

Notice

Milwaukee County
Federated Library System
Board of Trustees

Monday, February 12, 2018

10:00 A.M.

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

Agenda

Call to order

Adoption of agenda

Approval of minutes: the MCFLS Board of Trustees meeting on Monday, January 22, 2018.

Action

Attachment A

Page 3

Public comment

Library Directors Advisory Council--Report of the February 1st, 2018, LDAC Meeting

Attachment B

Page 12

Board of Trustees—Administrative reports requiring action

Financial Reports – January, 2018

Action

Distributed at meeting

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

2017 MCFLS Annual Report to DPI	Action	Attachment C	Page 14
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MPL resource library report	Action	Distributed at meeting	
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Administrative informational items

Hoopla statistics and expenditures through January 31 st , 2018	Attachment D	Page 25
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Public Library System Redesign (PLSR) important dates	Attachment E	Page 26
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Director's Report	Attachment F	Page 27
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The next meeting of the MCFLS Board of Trustees will be on Monday, March 19, 2018, at 9:00 a.m.

Adjournment

[Type text]

Milwaukee County Federated Library System
Board of Trustees

Regular Monthly Meeting held Monday, January 22, 2018
At the MCFLS Administrative Office
709 North Eighth Street
Milwaukee, WI 53233

ROLL CALL

Present: Paul Ziehler, President
Nik Kovac, Treasurer
Paula Pennebaker, Vice President
Kurt Glaisner, Trustee
Martin Lexmond, Trustee

Excused: David L. Sartori, Trustee

Staff: Steve Hesel, Director
Judy Kaniasty, Business Manager

Others: Pat Laughlin, LDAC Chair and Hales Corners Library
Paula Kiely, Milwaukee Public Library
Dawn Lauber, Milwaukee Public 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 8:20 a.m.

ADOPTION OF AGENDA. President Ziehler referred to the agenda. Vice President Pennebaker moved and Treasurer Kovac seconded a motion to adopt the agenda as distributed. Unanimously approved.

EXECUTIVE SESSION – MCFLS Director Recruitment

Motion to Move into Executive Session. Treasurer Kovac moved and Trustee Glaisner seconded a motion to move into Closed Session. The motion passed on a 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 Pennebaker seconded a motion to move out of Closed Session. Unanimously approved.

Report Out of Executive Session. President Ziehler reported that the MCFLS Search Committee recommends that the MCFLS Board offer the MCFLS Director position to MCFLS Library Systems Administrator Steve Hesel a the salary rate of \$98,000 and that after a year they will evaluate his

performance and consider compensation and vacation increases. Trustee Glaisner moved and Trustee Lexmond seconded a motion to accept the recommendation to hire Steve Hesel as the MCFLS Director effective today. Unanimously approved.

President Ziehler noted that Steve has asked when he can begin recruitment efforts of the Library System Administrator position and the Board responded that he could do that immediately.

[Treasurer Kovac left the meeting at 8:44 a.m.]

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the Monday, November 27, 2017 meeting which are shown as Attachment A of the agenda packet. Vice President Penebaker moved and Trustee Lexmond seconded a motion to approve the minutes as presented. Unanimously approved.

Trustee Glaisner noted that at last month's meeting he had asked how much interlibrary loaning is done between Systems and doesn't want this request for information to fall between the cracks and therefore asks again to hear a report on this information as he wants to know whether the price spent is warranted for the amount of service provided. Steve Hesel responded that he would gather the statistics and provide an educated response to that request at the next MCFLS Board meeting.

PUBLIC COMMENT. None.

LIBRARY DIRECTORS ADVISORY COUNCIL. Past LDAC Chair Sheila O'Brien's report of the December 7, 2017 LDAC meeting is shown as Attachment B of the agenda packet. President Ziehler asked 2018 LDAC Chair Pat Laughlin to review her report of the January 4, 2018 meeting, which is shown as Exhibit 3 of the agenda packet. Pat Laughlin reviewed her report and responded to questions. Steve Hesel noted that Pete Loeffel will be representing MCFLS on LD&L and the Board asked that Steve Hesel reach out to Rachel Collins regarding that fact. There was unanimous consent to accept the reports and place them on file.

ADMINISTRATIVE REPORTS REQUIRING ACTION.

November, 2017 and December, 2017 Financial Reports. President Ziehler referred to the November, 2017 financial report which is shown as Attachment C of the agenda packet and noted that the December, 2017 report was distributed at this meeting and is shown as Exhibit 2 attached to these minutes. Judy Kaniasty reported that the report is preliminary and pre-audit and noted (1) news of fourth quarter interest in the County Trust Account has not been received yet; (2) it was decided to use LSTA grant funds to fund a portion of the Summer of Hoopla instead of using LSTA funds for upgrading the MCFLS webpage; (3) the \$28,000 Analytics was not renewed after discussing the fact that it wasn't being used much by the member libraries; (4) the increase in insurance was the payment of a portion of 2018 insurance and (5) TEACH paid for suburban telecommunication costs for the second half of 2017 and MCFLS was not made aware of that fact until late December.

Steve Hesel commented that as part of the Strategic Plan an analytical product should be purchased and the LDAC has been considering Collection HQ so that might be the next product to be purchased. Steve Hesel also noted that due to the Hoopla expenditure being moved to the LSTA grant funding that opens up more funds for that category in 2018.

Steve Hesel also reported that TNS calls have been interrupted twice within the last month for 8 days each and therefore MPL lines are being used temporarily until a new telephone service can begin and he is considering JIVE which is \$132 a month vs. \$486 with Windstream which is paid for by the member libraries completely. MCFLS sends out 500-800 calls a day so having uninterrupted service is crucial.

Judy Kaniasty reported that the auditors were in last Friday for their preliminary work and will be on site in mid-May to finish up their work before presenting their report in July.

Trustee Glaisner questioned how Hoopla spending is looking since the quote was alarming. Steve Hesel reported that the monthly invoices are coming in between \$8,000-\$10,000 and he will present statistics next month.

Vice President Pennebaker moved and Trustee Lexmond seconded a motion to approve the November and December 2017 financial reports as presented. Unanimously approved.

MCFLS Board 2018 Election of Officers and Committee Appointments. Attachment D of the agenda packet is the Board Roster and since it has been the practice to not convene committee meetings for some time it was felt it wasn't necessary to set those committee members. Trustee Lexmond moved and seconded a motion to nominate the current slate of officers to continue for 2018. Hearing no other nominations the motion passed unanimously for Paul Ziehler as President, Paula Pennebaker as Vice President and Nik Kovac as Treasurer.

Vice President Pennebaker inquired whether there was any news as to when the MCFLS Board vacancy will be filled? President Ziehler reported that the County Board has not acted on anything. Steve Hesel reported he will make a follow-up call to check on this matter.

ADMINISTRATIVE INFORMATIONAL ITEMS.

Thank You Letter from Bruce Gay. Steve Hesel passed around a thank you letter from Bruce Gay, which is shown as Exhibit 3 attached to these minutes. President Ziehler acknowledged the thank you note from past Director Bruce Gay.

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. President Ziehler referred to Attachment E of the agenda packet for informational purposes. Steve Hesel noted that a couple contract expenditures are based on State Aid and those amounts will increase accordingly.

Trustee Glaisner reminded the Board to schedule a meeting to meet with County Officials and introduce MCFLS so they know who we are and what we do.

2018 Wisconsin Public Library System Aid – Anticipated. Attachment F of the agenda packet was discussed during the above agenda item.

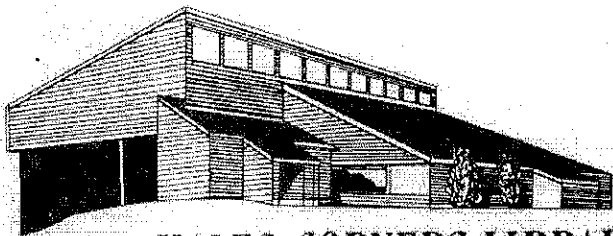
PLSR Updates and Revised Timeline. Steve Hesel reviewed the PLSR Steering Committee Phase 3 Activities Timeline Framework which is shown as Attachment G of the agenda packet. Paula Kiely added that there were three focus group meetings last week and concerns were expressed: local relationships are highly valued and member libraries and Systems are afraid that those will be gone; member libraries are afraid of losing their identity amongst them—none of the highlights were surprises. The final report

is scheduled to be presented to the State Superintendent in August with a retreat planned for July 30-31. Paula Kiely noted that more individuals are being added to the process as Core Recommendation Collaborators to formulate overall recommendations this spring. Then 45 more people will attend the July retreat and shape the proposal from the recommended workgroup models. WiLS will continue to be administrative, but a new consultant, the Russell's, will join the process since WiLS may very well be an organization wishing to bid on the final product and therefore stepping away from facilitating the Steering Committee and workgroups in this final state. Intense and important work now needs to be done with anticipated great outcomes. The workgroups are working with expects now to finalize recommendations before being forwarded to the Steering Committee.

Library Legislative Day – Tuesday, February 20, 2018. The registration link was shared and attendance was encouraged. Steve Hesser will be attending this year as he has in the past and he feels it is important as past efforts did net extra State Aid this year and next.

NEXT MEETING. Discussion ensued regarding the next meeting date which is currently proposed to be held at 9:00 a.m. on Monday, February 19th, 2018. President Ziehler questioned whether there could be a quorum if the meeting would be changed to Monday, February 12th and the time of 10:00 a.m. was suggested. Judy Kaniasty will poll the MCFLS Board members to determine whether that would work.

ADJOURNMENT. With no further business to be addressed, Trustee Glaisner moved and Martin Lexmond seconded a motion to adjourn the meeting at 9:28 a.m. Unanimously approved.



HALES CORNERS LIBRARY

5885 South 116th Street W. BEN HUNT CENTER Hales Corners WI 53180

Telephone (414) 529-6150

To: MCFLS Board of Trustees
 From: Patricia Laughlin, Director,
 Hales Corners Library
 Date: Thursday, January 4, 2018
 Re: Summary of LDAC Meeting, January 4, 2018
 Location: Brown Deer Library

Summary:

2017 state annual report update and review of process: Mr. Hesper reported the state annual reports, with pre-populated dates, would be ready for member libraries possibly as soon as January 15. There will be no new categories. Mr. Hesper noted changes in registered borrowers, audiobooks, and addition of hoopla #s. Brown Deer Library will be used as the example this year. State annual reports are due March 1, 2018.

MCFLS representation needed on WLA Library Development and Legislative (LD&L) group: With the resignation of Mr. Gay, who served on this committee, Ms. Kiely requested the LDAC select someone to serve on the LD&L. After some discussion on time commitment, Rachel Collins, Director at Shorewood Library, expressed an interest.

PLSR updates and revised timeline: Mr. Hesper provided an update from the PLSR Revision Steering Committee Meeting from 12/7/2017.

TEACH payments for second half of 2017: Mr. Hesper reported, that unknown to MCFLS until the end of December, TEACH had paid for all suburban library's second half 2017 payments for their telecommunications lines at \$100 per month (\$600/library). The question was, since libraries had paid for their telecommunication lines early in 2017, how did libraries want to handle the refund? Options included apply this payment to the 2018 amount or have MCFLS reimburse the \$600. The consensus was to have Ms. Kaniasty send an email asking libraries for their decision.

Drivers' License field in the Sierra database: As discussed previously DPI recommends that driver license and state ID information be deleted from the patron records in the Sierra database. This matter was tabled at the December meeting. There was a motion and a second to remove this information from the patron records in the Sierra database; motion passed (one NO vote).

Periodicals records and public display CountyCat: Earlier in 2017, a small working group had met to discuss options related to the public display of periodical holdings. There were two recommendations to consider: 1) reduce the number of fields displayed and 2) add a new item record field called "public holdings" that would display a more user-friendly version of a holdings statement to the public. There was some discussion on keeping the working group going and

several libraries volunteered staff. There was a motion and a second to approve the two recommendations as discussed.

Encore catalog updates:

- Custom facet work: Mr. Heser reported there would be no custom work done at this time.
- Upgrade scheduled for 1/30/2018: Mr. Heser reviewed the enhancements planned; these include allowing patrons to select more than one option for searching, resolve issues related to "available" and "not available" messages on the browse display and resolve issues where Encore logins fail.

Fines Paid data expansion to five years: As a result of a request from the Shorewood Library, there will be a change to the Sierra database function allowing for five years of Fines Paid data to be on a patron file.

Additional business: Ms. Kaniasty provided a brief update on the director search. Mr. Heser distributed information on an upcoming CE workshop being held on January 16 and a repeat session on January 23. Mr. Heser reported he would be on vacation starting 1/5/2018, returning 1/12/2018. MCFLS offices will be closed on Monday 1/15/2018. Ms. Collins (Shorewood Director) asked if any other directors were attending the PLA Conference. Ms. Collins asked if other libraries were having demonstrations of the TBS software.

M.C.F.L.S.

Financial Report

For the Twelve Months Ending December 31, 2017

1		<u>Annual Budget</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
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	\$ 19,391	(77.56)	\$ 5,609	(22.44)
9	Member Postage Revenue	\$ 30,000	\$ 27,593	(91.98)	\$ 2,407	(8.02)
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	\$ 12,745	(84.97)	\$ 2,255	(15.03)
15	Member Special Projects Revenu	\$ 80,000	\$ 62,448	(78.06)	\$ 17,552	(21.94)
16	Member Cataloging Contract Rev	\$ 143,314	\$ 143,313	(100.00)	\$ 1	(0.00)
17	Member Database Revenue	\$ 89,456	\$ 88,907	(99.39)	\$ 549	(0.61)
18	Member Catalog Enhancement Rev	\$ 24,040	\$ 24,734	(102.89)	\$ (694)	2.89
19	Member Ecommerce Transaction	\$ 9,000	\$ 9,143	(101.59)	\$ (143)	1.59
20	TNS Calls/Notices Revenue	\$ 5,600	\$ 5,583	(99.70)	\$ 17	(0.30)
21	Carryover Revenue	\$ 51,089	\$ 51,089	(100.00)	\$ -	0.00
22	Staff Benefits/Co-Pay Revenue	\$ 31,225	\$ 31,180	(99.86)	\$ 45	(0.14)
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	\$ 3,840,788	(99.19)	\$ 31,485	(0.81)
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	\$ 4,079,880	(98.78)	\$ 50,494	(1.22)
34						
35		<u>Annual Budget</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
36						
37	General Expenditures					
38	Fringe Benefits Expense	\$ 181,586	\$ 183,320	100.95	\$ (1,734)	(0.95)
39	Salaries Expense	\$ 377,019	\$ 375,998	99.73	\$ 1,021	0.27
40	Telephone Renewal Expense	\$ 1,600	\$ 1,545	96.56	\$ 55	3.44
41	Member Ecommerce Transaction E	\$ 9,000	\$ 8,356	92.84	\$ 644	7.16
42	TNS Calls/Notices Expense	\$ 5,600	\$ 5,559	99.27	\$ 41	0.73
43	Mileage Reimbursement Expense	\$ 250	\$ 338	135.20	\$ (88)	(35.20)
44	Conference/Training Expense	\$ 5,000	\$ 4,978	99.56	\$ 22	0.44
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	\$ 335	33.50	\$ 665	66.50
48	Copy Machine Maint. Expense	\$ 1,000	\$ 858	85.80	\$ 142	14.20
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	\$ 42,733	65.74	\$ 22,267	34.26

M.C.F.L.S.

Financial Report

For the Twelve Months Ending December 31, 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	\$ 516	103.20	\$ (16)	(3.20)
58	Member Postage Expense	\$ 30,000	\$ 26,825	89.42	\$ 3,175	10.58
59	Member Forms/Supplies Expense	\$ 25,000	\$ 17,971	71.88	\$ 7,029	28.12
60	Telephone Expense	\$ 3,000	\$ 3,092	103.07	\$ (92)	(3.07)
61	Meetings Expense	\$ 500	\$ 369	73.80	\$ 131	26.20
62	Insurance Expense	\$ 11,252	\$ 13,657	121.37	\$ (2,405)	(21.37)
63	Legal Expense	\$ 500	\$ -	0.00	\$ 500	100.00
64	Audit Expense	\$ 12,500	\$ 12,500	100.00	\$ -	4.00
65	Payroll Service Expense	\$ 4,500	\$ 3,944	87.64	\$ 556	11.11
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	\$ 2,605	86.83	\$ 395	13.17
71	MCFLS Equipment Expense	\$ 4,000	\$ 2,942	73.55	\$ 1,058	26.45
72	Member Special Projects Expens	\$ 80,000	\$ 66,065	82.58	\$ 13,935	17.42
73	Sorting and Delivery Expense	\$ 291,700	\$ 283,975	97.35	\$ 7,725	2.65
74	South Central Delivery Expense	\$ 21,079	\$ 21,079	100.00	\$ -	0.00
75	Auto Payment/Maintenance Exp.	\$ 1,000	\$ 665	66.50	\$ 335	33.50
76	MPL Resource Contract Expense	\$ 174,005	\$ 174,005	100.00	\$ -	0.00
77	MPL Rent Lease Contract Exp.	\$ 127,260	\$ 127,260	100.00	\$ -	0.00
78	ILS Expense	\$ 36,450	\$ 36,450	100.00	\$ -	0.00
79	MCFLS Catalog Cont Exp to MPL	\$ 281,086	\$ 281,086	100.00	\$ -	0.00
80	Member Catalog Contract Exp.	\$ 143,314	\$ 143,314	100.00	\$ -	0.00
81	Internet Expense	\$ 19,500	\$ 16,922	86.78	\$ 2,578	13.22
82	Contingency Expense	\$ 43,847	\$ 4,018	9.16	\$ 39,829	90.84
83	LSTA Technology Grant Expense	\$ 37,080	\$ 37,080	100.00	\$ -	0.00
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	\$ 2,649,874	94.59	\$ 151,597	5.41
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	\$ 3,959,921	95.87	\$ 170,453	4.13
96						
97	Revenue/Expenditures +/-		\$ 119,959			

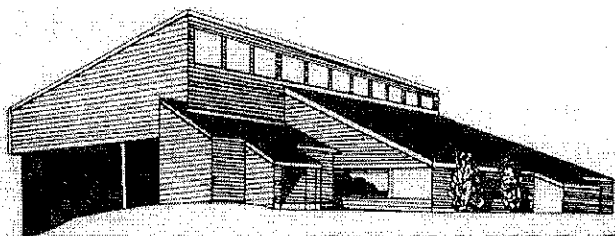


2/30/17
Dear Paul and the members of the
board,

Thank you again for the great send-off and the gas card. I'll definitely make use of it! I appreciate the chance to work with all of you and I feel I learned a great deal the last few years. I'm happy to help any way I can in the future.

Sincerely,

Bruce Gay



HALES CORNERS LIBRARY

5885 South 116th Street W. BEN HUNT CENTER Hales Corners WI 53130

Telephone (414) 529-6150

February 12, 2018

To: MCFLS Board of Trustees
 From: Patricia Laughlin, Director,
 Hales Corners Library
 Re: Summary of LDAC Meeting, February 1, 2018
 Location: Oak Creek

Summary:

PLSR Update: MPL Director Paula Kiely provided a report on Steering Committee activities and clarified the role and responsibilities of Russel Consulting (the company that took over from WILS), the work groups, the focus groups, and the project timeline. Member library directors involved with the work groups and process provided additional information.

MKE Mixers Committee Plan: Emily Vieyra, one of the original members of the MKE Mixers makerspace committee, provided an update on the transition to new committee members and reviewed the profile for the MKE Mixers makerspace standing committee. The MKE Mixers makerspace committee is responsible for maintaining this service and resources, which is shared by all MCFLS libraries. MCFLS libraries have each committed to contributing \$50.00 per year to the upkeep and maintenance of the Makerspace service and resources.

Library Systems Administrator position: Mr. Heser reviewed the recruitment process. Deadline for applications is Friday, March 2, 2018.

State Annual Report Update: Mr. Heser reviewed the verification process and noted the deadline for submissions is March 1, 2018.

Collection HQ discussion: Mr. Heser distributed cost information for the Collection HQ subscription and reviewed the funding plan. One-year subscription is \$50,000 with MCFLS covering \$28,000, MPL contributing \$21,000 and the remaining balance of \$6,000 to be split up by participating libraries based on collection size. There was discussion and a suggestion to ask the sales rep. for a reduction in the \$50,000/year cost; Mr. Heser will follow up with the sales rep.

Proposal to remove the Parent ID field: This is a follow-up discussion after last month's decision to remove the driver's license field from (adult) patron records. A driver's license is usually added to the Parent ID field and the suggestion is to remove this field. After some discussion, it was determined that identifying information could still be added to the Parent Name field if the patron number for the parent was added (assuming the parent has a library card) and/or the parent's date of birth. This parent information is helpful if the child's library card has overdue fines. Discussion on identifying parents will be referred to the MCFLS Circulation Services Committee. There was a motion and a second to remove the Parent ID fields where there is a driver's license; motion passed with one abstention.

New service for teleforms phone lines; update on i-tiva progress: Mr. Hesel reported on the new service, Jive, for teleforms phone lines, for both outgoing and incoming calls. The old Windstream system started having problems in December. MCFLS has been using City of Milwaukee phone lines for outgoing calls on a temporary basis. With the new service, there will be no barriers for long distance calls, the cost will be \$132/month (cheaper than the \$500/month with the old system). He also provided an update on i-tiva which will be starting at the end of March.

Upgrade of Encore and Sierra Database servers to Redhat 6: This upgrade will take place on Tuesday, February 27th, after close and will take 4 to 5 hours to complete.

WPLC and Advantage account spending: An email from Melody Clark, Community Liaison / Service Specialist with WILS, covered the Wisconsin Public Library Consortium Selector and Advantage guidelines.

LSTA Projects for Early 2018: An email from Tessa Schmidt, DPI, provided information on the five projects that will be funded using the remainder of the 2017 LSTA budget. The five projects have statewide impact and relate directly to the five goal areas of the Five Year LSTA Plan for Wisconsin (2018-2022). The projects are: digitization kits, using library data effectively, community engagement needs assessment, school librarians and public library youth librarians: connect and create!, and continuing education on serving older adults. These short-term projects will spend down the 2017 LSTA award before the September 30, 2018 deadline.

2018 Library Legislative Day – February 20, 2018: Mr. Hesel reminded everyone of the upcoming Legislative Day and asked for a show of hands for those directors who plan on attending. Several directors do plan on attending.

Additional business: Mr. Hesel asked if there was interest in having the TBS sales person give a demonstration at the March LDAC meeting; there is interest. There were questions about when member library contracts end with Comprise Software and the need for a server to run the TBS software, and its placement at MCFLS. Mr. Hesel is working on the periodicals group and will report on it next month. Mrs. Draeger-Anderson, North Shore Library director, asked how other libraries were counting WiFi use for the State Annual Report. Most directors use the number of distinct clients generated by Meraki and not the larger number noted on the MCFLS dashboard.



Wisconsin Department of Public Instruction
2017 PUBLIC LIBRARY SYSTEM
ANNUAL REPORT
 PI-2404-A (Rev. 1-18)

Required by § 43.05(4) and 43.58(6) Wis. Stats.

INSTRUCTIONS: Complete and return the original board-approved, signed annual report and one copy by **MARCH 1, 2018**, to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ATTN: MARIA INGRAHAM
DIVISION FOR LIBRARIES AND TECHNOLOGY
P.O. BOX 7841
MADISON, WI 53707-7841

I. GENERAL INFORMATION				
1. System Name Milwaukee County Federated Library System	2. System Director Name Steve Heser	3. Certification Grade Gr 1	4. Date Certification Expires 2019-09-30	
5. Street Address 709 N. 8th St.		6. Phone Area/No. (414) 286-8149	7. Fax Number Area/No. (414) 286-3209	
8. Mailing Address PO Box	9. System Website URL www.mcfls.org	10. Director System Email Address steve.heser@mcfls.org		
11. City / Village / Town Milwaukee		12. County Milwaukee		13. ZIP Code 53233-2414
14. Number of Public Libraries Participating in the System 15	15. Does System Operate a Books-By Mail Program No	16. Number of Book-mobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 651,242	18. DUNS Number Nine digits 186931192

II. SYSTEM COLLECTION					
	No. Owned / Leased	Number Added		No. Owned / Leased	No. Owned / Leased
1. Books in Print	0	0	4. Electronic Collections Number available to members	0	7. Licensed Electronic Video Materials Units (copies) available to members
2. Audio Materials	0	0	5. Licensed E-books Units (copies) available to members	0	8. Subscriptions Exclude those in electronic format
3. Video Materials	0	0	6. Licensed Electronic Audio Materials Units (copies) available to members	0	

III. SYSTEM SERVICES			
Circulation Transactions Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.		1. Total Circulation 0	2. Interlibrary Loans System interlibrary loan transactions a. Items Loaned 0 b. Items Received 0
3. System Electronic Resources Use Number of uses of system licensed electronic resources			
a. E-book NetLibrary/OverDrive	b. E-audio	c. E-video	d. Electronic Collection Retrievals

IV. SYSTEM BOARD AND ORGANIZATION

List the members of the system board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
1. President Paul	Ziehler	8103 W. Raymond Ln.	West Allis	53219	paulziehler@gmail.com
2. Kurt	Glaisner	945 W. Calumet Rd.	River Hills	53217	Kfg101@gmail.com
3. David	Sartori	6000 S. Buckhorn Ave. #215	Cudahy	53110	sartori@milwaukeecountywi.gov
4. Paula	Penebaker	2114 N. 58th St.	Milwaukee	53208	ppenebaker@ywcasew.org
5. Nik	Kovac	2961 N. Bremen St	Milwaukee	53212	nkovac@milwaukee.gov
6. Martin	Lexmond	3770 N. 52nd St	Milwaukee	53216	martylexmond@hotmail.com
7. vacant	vacant				
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					

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V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

a. System Member County Appropriations Received by Library System				b. Other County Payments Received	
County Name	Amount	County Name	Amount	County Name	Amount
Milwaukee	\$66,650				
Subtotal 1a			\$66,650	Subtotal 1b	

2. State Aid to Public Library Systems

\$2,677,006

3. Other State Funded Programs *List individually. Attach listing if necessary.*

a.	
b.	
c.	
Subtotal 3	

4. Federal Aid Program name and, if LSTA, project number. List each program individually. Attach listing if necessary.

a. 17-132 Technology Projects - 2017	\$37,080	f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	
Subtotal 4			\$37,080

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. *List names individually. Attach listing if necessary.*

a. Revenue received from member libraries	\$666,310	f.	
b. West Milwaukee	\$104,447	g.	
c. Member database contract	\$254,249	h.	
d.		i.	
e.		j.	
Subtotal 5			\$1,025,006

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
	\$3,113	\$51,089	\$0	\$0	\$219,936	\$274,138

7. Total Income Add 1 through 6

\$4,079,880

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES Report system expenditures from all sources.				
	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$375,998	\$0	\$0	\$375,998
2. Employee Benefits	\$183,320	\$0	\$0	\$183,320
3. System Collection Expenditures				
a. Printed Material	\$0	\$0	\$0	
b. Electronic Material	\$0	\$0	\$0	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$0	\$0	\$0	
Subtotal Collection Expenditures	\$0	\$0	\$0	\$0
4. System Contract Expenditures Attach a brief description of contracts; i.e., recipient, amount, and purpose.	\$2,098,247	\$39,111	\$1,185,551	\$3,322,909
5. System Payments to Member Libraries Attach lists of individual payments.	\$0	\$0	\$0	\$0
6. All Other Operating Expenditures	\$73,643	\$0	\$4,018	\$77,661
7. Total Operating Expenditures	\$2,731,208	\$39,111	\$1,189,569	\$3,959,888
8. System Capital Expenditures	\$0	\$0	\$0	\$0

* Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.

** Report expenditures from 2017 public library system state aid, state aid funds carried forward to 2017, and any interest earned from those funds.

*** Report expenditures from county appropriations, contract income, gifts and endowments, and any carryover from those sources. Also include expenditures from interest earned from those sources.

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE					
Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for 2017. Attach the page(s) of each county budget that show the amounts below.					
County Name	2017 Amount	County Name	2017 Amount	County Name	2017 Amount
1. Milwaukee	\$66,650	5.		8.	
2.		6.		9.	
3.		7.		10.	
4.					

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE	
<p>The following statement certifies that your public library system complied with all statutory requirements for public library systems for calendar year 2017. Indicate, with a check, your system's compliance with each of the system requirements.</p> <p>S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided:</p> <p>Membership Agreements</p> <p><input checked="" type="checkbox"/> (a) Written agreements that comply with s. 43.15(4)(c)4. with all member libraries.</p> <p><input checked="" type="checkbox"/> Copies of the most recent agreements have been filed with the Division for Libraries and Technology.</p> <p>Resource Library Agreement</p> <p><input checked="" type="checkbox"/> (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.</p> <p><input checked="" type="checkbox"/> Signed copies of the 2017 and 2018 resource library agreements have been filed with the division.</p>	

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Reference Referral and Interlibrary Loan

- ☒ **S. 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.**

- | | |
|--|---|
| <input type="checkbox"/> Reimbursed member libraries for ILL | <input checked="" type="checkbox"/> Maintained a shared database of member library bibliographic records and holdings |
| <input type="checkbox"/> Maintained ILL Clearinghouse | <input checked="" type="checkbox"/> Utilized WISCAT to promote interlibrary loan |
| <input checked="" type="checkbox"/> Contracted for ILL Clearinghouse | <input type="checkbox"/> Maintained a system interlibrary loan plan |

Inservice Training

- ☒ **S. 43.24(2)(e) Inservice training for participating public library personnel and trustees.**

Indicate with a check those services carried out by your system in 2017 in conjunction with this service requirement.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Conducted workshops for member library staff and trustees | <input type="checkbox"/> Provided scholarships and grants for member library staffs |
| <input checked="" type="checkbox"/> Maintained a calendar of CE events | <input type="checkbox"/> Maintained a professional collection for system and member library staffs. |

- ☒ **S. 43.24(2)(h) Professional consultant services to participating public libraries.**

Indicate with a check those services carried out by your system in 2017 in conjunction with this service requirement.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Public library administration and governance | <input checked="" type="checkbox"/> Technical services | <input checked="" type="checkbox"/> Legal issues |
| <input checked="" type="checkbox"/> Adult services | <input checked="" type="checkbox"/> Interlibrary loan and resource sharing | <input type="checkbox"/> Public relations |
| <input checked="" type="checkbox"/> Youth services | <input checked="" type="checkbox"/> Staff development (certification, CE, etc.) | <input checked="" type="checkbox"/> Reference and information services |
| <input checked="" type="checkbox"/> Library automation | <input checked="" type="checkbox"/> Planning and evaluation, standards | <input checked="" type="checkbox"/> Special needs |
| <input type="checkbox"/> Building and remodeling | <input checked="" type="checkbox"/> Collection development | |

Delivery and Communication

- ☒ **S. 43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.**

Indicate with a check those services carried out by your system in 2017 in conjunction with this service requirement.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Had regular courier or van delivery service | <input type="checkbox"/> Used fax for document delivery/communication |
| <input type="checkbox"/> Provided an 800 number, phone credit card, or accepted collect calls | <input type="checkbox"/> Used mail as primary delivery system |
| ILL transactions sent by: | |
| <input type="checkbox"/> Email | <input checked="" type="checkbox"/> OCLC |
| <input checked="" type="checkbox"/> Regional automated system | <input checked="" type="checkbox"/> WISCAT |
| | <input checked="" type="checkbox"/> Published a newsletter |

Service Agreements

- ☒ **S. 43.24(2)(g) Service agreements with all adjacent library systems.**

- ☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check those services provided for in the adjacent library system agreements for 2017.

- | | | |
|--|---|---|
| <input type="checkbox"/> Reciprocal borrowing between systems | <input type="checkbox"/> Delivery | <input type="checkbox"/> Audiovisual services |
| <input type="checkbox"/> Cash payments in cross-system lending | <input type="checkbox"/> Newsletter exchange | <input type="checkbox"/> Cooperative purchasing |
| <input checked="" type="checkbox"/> Continuing education | <input checked="" type="checkbox"/> Cooperative planning/information exchange | |

Services to Users with Special Needs

- ☒ **S. 43.24(2)(k) Promotion and facilitation of library service to users with special needs.**

The division interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

Briefly summarize the most significant specific services or initiatives carried out by your system in a special needs area in 2017. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Services to Users with Special Needs (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support library efforts in serving special needs populations.

If the system provided any continuing education programs in 2017 on special needs topics, identify the topic(s) and speaker(s)

Other Types of Libraries

- ☒ **S. 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.**
- ☐ An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.
- ☒ The system has agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check system services provided to other types of libraries in 2017.

- | | | |
|--|---|---|
| <input type="checkbox"/> Consultation | <input type="checkbox"/> Union list of serials | <input type="checkbox"/> Back-up reference services |
| <input checked="" type="checkbox"/> Continuing education / workshops | <input type="checkbox"/> Directory of libraries | <input type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> ILL (Direct) | <input type="checkbox"/> Delivery services | <input type="checkbox"/> Technical services |

Library Technology and Resource Sharing Plan

- ☒ **S. 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.**
- ☒ Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.
- ☒ The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

Other Service Programs

- ☐ **S. 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library board after consultation with participating public libraries.**

List and evaluate each service program carried out under this statute in 2017. Do not lump miscellaneous activities under a single "other" program.

No

Administration

- ☒ The system did not expend more than 20 percent of the state aid received in 2017 for administration.

IX. COLLABORATIVE ACTIVITIES

Summary of Activities Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2017 resource library contract.

MCFLS worked with adjoining library systems to provide a high-quality continuing education program, bringing in programs that, individually, would be beyond any system's resources.

Cost Benefit. For each activity above, list the activity name and estimated cost benefit realized.

Activity	Amount
1. SEWI systems continuing education	20,000
2. Wild Wisconsin Winter webinar series	3,900
3. Trustee Training Week	1,500
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	25,400

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES—2017**Program Expenditures**

Provide a summary of your public library system expenditures by system service program and fund source for 2017.

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan <i>See note</i>				
1. Technology	592,873	39,111	832,401	1,464,385
2. Reference	174,005			174,005
3. Interlibrary Loan	36,450			36,450
4. Electronic Resources	60,548		254,271	314,819
Subprogram Total	863,876	39,111	1,086,672	1,989,659
Continuing Education and Consulting Service <i>See note</i>				
1. Continuing Education	26,683			26,683
2. Consulting Services	64,800			64,800
Subprogram Total	91,483			91,483
Delivery	315,942			315,942
Library Services to Special Users	6,919			6,919
Library Collection Development				
Direct Payment to Members for Nonresident Access	1,070,803		58,101	1,128,904
Direct Nonresident Access Payments Across System Borders				
Library Services to Youth	1,474			1,474
Public Information	27,827			27,827
Administration	344,536			344,536
Other System Programs				
1. Multi-type	8,348			8,348
2. Member Office			44,796	44,796
3.				
4.				
Grand Totals	2,731,208	39,111	1,189,569	3,959,888
Estimated Expenditures for Technology-Related Services Provided by the System	592,873	39,111	832,401	1,464,385

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.

XI. SYSTEM STAFF

1. Personnel Listing

a. Employees Holding the Title of Librarian as of December 31, 2017 *Include vacancies if they will be filled within one year*

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
Vacant		Director	<input checked="" type="checkbox"/>	\$102,001	40.00
Steve	Heser	Library Systems Administrator	<input checked="" type="checkbox"/>	\$85,000	40.00
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

b. Other Paid Staff *Include plant operation, maintenance, and security.*

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
Network Administrator	\$97,174	40.00			
Business Manager	\$69,458	40.00			
Administrative Assistant	\$23,388	25.00			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian

i. Master's Degree from an ALA Accredited Program FTE	ii. Other Persons Holding the Title of Librarian FTE	Subtotal
2.00	0.00	2.00

b. All Other Paid Staff FTE *incl. maintenance, plant operation, and security*

2.63

c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*

4.63

XII. SYSTEM MEMBERSHIP*Attach a listing of all current public library and county members of the system.*

Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines). A check indicates that all members have indicated compliance with the requirement.

- ☒ The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [s. 43.15(4)(c)1]
- ☒ The public library members are authorized by the municipal governing board to participate in the public library system. [s. 43.15(4)(c)3]
- ☒ The public library members have entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program or from providing remote access to a library's online resources only to residents. [s. 43.15(4)(c)4]
- ☒ The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03]
- ☒ All counties participating in the system have entered into written agreements with the system as required under [s. 43.15(4)(b)3]
- ☒ All counties participating in the system have adopted and maintained the plan of library service submitted and approved under s. 43.11(3) and s. 43.13(1). [s. 43.15(4)(b)1]. **On the membership listing to be attached to this report, indicate the year of the last plan revision.**
- ☒ Each public library member, beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer. [s. 43.15(4)(c)7]
- ☒ Each public library member, beginning in 2008, annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8]

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (include timelines). Any current written contracts or agreements not previously filed with the division providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology.

Indicate compliance with the requirements below with a checkmark. Unchecked statutes indicate noncompliance.

- ☒ Library system board is constituted and operated in compliance with s. 43.17(1) and (2) and s. 43.19(1)(a) and (b).
- ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [s. 43.17(4)]
- ☒ Library system is organized and operated in compliance with Wis. Stat. s. 43.15 Standards for public library systems.

S. 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided.

- ☒ (a) Written agreements that comply with s. 43.15(4)(c)4. with all member libraries.
- ☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ (c) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
- ☒ (d) Inservice training for participating public library personnel and trustees.
- ☒ (e) Electronic delivery of information and physical delivery of library materials to participating libraries.
- ☒ (f) Service agreements with all adjacent library systems.
- ☒ (g) Professional consultant services to participating public libraries.
- ☒ (h) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.
- ☒ (i) Promotion and facilitation of library service to users with special needs.
- ☒ (j) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ (k) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ (l) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

I CERTIFY that to the best of my knowledge the information provided in this annual report and any attachments are true and accurate.

Signature of Public Library System Director ➤	Name of Public Library System Director Steve Heser	Date Signed
Signature of Public Library System Board President ➤	Name of Public Library System Board President Paul Ziehler	Date Signed

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COMMENTS

3. Certification Grade

New director; application for certification sent 02/05/18--2018-02-05

4. Certification Expiration Date

Certification date from previous director. Will not accept a null value.--2018-02-05

Position

Position currently vacant--2018-02-01

hoopla Statistics and Expenditures
Through January 31, 2018
* service started June 12th, 2017

Month	Patrons Served	Expenditure	Circulations
Jun-17	584	\$3,271.98	1647
Jul-17	1534	\$9,542.08	4598
Aug-17	1367	\$9,601.38	4432
Sep-17	1189	\$8,109.33	3717
Oct-17	1225	\$8,709.11	4104
Nov-17	1203	\$8,613.19	4061
Dec-17	1225	\$8,600.19	4086
Jan-18	1426	\$10,151.71	4844
Total	9753	\$66,598.97	31489
Averages	1310	\$9,046.71	4263

Notes:

As of 02/02/18, MCFLS has a positive balance of \$28,642.82 in our hoopla account

For 2018, MCFLS has appropriated \$110,000 and member libraries contributed an additional \$30,000 for a total of \$140,000. \$30,000 was credited to the hoopla account on 01/05/18.

WISCONSIN PLSR



IMPORTANT DATES

JAN 22 - FEB 9

**Core Recommendation
Collaborator (CRC)
Application Period**



Apply to be part of a small team to help craft core recommendations with the Steering Committee and/or to be part of a larger group that will offer feedback.

FEB 12 - FEB 26

Take a survey to share what you think about system services, governance, regional connections, local control, and other topics..



**Post-Focus Group
Survey**

APR 2 - APR 23

**Workgroup Report
Feedback Period**



Community members offer feedback for Steering Committee and CRC consideration.

JUNE 11 - JUL 20

Community members will be able to review the Steering Committee's working recommendations and offer feedback. This is a critical feedback period and you are encouraged to schedule time, with staff and/or with Boards, to review the recommendations.



**Steering Committee
Report Feedback Period**

For more information, visit <http://plsr.info>



709 North Eighth Street
Milwaukee, WI 53233

PH: 414-286-8149

FAX: 414-286-3209

February 5th, 2018

January/February 2018 Director's Report

Summary of activities

1. Compiled data and statistics to assist libraries in completing the state annual report. Emailed instructions, information and answered questions related to the report (ongoing).
2. LDAC meeting held at Brown Deer Public Library on January 4th.
3. Assisted Shorewood staff with questions related to ordering and acquisitions process through Baker and Taylor 360.
4. Participated in Circulation Services meeting held at Franklin on January 18th.
5. Took part in SOIS/MPL fines study meeting and provided data to assist in preliminary findings.
6. Started process of Library System Administrator recruitment. Distributed approved job posting to several state and technology discussion groups and listservs as well as those for our ILS vendor Innovative.
7. Met with Midwest Tape/hoopla sales representative.
8. Collaborated on CollectionHQ pricing for member libraries.
9. Attended DPI System Director training in Madison on January 29th.
10. Participated in PLSR ILL/ILS sub-working group meeting on platform pricing.
11. Completed and reviewed the library system state annual report.
12. Attended the Wisconsin Illinois Innovative Users Group (WILIUG) steering committee meeting.
13. Contacted the County Executive's office regarding board appointments.
14. LDAC meeting held at Oak Creek Public Library on February 1st.
15. Applied for Grade 1 library director certification with DPI.
16. Participated in PLSR ILL/ILS regular working group meeting.
17. Completed more data retrieval for SOIS/MPL fines study.
18. Met with EBSCO sales representative.

Upcoming Activities

1. WPLC Board and SRLAAW meetings, February 19th
2. Library Legislative Day, February 20th
3. Library System Administrator job interviews and training preparation.