

NOTICE

Milwaukee County  
Federated Library System  
Board of Trustees

Monday, November 30<sup>th</sup>, 2020

2:30 P.M.

This meeting will be conducted online  
using Zoom meeting software

Meeting URL: [CLICK HERE](#)

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, October 19<sup>th</sup>, 2020  

Action      [Attachment A](#)
4. Public comment
5. Library Directors Advisory Council--Report of the November 5<sup>th</sup>, 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—October 2020                             | Action | <a href="#">Attachment C</a> |
| 7. Revised Intersystem Agreement with Monarch Library System | Action | <a href="#">Attachment D</a> |
| 8. Proposal to sell MCFLS automobile                         | Action |                              |
| 9. Nomination process for 2021 MCFLS Board officers          | Action |                              |
| 10. Proposed 2021 MCFLS Board Meeting Schedule               | Action | <a href="#">Attachment E</a> |

Administrative Informational Items

- |  |                              |
|--|------------------------------|
| 11. Coronavirus Response – System and Member Library Update  |                              |
| 12. Letter to Milwaukee County Board in support of a budget amendment to appropriate additional funding to MCFLS for electronic resources. | <a href="#">Attachment F</a> |
| 13. Reciprocal Borrowing cost per circ, updated with 2022 payout numbers   | <a href="#">Attachment G</a> |
| 14. Director's Report  | <a href="#">Attachment H</a> |

Next meeting date: TBD, tentatively scheduled for January 25<sup>th</sup>, 2021 at 3:30 pm via Zoom online meeting software.

Milwaukee County Federated Library System  
Board of Trustees

Regular Monthly Meeting held Monday, October 19, 2020  
Zoom Meeting

ROLL CALL

Present: Paul Ziehler, President  
Guy Johnson Trustee  
Howard Snyder, Trustee  
Elizabeth Suelzer, Trustee

Excused: Nik Kovac, Treasurer

Absent: Steven Shea, Vice President

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

Others: Rachel Arndt, LDAC Co-Chair and Milwaukee Public Library  
Amanda Cervantes, Legislative Assistant to Treasurer Nik Kovac  
Pete Loeffel, Wauwatosa 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 3:33 p.m. President Ziehler officially welcomed Howard Snyder as a Trustee to the MCFLS Board.

ADOPTION OF AGENDA. President Ziehler referred to the agenda. Trustee Snyder requested information regarding the North Shore Library matter of Glendale giving notice to leave the partnership and President Ziehler noted that could be done during the Director's Report later in the meeting. Trustee Johnson moved and Trustee Suelzer seconded a motion to approve the agenda as distributed. Unanimously approved.

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the Monday, September 21, 2020 meeting which are shown as Attachment A of the agenda packet. Trustee Johnson moved and Trustee Suelzer seconded a motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT. None.

LIBRARY DIRECTORS ADVISORY COUNCIL. Rachel Arndt reviewed the report of the October 1, 2020 LDAC meeting which is shown as Attachment B of the agenda packet. Trustee Suelzer noted it would be nice to know who attended the meetings and votes on matters and it was noted that this report is not the official minutes and that those are distributed separately within the monthly LDAC agendas. Trustee

Snyder 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 – September 2020. President Ziehler referred to the September 2020 financial report, which is shown as Attachment C of the agenda packet. Director Hesper pointed out that an additional 250 delivery tubs were purchased after the mid-year budget revision due to the increase in quarantine time so Line 76 is overspent. Director Hesper reported that at next month's meeting he will bring up the topic of selling the 2004 Honda CR-V since it is rarely used since computer equipment purchased by member libraries to be installed by Hieu Tran now are delivered directly to member libraries instead of the MCFLS office then requiring transporting those pieces. Trustee Snyder moved and Trustee Johnson seconded a motion to approve the report as presented. Unanimously approved. Unanimously approved.

Proposed Changes to MCFLS Staff Insurance Offerings. Director Hesper referred to information regarding the State's Supplemental Vision and Accident Coverage which is shown as Attachment D of the agenda packet and recommends approval to opt into them at no increase in cost to MCFLS and increased coverages for staff. Trustee Johnson moved and Trustee Snyder seconded a motion to approve the recommended changes as proposed. Unanimously approved.

2021 Delivery Contract. Director Hesper referred to the 2021 Delivery Contract with Action Logistics, which is shown as Attachment E of the agenda packet. The contract is based on a daily fee and not on the number of tubs handled; the terms of the contract have not changed in the ten years Action has been providing this service and he noted that the only fluctuation is based on the price of gas. Director Hesper noted that the member libraries are very satisfied with the customer oriented service provided. Director Hesper noted that Action Logistics would be agreeable to entering into a two-year contract under the same terms if so desired. Discussion ensued regarding the annual cost of this service and an update regarding the State's PLSR delivery pilot program plans, which will not impact Milwaukee County. Trustee Johnson moved and Trustee Snyder seconded a motion to approve the one year 2021 delivery contract as discussed. Unanimously approved.

2021 Continuing Education Contract. Director Hesper reported that there is a State mandate that Systems provide for professional development opportunities for its members and MCFLS has been engaged in a continuing education contract with Bridges Library System for many years and the renewal for 2021 is shown as Attachment F of the agenda packet. Bridges Library System also has contracts with other library systems and they perform all of the administrative tasks associated with coordinating local and national speakers for all staff of member libraries in the Southeastern Wisconsin area. Jen Schmidt noted that every year systems complete a survey regarding topics of interest from which to seek speakers for programs. Trustee Johnson asked how many staff from MCFLS attend sessions and Jen agreed to get that information and share it with the Board. Trustee Snyder moved and Trustee Johnson seconded a motion to enter into the 2021 Continuing Education Contract with Bridges Library System for \$6,383 as presented. Unanimously approved.

Marketing Consultant Statement of Work. Director Hesper reported that the Marketing & Advocacy Committee reviewed the Statement of Work which is shown as Attachment G of the agenda packet and they recommend Board approval. Director Hesper reviewed the Statement of Work and Trustee Johnson questioned what was the next step after 12/31/20? Director Hesper responded that a direction would be

discussed based on the recommendations that come from this short engagement. A scope of work for a contract worker would be developed and further work could be contracted with STIR if MCFLS desires. Trustee Johnson moved and Trustee Suelzer seconded a motion to approve the Statement of Work as presented with a cost not to exceed \$10,000 in 2020. The motion passed with Trustee Snyder Abstaining from the vote.

2021 MCFLS Budget. Director Heser reviewed the 2021 MCFLS Budget which included multiple visuals shown as Attachment H of the agenda packet showing pass-through expenses/revenues based on state annual plan categories and showing historical comparisons. Discussion ensued. Trustee Johnson moved and Trustee Suelzer seconded a motion to approve the 2021 budget as presented based on known information at this time. Unanimously approved. [Trustee Snyder was gone from the meeting while the discussion ensued.]

#### ADMINISTRATIVE INFORMATIONAL ITEMS

Coronavirus Response – System and Member Library Update. Director Heser reported on the main topic of recent discussion, that being the amount of time materials are held in quarantine upon return to libraries before being handled by staff. This quarantine period has changed over time since mid-March from most recently members agreeing to at least four days and to some libraries going to at least five days. A report released last week from DPI stated that 24 hours is adequate based on the Oregon State Health Authority and Wisconsin DHS noting that local libraries should work with local health departments when making local decisions. MCFLS member libraries are now recommending at least 24 hours with the option of allowing individual libraries to operate utilizing a longer quarantine period if they so desire. At least three MCFLS member libraries have indicated they will go to the 24-hour quarantine so that materials can come off of patron records sooner and materials can circulate to patrons quicker which is desired.

2022 Reciprocal Borrowing and 2021 West Milwaukee Numbers. Director Heser referred to the 2022 Reciprocal Borrowing information which is contained in Attachment I of the agenda packet which is pretty comparable to past years even in consideration of COVID limiting library usage. Trustee Suelzer questioned what the cost is of all the imbalances in circulation between libraries and Director Heser noted he would collect that information and share that information with the Board.

Strategic Plan Quarterly Update. Director Heser reviewed the quarterly Strategic Plan update which is shown as Attachment J of the agenda packet. President Ziehler thanked Director Heser and the staff for their work performed on the tasks outlined.

Director's Report. Director Heser reviewed his report which is shown as Attachment K of the agenda packet and provided background on the current North Shore Library matter of Glendale giving notice that they desire leaving the joint library and are preparing to provide their residents with their own library. Director Heser has been asked by Glendale to put together some costs for them to take into consideration when making their plans and using the West Milwaukee formula he has shared information and he is now looking into electronic resources costs since their residents are heavy users. The pull-out timeframe is three years out so things can go in many different directions yet for all four communities involved. Trustee Suelzer questioned whether a community can decide to not provide any library services to their residents and DPI would need to respond to that question but it is felt that residents of those communities would most definitely demand library services. Residents could

purchase fee cards from neighboring communities with the rules of those then dictating service limitations.

NEXT MEETING. Scheduled for Monday, November 30, 2020 beginning at 3:30 p.m. using Zoom meeting software.

ADJOURNMENT. With no further business to be addressed, Trustee Snyder moved and Trustee Suelzer seconded a motion to adjourn the meeting at 5:27 p.m. Unanimously approved.



*Central Library*

Date: 11/23/2020

To: MCFLS Board of Trustees  
From: Judith Pinger – Associate Library Director IT, Tech Services and Collections  
Milwaukee Public Library  
Summary of LDAC Meeting from November 5<sup>th</sup>, 2020  
Location: Zoom Virtual Meeting

DISCUSSION/ACTION TOPICS

Kimberly Boldt, Coordinator of General Reference and Circulation at MPL, replaces Rachel Arndt on LDAC.

Sharing Current COVID-19 Response.

Discussion on whether individual locations are reducing library services based on increased COVID infection rates. Several responded that in person traffic did not warrant changes at this time. Other locations are planning for changes should it become necessary to reduce services.

New Quarantine Period - Libraries must quarantine for a minimum of 24 hours. Hales Corners noted things are going well their 24-hour quarantine. Milwaukee may reduce current period from 5 days. Shorewood plans to decrease the quarantine period in a gradual manner.

Job Seeker Assistance - Libraries working with Job seeker assistance is compromised due to building capacity and limited staff/patron contact issues. Milwaukee County Job Centers are struggling with the same issues and are currently closed to in person assistance.

Wisconsin Department of Public Instruction (DPI) Updates. The 2020 State Annual Report process for public libraries begins in January, 2021. The DPI will be putting together short videos and scheduling live hours to respond to Annual Report questions from libraries and noted that "N/A" will be acceptable responses this year. The Joint Finance Committee would like to hear stories of how libraries are working during these challenging times.

Review of Current Patron Account Expiration Dates by Residence. Patron account expiration dates are causing some issues, especially with MPL. Patrons are often unable to visit the library in person and MCFLS continues to receive many inquiries about account renewal and due date extensions. Jen Schmidt noted that nine member libraries are offering account online renewal as an option on their websites. Kim Boldt (MPL) noted that patrons can call Ready Reference if they are unable to visit their local library in person. MPL and MCFLS are meeting to resolve these issues and will extend account expiration dates.



# MILWAUKEE

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## PUBLIC LIBRARY

### *Central Library*

#### TECHNOLOGY

2021 LDAC Meeting Schedule. The first six months of the 2021 LDAC meeting schedule will continue to meet virtually via Zoom. The remainder of the year will be revisited in March 2021 to assess in person meetings.

Wisconsin Public Library Consortium (WPLC) Report. The WPLC Collection Development Committee has drafted collection development criteria and best practices for statewide digital e-book and audiobook selection. This will provide a formalized template for collection management of the Overdrive digital platform.

#### INFORMATIONAL REPORTS

Marketing Consultant Update. The newly selected STIRS Marketing firm has been working with MCFLS to determine target audiences for Milwaukee County library promotion. The primary demographic groups to target are jobseekers of all ages and parents of school age children. Corresponding MCLS resources to promote are Gale Courses, Transparent Languages and BrainFuse.

Amounts for Reciprocal Borrowing 2022 and West Milwaukee 2021. The City of West Milwaukee reimbursement amount is usually around \$10,000 more for member libraries but reduced usage during the pandemic explains that decrease. Steve noted his only concern for 2022 is the distribution of Innovative Interfaces software maintenance costs since the MPL numbers are down. Pete Loeffel (Wauwatosa) noted that the lobbying efforts for increased State Aid is going well with the WLA Lobbyist regularly engaging with elected officials.

#### ADDITIONAL BUSINESS

-Milwaukee County Budget Allocation Update. Milwaukee County Joint Finance Committee is recommending \$50,000 be allocated to MCFLS for electronic resources in 2021.

-UWM School of Information Studies (SOIS)- The UWM SOIS Dean is no longer with the college. Structural changes to take place over the next couple of years as SOIS redefines itself.



		<u>Original Budget</u>	<u>Annual Budget</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
1							
2							
3	<b>General Revenues</b>						
4	State Aid Revenue	\$ 2,855,319	\$ 2,855,319	\$ 2,855,319	(100.00)	\$ -	0.00
5	Milwaukee County Allocation	\$ 66,650	\$ 66,650	\$ 66,650	(100.00)	\$ -	0.00
6	West Milwaukee Contract -Other	\$ 47,466	\$ 47,466	\$ 47,466	(100.00)	\$ -	0.00
7	Interest on Invested Funds	\$ 7,500	\$ 15,000	\$ 11,808	(78.72)	\$ 3,192	(21.28)
8	Member Forms/Supplies Rev (62)	\$ 20,000	\$ 20,000	\$ 13,255	(66.28)	\$ 6,745	(33.73)
9	Member Postage Revenue (61)	\$ 25,000	\$ 25,000	\$ 8,272	(33.09)	\$ 16,728	(66.91)
10	Member OCLC Revenue	\$ 121,591	\$ 121,591	\$ 121,591	(100.00)	\$ -	0.00
11	Member Telecomm. Revenue (71)	\$ 16,800	\$ 16,800	\$ 16,800	(100.00)	\$ -	0.00
12	Member III Softwre Maint-Basi	\$ 179,267	\$ 179,267	\$ 179,267	(100.00)	\$ -	0.00
13	Member III Softwre Maint-Other	\$ 46,709	\$ 47,137	\$ 47,137	(100.00)	\$ -	0.00
14	Member Tech. Assist.-Time Rev.	\$ 15,000	\$ 25,000	\$ 15,581	(62.32)	\$ 9,419	(37.68)
15	Member Special Projects Revenu	\$ 80,000	\$ 80,000	\$ 67,046	(83.81)	\$ 12,954	(16.19)
16	Member Cataloging Contract Rev	\$ 163,716	\$ 163,716	\$ 163,716	(100.00)	\$ -	0.00
17	Member Database Revenue (56)	\$ 62,174	\$ 62,160	\$ 62,160	(100.00)	\$ -	0.00
18	Member Catalog Enhancement Rev	\$ 29,648	\$ 29,648	\$ 29,648	(100.00)	\$ -	0.00
19	Member Ecommerce Transaction	\$ 10,000	\$ 10,000	\$ 4,085	(40.85)	\$ 5,915	(59.15)
20	TNS Calls/Notices Revenue (45)	\$ 1,260	\$ 1,260	\$ 913	(72.46)	\$ 347	(27.54)
21	Carryover Revenue	\$ 35,000	\$ 12,184	\$ 12,184	(100.00)	\$ -	0.00
22	Staff Benefits/Co-Pay Revenue	\$ 37,967	\$ 37,991	\$ 32,165	(84.66)	\$ 5,826	(15.34)
23	LSTA Technology Grant Revenue	\$ 11,200	\$ 43,266	\$ 19,519	(45.11)	\$ 23,747	(54.89)
24	Member Digital Content Rev (90)	\$ 256,414	\$ 256,413	\$ 256,413	(100.00)	\$ -	0.00
25	Member PC Mngmt License Rev	\$ 2,545	\$ 2,545	\$ 1,931	(75.87)	\$ 614	(24.13)
26	Member MKE Mixers Rev (95)	\$ 1,400	\$ 1,400	\$ 1,400	(100.00)	\$ -	0.00
27	Member Replacement Fines Rev	\$ -	\$ 10,500	\$ 2,599	(24.75)	\$ 7,901	(75.25)
28	Member Overdrive Advantage Rev	\$ -	\$ 20,000	\$ 19,029	(95.15)	\$ 971	(4.86)
29	<b>Total General Revenues</b>	\$ 4,092,626	\$ 4,150,313	\$ 4,055,954	(97.73)	\$ 94,359	(2.27)
30							
31	<b>Special Revenues</b>						
32	W. Milw Borrowing Rev (101)	\$ 49,079	\$ 49,079	\$ 49,079	(100.00)	\$ -	0.00
33	Ecommerce Revenue (103)	\$ 200,000	\$ 200,000	\$ 117,019	(58.51)	\$ 82,981	(41.49)
34	<b>Total Special Revenues</b>	\$ 249,079	\$ 249,079	\$ 166,098	(66.68)	\$ 82,981	(33.32)
35							
36	<b>Total Revenues</b>	\$ 4,341,705	\$ 4,399,392	\$ 4,222,052	(95.97)	\$ 177,340	(4.03)
37							
		<u>Original Budget</u>	<u>Annual Budget</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
38							
39							
40	<b>General Expenditures</b>						
41	Fringe Benefits Expense	\$ 183,573	\$ 189,891	\$ 159,170	83.82	\$ 30,721	16.18
42	Salaries Expense	\$ 381,639	381,639	322,439	84.49	\$ 59,200	15.51
43	Telephone Renewal Expense	\$ 612	612	456	74.51	\$ 156	25.49
44	Member Ecommerce Transaction E	\$ 10,000	10,000	3,506	35.06	\$ 6,494	64.94
45	TNS Calls/Notices Expense (20)	\$ 1,260	1,260	1,263	100.24	\$ (3)	(0.24)
46	Mileage/Auto Maint Expense	\$ 700	700	81	11.57	\$ 619	88.43
47	Conference/Training Expense	\$ 6,500	3,000	1,054	35.13	\$ 1,946	64.87
48	Memberships Expense	\$ 5,000	5,000	3,885	77.70	\$ 1,115	22.30
49	Continuing Education Expense	\$ 9,000	9,000	6,474	71.93	\$ 2,526	28.07
50	Office Supplies Expense	\$ 1,000	1,500	967	64.47	\$ 533	35.53
51	Copy Machine Maint. Expense	\$ 2,500	1,750	751	42.91	\$ 999	57.09
52	MCFLS Printing Expense	\$ 500	500	0	0.00	\$ 500	100.00
53	MCFLS Printing for Mem Expense	\$ 5,000	2,500	191	7.64	\$ 2,309	92.36
54	MCFLS WI Pub Lib Consortium Ex	\$ 5,605	5,605	5,605	100.00	\$ -	0.00
55	MCFLS Buying Pool	\$ 135,000	148,000	120,000	81.08	\$ 28,000	18.92
56	MCFLS Database Expense	\$ 21,700	\$ 21,700	\$ 21,700	100.00	\$ -	0.00
57	Member Database Expense (17)	\$ 62,174	\$ 62,160	\$ 62,160	100.00	\$ -	0.00
58	MCFLS Catalog Enhancement Expe	\$ 84,799	\$ 84,799	\$ 66,159	78.02	\$ 18,640	21.98
59	Member Catalog Enhancement Exp	\$ 29,648	\$ 29,648	\$ 29,648	100.00	\$ -	0.00

60	MCFLS Postage Expense	\$ 600	\$ 600	\$ 257	42.83	\$ 343	57.17
61	Member Postage Expense (9)	\$ 25,000	\$ 25,000	\$ 14,350	57.40	\$ 10,650	42.60
62	Member Forms/Supplies Exp (8)	\$ 20,000	\$ 20,000	\$ 15,173	75.87	\$ 4,827	24.14
63	Telephone Expense	\$ 5,000	\$ 5,000	\$ 3,161	63.22	\$ 1,839	36.78
64	Meetings Expense	\$ 500	\$ 500	\$ 204	40.80	\$ 296	59.20
65	Insurance Expense	\$ 11,700	\$ 11,429	\$ 11,429	100.00	\$ -	0.00
66	Legal Expense	\$ 500	\$ 3,450	\$ 3,570	103.48	\$ (120)	(3.48)
67	Audit Expense	\$ 12,250	\$ 13,000	\$ 13,000	100.00	\$ -	0.00
68	Payroll Service Expense	\$ 5,200	\$ 5,200	\$ 3,704	71.23	\$ 1,496	28.77
69	III Software Support Expense	\$ 225,976	\$ 231,298	\$ 218,888	94.63	\$ 12,410	5.37
70	III TNS Subscr Exp	\$ 12,224	\$ 12,224	\$ 12,224	100.00	\$ -	0.00
71	Member Telecomm. Expense (11)	\$ 16,800	\$ 16,800	\$ 8,400	50.00	\$ 8,400	50.00
72	MCFLS Telecomm. Maint. Expense	\$ 5,000	\$ 3,250	\$ 3,779	116.28	\$ (529)	(16.28)
73	OCLC Expense	\$ 135,047	\$ 135,047	\$ 90,347	66.90	\$ 44,700	33.10
74	MCFLS Computer Room Equipment	\$ 5,000	\$ 3,500	\$ 3,806	108.74	\$ (306)	(8.74)
75	MCFLS Software Expense	\$ 3,000	\$ 1,500	\$ 3,111	207.40	\$ (1,611)	(107.40)
76	MCFLS Equipment Expense	\$ 6,000	\$ 8,000	\$ 12,738	159.23	\$ (4,738)	(59.23)
77	Member Special Projects Expens	\$ 80,000	\$ 80,000	\$ 68,787	85.98	\$ 11,213	14.02
78	Sorting and Delivery Expense	\$ 291,700	\$ 291,700	\$ 214,909	73.67	\$ 76,791	26.33
79	South Central Delivery Expense	\$ 22,066	\$ 22,066	\$ 21,407	97.01	\$ 659	2.99
80	Auto Payment/Maintenance Exp.	\$ 1,000	\$ 1,000	\$ 135	13.50	\$ 865	86.50
81	MPL Resource Contract Expense	\$ 178,457	\$ 178,457	\$ 133,843	75.00	\$ 44,614	25.00
82	MPL Rent Lease Contract Exp.	\$ 129,815	\$ 129,815	\$ 97,361	75.00	\$ 32,454	25.00
83	ILS Expense	\$ 36,450	\$ 36,450	\$ 27,338	75.00	\$ 9,112	25.00
84	MCFLS Catalog Cont Exp to MPL	\$ 271,255	\$ 271,255	\$ 203,441	75.00	\$ 67,814	25.00
85	Member Catalog Contract Exp.	\$ 163,716	\$ 163,716	\$ 122,787	75.00	\$ 40,929	25.00
86	MCFLS Collection Dev Tool Exp	\$ 23,800	\$ 24,752	\$ 24,752	100.00	\$ -	0.00
87	Internet Expense	\$ 20,500	\$ 20,500	\$ 14,759	72.00	\$ 5,741	28.00
88	Contingency Expense	\$ 29,451	\$ 37,865	\$ 14,559	38.45	\$ 23,306	61.55
89	LSTA Technology Grant Expense	\$ 11,200	\$ 43,266	\$ 19,519	45.11	\$ 23,747	54.89
90	Member Digital Content Exp (24)	\$ 256,414	\$ 256,414	\$ 232,301	90.60	\$ 24,113	9.40
91	Marketing	\$ 10,000	\$ 5,000	\$ 131	2.62	\$ 4,869	97.38
92	Marketing Consultant/Contract	\$ 40,500	\$ 12,000	\$ -	0.00	\$ 12,000	100.00
93	Cooperative Purchasing Sub Exp	\$ 2,000	\$ 2,200	\$ 2,189	99.50	\$ 11	0.50
94	Member PC Mngmt License Ex	\$ 1,875	\$ 1,875	\$ 1,876	100.05	\$ (1)	(0.05)
95	Member MKE Mixer Exp (26)	\$ 1,400	\$ 1,400	\$ 711	50.79	\$ 689	49.21
96	Member Replacement Fines Exp	\$ -	\$ 10,500	\$ 2,599	24.75	\$ 7,901	75.25
97	Member OverDrive Advantage Exp	\$ -	\$ 20,000	\$ 19,029	95.15	\$ 971	4.86
98	<b>Total General Expenditures</b>	\$ 3,007,606	\$ 3,065,293	\$ 2,446,083	79.80	\$ 619,210	20.20
99							
100	<b>Special Expenditures</b>						
101	W. Milw Borrowing Exp (32)	\$ 49,079	\$ 49,079	\$ 49,079	100.00	\$ -	0.00
102	RB - MCFLS Payment Expense	\$ 1,085,020	\$ 1,085,020	\$ 1,085,020	100.00	\$ -	0.00
103	Ecommerce Expense (33)	\$ 200,000	\$ 200,000	\$ 117,019	58.51	\$ 82,981	41.49
104	<b>Total Special Expenditures</b>	\$ 1,334,099	\$ 1,334,099	\$ 1,251,118	93.78	\$ 82,981	6.22
105							
106	<b>Total Expenditures</b>	\$ 4,341,705	\$ 4,399,392	\$ 3,697,201	84.04	\$ 702,191	15.96
107							
108	<b>Revenue/Expenditures +/-</b>			\$ 524,851			

## Intersystem Agreement between the Monarch Library System and the Milwaukee County Federated Library System

WHEREAS, the Monarch Library System and the Milwaukee County Federated Library System were both established under Chapter 43 of the Wisconsin State Statutes to facilitate the cooperative development of local public library services and the sharing of resources; and

WHEREAS, both the Monarch Library System and the Milwaukee County Federated Library System have a statutory obligation to work toward the establishment of intersystem service agreements which facilitate the sharing of resources in their respective service areas for the mutual benefit of their member libraries and residents;

THEREFORE, the parties to this agreement, in order to fulfill their obligations and purposes in accordance with Wis. Stat. Chapter 43, Monarch Library System and Milwaukee County Federated Library System do hereby agree to the following responsibilities:

1. Provide for the exchange of interlibrary loan materials between Monarch Library System and Milwaukee County Federated Library System by means of the statewide intersystem delivery system.
2. Regularly share planning information concerning automation, multi-type cooperation, library services to individuals with special needs, youth services, and such other activities as may be mutually beneficial to both systems.
3. Study ways in which both library systems can work toward full reciprocity in

patron borrowing privileges at member libraries in a fair and equitable manner, including the collection of data which will allow estimates to be derived regarding the impact and cost of such reciprocity upon member libraries.

4. Coordinate collaborative purchasing opportunities when mutually beneficial.

This agreement becomes effective on the date signed and is renewed automatically each year until notice of termination is given by either party. It may be amended at any time by mutual agreement of both parties or be discontinued by either party upon (90) ninety days written notice.

For Monarch Library System

For Milwaukee County Federated Library  
System

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board President

\_\_\_\_\_  
System Director

\_\_\_\_\_  
System Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 2021 Proposed MCFLS Board Meeting Dates

The MCFLS Board of Trustees has traditionally met on the third Monday of the month. The meeting dates below follow that schedule except when it conflicts with a national holiday. The November and December meetings have been combined on the last Monday in November.

Date	Time	Location
Monday, January 25 <sup>th</sup>	3:30 pm	Zoom meeting room
Monday, February 15 <sup>th</sup>	3:30 pm	Zoom meeting room
Monday, March 15 <sup>th</sup>	3:30 pm	Zoom meeting room
Monday, April 19 <sup>th</sup>	3:30 pm	Zoom meeting room
Monday, May 17 <sup>th</sup>	3:30 pm	Zoom meeting room
Monday, June 21 <sup>st</sup>	3:30 pm	Zoom meeting room
Monday, July 19 <sup>th</sup>	3:30 pm	TBD
Monday, August 23 <sup>rd</sup>	3:30 pm	TBD
Monday, September 20 <sup>th</sup>	3:30 pm	TBD
Monday, October 18 <sup>th</sup>	3:30 pm	TBD
Monday, November 22 <sup>nd</sup>	3:30 pm	MCFLS Conference Room



**709 North Eighth Street  
Milwaukee, WI 53233**

**PH: 414-286-8149**

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October 30<sup>th</sup>, 2020

Chairwoman Marcelia Nicholson  
Milwaukee County Board of Supervisors  
Courthouse Room 201  
901 North 9th Street  
Milwaukee WI 53233

Dear Chairwoman Nicholson and County Board of Supervisors,

On behalf of our Federated Library System Board and public libraries across Milwaukee County I would like to thank you for your work and voice support for the omnibus amendment approved by the Finance Committee on October 29<sup>th</sup>. The additional funding included in the amendment will enhance our ability to serve county residents with electronic resources and expand access to meet the needs of those patrons unable or unwilling to come into the library. This additional assistance will certainly help our libraries meet the needs of our communities as we recover from the pandemic and it is greatly appreciated.

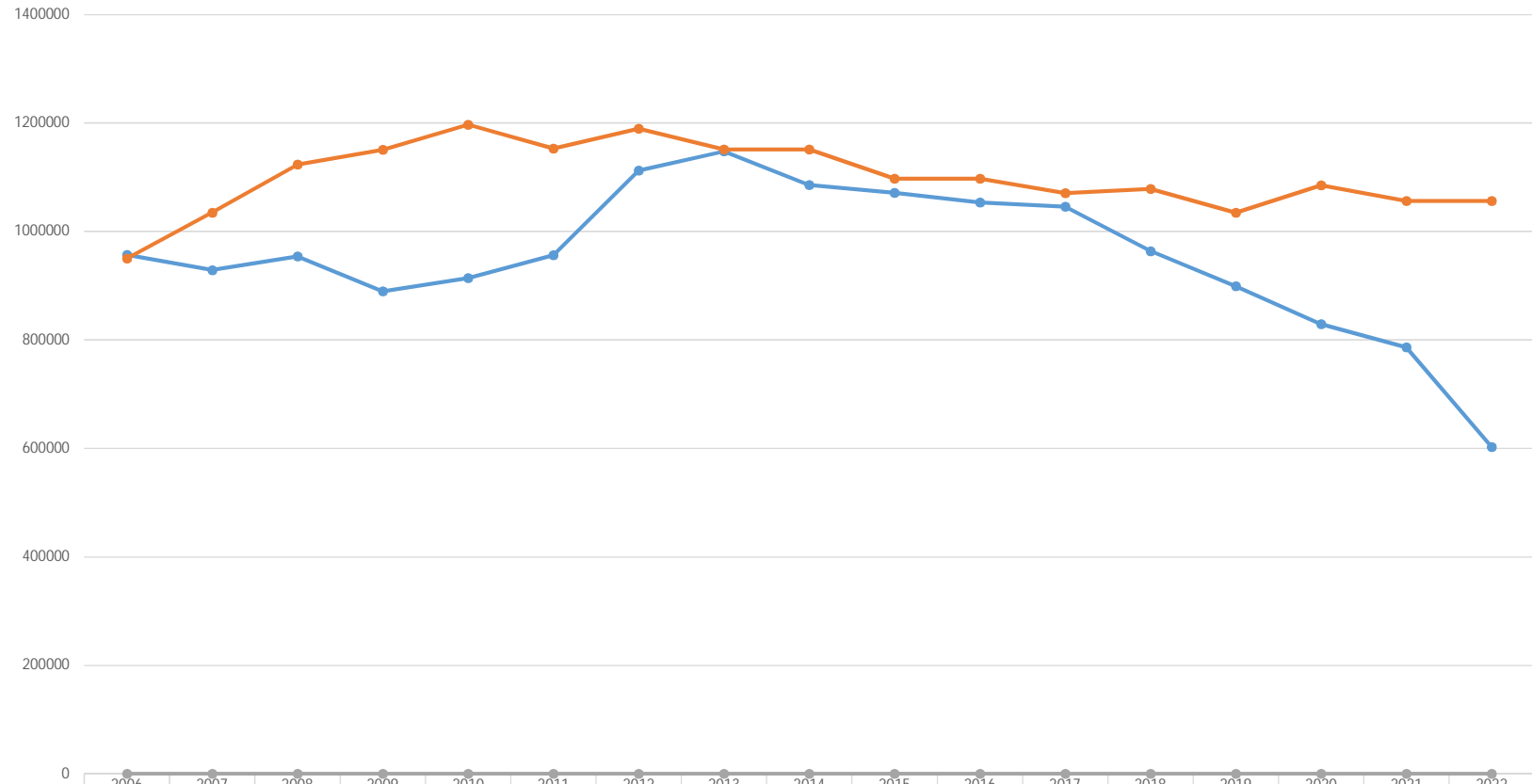
Thank you Chairwoman Nicholson and those Supervisors who have sponsored the amendment. Please feel free to reach out to me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Hesser'. The signature is fluid and cursive, with a large, stylized 'S' at the beginning.

Steve Hesser  
System Director  
Federated Library System

RB Amounts and Net Positive Transactions, 2006-2022



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Net Positives	956710	928917	954212	889884	914021	956337	1112667	1147808	1086036	1071142	1053378	1046047	963913	899346	829365	786331	602361
RB Amounts	\$950,189	\$1,034,965	\$1,123,824	\$1,151,034	\$1,197,075	\$1,152,989	\$1,189,779	\$1,151,113	\$1,151,113	\$1,097,572	\$1,097,572	\$1,070,803	\$1,078,804	\$1,034,610	\$1,085,020	\$1,056,468	\$1,056,468
Rate per Net Positive	\$0.99	\$1.11	\$1.18	\$1.29	\$1.31	\$1.21	\$1.07	\$1.00	\$1.06	\$1.02	\$1.04	\$1.02	\$1.12	\$1.15	\$1.31	\$1.34	\$1.75



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November 30<sup>th</sup>, 2020

October/November 2020 Director's Report

### Summary of activities

1. MCFLS system staff and member library directors started meeting every other week in September, but with the escalating numbers we're planning to check in more frequently either through email or with a brief update meeting.
2. System staff meet now meet each Wednesday morning for a 45 minute check-in. With rising numbers I am asking staff to keep their time within the offices to a minimum.
3. Participated in WPLC Board meeting on October 23<sup>rd</sup>. I volunteered my time to work with a small group on advocacy efforts for the OverDrive project, including work with LD&L to secure more funding for e-books and e-audiobooks. The group will meet first in January.
4. MCFLS organized a presentation for all member libraries to help understand services provided by the Milwaukee County Mobile Crisis Team. This organization assists residents experiencing a mental health crisis, something our libraries are witnessing more and more.
5. On November 2<sup>nd</sup>, met with a small group of system directors to discuss collaboration on legal counsel for systems. We're hopeful this will result in a better and more cost-effective process.
6. Communicated with members of the County Finance committee and Chairwoman Nicholson to discuss the omnibus amendment that will bring in additional funding to MCFLS for electronic resources.
7. Discussed the Glendale/North Shore situation with Shannon Schultz at DPI and received clarification on whether municipalities are required to offer library services to residents. Municipalities are NOT required to offer library services, but counties are required to have a plan for providing library services. After reviewing the Milwaukee County plan, it is clearly laid out that MCFLS can contract with municipalities to provide this service (for example: West Milwaukee).
8. Continuing to work with the County Executive's office to fill the open position for a library board member on the MCFLS Board. We've identified a candidate who is interested and I have forwarded their name onto the County Executive. I am also working on reappointments for trustees whose terms expire in 2020.

### Upcoming Activities

1. Continue work with the MAC group and STIR to develop the multi-year marketing plan.
2. Develop role and responsibilities for the marketing contract worker for MAC and board approval in January.
3. Work with the County Exec's office to fill the remaining board openings and finalize reappointments.