 over the amount distributed in 2017. For this biennium, all funding is provided from the Universal Service Fund. For this first state aid payment you will receive an electronic transfer totaling $2,074,620.

This payment and the approval of your plan are based on the expectation that your system will implement the plan in compliance with the statutory requirements for public library systems and that your counties and member public libraries will be in compliance with system membership requirements, or that a plan accepted by the DLT will be in place to bring about member compliance. Signed agreements and contracts for 2018 operations must be filed before January 15, 2018. Audits for 2017 should be provided to the DLT as soon as available, but no later than October 1, 2018.

The state aid payments your system will receive for next year's operations are shown on the enclosed schedule. Your approved plan, with original signatures, will be sent to your system director. The second state aid payment for 2018 will be initiated upon completion of a review and acceptance of your system's 2017 annual report and evaluation.

I look forward to working with you, your board, and your system staff in the coming year to support essential public library and library system services across the state.

Sincerely,

Tony Evers, PhD
State Superintendent

TE: jd

Enclosure

cc: Steve Hiser, System Director

DPI Approval of Annual Plan
Attachment E (01/22/18)
Page 1 of 1

2018 Wisconsin Public Library System Aid
Anticipated

System	Agency Code	2017 System Aid	2018 Additional Funds	Total 2018 System Aid	Revised allocation	December 1 2017 Payment	2nd Payment April 1, 2018
Arrowhead Library System	539926	$ 438,605	14,607	453,212	453,212		113,303
Bridges Library System **	679939	$ 1,216,744	40,523	1,257,267	1,257,267		314,317
Indianhead Federated Library System	189928	$ 1,125,114	37,471	1,162,585	1,162,585		290,646
Kenosha County Library System	309929	$ 398,675	13,278	411,953	411,953		102,988
Lakeshores Library System	519930	$ 637,716	21,239	658,955	658,955		164,739
Manitowoc-Calumet Library System	369937	$ 312,113	10,395	322,508	322,508		80,627
Milwaukee County Federated Library System	409933	$ 2,677,006	89,156	2,766,162	2,766,160		691,540
Monarch Library System *	599943	$ 1,069,644	35,624	1,105,268	1,105,268		276,317
Nicolet Federated Library System	059934	$ 1,069,413	35,616	1,105,029	1,105,029		276,257
Northern Waters Library Service	029935	$ 529,104	17,621	546,725	546,725		136,681
Outagamie Waupaca Library System	449936	$ 607,514	20,233	627,747	627,747		156,937
South Central Library System	369937	$ 2,062,581	68,693	2,131,274	2,131,274		532,818
Southwest Wisconsin Library System	229938	$ 363,341	12,101	375,442	375,442		93,860
Winding Rivers Library System	329940	$ 767,701	25,568	793,269	793,269		198,317
Winnefox Library System	709941	$ 885,885	29,504	915,389	915,389		228,847
Wisconsin Valley Library Service	379942	$ 851,944	28,373	880,317	880,317		220,079
Total		$ 15,013,100	500,000	15,513,100	15,513,100		3,878,275

* Formerly Eastern Shores Library System (merged with Mid-Wisconsin Federated Library System, effective 2017)

PLSR Steering Committee Phase 3 Activities Timeline Framework

This PLSR Steering Committee activities timeline framework was approved by the committee at their retreat meeting on July 13, 2017. This is a living framework that will be adjusted as the listed activities are further developed, activity tasks are scheduled, and new activities are identified as needed during the course of Phase 3. Any adjustments to this framework will be reviewed for approval at Steering Committee meetings as needed.

At their September 14, 2017 meeting the Steering Committee approved updates to this document. The updates are added in blue text.

At their December 7, 2017 meeting the Steering Committee approved updates to this document. The updates are added in red text.

July 2017

Communication and Engagement

- Develop equity narrative with scenarios and examples
- Do a scan for agendas to get PLSR on county meetings, library meetings, etc.
- Develop liaison strategies -- Steering members take ownership of certain stakeholder groups and communication
- Develop contextual information for the project (handout, webpage, toolkit)
- Develop talking points to better explain the process, goals and decisions made
- Determine how System directors will be invited / involved in monthly steering meetings
- Develop monthly email digest (five main things)
- Q&A (7/18)
- Check Kurt Kiefer's schedule to see availability for Q&A in the coming months
- Develop belief statement from Kurt Kiefer and Dr. Evers regarding PLSR
- Check communication channel overlap (e.g. Email lists)
- "Request a Steering Committee visit" on regular communications

Process and Decision-making

- Draft scope of workgroup structure determinations for discussion and approval at the 8/7 Steering Committee meeting.

Research and Verification

- Start gathering information from system directors about gaps in workgroup coverage (talk at SRLAAW)
- Gather personal stories for equity.

August 2017

Communication and Engagement

- Q&A on 8/15
- Edit / clean-up website

- Begin Monthly digest
- Update toolkit
- "Why PLSR" video development with testimonials and outcome/goal

Process and Decision-making

- Approve scope of workgroup structure determinations.
- Share scope of workgroup structure determinations and workgroup report outline with workgroups.

Research and Verification

- Financial data gathering start: $$ spent by library to system themselves; line item in budget, non-system - county, municipal; $$ to Systems form counties; Funding subcommittee - design
- Add people to funding subcommittee (Steering)
- Form Subcommittee on equity; strategize outside oversight with diverse people or use WLA group
- Engage public policy entity (start) after discussing with Steering first
- Chapter 43: What is going to need to change regardless of work and is most likely

September 2017

Communication and Engagement

- Q&A
- Monthly digest
- Set talking points for WLA
- Check to see how we're doing re-packaging information for different audiences
- Promote WLA

Process and Decision-making

- Hold regional meetings around the state at 10 locations open to system and library staff and boards.

Research and Verification

- Gathering personal stories for equity
- County and info data set that might include $$ county paid to libraries; $$ county paid to systems; % of county funding for funding subcommittee
- Steering Meeting: WLA presentation outline
- Meet with past System creators to understand concerns of change, Peter Hammon and Al Zimmerman

October 2017

Communication and Engagement

- Q&A
- Monthly digest
- Do a scan for agendas to get PLSR on (county meetings, library meetings, etc.)
- Promote WLA

Research and Verification

- End information gathering from System Directors regarding gaps and respond at WLA
- In order to set the timeline for after WAPL, the Steering Chair and Co-Chair will have a conversation in person DPI to determine level of detail needed in the Steering recommendation report to DPI

November 2017

Communication and Engagement

- Monthly digest
- Bi-monthly tool kit update
- Report to Steering Committee where toolkit has been presented and feedback received

Process and Decision-making

- ~~Hold regional meetings around the state at 10 locations open to system and library staff and boards.~~ Canceled at October 5, 2017 Steering Committee meeting.

December 2017

Communication and Engagement

- Q&A - ~~workgroups, post WLA~~ Update on process and subcommittees   **[Added Dec 2017]**
- Monthly digest

Research and Verification

- County info data set end

January 2018

Communication and Engagement

- Q&A - ~~workgroups, post WLA~~ Topic to be determined **[Added Dec 2017]**

- Bi-monthly tool kit update
- Report to Steering Committee where toolkit has been presented and feedback received
- Monthly digest
- Communicate dates for feedback periods for workgroup report and for the preliminary draft of the Steering Committee's structure recommendations. **[Added Dec 2017]**

Process and Decision-making **[Added December 2017]**

- Review and approve proposals for facilitator and project manager for final phase.
- Begin application process for potential Steering Committee recommendation collaborators
- Continue review of information inputs for developing Steering Committee recommendations

February 2018

Communication and Engagement

- Q&A
- Monthly digest

Process and Decision-making

- Select Steering Committee recommendation collaborators **[Added Dec 2017]**
- Develop meeting processes for recommendation draft sessions with collaborators **[Added Dec2017]**
- Continue review of information inputs for developing Steering Committee recommendations **[Added Dec 2017]**
- Workgroup presentation of draft recommendations and Steering Meeting

March 2018

Communication and Engagement

- Q&A
- Bi-monthly tool kit update
- Report to Steering Committee where toolkit has been presented and feedback received
- Monthly digest

Process and Decision-making

- Continue work on developing meeting processes for recommendation draft sessions with collaborators **[Added Dec 2017]**
- Continue review of information inputs for developing Steering Committee recommendations **[Added Dec 2017]**

Research and Verification

- Finish of engagement of public policy entity

April 2018

- April 2 – the workgroup recommendation report is available for Steering Committee review. It will also be shared with the library community. ~~with a request for feedback in time for the 2-day Steering meeting on April 12 & 13.~~
- Community comment period on the workgroup report is from April 2nd to 23rd. **[Added Dec 2017]**
- Q&A between April 2 and April ~~12/13~~ 11
- April 12 & 13 – The Steering Committee meets in person to discuss the workgroup recommendations. The committee will:
    - Determine how models are fitting together, where adjustments need to be considered, and discuss how the recommendations fit with existing structure.

o — Discuss initial framework for Steering recommendations. Changed to happen with collaborators in May and June. **[Added Dec 2017]**

- April 27, 2017, 2:00-4:00 — The Steering Committee meets with the Core Recommendation Collaborators (CRC) to prepare for first recommendation drafting session on May 18. **[Added Dec 2017]**

May 2018

- May 2 to 4 — Present and get input at WAPL. Session will be recorded and shared with the library community with a request for feedback. At the December 7, 2017 Steering Meeting the committee decided to propose a WAPL session to cover the results of the focus groups and follow-up survey to the focus groups. **[Added Dec 2017]**
- May 18 — The committee will meet to do further work on the recommendation framework. The committee and CRC will begin drafting the preliminary framework of structure recommendations at an all-day, in-person meeting. **[Added Dec 2017]**

June 2018 [Added Dec 2017]

- June 8 — The committee and CRC will continue drafting preliminary framework of structure recommendations at an all-day, in-person meeting.
- June 11 to July 20 — Community comment period on preliminary framework of structure recommendations.

July 2018 [Added Dec 2017]

- July 30 and 31 — The Steering Committee, CRC, and a larger group of collaborators will more fully develop the preliminary framework of structure recommendations.

August 2018 [Added Dec 2017]

- The Steering Committee and CRC will complete a final report of recommendations to deliver to DPI.

The following post April 2018 activities were brainstormed at the July 2017 Steering retreat. Based on the activities approved at the September 14, 2017 meeting, the Steering Committee is gathering further information about expectations for their report before determining what of these or any other activities they may do to develop their final recommendation report.

April 2018

Communication and Engagement

- Identify representative sample of libraries to question about the draft report

Process and Decision-making

- Steering discussion of workgroup report at in-person steering meeting.
- Get feedback from Libraries, Resource Libraries, DPI Cabinet, Systems, Boards, LD&L, COLAND, municipal and county boards.
-

Research and Verification

- Financial data gatherings done

May 2018

Communication and Engagement

- Q&A
- Monthly digest
- Plan visit schedule for identified sample of libraries to question about draft report

Research and Verification

- Chapter 43: Look at reports and what elements need to be codified in law

June 2018

Communication and Engagement

- Execute library visits to get feedback

Steering Committee End Date (TBD)

Process and Decision-making

- Approve final recommendation report]