MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

709 North Eighth Street
Milwaukee, WI 53233
PH: 414-286-3210
FAX: 414-286-3209

NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, March 19th, 2018

9:00 A.M.

This meeting will be conducted in the
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, February 12, 2018
Action Attachment A **Page 3**

Public comment

Library Directors Advisory Council--Report of the March 1, 2018 LDAC Meeting
Attachment B **Page 10**

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

Administrative Reports requiring action

Financial Report—February 2018

Action Attachment C **Page 12**

Digicorp - Sierra server maintenance agreement and MCFLS security audit proposal

Action Attachment D **Page 14**

2018 MCFLS Director Goals

Action Attachment E **Page 17**

Administrative informational items

Library Systems Administrator position. Update on recruitment process.

Director's Report

Attachment F **Page 18**

The next meeting of the MCFLS Board of Trustees will be on Monday, April 16th, 2018, at 9:00 a.m.

Adjournment.

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

Milwaukee County Federated Library System
Board of Trustees

Regular Monthly Meeting held Monday, February 12, 2018
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:	Steve Heser, Director Judy Kaniasty, Business Manager
Others:	Pat Laughlin, LDAC Chair and Hales Corners Library Paula Kiely, Milwaukee Public Library Joan Johnson, Milwaukee Public Library Judy Pinger, 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 10:08 a.m.

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, January 22, 2018 meeting which are shown as Attachment A of the agenda packet. Trustee Sartori moved and Trustee Glaisner seconded the motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT. None.

{Vice President Penebaker arrived at 10:10 a.m.

LIBRARY DIRECTORS ADVISORY COUNCIL. President Ziehler asked LDAC Chair Pat Laughlin to review her report of the February 1, 2018 meeting, which is shown as Attachment B of the agenda packet. Pat Laughlin reviewed her report and responded to questions. Paula Kiely provided a report of the PLSR activities currently underway and the upcoming process anticipated. Steve Heser added that the CollectionHQ price quote has been negotiated down $10,000 for a cost of $40,000 plus the $5,000 setup fees. Treasurer Kovac moved and Vice President Penebaker seconded a motion to accept the report and place it on file. Unanimously approved.

BOARD OF TRUSTEES – ADMINISTRATIVE REPORTS REQUIRING ACTION.

Financial Reports – January, 2018. President Ziehler referred to the January, 2018 financial report, which was distributed at meeting and shown as Exhibit 1 attached to these minutes. Director Heser indicated he had reviewed the report and nothing stands out to report. Trustee Glaisner moved and Trustee Lexmond seconded a motion to approve the report as submitted. Unanimously approved.

2017 MCFLS Annual Report to DPI. President Ziehler referred to the 2017 MCFLS Annual Report, which is shown as Attachment C of the agenda packet. Director Heser reviewed the report and noted that he applied for his Director Certification as required. Vice President Penebaker moved and Treasurer Kovac seconded a motion to approve the report as presented and authorized Director Heser to submit as required. Unanimously approved.

MPL Resource Library Report. President Ziehler asked that Milwaukee Public Library staff review their Resource Library Report, which was distributed at meeting and shown as Exhibit 2 attached to these minutes. Joan Johnson reviewed the report as requested and responded to questions from the MCFLS Board. President Ziehler asked that this excellent piece of information be shared with the LDAC so they can share it with elected officials. Trustee Lexmond moved and Trustee Sartori seconded a motion to accept the report and place it on file. Unanimously approved.

ADMINISTRATIVE INFORMATIONAL ITEMS

Hoopla Statistics and Expenditures through January 31, 2018. President Ziehler referred to Attachment D of the agenda packet. Director Héser reported that Trustee Glaisner had requested information regarding Hoopla and Attachment D of the agenda packet contains eight months' worth of usage and cost statistics. Steve noted that simultaneous usage is a key benefit of this service. Steve plans to market this product more. The average cost per circulation is $2.10.

Public Library System Redesign (PLSR) Important Dates. Director Heser reviewed Attachment E of the agenda packet, which outlines the PLSR activities planned for 2018 adding that any changes would be implemented gradually as some legislative change may be necessary. President Ziehler questioned where discussions regarding resource libraries are leading and Paula Kiely reported that discussions have taken place and things are not clear at this time; it was noted that Milwaukee Public Library is so much bigger than other resource libraries in other Systems.

Director's Report. Director Heser reviewed his report, which is shown as Attachment F of the agenda packet. Two applications have been submitted to date for the Library Systems Administrator position.

President Ziehler announced at Vice President Penebaker has been selected to receive the 2018 Sacagawea Award at the Pfister March 8th and the MCFLS Board congratulated her on that designation.

NEXT MEETING. Scheduled for Monday, March 19, 2018 at 9:00 a.m. at the MCFLS Office.

ADJOURNMENT. With no further business to be addressed, Vice President Penebaker moved and Trustee Sartori seconded a motion to adjourn the meeting at 11:17 a.m. Unanimously approved.

M.C.F.L.S.
Financial Report
For the One Month Ending January 31, 2018

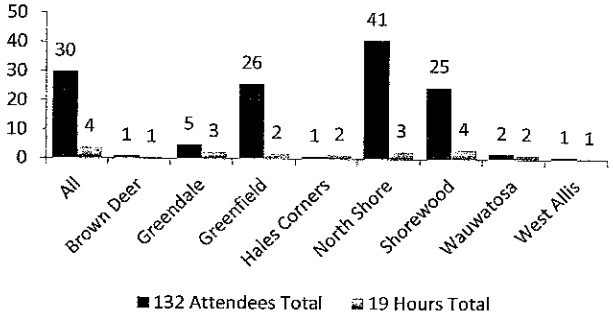
		Annual Budget	Year to Date	%	Balance	%
1						
2						
3	**General Revenues**					
4	State Aid Revenue	$ 2,766,162	$ 2,074,622	(75.00)	$ 691,541	(25.00)
5	Milwaukee County Allocation	$ 66,650	$ 33,325	(50.00)	$ 33,325	(50.00)
6	West Milwaukee Contract -Other	$ 48,160	$ -	0.00	$ 48,160	(100.00)
7	Interest on Invested Funds	$ 4,000	$ -	0.00	$ 4,000	(100.00)
8	Member Forms/Supplies Revenue	$ 25,000	$ 2,974	(11.90)	$ 22,026	(88.10)
9	Member Postage Revenue	$ 25,000	$ 5,628	(22.51)	$ 19,372	(77.49)
10	Member OCLC Revenue	$ 113,232	$ -	0.00	$ 113,232	(100.00)
11	Member Telecomm. Revenue	$ 16,800	$ -	0.00	$ 16,800	(100.00)
12	Member III Softwre Maint-Basic	$ 198,088	$ -	0.00	$ 198,088	(100.00)
13	Member III Softwre Maint-Other	$ 43,050	$ -	0.00	$ 43,050	(100.00)
14	Member Tech. Assist.-Time Rev.	$ 15,000	$ 276	(1.84)	$ 14,724	(98.16)
15	Member Special Projects Revenu	$ 80,000	$ 322	(0.40)	$ 79,678	(99.60)
16	Member Cataloging Contract Rev	$ 149,006	$ -	0.00	$ 149,006	(100.00)
17	Member Database Revenue	$ 77,132	$ -	0.00	$ 77,132	(100.00)
18	Member Catalog Enhancement Rev	$ 24,160	$ -	0.00	$ 24,160	(100.00)
19	Member Ecommerce Transaction	$ 9,000	$ -	0.00	$ 9,000	(100.00)
20	TNS Calls/Notices Revenue	$ 5,600	$ 1,104	(19.71)	$ 4,496	(80.29)
21	Carryover Revenue	$ 35,000	$ -	0.00	$ 35,000	(100.00)
22	Staff Benefits/Co-Pay Revenue	$ 31,134	$ 1,766	(5.67)	$ 29,368	(94.33)
23	Member Digital Content Rev	$ 194,179	$ -	0.00	$ 194,179	(100.00)
24	**Total General Revenues**	$ 3,926,353	$ 2,120,017	(1.16)	$ 1,806,337	(98.84)
25						
26	**Special Revenues**					
27	W. Milwaukee Borrowing Revenc	$ 52,437	$ -	0.00	$ 52,437	(100.00)
28	Ecommerce Revenue	$ 200,000	$ 40,467	(20.23)	$ 159,533	(79.77)
29	**Total Special Revenues**	$ 252,437	$ 40,467	(16.03)	$ 211,970	(83.97)
30						
31	**Total Revenues**	$ 4,178,790	$ 2,160,484	(2.05)	$ 2,018,307	(97.95)
32						
33		**Annual Budget**	**Year to Date**	**%**	**Balance**	**%**
34						
35	**General Expenditures**					
36	Fringe Benefits Expense	$ 182,281	$ 18,052	6.47	$ 164,229	93.53
37	Salaries Expense	$ 381,600	$ 21,367	5.60	$ 360,233	94.40
38	Telephone Renewal Expense	$ 1,600	$ 136	8.50	$ 1,464	91.50
39	Member Ecommerce Transaction E	$ 9,000	$ -	0.00	$ 9,000	100.00
40	TNS Calls/Notices Expense	$ 5,600	$ 484	8.64	$ 5,116	91.36
41	Mileage Reimbursement Expense	$ 200	$ 32	16.00	$ 168	84.00
42	Conference/Training Expense	$ 5,500	$ 130	2.36	$ 5,370	97.64
43	Memberships Expense	$ 6,800	$ 3,200	47.06	$ 3,600	52.94
44	Continuing Education Expense	$ 8,500	$ -	0.00	$ 8,500	100.00
45	Office Supplies Expense	$ 1,000	$ 86	8.60	$ 914	91.40
46	Copy Machine Maint. Expense	$ 1,200	$ -	0.00	$ 1,200	100.00
47	MCFLS Printing Expense	$ 500	$ -	0.00	$ 500	100.00
48	MCFLS Printing for Mem Expense	$ 5,000	$ -	0.00	$ 5,000	100.00
49	MCFLS WI Pub Lib Consortium Ex	$ 10,616	$ -	0.00	$ 10,616	100.00
50	MCFLS Buying Pool	$ 110,000	$ 30,000	27.27	$ 80,000	72.73
51	MCFLS Database Expense	$ 15,000	$ -	0.00	$ 15,000	100.00
52	Member Database Expense	$ 77,132	$ 18,504	23.99	$ 58,628	76.01

M.C.F.L.S.
Financial Report
For the One Month Ending January 31, 2018

53	MCFLS Catalog Enhancement Expe	$	67,677	$	34,382	50.80	$	33,295	49.20
54	Member Catalog Enhancement Exp	$	24,160	$	24,160	100.00	$	-	0.00
55	MCFLS Postage Expense	$	600	$	-	0.00	$	600	100.00
56	Member Postage Expense	$	25,000	$	-	0.00	$	25,000	100.00
57	Member Forms/Supplies Expense	$	25,000	$	1,015	4.06	$	23,985	95.94
58	Telephone Expense	$	4,450	$	168	3.78	$	4,282	96.22
59	Meetings Expense	$	500	$	104	15.80	$	396	84.20
60	Insurance Expense	$	11,252	$	8,007	49.79	$	3,245	50.21
61	Legal Expense	$	500	$	-	0.00	$	500	100.00
62	Audit Expense	$	12,000	$	-	0.00	$	12,000	100.00
63	Payroll Service Expense	$	4,000	$	428	10.70	$	3,572	89.30
64	III Software Support Expense	$	241,138	$	117,029	48.53	$	124,109	51.47
65	Member Telecomm. Expense	$	16,800	$	-	0.00	$	16,800	100.00
66	MCFLS Telecomm. Maint. Expense	$	10,000	$	-	0.00	$	10,000	100.00
67	OCLC Expense	$	125,461	$	25,000	19.93	$	100,461	80.07
68	MCFLS Computer Room Equipment	$	5,000	$	147	2.94	$	4,853	97.06
69	MCFLS Equipment Expense	$	15,650	$	-	0.00	$	15,650	100.00
70	Member Special Projects Expens	$	80,000	$	5,258	6.57	$	74,742	93.43
71	Sorting and Delivery Expense	$	291,700	$	22,119	7.58	$	269,581	92.42
72	South Central Delivery Expense	$	21,250	$	-	0.00	$	21,250	100.00
73	Auto Payment/Maintenance Exp.	$	1,000	$	-	0.00	$	1,000	100.00
74	MPL Resource Contract Expense	$	179,801	$	-	0.00	$	179,801	100.00
75	MPL Rent Lease Contract Exp.	$	128,530	$	-	0.00	$	128,530	100.00
76	ILS Expense	$	36,450	$	-	0.00	$	36,450	100.00
77	MCFLS Catalog Cont Exp to MPL	$	276,676	$	-	0.00	$	276,676	100.00
78	Member Catalog Contract Exp.	$	149,006	$	-	0.00	$	149,006	100.00
79	Internet Expense	$	19,500	$	150	0.77	$	19,350	99.23
80	Contingency Expense	$	48,741	$	77	0.02	$	48,664	99.98
81	Member Digital Content Exp	$	194,179	$	-	0.00	$	194,179	100.00
82	Marketing	$	10,000	$	-	0.00	$	10,000	100.00
83	**Total General Expenditures**	$	2,847,550	$	330,035	11.28	$	2,517,515	88.72
84									
85	**Special Expenditures**								
86	W. Milwaukee Borrowing Expense	$	52,437	$	-	0.00	$	52,437	100.00
87	RB - MCFLS Payment Expense	$	1,078,803	$	-	0.00	$	1,078,803	100.00
88	Ecommerce Expense	$	200,000	$	42,611	21.31	$	157,389	78.69
89	**Total Special Expenditures**	$	1,331,240	$	42,611	3.20	$	1,288,629	96.80
90									
91	**Total Expenditures**	$	4,178,790	$	372,646	8.71	$	3,806,144	91.29
92									
93	**Revenue/Expenditures +/-**			$	1,787,838				

2017 Resource Library Dashboard

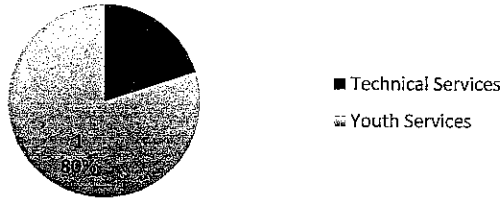
Training and Consulting Services to Milwaukee County Federated Library System (MCFLS) Members



- **Building Projects:** Mixed-use budgets
- **Collections:** Materials gift
- **Other Library Operations:** Pest control policies and procedures
- **Other Technology-Related Services:** Public access time management solution; Remote printing software
- **Security:** Active Shooter Training
- **Service Initiatives:** Cultural Awareness and Social Justice Programming presentation; Library Technology Specialist Program; Customer Service
- **Training & Consulting:** Acquisitions cart advice; Acquisitions Sierra support; Assistance for patron use of BadgerLink; Consultation on Copy Cataloging & Database Maintenance services to suburbs; ebook and OverDrive training; Evanced Spaces (online room reservation software) – creating organizations for patron records; Reference shadowing; Roving librarian model; Staff ergonomic standard seating; Technical Services staff training

Administrative Support to MCFLS Members

Hours



- **Technical Services:** Donated 300 old DVD cases
- **Youth Services:** Coordinating and obtaining sponsors for four Summer Reading Program coupon sheets shared with MCFLS members to copy and distribute as needed

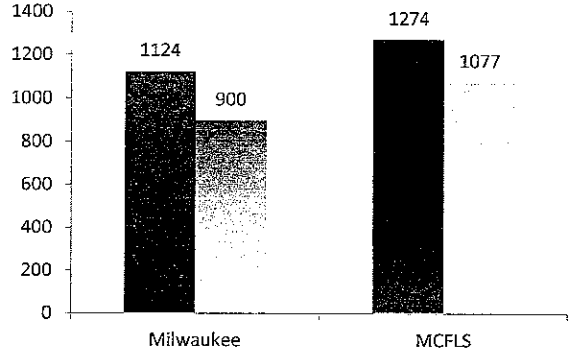
Backup Reference Support to Library Peers

3 Hours Total; 8 Transactions Total

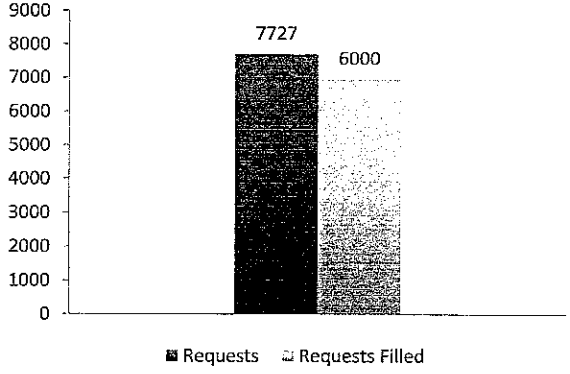
- Business Database
- Business Investment Information
- Overdrive

Interlibrary Loan

Requests and Requests Filled



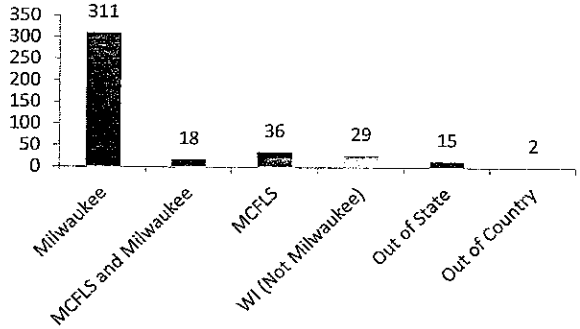
Interlibrary Loan - State Contract



Milwaukee Public Library – 2017 Resource Library Dashboard

Public Programs/Outreach Events Participants

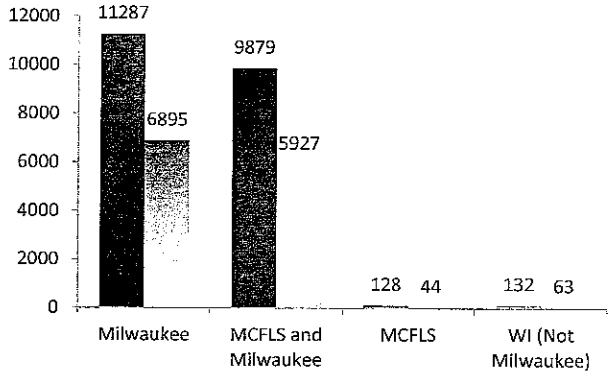
Participants by ZIP Code; 43 Programs/Events; 54 Hours Total



- Author Visit: Louis Clark III
- Archives & Special Collections
  - Krug Lecture Series
  - Rare Books Krug
  - Treasures of the Great Lakes Marine Collection
- Arts & Media
  - Present Music
  - Skeins of Milwaukee
- Business, Technology, Science, Periodicals
  - Book a Business Librarian
  - Goodwill/MPL Job Recruitment Event
  - Investment Basics
  - Latino Inventors
  - Money Doesn't Grow on Trees
  - Money Smart, Life Smart: A Financial Lunch and Learn for Teens
  - Patent Searching 101 Workshop
  - Small Business Resources 101 - Spanish
  - Thinking Money Exhibition Kickoff
- Humanities
  - Family Tree
  - Milwaukee County Law Library
  - Researching your Family Tree

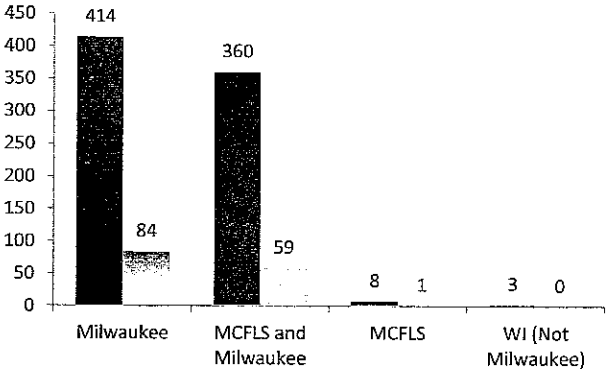
Summer Reading Program - Children

Total Readers and Readers Completed Program
Participants, ages 12 and under, by ZIP code
(Includes outreach groups)



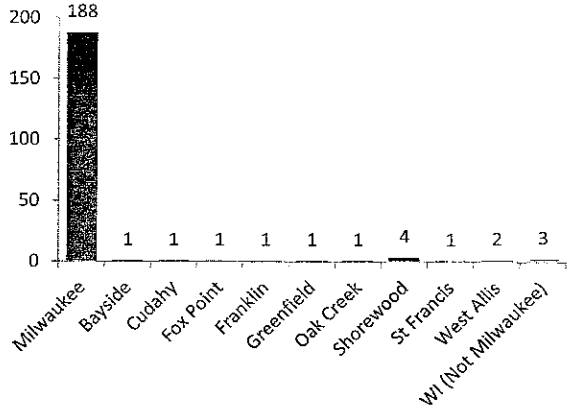
Summer Reading Program - Teens

Total Readers and Readers Completed Program
Participants, ages 13-18, by ZIP code
(No outreach groups)



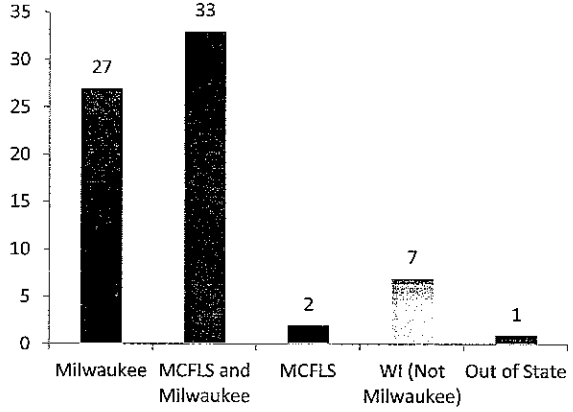
Job Expo

Participants by City



MKE Big Read Program

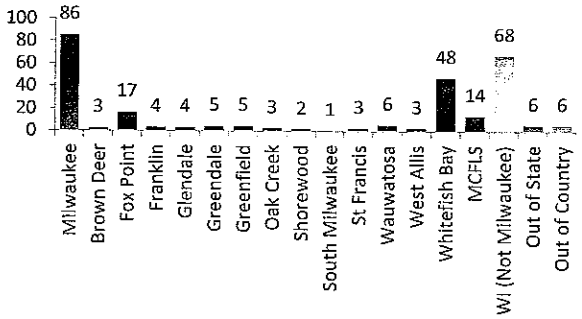
Particpants by ZIP code; 11 Programs; 30 Hours Total



Milwaukee Public Library – 2017 Resource Library Dashboard

Tours/Visits of MPL - Attendees

20 Tours/Visits; 40 Hours Total



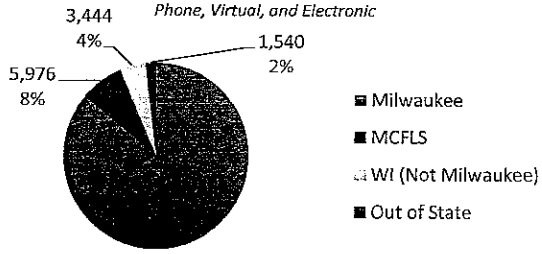
- **Tours:** Central Library general and architectural building; Green Roof; Rare Books Room; When Milwaukee Public Museum was at Central Library program; General branch libraries; Renovated branch libraries: East, Mitchell Street, Tippecanoe, Villard Square
- **Presented to:** General public; City of Milwaukee Earn and Learn interns; Door County Library Foundation Board member; Leslie Hindman Auctions personnel; Personnel from Beloit Public Library, Manitowoc Public Library, Oshkosh Public Library; Students from St. Eugene School, St. Monica School, Taiwan Normal University, University of Wisconsin-Milwaukee Osher Lifelong Learning Institute

Selected Special Collections

- Architectural Archives
- Arts, Music and Recreation Special Collections
- City Archives
- Great Lakes Marine
- Historic Photographs
- Humanities Special Collections
- Milwaukee Road
- Poster
- Rarities

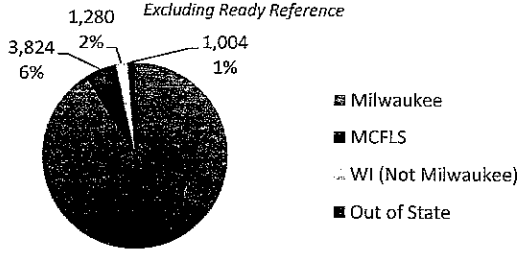
Ready Reference Transactions[1]

Phone, Virtual, and Electronic

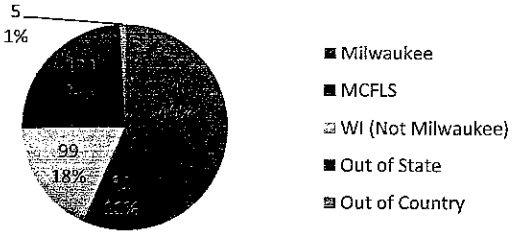


Reference Transactions[1]

Excluding Ready Reference



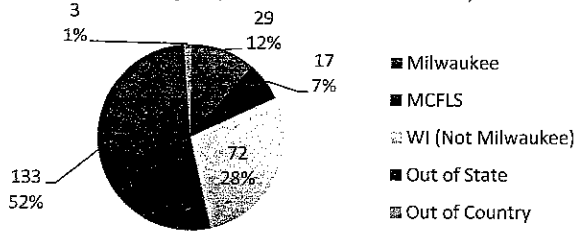
Access to Selected Special Collections



[1] *One week surveys conducted in April and November*

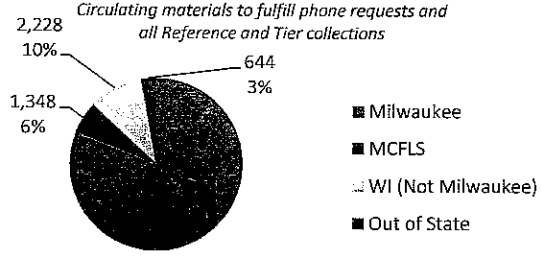
DITTO Requests

Orders for reproduction and document delivery



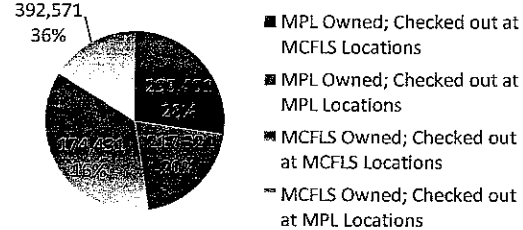
Retrievals[1]

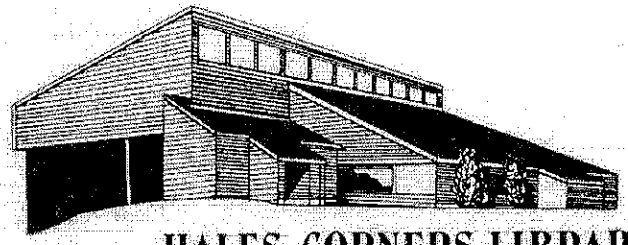
Circulating materials to fulfill phone requests and all Reference and Tier collections



Circulation

Materials circulating from non-owning locations
(Does not include materials circulating from owning libraries within MPL or MCFLS)





HALES CORNERS LIBRARY
5885 South 116th Street W. BEN HUNT CENTER Hales Corners WI 53130
Telephone (414) 529-6150

March 19, 2018

To: MCFLS Board of Trustees
From: Patricia Laughlin, Director,
Hales Corners Library
Re: Summary of LDAC Meeting, Thursday, March 1, 2018
Location: North Shore Public Library

Summary:

MPL Resource Library Report: LDAC received copies of this report after the MCFLS Board suggested distributing it to the LDAC. Steve will provide an electronic version so that libraries can share with their Boards.

MPL/SOIS Fines Study: Rachel Arndt, General Reference and Customer Service Coordinator from Milwaukee Public Library, reported on the fines study that is being done in partnership with the UW-Milwaukee School of Information Studies. The fines study started in 2016 when MPL conducted a fine forgiveness program. The study is tracking what happened after the fines were forgiven. MPL, MCFLS and SOIS will present information at library conferences and are working on a template that can be used by other libraries interested in conducting a fine forgiveness program.

2017 Public Library Annual Report: The reports are due today. There was discussion to clarify the use of databases and the use of wireless service.

Titles added 2017: Steve clarified that titles that were cataloged in 2017 may be titles that were added in 2016.

Hoopla statistics and expenditures through January 31, 2018: Steve distributed promotional material. Discussion on marketing strategies, with the suggestion of marketing all e-format material (Overdrive, RB digital magazines, as well as Hoopla).

Sierra and Database server issues. OS upgrade: Steve reviewed the server issues. The OS upgrade didn't happen and will be rescheduled soon.

WPLC Steering Committee Report: Judy Pinger, who is one of the MCFLS representatives on the WPLC Steering committee, reviewed the OverDrive "Get a Library Card Feature." Discussion focused on questions and issues of providing a digital card, with a fee charged back to the patron's residence library. In addition, Judy reviewed the BiblioLabs proposed partnership with the Wisconsin Public Library Consortium to launch and support: 1) a statewide indie book and self-publishing program and 2) the introduction of a statewide DRM free, geolocated community reading platform.

CollectionHQ update and implementation information: Steve reviewed the implementation process for getting member libraries going with CollectionHQ.

Non-Binary designation in the GENDER field: Continued discussion on the use of / need for the gender field in the patron database. Steve suggested that by eliminating the gender designation and clearing that information, the field could be repurposed. One possibility would be to use this field as the new residence field and repurpose the current residence field as a hold pickup location field. This may allow patrons to select a pickup location as a default. There was a motion and a second to eliminate the collection of gender information and to repurpose that fixed field; motion passed with 1 abstain and 1 no.

Additional business:

- TBS demo: Steve reported there will be a TBS (software) demo at Franklin Library (3/8/18).
- PressReader: Steve reported member libraries will have the opportunity to try out this digital database for newspapers.
- Searchable pdfs: Steve has implemented searchable pdfs for all MCFLS Board, LDAC and committee meeting material using a free software.
- Boopsie: Steve is considering replacing Boopsie with Discover Mobile. The contract for Boopsie ends in October 2018.
- Periodical subcommittee: The periodicals subcommittee has a meeting set for March 20 and will continue to work on procedures that can be used System wide.
- "Claims returned" function: Oak Creek director asked who uses the "claims returned" function.
- "Open Holds Shelf": North Shore director asked for feedback on the use of "Open Holds Shelf"; does it save staff time, does it work with self-checkout systems.
- Friends organizations: Shorewood director asked how other libraries work with their Friends organizations regarding funding and support.

M.C.F.L.S.
Financial Report
For the Two Months Ending February 28, 2018

1		Annual Budget	Year to Date	%	Balance	%
2						
3	**General Revenues**					
4	State Aid Revenue	$ 2,766,162	$ 2,074,622	(75.00)	$ 691,540	(25.00)
5	Milwaukee County Allocation	$ 66,650	$ 33,325	(50.00)	$ 33,325	(50.00)
6	West Milwaukee Contract -Other	$ 48,160	$ -	0.00	$ 48,160	(100.00)
7	Interest on Invested Funds	$ 4,000	$ -	0.00	$ 4,000	(100.00)
8	Member Forms/Supplies Revenue	$ 25,000	$ 3,458	(13.83)	$ 21,542	(86.17)
9	Member Postage Revenue	$ 25,000	$ 5,819	(23.28)	$ 19,181	(76.72)
10	Member OCLC Revenue	$ 113,232	$ 37,277	(32.92)	$ 75,955	(67.08)
11	Member Telecomm. Revenue	$ 16,800	$ 600	(3.57)	$ 16,200	(96.43)
12	Member III Softwre Maint-Basic	$ 198,088	$ 53,674	(27.10)	$ 144,414	(72.90)
13	Member III Softwre Maint-Other	$ 43,050	$ 12,357	(28.70)	$ 30,693	(71.30)
14	Member Tech. Assist.-Time Rev.	$ 15,000	$ 663	(4.42)	$ 14,337	(95.58)
15	Member Special Projects Revenu	$ 80,000	$ 422	(0.53)	$ 79,578	(99.47)
16	Member Cataloging Contract Rev	$ 149,006	$ 53,616	(35.98)	$ 95,390	(64.02)
17	Member Database Revenue	$ 77,132	$ 5,327	(6.91)	$ 71,805	(93.09)
18	Member Catalog Enhancement Rev	$ 24,160	$ 1,695	(7.02)	$ 22,465	(92.98)
19	Member Ecommerce Transaction	$ 9,000	$ 356	(3.96)	$ 8,644	(96.04)
20	TNS Calls/Notices Revenue	$ 5,600	$ 1,228	(21.93)	$ 4,372	(78.07)
21	Carryover Revenue	$ 35,000	$ -	0.00	$ 35,000	(100.00)
22	Staff Benefits/Co-Pay Revenue	$ 31,134	$ 3,578	(11.49)	$ 27,556	(88.51)
23	Member Digital Content Rev	$ 194,179	$ 17,439	(8.98)	$ 176,740	(91.02)
24	**Total General Revenues**	$ 3,926,353	$ 2,305,456	(58.72)	$ 1,620,897	(41.28)
25						
26	**Special Revenues**					
27	W. Milwaukee Borrowing Revene	$ 52,437	$ -	0.00	$ 52,437	(100.00)
28	Ecommerce Revenue	$ 200,000	$ 42,611	(21.31)	$ 157,389	(78.69)
29	**Total Special Revenues**	$ 252,437	$ 42,611	(16.88)	$ 209,826	(83.12)
30						
31	**Total Revenues**	$ 4,178,790	$ 2,348,067	(56.19)	$ 1,830,723	(43.81)
32						
33		Annual Budget	Year to Date	%	Balance	%
34						
35	**General Expenditures**					
36	Fringe Benefits Expense	$ 182,281	$ 28,934	15.87	$ 153,347	84.13
37	Salaries Expense	$ 381,600	$ 43,497	11.40	$ 338,103	88.60
38	Telephone Renewal Expense	$ 1,600	$ 272	17.00	$ 1,328	83.00
39	Member Ecommerce Transaction E	$ 9,000	$ -	0.00	$ 9,000	100.00
40	TNS Calls/Notices Expense	$ 5,600	$ 982	17.54	$ 4,618	82.46
41	Mileage Reimbursement Expense	$ 200	$ 32	16.00	$ 168	84.00
42	Conference/Training Expense	$ 5,500	$ 130	2.36	$ 5,370	97.64
43	Memberships Expense	$ 6,800	$ 3,250	47.79	$ 3,550	52.21
44	Continuing Education Expense	$ 8,500	$ 225	2.65	$ 8,275	97.35
45	Office Supplies Expense	$ 1,000	$ 107	10.70	$ 893	89.30
46	Copy Machine Maint. Expense	$ 1,200	$ 72	6.00	$ 1,128	94.00
47	MCFLS Printing Expense	$ 500	$ -	0.00	$ 500	100.00
48	MCFLS Printing for Mem Expense	$ 5,000	$ -	0.00	$ 5,000	100.00
49	MCFLS WI Pub Lib Consortium Ex	$ 10,616	$ -	0.00	$ 10,616	100.00
50	MCFLS Buying Pool	$ 110,000	$ 30,000	27.27	$ 80,000	72.73
51	MCFLS Database Expense	$ 15,000	$ -	0.00	$ 15,000	100.00
52	Member Database Expense	$ 77,132	$ 78,504	101.78	$ (1,372)	(1.78)

M.C.F.L.S.
Financial Report
For the Two Months Ending February 28, 2018

53	MCFLS Catalog Enhancement Expe	$ 67,677	$ 34,382	50.80	$ 33,295	49.20
54	Member Catalog Enhancement Exp	$ 24,160	$ 24,160	100.00	$ -	0.00
55	MCFLS Postage Expense	$ 600	$ -	0.00	$ 600	100.00
56	Member Postage Expense	$ 25,000	$ -	0.00	$ 25,000	100.00
57	Member Forms/Supplies Expense	$ 25,000	$ 1,015	4.06	$ 23,985	95.94
58	Telephone Expense	$ 4,450	$ 663	14.90	$ 3,787	85.10
59	Meetings Expense	$ 500	$ 114	22.80	$ 386	77.20
60	Insurance Expense	$ 11,252	$ 8,033	71.39	$ 3,219	28.61
61	Legal Expense	$ 500	$ -	0.00	$ 500	100.00
62	Audit Expense	$ 12,000	$ 1,450	12.08	$ 10,550	87.92
63	Payroll Service Expense	$ 4,000	$ 727	18.18	$ 3,273	81.83
64	III Software Support Expense	$ 241,138	$ 117,029	48.53	$ 124,109	51.47
65	Member Telecomm. Expense	$ 16,800	$ -	0.00	$ 16,800	100.00
66	MCFLS Telecomm. Maint. Expense	$ 10,000	$ -	0.00	$ 10,000	100.00
67	OCLC Expense	$ 125,461	$ 50,000	39.85	$ 75,461	60.15
68	MCFLS Computer Room Equipment	$ 5,000	$ 239	4.78	$ 4,761	95.22
69	MCFLS Equipment Expense	$ 15,650	$ -	0.00	$ 15,650	100.00
70	Member Special Projects Expens	$ 80,000	$ 11,125	13.91	$ 68,875	86.09
71	Sorting and Delivery Expense	$ 291,700	$ 45,405	15.57	$ 246,295	84.43
72	South Central Delivery Expense	$ 21,250	$ -	0.00	$ 21,250	100.00
73	Auto Payment/Maintenance Exp.	$ 1,000	$ -	0.00	$ 1,000	100.00
74	MPL Resource Contract Expense	$ 179,801	$ -	0.00	$ 179,801	100.00
75	MPL Rent Lease Contract Exp.	$ 128,530	$ -	0.00	$ 128,530	100.00
76	ILS Expense	$ 36,450	$ -	0.00	$ 36,450	100.00
77	MCFLS Catalog Cont Exp to MPL	$ 276,676	$ -	0.00	$ 276,676	100.00
78	Member Catalog Contract Exp.	$ 149,006	$ -	0.00	$ 149,006	100.00
79	Internet Expense	$ 19,500	$ 150	0.77	$ 19,350	99.23
80	Contingency Expense	$ 48,741	$ 148	0.30	$ 48,593	99.70
81	Member Digital Content Exp	$ 194,179	$ -	0.00	$ 194,179	100.00
82	Marketing	$ 10,000	$ -	0.00	$ 10,000	100.00
83	**Total General Expenditures**	$ 2,847,550	$ 480,645	16.88	$ 2,366,905	83.12
84						
85	**Special Expenditures**					
86	W. Milwaukee Borrowing Expense	$ 52,437	$ 52,439	100.00	$ (2)	(0.00)
87	RB - MCFLS Payment Expense	$ 1,078,803	$ 1,078,804	100.00	$ (1)	(0.00)
88	Ecommerce Expense	$ 200,000	$ 42,611	21.31	$ 157,389	78.69
89	**Total Special Expenditures**	$ 1,331,240	$ 1,173,854	88.18	$ 157,386	11.82
90						
91	**Total Expenditures**	$ 4,178,790	$ 1,654,499	39.59	$ 2,524,291	60.41
92						
93	**Revenue/Expenditures +/-**		$ 693,568			

Building Competitive Advantages Through Better Communications

DIGICORP

3-11-18

PROPOSAL FOR: Milwaukee County Federated Library System

SYSTEM PROPOSED: IBM Maintenance

IBM x3850 x5 Support

QTY	*DESCRIPTION*	*Sales Price (Unit)*	*Sales Price (Extended)*
2	On Site 24x7, 24 Hour Support for IBM x3850 x5	$1,269.00	**$ 2,538.00**
	Subtotal		**$ 2,538.00**

TOTAL PROJECT COST = $2,538.00

Project Notes: Taxes not included.
Any changes to the scope of work described above may result in additional costs.

Building Competitive Advantages Through Better Communications

DIGICORP

3-11-18

PROPOSAL FOR: Milwaukee County Federated Library System

SYSTEM PROPOSED: QualysGuard Vulnerability Assessment

Software Costs: QualysGuard Vulnerability Assessment Scanning Tools

QTY	DESCRIPTION	Sales Price (Unit)	Sales Price (Extended)
16	QualysGuard Vulnerability Assessment licensing needed to scan one public IP address (internal or external)	$ 15.00	**$ 195.00**
	Subtotal		**$ 240.00**

***Digicorp Labor Estimate: Vulnerability Assessment Scanning**

Qty (Hrs)	DESCRIPTION	Hourly Rate	Sales Price
10	Digicorp labor needed for the following: • Initial setup and execution of QualyGuard scanning tools • Collect data results from the scan and prepare for analysis • Analyze the assessment results for each IP address scanned and produce summary documentation listing any identified vulnerabilities or threats to the network. Digicorp shall alert staff immediately if any critical issues are found requiring urgent attention • Provide recommendations on any configuration changes or hardware/software solutions needed to mitigate identified security vulnerabilities • Additional charges will apply for any engineering services needed for Digicorp to troubleshoot/resolve any issues that may be discovered and implement the recommended configuration changes or equipment upgrades	$ 125.00 /hr	$ 1,250.00
	Subtotal		**$ 1,250.00**

TOTAL PROJECT COST = $1,490

ELEMENTS & ASSUMPTIONS:

- MCFLS staff will work with Digicorp engineering team to ensure all vulnerability scans are performed in accordance with any service provider policy. This includes access to any formal request procedures and technical staff.
- Digicorp will have needed access to relevant systems and subject matter experts.
- Any temporary security access required, remote and on premise, will be arranged and granted by MCFLS for Digicorp designated employees assigned to this project.

Project Notes: Taxes not included.
Any changes to the scope of work described above may result in additional costs.

MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

709 North Eighth Street
Milwaukee, WI 53233
PH: 414-286-8149
FAX: 414-286-3209

March 19, 2018

To: MCFLS Board of Trustees
From: Steve Heser, Director
Re: 2018 Director Goals

1. Interview, select and train the new Library Systems Administrator with assistance from MCFLS staff. Initial training to be completed by July, 2018.

2. Fully develop the marketing plan to promote public use of system services. With input from LDAC members, investigate additional graphic design assistance for member libraries. To be completed by August, 2018.

3. Assist member libraries in the selection and administration of a statistical analysis tool to better evaluate and manage their collections. Initial implementation to be completed by April, 2018.

4. Provide high-quality continuing education programs for member library staff through the SEWI group and with MCFLS efforts. To be completed by December, 2018.

5. Continue to participate in Public Library System Revision efforts, communicating information to member libraries and the MCFLS Board, advocating for MCFLS member libraries, and assisting state-wide efforts to improve system services. Continuing at least through August 2018.

6. Initiate and lead a strategic planning process for MCFLS and member libraries beginning September 2018. The strategic plan will be used to inform budget priorities in advance of the membership agreement process due to take place in 2019. Continuing through December 2018 and beyond.

7. Begin the process of reaching out to and attending member library board meetings to listen to their needs and learn how we can bring value to their system membership. Continuing through December 2018 and beyond.

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FEDERATED LIBRARY SYSTEM

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March 12th, 2018

February/March 2018 Director's Report

Summary of activities

1. Finalized CollectionHQ pricing for member libraries and submitted agreement.
2. Attended WPLC and SRLAAW meetings on February 19th
3. Participated in Library Legislative Day; met with state representatives from the area and advocated for member libraries and system funding.
4. Started preparing materials for Library Systems Administrator training.
5. Led training session on Sierra Web Management Reports and statistics.
6. Participated in LibraryNOW meetings currently focused on data acquisition and research.
7. Created and revised questions for Library Systems Administrator interviews.
8. Began process of implementing CollectionHQ data analysis and sent an extract of the Sierra database to their staff to start the process.
9. Attended an ETF long term care presentation with MCFLS staff.
10. Discussed DiscoverMobile app timeline with DEMCO. DEMCO is the current provider of our Boopsie mobile catalog app and DiscoverMobile is its eventual replacement.
11. Met with Proquest reps to discuss Syndetics Unbound, a catalog enhancement product.
12. Participated in PLSR meetings to finalize the ILL/ILS workgroup report.
13. Set agenda and attended LDAC meeting on March 1st.
14. Participated in MPL/SOIS Fines Research meetings.
15. Met with MCFLS staff individually to discuss personal and system goals for 2018.
16. Developed 2018 Director Goals with assistance from Board President Ziehler.
17. Sent Pressreader electronic newspaper trial information to LDAC.
18. Attended demonstration of MyPC and Papercut management software by Today's Business Solutions (TBS) staff on March 8th. MyPC and Papercut are the new solutions being used by Milwaukee Public Library.
19. Contacted the County Executive office multiple times regarding board appointments.
20. Conduct interviews of two Library System Administrator candidates on March 14th with the assistance of MCFLS staff.
21. Participate in the Circulation Services meeting held at East library on March 15th.

Upcoming Activities

1. Attending Milwaukee Public Library board meeting on Tuesday, March 27th.
2. Finalize training materials and training schedule for Library System Administrator.