NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, May 18th, 2020

3:30 P.M.

This meeting will be conducted online
using Zoom meeting software

Meeting URL: https://us02web.zoom.us/j/84848792578

Download Zoom: https://zoom.us/download
Instructions: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

AGENDA

1. Call to order

2. Adoption of agenda

3. Approval of minutes: the MCFLS Board of Trustees meeting on Monday, April 20th, 2020

   Action   Attachment A

4. Public comment

5. Library Directors Advisory Council--Report of the May 7th, 2020 Meeting

   Action   Attachment B

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

Board of Trustees—Administrative reports requiring action

6. Financial Report—April 2020

                                            Action   Attachment C

7. Approval for modifying RFP for Marketing Consultant Services

                                            Action

8. Resolution for Trustee Glaisner

                                            Action   Attachment D

Administrative Informational Items

9. Coronavirus Response – System and Member Library Update.
    a. Reopening MCFLS Libraries: Timeline

10. Hoopla projections

                                                              Attachment E

11. 2021 County Budget Request

                                                              Attachment F

12. Director's Report

                                                              Attachment G

Next meeting date: Monday, June 15th, 2020. Tentatively scheduled to take place at the Shorewood Public Library, 3920 N. Murray Ave., Shorewood, WI 53211

Milwaukee County Federated Library System
Board of Trustees

Regular Monthly Meeting held Monday, April 20, 2020
Zoom Meeting

ROLL CALL

Present: Paul Ziehler, President
              Steven Shea, Vice President
              Nik Kovac, Treasurer
              Elizabeth Suelzer, Trustee

Staff: Steve Heser, Director
              Judy Kaniasty, Business Manager
              Jen Schmidt, Library Systems Administrator

Others: Judy Pinger, LDAC Co-Chair and Milwaukee Public Library
              Rachel Arndt, LDAC Co-Chair and Milwaukee Public Library
              Paula Kiely, Milwaukee Public Library
              Pat Laughlin, Hales Corners Library

CALL TO ORDER. President Ziehler called the regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees to order at 3:34 p.m.

ADOPTON OF AGENDA. President Ziehler referred to the agenda. Trustee Suelzer moved and Vice President Shea seconded a motion to approve the agenda as distributed. Unanimously approved.

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the Monday, March 16, 2020 meeting which are shown as Attachment A of the agenda packet. Treasurer Kovac moved and Trustee Suelzer seconded a motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT. None.

LIBRARY DIRECTORS ADVISORY COUNCIL. LDAC Co-Chair Judy Pinger reviewed her report of the April 2, 2020 meeting which are shown as Attachment B of the agenda packet and responded to Board questions. Treasurer Kovac moved and Trustee Suelzer seconded a motion to accept the report and place it on file. Unanimously approved.

BOARD OF TRUSTEES – ADMINISTRATIVE REPORTS REQUIRING ACTION.

Financial Report – March 2020. President Ziehler referred to the March 2020 financial report, which is shown as Attachment C of the agenda packet. Director Heser noted that the West Milwaukee revenue has been received and that the reciprocal borrowing checks went out as scheduled. Trustee Suelzer moved and Vice President Shea seconded a motion to approve the March 2020 financial report as presented. Unanimously approved.

ADMINISTRATIVE INFORMATIONAL ITEMS.

Coronavirus Response – System and Member Library Update. Director Heser reviewed Attachment D of the agenda packet and added MCFLS and libraries are now prepping for curbside delivery at those locations that are interested. Only a small number of libraries will be offering that service early on. A phased in approach is the plan moving forward, allowing patrons access to local materials first before allowing new system-wide holds.

Treasurer Kovac questioned how much more Hoopla may cost during this pandemic and Director Heser summarized that he feels $20,000 extra each month since the maximum checkouts doubled from four to eight a month. Treasurer Kovac expressed that he likes providing this service but funding is a concern. Director Heser noted that the LDAC has agreed to the increased usage plan through the end of May and will look at it again if libraries don't open by June 1. Director Heser stated that he had told the LDAC that MCFLS would be willing to pay half of the increase in cost and the libraries would be paying the other half.

DPI Letter Regarding Member Non-Compliance with Annual Report Deadline. Director Heser referred to Attachment E of the agenda packet noting that Franklin should not have been on the list as it was his fault the annual report wasn't submitted on time since they did get it to him before the deadline. The West Allis and Cudahy situation was confusion as to whom could sign the report. Director Heser indicated he would prepare a plan for DPI to be reviewed by the MCFLS Board at their next meeting. President Ziehler commented that the reports were submitted only two days late.

DPI State System Aid – 2020 Second Payment. President Ziehler referred to Attachment F of the agenda packet which released the routine second 2020 state aid payment as anticipated.

2020 1st Quarter Strategic Plan Update. Director Heser reviewed Attachment G of the agenda packet and noted that the MCFLS Technology Plan will be reviewed every year moving forward and not just every five years are required by the State.

Director's Report. Steve Heser reviewed his report, which is shown as Attachment H of the agenda packet and added that he had only received one response to the marketing RFP from WiLS which can within budget but he would like to wait until the audit carryover number is known and the Hoopla overages are calculated before moving forward in order to be fiscally responsible. President Ziehler noted that marketing was the highest priority item outcome from the Strategic Plan; however the Board is willing to wait until the audit carryover and the Hoopla funding situation are known before proceeding.

Trustee Suelzer questioned whether any online publishing price breaks are being extended during this pandemic and Director Heser responded that Hoopla is providing free bonus borrows to a good number of titles, PressReader is providing two months for free and OverDrive is providing a number of multiple use titles at no cost.

President Ziehler announced that Trustee Glaisner has resigned from the MCFLS Board originally in early January and had agreed to a few more months but now that time is up. Unfortunately with the pandemic and change in County Executives, it may be some time before the two MCFLS Board vacancies may be filled.

EXECUTIVE SESSION – SYSTEM DIRECTGOR EVALUATION

Motion to Move into Executive Session. Trustee Suelzer moved and Treasurer Kovac seconded a motion to move into closed session. The motion passed by a unanimously affirmative roll call vote.

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

Motion to Move Out of Executive Session. Vice President Shea moved and Trustee Suelzer seconded a motion to move out of Closed Session. Unanimously approved.

NEXT MEETING. Scheduled for Monday, May 18, 2020.

ADJOURNMENT. With no further business to be addressed, Vice President Shea moved and Trustee Suelzer seconded a motion to adjourn the meeting at 4:55 p.m. Unanimously approved.

MILWAUKEE
PUBLIC LIBRARY

Central Library

Date: 5/11/20

To: MCFLS Board of Trustees
From: Judith Pinger – Associate Library Director IT, Tech Services and Collections
Milwaukee Public Library
Summary of LDAC Meeting from May 7th, 2020
Location: Meeting held in Zoom Platform

Guest Presentation

Cooperative Purchasing Program through WiLs -
- Sara Gold (WiLs) presented details on a cooperative spending program available to library consortia members. There are options for direct order of over 100 library vendor products at a significant discount and another option for ordering discounted library databases through group purchase. WilS can assist libraries by providing streamlined billing and invoice management for annual renewal. They can consolidate and streamline billing for multiple subscriptions and also provide discounting for a selection of national conferences

Discussion Topics

COVID 19 Response – Member Libraries
- On April 17th, Governor Evers included public library curbside service as one of the statewide option during the Safer at Home order.
- Starting April 24th, most locations have either started curbside delivery or are planning curbside delivery with individualized location hours and processes.
- All locations have some staff working in their buildings in various capacities.
- Libraries are requesting delivery service once a week with delivery of returned materials to owning libraries.
-Motion passed to extend due dates to June 15th for all MCFLS locations. Thereafter, the circulation dates will resume normal circulation.

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Central Library

Technology

Hoopla Projections
-Steve presented Hoopla cost projection sheet for 2020.
-MCFLS to maintain Hoopla eight checkout limit possibly through June, 2020 if Bonus Borrows program continues.

WPLC Report – Digital Buying Pool

-MCFLS voted against increasing annual Overdrive statewide digital buying pool by 5%.
-Consensus is to put more funding into local Advantage account to better serve local holds and collection needs.
-MPL contributed $15K to the Advantage account to bolster Overdrive Advantage account.
-MCFLS exploring an 80/20 formula of holds reductions/children's YA material for Advantage account.
-Overall wait times for digital materials have improved statewide. Average hold time is now 33 days per hold. Speculation that the recent LSTA grant of $250K may be a factor in this reduction.

LSTA Funding for Cybersecurity Training

-The Department of Public Instruction – (DPI) is funding statewide library cybersecurity training utilizing InfoSec software. Milwaukee, Oak Creek and Wauwatosa are opting out due to municipal funding of the same platform.

Informational Reports

DPI Compliance Plan for Annual Report – MCFLS is working with a couple of member libraries to ensure future timeliness for annual report submission.

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M.C.F.L.S.
Financial Report
For the Four Months Ending April 30, 2020

1		**Annual Budget**		**Year to Date**		**%**		**Balance**	**%**
2									
3	**General Revenues**								
4	State Aid Revenue	$	2,855,319	$	2,141,489	(75.00)	$	713,830	(25.00)
5	Milwaukee County Allocation	$	66,650	$	66,650	(100.00)	$	-	0.00
6	West Milwaukee Contract -Other	$	47,466	$	47,466	(100.00)	$	-	0.00
7	Interest on Invested Funds	$	7,500	$	-	0.00	$	7,500	(100.00)
8	Member Forms/Supplies Rev (60)	$	20,000	$	3,750	(18.75)	$	16,250	(81.25)
9	Member Postage Revenue (59)	$	25,000	$	4,550	(18.20)	$	20,450	(81.80)
10	Member OCLC Revenue	$	121,591	$	121,591	(100.00)	$	-	0.00
11	Member Telecomm. Revenue (69)	$	16,800	$	16,800	(100.00)	$	-	0.00
12	Member III Softwre Maint-Basi	$	179,267	$	179,267	(100.00)	$	-	0.00
13	Member III Softwre Maint-Other	$	46,709	$	47,137	(100.92)	$	(428)	0.92
14	Member Tech. Assist.-Time Rev.	$	15,000	$	9,777	(65.18)	$	5,223	(34.82)
15	Member Special Projects Revenu	$	80,000	$	28,486	(35.61)	$	51,514	(64.39)
16	Member Cataloging Contract Rev	$	163,716	$	163,716	(100.00)	$	-	0.00
17	Member Database Revenue (55)	$	62,174	$	62,160	(99.98)	$	14	(0.02)
18	Member Catalog Enhancement Rev	$	29,648	$	29,648	(100.00)	$	-	0.00
19	Member Ecommerce Transaction	$	10,000	$	1,886	(18.86)	$	8,114	(81.14)
20	TNS Calls/Notices Revenue (43)	$	1,260	$	304	(24.13)	$	956	(75.87)
21	Carryover Revenue	$	35,000	$	-	0.00	$	35,000	(100.00)
22	Staff Benefits/Co-Pay Revenue	$	37,967	$	13,166	(34.68)	$	24,801	(65.32)
23	LSTA Technology Grant Revenue	$	11,200	$	-	0.00	$	11,200	(100.00)
24	Member Digital Content Rev (88)	$	256,414	$	256,413	(100.00)	$	1	(0.00)
25	Member PC Mngmt License Rev	$	2,545	$	644	(25.30)	$	1,901	(74.70)
26	Member MKE Mixers Rev (93)	$	1,400	$	-	0.00	$	1,400	(100.00)
27	**Total General Revenues**	$	4,092,626	$	3,194,900	(78.06)	$	897,726	(21.94)
28									
29	**Special Revenues**								
30	W. Milw Borrowing Rev (97)	$	49,079	$	49,079	(100.00)	$	-	0.00
31	Ecommerce Revenue (99)	$	200,000	$	80,721	(40.36)	$	119,279	(59.64)
32	**Total Special Revenues**	$	249,079	$	129,800	(52.11)	$	119,279	(47.89)
33									
34	**Total Revenues**	$	4,341,705	$	3,324,700	(76.58)	$	1,017,005	(23.42)
35									
36		**Annual Budget**		**Year to Date**		**%**		**Balance**	**%**
37									
38	**General Expenditures**								
39	Fringe Benefits Expense	$	183,573	$	67,213	36.61	$	116,360	63.39
40	Salaries Expense	$	381,639	$	130,506	34.20	$	251,133	65.80
41	Telephone Renewal Expense	$	612	$	154	25.16	$	458	74.84
42	Member Ecommerce Transaction E	$	10,000	$	1,750	17.50	$	8,250	82.50
43	TNS Calls/Notices Expense (20)	$	1,260	$	307	24.37	$	953	75.63
44	Mileage/Auto Maint Expense	$	700	$	81	11.57	$	619	88.43
45	Conference/Training Expense	$	6,500	$	1,054	16.22	$	5,446	83.78
46	Memberships Expense	$	5,000	$	3,885	77.70	$	1,115	22.30
47	Continuing Education Expense	$	9,000	$	-	0.00	$	9,000	100.00
48	Office Supplies Expense	$	1,000	$	368	36.80	$	632	63.20
49	Copy Machine Maint. Expense	$	2,500	$	562	22.48	$	1,938	77.52
50	MCFLS Printing Expense	$	500	$	-	0.00	$	500	100.00
51	MCFLS Printing for Mem Expense	$	5,000	$	-	0.00	$	5,000	100.00
52	MCFLS WI Pub Lib Consortium Ex	$	5,605	$	-	0.00	$	5,605	100.00

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M.C.F.L.S.
Financial Report
For the Four Months Ending April 30, 2020

53	MCFLS Buying Pool	$	135,000	$	45,000	33.33	$	90,000	66.67
54	MCFLS Database Expense	$	21,700	$	21,700	100.00	$	-	0.00
55	Member Database Expense (17)	$	62,174	$	62,160	99.98	$	14	0.02
56	MCFLS Catalog Enhancement Expe	$	84,799	$	52,032	61.36	$	32,767	38.64
57	Member Catalog Enhancement Exp	$	29,648	$	9,648	32.54	$	20,000	67.46
58	MCFLS Postage Expense	$	600	$	50	8.33	$	550	91.67
59	Member Postage Expense (9)	$	25,000	$	6,950	27.80	$	18,050	72.20
60	Member Forms/Supplies Exp (8)	$	20,000	$	12,246	61.23	$	7,754	38.77
61	Telephone Expense	$	5,000	$	974	19.48	$	4,026	80.52
62	Meetings Expense	$	500	$	140	28.00	$	360	72.00
63	Insurance Expense	$	11,700	$	8,198	70.07	$	3,502	29.93
64	Legal Expense	$	500	$	3,450	690.00	$	(2,950)	(590.00)
65	Audit Expense	$	12,250	$	2,675	21.84	$	9,575	78.16
66	Payroll Service Expense	$	5,200	$	1,486	28.58	$	3,714	71.42
67	III Software Support Expense	$	225,976	$	118,201	52.31	$	107,775	47.69
68	III TNS Subscr Exp	$	12,224	$	6,112	50.00	$	6,112	50.00
69	Member Telecomm. Expense (11)	$	16,800	$	-	0.00	$	16,800	100.00
70	MCFLS Telecomm. Maint. Expense	$	5,000	$	-	0.00	$	5,000	100.00
71	OCLC Expense	$	135,047	$	23,109	17.11	$	111,938	82.89
72	MCFLS Computer Room Equipment	$	5,000	$	595	11.90	$	4,405	88.10
73	MCFLS Software Expense	$	3,000	$	226	7.53	$	2,774	92.47
74	MCFLS Equipment Expense	$	6,000	$	129	2.15	$	5,871	97.85
75	Member Special Projects Expens	$	80,000	$	33,140	41.43	$	46,860	58.58
76	Sorting and Delivery Expense	$	291,700	$	71,558	24.53	$	220,142	75.47
77	South Central Delivery Expense	$	22,066	$	11,082	50.22	$	10,984	49.78
78	Auto Payment/Maintenance Exp.	$	1,000	$	-	0.00	$	1,000	100.00
79	MPL Resource Contract Expense	$	178,457	$	44,614	25.00	$	133,843	75.00
80	MPL Rent Lease Contract Exp.	$	129,815	$	32,454	25.00	$	97,361	75.00
81	ILS Expense	$	36,450	$	9,113	25.00	$	27,337	75.00
82	MCFLS Catalog Cont Exp to MPL	$	271,255	$	67,814	25.00	$	203,441	75.00
83	Member Catalog Contract Exp.	$	163,716	$	40,929	25.00	$	122,787	75.00
84	MCFLS Collection Dev Tool Exp	$	23,800	$	-	0.00	$	23,800	100.00
85	Internet Expense	$	20,500	$	4,003	19.53	$	16,497	80.47
86	Contingency Expense	$	29,451	$	2,825	9.59	$	26,626	90.41
87	LSTA Technology Grant Expense	$	11,200	$	-	0.00	$	11,200	100.00
88	Member Digital Content Exp (24)	$	256,414	$	45,000	17.55	$	211,414	82.45
89	Marketing	$	10,000	$	131	1.31	$	9,869	98.69
90	Marketing Consultant/Contract	$	40,500	$	-	0.00	$	40,500	100.00
91	Cooperative Purchasing Sub Exp	$	2,000	$	-	0.00	$	2,000	100.00
92	Member PC Mngmt License Ex	$	1,875	$	-	0.00	$	1,875	100.00
93	Member MKE Mixer Exp (26)	$	1,400	$	25	1.79	$	1,375	98.21
94	**Total General Expenditures**	$	3,007,606	$	943,649	31.38	$	2,063,957	68.62
95									
96	**Special Expenditures**								
97	W. Milw Borrowing Exp (30)	$	49,079	$	49,079	100.00	$	-	0.00
98	RB - MCFLS Payment Expense	$	1,085,020	$	1,085,020	100.00	$	-	0.00
99	Ecommerce Expense (31)	$	200,000	$	80,721	40.36	$	119,279	59.64
100	**Total Special Expenditures**	$	1,334,099	$	1,214,820	91.06	$	119,279	8.94
101									
102	**Total Expenditures**	$	4,341,705	$	2,158,469	49.71	$	2,183,236	50.29
103									
104	**Revenue/Expenditures +/-**			$	1,166,231				

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RESOLUTION OF APPRECIATION

Kurt F. Glaisner is leaving the Board of Trustees of the Milwaukee County Federated Library System (MCFLS), after four and a half years of dedicated and exemplary service; and

WHEREAS, Kurt F. Glaisner served with distinction as a Board Trustee since August, 2015; and

WHEREAS, Kurt F. Glaisner brought a unique perspective to the MCFLS Board, simultaneously serving on the North Shore Library Board and being a lifelong resident of the North Shore community; and

WHEREAS, Kurt F. Glaisner tirelessly advocated for member libraries and brought his experience in business operations to assist in oversight of system finances, which ultimately resulted in significant cost savings for both MCFLS and members libraries; and

WHEREAS, Kurt F. Glaisner has consistently sought to improve MCFLS services and has, at all times, given the highest priority to the needs of the citizens and member libraries of Milwaukee County; and

BE IT NOW RESOLVED, that the Milwaukee County Federated Library System Board of Trustees do herewith express heartfelt thanks to Trustee Kurt F. Glaisner for his service, and wishes him well in all future endeavors, particularly traveling and automobile restoration.

FURTHERMORE, BE IT RESOLVED, that a copy of this resolution be presented to Kurt F. Glaisner and that a copy be printed as an attachment to the agenda of the regular meeting of the MCFLS board of Trustees held May 18, 2020.

hoopla Estimated Costs

hoopla 2020	2 1/2 months at 8 max checkouts	3 1/2 months at 8 max checkouts
Jan-20	$ 14,137	$ 14,137
Feb-20	$ 13,500	$ 13,500
Mar-20	$ 23,046	$ 23,046
Apr-20	$ 26,216	$ 26,216
May-20	$ 29,624	$ 29,624
Jun-20	$ 14,850	$ 33,475
Jul-20	$ 16,335	$ 16,050
Aug-20	$ 17,969	$ 17,655
Sep-20	$ 19,765	$ 19,421
Oct-20	$ 21,742	$ 21,363
Nov-20	$ 23,916	$ 23,499
Dec-20	$ 26,308	$ 25,849
Total Est	$ 247,407	$ 263,833
Budgeted	$ 220,000	$ 220,000
Difference	$ (27,407)	$ (43,833)

Library Name	Previous 6 Month Average	Projected Increased Costs March - May 2020 (Col C * B24)	Projected Increased Costs March - June 2020 (Col C * E24)
Brown Deer Public Library	1.43%	$195.46	$312.61
Cudahy Family Library	1.43%	$196.47	$314.23
Franklin Public Library (WI)	5.34%	$731.22	$1,169.46
Greendale Public Library	2.41%	$330.55	$528.67
Greenfield Public Library (WI)	2.81%	$385.20	$616.06
Hales Corners Library	1.32%	$180.63	$288.89
Milwaukee Public Library	42.18%	$5,780.57	$9,245.08
North Shore Library (WI)	6.11%	$836.75	$1,338.24
Oak Creek Public Library	4.78%	$654.93	$1,047.45
Shorewood Public Library	4.69%	$642.27	$1,027.20
South Milwaukee Public Library	1.74%	$237.91	$380.49
St. Francis Public Library (WI)	1.39%	$190.83	$305.20
Wauwatosa Public Library	16.05%	$2,199.97	$3,518.49
West Allis Public Library	3.90%	$533.81	$853.74
Whitefish Bay Public Library	4.43%	$606.93	$970.69
Total	100.00%	$13,703.50	$21,916.50

Projected Costs: March - May 2020		Project Costs: March - June 2020	
MCFLS will pay 1/2 of total overrun		MCFLS will pay 1/2 of total overrun	
Est Total Overrun (2 and 1/2 months)	$27,407.00	Est Total Overrun (3 and 1/2 months)	$43,833.00
Total member library costs (B22/2)	$13,703.50	Total member library costs (E22/2)	$21,916.50

MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

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

June 17th, 2019

The Hon. Chris Abele, County Executive
Milwaukee County Courthouse
901 N. 9th St.
Milwaukee, WI 53233

Dear County Executive Abele:

The Milwaukee County Federated Library System (MCFLS) includes herein a formal 2020 budget request in the amount of $100,000. Requested funds would be incorporated into general revenues to satisfy state mandates and other priorities.

MCFLS continues to provide excellent library services to all Milwaukee County residents.
- The number of items checked out at a library belonging to another library now stands in excess of **1,100,000** annually and is rising. These materials are moved by the delivery service in 24-48 hours, an expense which is completely borne by the MCFLS budget.
- In 2019 MCFLS expenditures for technology rose 12% over 2018 to **$1.7 million**. The system recently secured a collaborative statewide Dell purchase agreement with other systems and saved municipalities and libraries thousands of dollars.
- The system's catalog, CountyCat, continues to facilitate in- and between-library borrowing, with more than **6.1 million items** circulated in 2018. At a conservative estimate of $20 per item, the **cost savings to taxpayers is in excess of $122 million** per year.

MCFLS has recently completed a 2020-2024 Strategic Plan to guide us through the next five years, but our ability to meet the strategic directions laid out in the plan is hampered by threats to our funding. State funding in FY20 and FY21 will likely remain flat and our share of that funding will be lowered as a new funding formula is implemented through the Public Library System Redesign (PLSR) project. We desperately need financial assistance from Milwaukee County.

MCFLS is an example of governmental funding at its smartest and most efficient. Library systems offer economies of scale that benefit all public libraries and we hope you will grant our budget request to continue the high level of service expected by County residents.

Thank you for your consideration.

Sincerely,

Paul M. Ziehler, President
Milwaukee County Federated Library System Board of Trustees

Helping the public libraries in Milwaukee County SERVE YOU BETTER   www.mcfls.org

CULTURAL CONTRIBUTIONS (1900) BUDGET

UNIT NO. **1900**

Department: **Cultural Contributions**

FUND: **General — 0001**

Strategic Program Area 3: Federated Library System

Service Provision: **Discretionary**

How We Do It: Program Budget Summary				
Category	**2018 Actual**	**2019 Actual**	**2020 Budget**	**2021 Budget**	**2021/2020 Variance**
Expenditures	$66,650		$66,650	$	($407,825)
Revenues	$0		$0	$	$0
Tax Levy	$402,750	$ 0	$407,825	$ 0	($407,825)

What We Do With It: Activity Data				
Activity	**2018 Actual**	**2019 Actual**	**2020 Target**	**2021 Target**
Library Materials Circulated	6,149,770		6,450,000	
Registered Cardholders	527,534		550,000	
Digital Materials Circulated	535,134		645,000	
Items Delivered	1,110,393		1,200,000	
MCFLS and CountyCat Website Page Views	12,053,251		13,000,000	
CountyCat Mobile Searches	14,840,534		16,800,000	

How Well We Do It: Performance Measures				
Performance Measure	**2018 Actual**	**2019 Actual**	**2020 Target**	**2021 Target**
Registered Cardholders Users as a Percent of Population.	55.4%	%	59%	%

Strategic Overview:

The Milwaukee County Federated Library System (MCFLS) is overseen by the Department of Public Instruction and serves 15 administratively autonomous and fiscally independent public libraries in Milwaukee County. These public libraries are **wholly funded by their municipality** and join the MCFLS organization voluntarily. In 2020, the County's discretionary contribution to MCFLS remains flat at $66,650.

Public libraries are key to the social infrastructure that binds Milwaukee County together. Social infrastructure are foundational services and structures that support the quality of life in our county. This includes any infrastructure that goes beyond basic economic functions to make a community an appealing place to live. Public libraries are critical in establishing social infrastructure, whether it be summer reading programs or outreach, libraries provide the glue that keep the community together.

CULTURAL CONTRIBUTIONS (1900) BUDGET

UNIT NO. **1900**

Department: **Cultural Contributions**

FUND: **General — 0001**

MCFLS is responsible for supporting all public libraries in the county and coordinating the smooth interaction among members behind the scenes in many facets of the library environment.

Here's how we supported libraries and county residents in 2018: Earlier this year, MCFLS engaged its board of trustees and member libraries on a strategic planning process that culminated this May with the MCFLS 2020-2024 Strategic Plan. A host of new strategic directions emerged from discussions we've had with libraries over the past year, including a need for a better library experience for our residents, a cohesive marketing and advocacy strategy and support to allow members to connect to each other and encourage collaboration.

BUDGET SUMMARY

	2018 Actual	2019 Budget	2020 Budget
Expenditures			
Technology, Reference, Interlibrary Loan	$1,687,635	$ 1,894,049	$2,025,000
Continuing Ed and Consulting	$86,051	122,663	$130,000
Delivery	$316,003	324,669	$335,000
Payment to Members for Non-Res Access	$1,113,004	1,087,526	$1,137,936
Library Services to Youth	$1,437	3,972	$4,500
Library Services to Special Users	$6,975	7,108	$7,500
Public Information	$21,682	43,696	$77,000
Administration	$346,186	329,984	$335,000
Electronic Resources	$394,352	425,463	$500,000
MultiType Initiatives	$6,505	7,918	$8,500
Member Office Supplies	$29,856	55,500	$50,000
Total Expenditures	**4,009,686**	**4,302,548**	**4,610,436**
Revenues			
State Aid to Public Library Systems	2,766,162	2,855,317	2,855,317
Federal LSTA Funding	-	-	11,200
Passthrough Contract Income	1,064,298	1,104,687	1,390,156
Interest Earned from State Aid	3,033	2,000	2,000
Unexpended Funds-Previous Years	68,403	35,000	35,000
All Other Sources	208,851	238,894	236,132
Milwaukee County Contribution	*66,650*	*66,650*	*66,650*
Total Revenue	$ 4,177,397	$ 4,302,548	$ 4,596,455
Budget Surplus/(Deficit):	167,711	-	$ (13,981)
County Contribution as % of Total Revenue:	1.6%	2%	1.5%

MILWAUKEE COUNTY

RACIAL EQUITY
BUDGET TOOL

2021 BUDGET CYCLE

T A B L E   O F   C O N T E N T S

Racial Equity Budget Tool Workgroup

Jennifer Harris – Office of African American Affairs

Marques Hogans – Office of African American Affairs

Nicole Brookshire – Office of African American Affairs

LaCricia McSwain – Department of Administrative Services

Pam Matthews – Department of Administrative Services

Dan Laurila – Department of Administrative Services

Joe Lamers – Department of Administrative Services

Jessica Peterson – Department of Health & Human Services

Cassandra Torres-Adams – Department of Health & Human Services

Matt Fortman – Department of Health & Human Services

Kelly McKone – County Executive's Office

By achieveing racial equity,

Milwaukee is the healthiest county in Wisconsin.

MILWAUKEE COUNTY VISION STATEMENT

Overview

Racism has been and is a public health crisis in Milwaukee County. According to the County Health Rankings, Milwaukee County is, and has consistently been, one of the lowest-ranked counties for health in Wisconsin and, according to Federal Reserve Economic Data, Milwaukee County is one of our nation's most racially segregated areas.

According to 2019 statistics, a white person lives, on average, nearly 14 years longer than a black person and the infant mortality rate is nearly three (3) times higher for black infants compared to white infants. Race is a social construction with no biologic basis, yet racism may produce an assigned societal value based on the way a person looks that has resulted in race being a consistent predictor of a person's quality and length of life.

The Racial Equity Budget Tool (REBT) is a structured racial equity lens for departments to use to critically assess the impacts of budget decisions on communities of color. The tool is structured around the County's strategic planning three-year objectives to help departments and decision makers better understand the pain points and opportunities to advancing the three-year objectives. As a first effort, we

> **Milwaukee County's Racial Equity Budget Tool (REBT) is designed to:**
>
> **Make intentional connections** between the strategic plan and the budget.
>
> **Use racial equity as the key guiding principle** for important decisions regarding investments or disinvestments.
>
> **Initiate conversations** on topics related to the three-year strategic objectives among department leaders and employees.
>
> **Provide baseline data** on departmental efforts to inform enterprise-wide decisions.

expect there will be some departments that are further along than others – that is okay. The 2021 budget will provide a baseline of where we stand today and assist the County on how it can improve moving forward.

Milwaukee County Strategic Objectives

In 2019, Milwaukee County launched its first strategic plan in 20 years. This plan explicitly recognizes, "racism as a public health crisis" and leads with the vision that: **By achieving racial equity, Milwaukee is the healthiest county in Wisconsin.**

As part of the strategic plan, County leaders committed to the three-year objectives listed below. The objectives and the use of a racial equity budget tool are being institutionalized across the county. The questions in this budget tool were guided by the three-year objectives and were informed by best practices from other jurisdictions and the Government Alliance on Race and Equity (GARE).

1. Diverse & Inclusive Workforce

- Milwaukee County leadership, management, and staff will reflect the demographics (including, but not exclusively racial) of Milwaukee County.

- Milwaukee County will have an inclusive workplace culture where differences are welcomed, where different perspectives are heard, and where individuals feel a sense of safety and belonging with no significant differences by race and gender.

- Employees will understand what skills and experience are expected to advance to the next level and will have opportunities to gain those skills and experiences.

2. People-focused Design
- Milwaukee County will determine what services we offer and how money is spent based on robust, diverse public participation.

- Milwaukee County will determine where services are offered based on robust, diverse public participation.

- Milwaukee County will determine how services are offered based on robust, diverse public participation.

3. Employee Perspective

- Milwaukee County leaders and management will regularly consult and problem solve with a racially diverse representation of frontline staff to inform equitable policy, process, and service user delivery decisions.

4. Improved Performance & Equitable Practice

- Milwaukee county monitors and evaluates the impact and equity of all services on users and uses data to continuously improve.

- Milwaukee County will be held accountable by external partners and community members for progress and results on the strategic plan.

5. Fiscal Health

- Milwaukee County will secure additional revenue and achieve cost savings each year between 2020 – 2023 to be able to cover existing operating costs.

- Milwaukee County will identify and implement mechanisms to make investments into strategic priorities to achieve objectives as identified by the strategic plan.

Instructions

1. Submit only one REBT per Department.

The REBT should reflect an analysis of the suite of budget decisions per department. Within answers to each question, **details may be provided at the division level**, as determined appropriate. Decision points should be analyzed as part of the comprehensive effort that your Department is undertaking in addressing racial equity in programs, plans, policies, and power structures. Since departments are often tasked with cutting their budgets to reflect a reduction from their previous fiscal year's budget, a REBT should also include an analysis of how proposed reductions may or may not burden black and brown individuals and communities.

2. Keep the focus on the analysis of departments' improvements, reductions, and overall budget.

The REBT will focus on a racial equity analysis of decisions for new policies, programs, and plans under consideration, and also the department's ongoing commitment to racial equity.

3. Use demographic data to help your department determine benefits and burdens of new decisions and overall budget.

State and federally collected demographic data resources are provided in Appendix C. Departments are encouraged to use any data they collect on their service users throughout the completion of the REBT. Data from other relevant and credible sources a department may have is also acceptable.

4. REBT technical assistance information and opportunities.

REBT training and technical assistance opportunities will be available at dates to be determined and communicated later. All persons who may be expected to assist the department director in completing the REBT will be encouraged to participate. The learning opportunities (post COVID-19 pandemic) will take place on Milwaukee County web-based platforms (Skype/Microsoft Teams platform) for individual and group drop-in sessions.

- If you understand the question, but have difficulty determining how to answer a question, please contact your Budget Analyst for assistance.

- The Office on African American Affairs should only be contacted on questions related to the racial equity components (glossary, concepts, etc..) that are unclear and cannot be addressed by your Budget Analyst. Send correspondence via email to AfricanAmericanAffairs@milwaukeecountywi.gov.

RACIAL EQUITY BUDGET TOOL

Date Submitted:

Department:

*Please note: each response field below has a **2,500 character limit**.*

STRATEGIC OBJECTIVE CATEGORY 1: **DIVERSE & INCLUSIVE WORKFORCE**

What activities are you doing to attract and retain a diverse and inclusive workforce in your department? What are the associated costs of these activities?

(2,500 character limit)

How do you use professional development and advancement opportunities to advance equity in your department's workforce? What resources are used to support these opportunities for professional development and advancement?

(2,500 character limit)

STRATEGIC OBJECTIVE CATEGORY 2: **PEOPLE-FOCUSED DESIGN**

How and when have service users, particularly users of color, and other key stakeholders been engaged to inform decisions about your requested budget (Who was involved, what was the forum, what were the results)?

(2,500 character limit)

What are the multi-lingual needs of your department's service users? How do you use your budget to meet these language needs?

(2,500 character limit)

STRATEGIC OBJECTIVE CATEGORY 3: **EMPLOYEE PERSPECTIVE**

Our employees can be a great resource for innovation and knowing what is working well and what needs work. Have you engaged a diverse group of frontline employees to inform decisions about your proposed budget changes? If yes, how was input solicited, who was involved, and what were the results?

(2,500 character limit)

STRATEGIC OBJECTIVE CATEGORY 4: **IMPROVED PERFORMANCE & EQUITABLE PRACTICE**

Describe ways in which racial and economic data was used to prioritize resource distribution. (Data can include sources found in the resources section of this tool, department collected data, or any other relevant data from other sources.)

(2,500 character limit)

What are the positive or negative racial equity implications of your proposed budget changes? For reference departments may refer to the "Form 1 – Major Changes" tab of your Supplemental Forms 2021 spreadsheet. Any change with identified impacts should be described.

(2,500 character limit)

What are the expected benefits and potential unintended consequences to disadvantaged communities of your proposed budget changes?
    a. What analysis did you do to determine the expected benefits and potential unintended consequences?

   (2,500 character limit)

    b. What will your department do to mitigate unintended consequences resulting from your proposed budget changes?

   (2,500 character limit)

Appendices

Appendix A:
Glossary

Appendix B:
Frequently Asked Questions

Appendix C:
Resources by Strategic Objective Category

Appendix D:
Public Participation Model

MCFLS Board - May 2020
24 of 31

MCFLS Board - May 2020
24 of 31

GLOSSARY OF QUESTIONS
(REBT FORM)

APPENDIX A
GLOSSARY

Communities of color: In the context of the Milwaukee County Racial Equity Budget Tool, the term communities of color is interchangeable with black and brown communities and inclusive of all non-white populations of color.

Disadvantaged communities: A collective term for referencing communities that have historically experienced inequities where they learn, live, and work that were/are not optimal due to disenfranchisement, disinvestment, marginalization, racism and other systems of oppression.

Diverse (AMOP): Diversity includes all the ways in which people differ, and it encompasses all the different characteristics that make one individual or group different from another. It is all-inclusive and recognizes everyone and every group as part of the diversity that should be valued. A broad definition includes not only race, ethnicity, and gender — the groups that most often come to mind when the term "diversity" is used — but also age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, and physical appearance. It also involves different ideas, perspectives, and values.

Diverse group: As it relates to question 5, an intentional effort to include individuals from different racial, ethnic, gender, and social backgrounds proportionate to the diversity of the department.

Economic data: Numerical data collected based on service delivery criteria determined by departments.

Equity: The assurance that the culture, values, and opinions of individuals and groups are represented in the decision-making processes.

Frontline employees: A grouping of Milwaukee County employees that serves as the initial point of contact for service users or a range of employees from all levels of the workforce with emphasis on the inclusion of direct service rendering staff.

Inclusive workforce: A workplace environment that recognizes the contributions of all employees, while valuing their social status, race, gender, or other demographic classifications.

Key stakeholders: Both internal and external individuals, agencies, or organizations whom participate in the planning, development, implementation and decision-making process of an activity, process, or service delivery. (AMOP- Key stakeholders are service users, the workforce, partners, governing boards, donors, suppliers, taxpayers, regulatory bodies, policy makers, funders, and local and professional communities)

Multi-lingual needs: The ability of Milwaukee County departments to address linguistic needs for all service users through staffing, documentation, and other communication platforms.

People-focused: An actual or potential internal or external user of Milwaukee County's programs or services. Milwaukee County examples include our own employees, cities and villages, program clients, out-of-county visitors, building occupants, non-voters, and any person that touches our services (e.g., a taxpayer, a rider of the bus, a caller to the Aging Resource Center, a BHD patient, a Zoo patron, or an inmate).

Professional advancement: Opportunities for staff to build their capacity and ascend or pursue lateral movement to further advance their career trajectory.

Racial data: Demographic data collected by Milwaukee County Departments that identifies the race/ethnicity of service recipients.

Racial equity (AMOP): When race no longer determines one's socioeconomic outcomes; when everyone has what they need to thrive, no matter where they live.

Service user: Current or potential user of Milwaukee County services.

Unintended consequences: Outcomes of a purposeful action that are not intended or foreseen.

APPENDIX B

FREQUENTLY ASKED QUESTIONS

PURPOSE

1) What is the purpose of using this tool?

The Racial Equity Budget Tool (REBT) has many intended purposes:

- It is about making an intentional connection between the strategic plan and our budget. We cannot sufficiently change our institution if we do not think critically about how and what we are spending money on.

- Whether we are making investments or disinvestments, we must do so with racial equity as the key guiding principle to those important decisions.

- It is meant to spur conversation on topics related to the three-year strategic objectives among department leaders and employees so we are all challenging ourselves to think critically about our efforts to advance the vision.

- The county hasn't solidified its approach to achieving the three-year objectives and leaders are lacking key information about the current state of each department. This tool is an opportunity to baseline departmental efforts to make informed enterprise-wide decisions.

These are only some of the many answers to why we are using a tool to assess budget decisions.

2) What other jurisdictions have used a racial equity budget tool? How successful were their efforts? Where did the budget tool questions come from?

Milwaukee County's REBT builds on the success of other jurisdictions in implementing a budget tool. Jurisdictions the County looked to for guidance including the City of Seattle, the City of Portland (Ore.), King County (Wash.), and the City of San Antonio. Resources from the Government Alliance on Race and Equity (GARE) were also used. The questions are largely framed around the County's strategic plan three-year objectives.

3) How does this tool work when departments are making disinvestments year over year? What is the point of doing this when departments don't have a lot of latitude about what disinvestments to make?

Whether the County is making disinvestments or investments, those decisions must be made with racial equity at the forefront of decision-makers' minds. Additionally, the county has a strategic plan which places emphasis on transforming our organization by focusing on root-cause solutions related to the "Power to Make Change" and "Institutional Practices" (see the Health and Equity Framework). Departments should think critically about their current assumptions and spending versus shifting investments to address root-causes of inequities.

COMPLETEING THE TOOL

4) Are there right answers to the questions?

Responses to this tool will inform our future action to see where the County can improve on the path to racial equity. There is no right answer to the questions and each department is starting in a different place, serves different people with different needs, and is facing a different set of barriers and opportunities. While there are no right answers, the information given in the tool will be used for decision making and will be available to the public, so answers should be robust, defensible, and easy to understand. Your department's answer may look very different than another department's answer and that is okay as long as the answers address the question.

5) What if there are inequities to other groups other than racial groups? Should we be talking about those inequities in our analysis?

Yes! Milwaukee County is race forward, but not race exclusive. If there are other inequities identified in your analysis, please include them.

6) Does every department complete one tool, or is it one tool for each division?

Please submit one tool per department. Responses can be broken down at the division level within your department's tool, as appropriate. All questions should be completed.

7) Who is responsible for filling out the budget tool?

The department head is ultimately responsible for the content in the REBT. It is up to department leadership to determine who in their department is most appropriate to be involved in completing questions in the tool, which is going

APPENDIX B

FREQUENTLY ASKED QUESTIONS

(CONTINUED)

to differ from department to department. Likely people to include are department leaders, fiscal staff, administrative staff, and Racial Equity Ambassadors.

8) Is this tool supposed to imply that we should be taking actions on each of these items? Are the questions meant to be directives to departments?

The tool is meant to spur conversations among department leaders and staff about topics related to the county's strategic direction and what they are and are not able to do in a given budget year. To that end, the tool is not directive to departments. We fully expect that some departments' answers to some of the questions will be that they are not doing anything this year with an explanation about why that is the case. This is the first year of executing against a strategic plan for the county, and our first year using a robust budget tool, so we want to understand where progress is happening and not happening to inform larger discussions about approach.

9) How do I use this when my work is statutorily required?

What services Milwaukee County provides is often statutorily required. However, how we do our work usually is not a directive. This tool is meant to challenge us all to think about how to do the enormous part of our work that is within our discretion and control.

10) Is there a standard approach all departments are expected to take to answer the questions?

No. Answer the questions based on the approach your department currently takes on these items.

11) Should enterprise-wide guidance or support be given to departments to tackle some of these questions and three-year objectives?

The budget tool is a living document and as the County's approach to achieving its three-year objectives evolves, then so will the questions in the tool. Presently there are not necessarily enterprise-wide solutions to all of the three-year objectives, especially not at the capacity needed to serve a 4,000+ person workforce. This first year of the budget tool is in-part about collecting current-state information about departments' strengths, opportunities, and present

approaches to the three-year objectives to inform larger discussions about the county's approach.

12) What type of analysis is expected for each of the questions?

It depends on what your department is currently doing in each area. Please use the diverse expertise and experiences of staff in your department to determine the most appropriate way for your department to answer the questions.

13) What part of the budget is this tool being applied to?

The REBT will focus on an equity analysis of decisions for new policies, programs, and plans under consideration, and the Department's ongoing commitment to equity. Your Department is asked to identify what considerations are considered in the overall budget to maximize equitable outcomes.

USING THE DATA

14) Who will receive the data departments provide in the REBT? Who will be expected to answer questions about the information provided?

Responses to the REBT will be publicly available and will be presented to the County Board. If any decision-makers (i.e., County Executive, Cabinet, County Board Supervisors) have questions about the information provided in the REBT, the department should be prepared to answer them. We are all partners in the County's strategic planning effort to achieve racial equity, and the budget tool is in-part meant to inform and focus conversations around strategic priorities, understanding that not all questions have known answers or solutions.

15) What if someone questions the analysis, conclusions, or recommendations made in the budget tool?

Like all research and analysis, there will be questions and critiques and we should be embrace those important conversations. The work presented in the budget tool should be defensible, but most of these questions don't have a clear right and wrong answer. If someone finds something wrong in the analysis, then we need to fix it. However, if it is a question about the interpretation and meaning of the

FREQUENTLY ASKED QUESTIONS

(CONTINUED)

analysis, then let's make space for different perspectives to find the best path forward we can with the information we have available.

LOGISTICS

16) When will the budget tool be due?

The REBT is due on July 15 — the same due date as the requested budget.

17) Where do I go if I have questions?

If you understand the question, but have difficulty determining how to answer a question, please first try to problem solve within your department by looping in additional experts (e.g., Racial Equity Ambassadors, people leaders, front-line staff).

If you need assistance understanding what the question is asking, contact your Budget Analyst for assistance.

In addition, trainings and "drop-in" sessions are being planned to assist departments with completion of the REBT. These sessions are expected to occur in May and June.

The Office of African American Affairs should only be contacted on questions related to racial equity components (glossary, concepts, etc.) that are unclear and cannot be addressed by your budget analyst. Send correspondence via email to AfricanAmericanAffairs@milwaukeecountywi.gov.

APPENDIX C

RESOURCES BY
STRATEGIC OBJECTIVE CATEGORY

STRATEGIC OBJECTIVE 1: **Diverse & Inclusive Workforce**
- 2020 Milwaukee County Workforce Audit

STRATEGIC OBJECTIVE 2: **People-Focused Design**
- Public Participation Model

STRATEGIC OBJECTIVE 3: **Employee Perspective**
- No resources available currently

STRATEGIC OBJECTIVE 4: **Improved Performance & Equitable Practice**
- American Community Survey (from US Census Bureau – descriptions below from US Census Bureau)
  - Data Profiles have the most frequently requested social, economic, housing, and demographic data. Each of these four subject areas is a separate data profile. The data profiles summarize the data for a single geographic area, both numbers and percent, to cover the most basic data on all topics. (Can compare state/County/Municipal data. With some effort, can get zip code level data.)
  - Narrative Profiles are short, analytic reports derived from the ACS 5-year estimates. Each Narrative Profile covers 15 different topic areas and provides text and bar charts to display highlights of selected social, economic, housing and demographic estimates for a selected geographic area. (Easy to get zip code level data)
- Personal Income Data (Bureau of Economic Analysis) Per Capita Personal Income by State/County, 2016 – 2018 for the entire nation.
- Per Capita Income by County)
- Public School Enrollment (WI Dept. of Public Instruction)
- Private School Enrollment (WI Dept. of Public Instruction)
- State of Wisconsin WBE/MBE/DVE This provides a list of all Woman/Minority/Disabled Vets Business Enterprise information. You can search by business name. by product/service, and by location.
- Milwaukee County Diversity and Compliance Website (B2GNow) Links to certified lists for the State of Wisconsin ACDBE/DBE/SBE Directory and the Milwaukee County approved DBE/SBE vendors (Training available on using system)
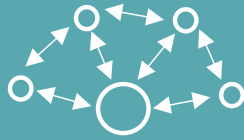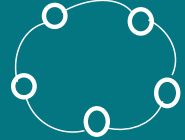
Additional County Resources
- Strategic Plan (Objectives)
- Health and Equity Framework

APPENDIX D

PUBLIC PARTICIPATION MODEL

INCREASING THE IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER/LEAD
PUBLIC PARTICIPATION GOAL	To provide the public with valanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

MILWAUKEE COUNTY
**HEALTH &
RACIAL EQUITY**

ONE COUNTY
ONE VISION

By achieving racial equity, Milwaukee
is the **healthiest county in Wisconsin.**

county.milwaukee.gov/vision

MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

709 North Eighth Street
Milwaukee, WI 53233

PH: **414-286-8149**
FAX: **414-286-3209**

May 18th, 2020

April/May 2020 Director's Report

Summary of activities

1. System staff continue to meet weekly via Microsoft Teams every week to connect on projects. We've also met a few times for a virtual staff lunch just to check in on each other.
2. We continue to meet weekly on Tuesday mornings with system directors to share information and receive updates from Division DPI staff on state-level issues. This level of sharing is helpful and allows MCFLS to remain consistent with best practices taking place state-wide.
3. Volunteered time to participate on a DPI-led writing team focusing on resource sharing. Our work will inform statewide recommendations for the next phase of re-opening public libraries in Wisconsin.
4. Meeting weekly with member library directors each Thursday to discuss their current situation and system-level decisions. All decisions to date have been made with consensus.
5. The Marketing and Advocacy Committee (MAC) met the week of May 11th to discuss revisions to the Marketing RFP and a new timeline for reissuing the document.
6. Arranged a statewide demonstration for a product called Infosec HQ that will replace our cybersecurity platform KnowBe4. The DPI will be allowing systems to apply for an LSTA grant to pay for the product and implementation costs in the first year.
7. Continued to work on sections of the technology report due in June per the strategic plan. The report will be submitted for feedback to LDAC in early June and put before the MCFLS Board later the same month.
8. Worked closely with chairs from the Youth Services committee about system-sponsored virtual programming events to support summer reading programs in the county.
9. Worked out initial member costs for 2021 and released information to member libraries in advance of the May 15th deadline.
10. Attended the WPLC Annual meeting and gathered information to put together an OverDrive Advantage proposal for MCFLS member libraries. The proposal would allow libraries to supplement the OverDrive collection and better serve county residents.
11. Attended a kickoff Q&A webinar and acted as system contact for a product called Beanstack. Beanstack is a tool used by many libraries to help record activity for reading programs and will be heavily in use to support summer reading this year.

Upcoming Activities

1. Revise Marketing RFP and reissue the document in early June.
2. Continue process of seeking assistance for real estate appraisal of current space and comps.
3. Complete work on technology report due late June.

Helping the public libraries in Milwaukee County SERVE YOU BETTER   www.mcfls.org