MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

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Milwaukee, WI 53233
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NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, January 25th. 2021

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, November 30th, 2020

    Action   Attachment A

4. Public comment

5. Library Directors Advisory Council--Report of the December 3rd, 2020 and January 7th 2021 Meetings

    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.

<u>Board of Trustees—Administrative reports requiring action</u>

6. Financial Reports—November and December 2020

        Action   [Attachment C](#)

7. Resolution in appreciation of Hieu Tran

        Action   [Attachment D](#)

8. Revised Intersystem Agreement with Lakeshores Library System

        Action   [Attachment E](#)

9. 2021-2022 Interlibrary Loan Services Grant

        Action   [Attachment F](#)

10. 2021 MCFLS Director Goals

        Action   [Attachment G](#)

<u>Administrative Informational Items</u>

11. Coronavirus Response – System and Member Library Update

12. Options for Additional Milwaukee County funding

13. Update on Recruitment for Network Administrator/PC Support Specialist

14. 2021 System Plan Approval and First Aid Payment

              [Attachment H](#)

15. Director's Report

              [Attachment I](#)

Next meeting date: February 15th, 2021 at 3:30 pm via Zoom online meeting software.

Milwaukee County Federated Library System
Board of Trustees

Regular Monthly Meeting held Monday, November 30, 2020
Zoom Meeting

ROLL CALL

Present: Paul Ziehler, President
             Steven Shea, Vice President
             Nik Kovac, Treasurer
             Guy Johnson, Trustee
             Howard Snyder, Trustee
             Elizabeth Suelzer, Trustee

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

Others: Judy Pinger, LDAC Chair and 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 2:31 p.m.

ADOPTION OF AGENDA. President Ziehler referred to the agenda. Trustee Snyder moved and Trustee Johnson seconded a motion to approve the agenda as distributed. Unanimously approved.

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the Monday, October 19, 2020 meeting which are shown as Attachment A of the agenda packet. Trustee Snyder moved ad Vice President Shea seconded a motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT. None.

LIBRARY DIRECTORS ADVISORY COUNCIL. Judy Pinger reviewed her report of the November 5, 2020 LDAC meeting which is shown as Attachment B of the agenda packet. Trustee Snyder moved and Vice President Shea seconded a motion to approve the report and place it on file. Unanimously approved.

BOARD OF TRUSTEES – ADMINISTRATIVE REPORTS REQUIRING ACTION.

Financial Report – October 2020. President Ziehler referred to the October 2020 financial report which is shown as Attachment C of the agenda packet. Director Heser reported that the System Plan has been approved by DPI and that 75% of the 2021 State Aid funds have been received. Treasurer Kovac moved and Trustee Johnson seconded a motion to approve the report as presented. Unanimously approved.

Revised Intersystem Agreement with Monarch Library System. Director Heser referred to Attachment D of the agenda packet explaining that all library systems are required to have agreements with adjoining

library systems and MCFLS has agreements with Bridges Library System, Lakeshores Library System and this agreement, which is being revised since Eastern Shores Library System changed their service area and the name changed to Monarch Library System. Nothing has changed in the body of the agreement. Jen Schmidt added that patrons in good standing in their own System can receive a free card good for one year and allow up to five checkouts; circulation is based on local library rules. Trustee Johnson moved and Vice President Shea seconded a motion to approve the revised agreement with Monarch Library System as presented. Unanimously approved.

Proposal to sell MCFLS automobile. Director Heser reported that MCFLS owns a 2004 Honda CRV that was originally used for transporting computer equipment to member libraries but over the years equipment has been sent directly to libraries so transportation is no longer needed. The vehicle has very low miles—under 40,000 and selling it would save on the cost of insurance and would free up a spot in the garage. Director Heser noted that both Kelly Blue Book and Edmunds were researched and the trade in value ranges from $3,000-$3,400, private party value ranges from $,5000-$5,500; he proposes asking $5,500 or best offer. Trustee Snyder moved and Treasurer Kovac seconded a motion to approve the sale of the vehicle as proposed. Unanimously approved.

Nomination process for 2021 MCFLS Board officers. Director Heser reported that it is the time of year to consider nominations for 2021 President, Vice President and Treasurer. Trustee Johnson nominated the current slate of officers to continue in 2021: President=Paul Ziehler, Vice President=Steven Shea and Treasurer=Nik Kovac. Hearing no other nominations, Trustee Johnson moved and Trustee Snyder seconded a motion to reappoint the current slate of officers for 2021. Unanimously approved.

Proposed 2021 MCFLS Board Meeting Schedule. President Ziehler referred to Attachment E of the agenda packet. President Ziehler asked that the start time of the January 25 meeting be changed to 2:30 p.m. and that the November meeting be changed to the 29 as there will be no December meeting. Vice President Shea oved and Trustee Snyder seconded a motion to the 2021 meeting schedule as modified. Unanimously approved. Director Heser noted he would update the list and send it out as well as send out calendar meeting invites with Zoom links. Trustee Suelzer noted she would like the option available for Zoom meetings all year. President Ziehler asked that the MCFLS Board list be updated and distributed and Director Heser agreed to do that.

ADMINISTRATIVE INFORMATIONAL ITEMS.

Coronavirus Response – System and Member Library Update. Director Heser reported that five member libraries have resorted back to curbside service and Milwaukee will be making a decision soon based on increased caseloads, much like other parts of the State. Much stress and anxiety of patrons and staff and libraries are trying to manage service expectations.

The MCFLS Delivery was only shut down three days after learning of one positive COVID test; all drivers were tested and results came quickly and work was performed over the weekend to get things caught up within a week of the positive notification. Thankfully operations in the sorting do have the Action staff sectioned off so nearly no contact is eminent saving from cross contamination. Other Systems in the State have also experienced COVID affecting delivery and/or System staff.

Letter to Milwaukee County Board in support of a budget amendment to appropriate additional funding to MCFLS for electronic resources. President Ziehler referred to a draft letter, shown as Attachment F of the agenda packet which is ready for Board approval to be sent. Vice President Shea reported that the

2021 County Budget has been approved with this included. Since the request has since received final approval by all parties, it was suggested that the letter be altered as a thank you. Director Heser will be developing a plan for the use of the appropriation for electronic resources for Board consideration shortly. Trustee Snyder noted that the new County Executive is very interested in learning how government works and it might be wise for the MCFLS Board to meet with County Executive Crowley. President Ziehler agreed and noted that County Executive Crowley has requested a meeting regarding MCFLS Board reappointments which will be a great opportunity to form a positive working relationship.

Reciprocal Borrowing cost per circ, updated with 2022 payout numbers. Director Heser referred to Attachment G of the agenda packet which shows reciprocal borrowing amounts and net positive transactions from 2006-2022, as requested at last month's meeting. It was noted that 2020 is so off course due to the pandemic. Director Heser noted that he doesn't feel that the reciprocal borrowing payments are of too much concern but that he is more worried about the distribution of the 2022 Innovative software expense paid by the member libraries since Milwaukee's circulation will be way down and he proposes averaging the last few years costs to be consistent.

Director's Report. Director Heser reviewed his report which is shown as Attachment H of the agenda packet and responded to questions. Trustee Johnson inquired regarding RBDigital magazines and Director Heser noted that the LDAC will be discussing that topic on Thursday since OverDrive has purchased RBDigital and pricing models are changing. Jen Schmidt added that the Libby app would bring all electronic offerings provided by Overdrive to one place for patron ease.

Trustee Snyder questioned whether MCFLS has ever provided library service to the Milwaukee County House of Correction/prison and he would like that topic investigated. Judy Kaniasty did report that years ago LSTA grant funds were used with volunteers to provide some library services to inmates.

President Ziehler commented that perhaps MCFLS could obtain legal services from a local community City Attorney?

Trustee Suelzer requested clarification of whether communities are required to provide library services for their residents and Director Heser responded by saying they do not but then residents would need to purchase fee cards from a library of their choice. It was further pointed out that since those residents would not be a patron in good standard in a System then they could not be served by the Intersystem Agreement with an adjoining System.

NEXT MEETING. At the request of President Ziehler, it was agreeable that the meeting which is scheduled for Monday, January 25, 2021 will begin at 2:30 p.m. via Zoom online meeting software.

ADJOURNMENT. With no further business at hand, Trustee Johnson moved and Treasurer Kovac seconded a motion to adjourn the meeting a 3:50 p.m. Unanimously approved.

MILWAUKEE
PUBLIC LIBRARY

Central Library

Date: 1/15/2021

To: MCFLS Board of Trustees

From: Judith Pinger – Associate Library Director IT, Tech Services and Collections - MPL

Summary of LDAC Meeting December 3rd, 2020

Location: Virtual via Zoom

COVID 19 Response Discussion

- Steve Heser requested that the Library update Google doc be kept current. Library open status and service availability continues to be variant among locations.
- Concern about virus safety during the winter months.
- As of December 3rd, MPL locations are providing curbside service until further notice. This is due to the City of Milwaukee COVID infection rate of over 15%.
- MCFLS and LDAC decided to keep COVID update meeting to third Thursday of each month. Steve Heser will send out an update e-mail after the weekly State Department of Public Instruction (DPI) meeting on Tuesdays.

DPI Updates

- Steve Heser reported that the Department of Workforce Development (DWD) shared with the Activating Workforce Development Skills (LAWDS) group that people on unemployment maybe eligible for waiver extensions until February 6, 2021. Currently, Job Centers and libraries are restricted on what type of in person job help can be safely provided.
- MCFLS will be adding a testimonial section to the website to capture patron stories on help received from libraries during these trying and uncertain times.

Discussion: Handling Requests for Reconsideration of Materials

- Peter Loeffel (Wauwatosa) led a discussion on handling requests for reconsideration of materials.
- Each location has an individual procedure/policy for responding to these requests.
- MCFLS will draft a policy request for a system wide standard which will include individual locations reporting to MCFLS, the American Library Association Office of Intellectual Freedom and the Wisconsin Library Association.

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MILWAUKEE
PUBLIC LIBRARY

Central Library

Discussion: Maximum Checkouts for Board Games and Video Games formats

- A new item type was added to the County Cat for video games and board games. This prompted discussion and a request from Oak Creed (Jill Lininger) if the maximum number of games for checkout could be reduced so that small collections would not be depleted quickly.
- A motion was passed to have the checkout limit up to 10 items for board and video games.

Technology
Discussion: Circulation of Library Hotspots and Vendor Programs.

- Judy Pinger and Kim Boldt of MPL reported out on the nearly 2-year circulating hotspot program at MPL which started out with 50 devices that have grown to 500 with Foundation support.
- T-mobile/Sprint has the State contract and is the servicing vendor for MPL.

Update on RBDigital online magazine platform to Overdrive Platform:

- The subscription to the online RBDigital magazine platform will transfer to the new owner OverDrive with the earliest transition starting the end of January, 2021
- All usage will now be simultaneous and unlimited with the system determination of checkout period.
- Back issues will be available on a rolling basis for three years.
- The Wisconsin Public Library Consortium (WPLC) polled library systems to see if there was interest in a state wide subscription. A consensus could not be reached on moving forward.
- Motion passed for MCFLS to not approve the WPLC proposal for state wide digital magazines proposal. Urged the WPLC to look for potential funding elsewhere instead of the proposed primary buying pool.

Informational:

2021 LDAC Chair
- Jill Lininger of Oak Creek will be serving as the 2021 LDAC Chair starting January 1st.

MPL Impact Study

- Study on LibraryNow program with MPS and Academic Performance correlation.
- MPL's Kim Boldt noted that the program started in 2015/16 with two schools and now all Milwaukee Public Schools and several private schools participate.

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Central Library

ADDITIONAL BUSINESS

County Funding Update:
- An appropriation of $50,000 was included in the 2021 Milwaukee County budget for electronic resources.
- Discussions on how to best allocate the funding are underway.

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OAKCREEK
— WISCONSIN —

PUBLIC LIBRARY

January 12, 2020

To: MCFLS Board of Trustees
From: Jill Lininger, Oak Creek Public Library
Summary of LDAC Meeting for January 7, 2020
Location: Zoom Teleconference

Discussion

- Sharing COVID-19 Response / Updates
    - Shorewood Public Library plans to re-open the building to in-person services on Monday, January 18, 2021.
    - Milwaukee Public Library plans to re-open their buildings to in-person services on Tuesday, January 19, 2021. All libraries will re-open with the same level of service and same hours they had before they reverted to curbside service at the end of 2020.
    - The four North Side libraries are now quarantining returned items for 2 days.
    - LDAC decided to continue the monthly, 1-hour check-in meetings on the 3rd Thursday of every month. The committee will revisit the schedule in March.
    - DPI and DHS are talking about including public libraries as a possible resource in the distribution of take home COVID testing kits for the general public. Members voiced concerns about the safety and logistics of this plan. Steve will report back to DPI with the feedback he received from the directors.
- Expenditure ideas for additional Milwaukee County funding
    - Directors were interested in the following uses of the 2021 additional funding from Milwaukee County. Steve will do some additional research into the 4 options and we will discuss at a future meeting.
        - Place all funding into the MCFLS Overdrive Advantage account to purchase additional titles for all county residents.
        - Use a portion of the funding into the MCFLS Overdrive Advantage account and a portion of the funding into Hoopla, raising the monthly check-outs from 4 to either 5 or 6.
        - Consider adding a small business database, such as Gale Business Database to the system's database offerings.
        - A combination of the 3 options above.
- Statewide magazine collection
    - MCFLS will participate in the statewide RB digital collection for 2021.
- Steve presented guidelines for library's when dealing with a reconsideration request or library materials challenge. The information will be added to the MCFLS LibGuides.

Technology

- Steve shared a continuity of operations that MCFLS staff created upon the sudden passing of Hieu Tran. All members are deeply saddened by Hieu's passing, and are appreciative of all that the MCFLS staff is doing during this terrible time. Member libraries and staff are here to help MCFLS however they can during the transition.
- TBS, which provided the print management and timing software for many of the member libraries, also provides a scan/print station and is offering all MCFLS member libraries the same discount. Several libraries already have or will be getting the scan/print station.
- Jen walked the director's through the new MCFLS website that she has been working on for the last many months. The new site was well received.

Informational

8040 S. 6th Street
Oak Creek, WI 53154
Tel: (414) 766-7900
oakcreeklibrary.org

ATT B - LDAC January 2021 Report
1 of 2

- Annual reports will open on January 25 and are due March 1.
- Library legislative day will be virtual this year. Anyone who is able to attend is encouraged to do so.

Additional Business
- Pat Laughlin from Hales Corners recommended that member libraries speak with their local health officials about where librarians are on the vaccine rollout list. Steve will also bring it up at the System Directors meeting.
- Alyssa Pisarski from the North Shore Public Library shared that Bayside has voted to withdraw from the North Shore Library Agreement.

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M.C.F.L.S.
Financial Report
For the Eleven Months Ending November 30, 2020

MCFLS Board Agenda - January 2021
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		Original Budget	Annual Budget	Year to Date	%	Balance	%
1							
2							
3	**General Revenues**						
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	$ 15,658	(78.29)	$ 4,342	(21.71)
9	Member Postage Revenue (61)	$ 25,000	$ 25,000	$ 11,977	(47.91)	$ 13,023	(52.09)
10	Member OCLC Revenue (73)	$ 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	$ 18,629	(74.52)	$ 6,371	(25.48)
15	Member Special Projects Revenu (77)	$ 80,000	$ 80,000	$ 78,341	(97.93)	$ 1,659	(2.07)
16	Member Cataloging Contract Rev (85)	$ 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 (59)	$ 29,648	$ 29,648	$ 29,648	(100.00)	$ -	0.00
19	Member Ecommerce Transaction (44)	$ 10,000	$ 10,000	$ 5,087	(50.87)	$ 4,913	(49.13)
20	TNS Calls/Notices Revenue (45)	$ 1,260	$ 1,260	$ 1,148	(91.11)	$ 112	(8.89)
21	Carryover Revenue	$ 35,000	$ 12,184	$ 12,184	(100.00)	$ -	0.00
22	Staff Benefits/Co-Pay Revenue	$ 37,967	$ 37,991	$ 35,089	(92.36)	$ 2,902	(7.64)
23	LSTA Technology Grant Revenue (89)	$ 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 (94)	$ 2,545	$ 2,545	$ 2,289	(89.94)	$ 256	(10.06)
26	Member MKE Mixers Rev (95)	$ 1,400	$ 1,400	$ 1,400	(100.00)	$ -	0.00
27	Member Replacement Fines Rev (96)	$ -	$ 10,500	$ 2,599	(24.75)	$ 7,901	(75.25)
28	Member Overdrive Advantage Rev (97)	$ -	$ 20,000	$ 119,029	(595.15)	$ (99,029)	495.15
29	**Total General Revenues**	$ 4,092,626	$ 4,150,313	$ 4,180,924	(100.74)	$ (30,611)	0.74
30							
31	**Special Revenues**						
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	**Total Special Revenues**	$ 249,079	$ 249,079	$ 166,098	(66.68)	$ 82,981	(33.32)
35							
36	**Total Revenues**	$ 4,341,705	$ 4,399,392	$ 4,347,022	(98.81)	$ 52,370	(1.19)
37							
38			**Annual Budget**	**Year to Date**	**%**	**Balance**	**%**
39							
40	**General Expenditures**						
41	Fringe Benefits Expense	$ 183,573	$ 189,891	$ 176,051	92.71	$ 13,840	7.29
42	Salaries Expense	$ 381,639	$ 381,639	$ 351,790	92.18	$ 29,849	7.82
43	Telephone Renewal Expense	$ 612	$ 612	$ 507	82.84	$ 105	17.16
44	Member Ecommerce Transaction E (19)	$ 10,000	$ 10,000	$ 4,745	47.45	$ 5,255	52.55
45	TNS Calls/Notices Expense (20)	$ 1,260	$ 1,260	$ 1,365	108.33	$ (105)	(8.33)
46	Mileage/Auto Maint Expense	$ 700	$ 700	$ 81	11.57	$ 619	88.43
47	Conference/Training Expense	$ 6,500	$ 3,000	$ 1,174	39.13	$ 1,826	60.87
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	$ 1,015	67.67	$ 485	32.33
51	Copy Machine Maint. Expense	$ 2,500	$ 1,750	$ 751	42.91	$ 999	57.09
52	MCFLS Printing Expense	$ 500	$ 500	$ -	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	$ 120,888	81.68	$ 27,112	18.32
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	$ 83,591	98.58	$ 1,208	1.42
59	Member Catalog Enhancement Exp (18)	$ 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	$ 14,790	59.16	$ 10,210	40.84

M.C.F.L.S.
Financial Report
For the Eleven Months Ending November 30, 2020

62	Member Forms/Supplies Exp (8)	$	20,000	$	20,000	$	15,517	77.59	$	4,483	22.42
63	Telephone Expense	$	5,000	$	5,000	$	3,699	73.98	$	1,301	26.02
64	Meetings Expense	$	500	$	500	$	535	107.00	$	(35)	(7.00)
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	$	4,135	79.52	$	1,065	20.48
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 (10)	$	135,047	$	135,047	$	102,596	75.97	$	32,451	24.03
74	MCFLS Computer Room Equipment	$	5,000	$	3,500	$	3,982	113.77	$	(482)	(13.77)
75	MCFLS Software Expense	$	3,000	$	1,500	$	3,168	211.20	$	(1,668)	(111.20)
76	MCFLS Equipment Expense	$	6,000	$	8,000	$	12,738	159.23	$	(4,738)	(59.23)
77	Member Special Projects Expens (15)	$	80,000	$	80,000	$	74,947	93.68	$	5,053	6.32
78	Sorting and Delivery Expense	$	291,700	$	291,700	$	238,977	81.93	$	52,723	18.07
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. (16)	$	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	$	17,343	84.60	$	3,157	15.40
88	Contingency Expense	$	29,451	$	37,865	$	14,586	38.52	$	23,279	61.48
89	LSTA Technology Grant Expense (23)	$	11,200	$	43,266	$	28,975	66.97	$	14,291	33.03
90	Member Digital Content Exp (24)	$	256,414	$	256,414	$	231,413	90.25	$	25,001	9.75
91	Marketing	$	10,000	$	5,000	$	131	2.62	$	4,869	97.38
92	Marketing Consultant/Contract	$	40,500	$	12,000	$	5,000	41.67	$	7,000	58.33
93	Cooperative Purchasing Sub Exp	$	2,000	$	2,200	$	2,189	99.50	$	11	0.50
94	Member PC Mngmt License Ex (25)	$	1,875	$	1,875	$	1,876	100.05	$	(1)	(0.05)
95	Member MKE Mixer Exp (26)	$	1,400	$	1,400	$	756	54.00	$	644	46.00
96	Member Replacement Fines Exp (27)	$	-	$	10,500	$	2,599	24.75	$	7,901	75.25
97	Member OverDrive Advantage Exp (28)	$	-	$	20,000	$	119,029	595.15	$	(99,029)	(495.15)
98	**Total General Expenditures**	$	3,007,606	$	3,065,293	$	2,673,213	87.21	$	392,080	12.79
99											
100	**Special Expenditures**										
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	**Total Special Expenditures**	$	1,334,099	$	1,334,099	$	1,251,118	93.78	$	82,981	6.22
105											
106	**Total Expenditures**	$	4,341,705	$	4,399,392	$	3,924,331	89.20	$	475,061	10.80
107											
108	**Revenue/Expenditures +/-**					$	422,691				

M.C.F.L.S.
Financial Report
For the Twelve Months Ending December 31, 2020

		Original Budget	Annual Budget	Year to Date	%	Balance	%
1							
2							
3	**General Revenues**						
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	$ 16,589	(82.95)	$ 3,411	(17.06)
9	Member Postage Revenue (61)	$ 25,000	$ 25,000	$ 12,379	(49.52)	$ 12,621	(50.48)
10	Member OCLC Revenue (73)	$ 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	$ 21,184	(84.74)	$ 3,816	(15.26)
15	Member Special Projects Rev. (77)	$ 80,000	$ 80,000	$ 81,124	(101.41)	$ (1,124)	1.41
16	Member Cataloging Contract Rev (85)	$ 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 (59)	$ 29,648	$ 29,648	$ 29,648	(100.00)	$ -	0.00
19	Member Ecommerce Transaction (44)	$ 10,000	$ 10,000	$ 5,355	(53.55)	$ 4,645	(46.45)
20	TNS Calls/Notices Revenue (45)	$ 1,260	$ 1,260	$ 1,204	(95.56)	$ 56	(4.44)
21	Carryover Revenue	$ 35,000	$ 12,184	$ 12,184	(100.00)	$ -	0.00
22	Staff Benefits/Co-Pay Revenue	$ 37,967	$ 37,991	$ 38,012	(100.06)	$ (21)	0.06
23	LSTA Technology Grant Revenue (89)	$ 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 (94)	$ 2,545	$ 2,545	$ 2,503	(98.35)	$ 42	(1.65)
26	Member MKE Mixers Rev (95)	$ 1,400	$ 1,400	$ 1,400	(100.00)	$ -	0.00
27	Member Replacement Fines Rev (96)	$ -	$ 10,500	$ 2,599	(24.75)	$ 7,901	(75.25)
28	Member Overdrive Advantage Rev (97)	$ -	$ 20,000	$ 119,029	(595.15)	$ (99,029)	495.15
29	**Total General Revenues**	$ 4,092,626	$ 4,150,313	$ 4,191,056	(100.98)	$ (40,743)	0.98
30							
31	**Special Revenues**						
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	**Total Special Revenues**	$ 249,079	$ 249,079	$ 166,098	(66.68)	$ 82,981	(33.32)
35							
36	**Total Revenues**	$ 4,341,705	$ 4,399,392	$ 4,357,154	(99.04)	$ 42,238	(0.96)
37							
38		Original Budget	Annual Budget	Year to Date	%	Balance	%
39							
40	**General Expenditures**						
41	Fringe Benefits Expense	$ 183,573	$ 189,891	$ 191,399	100.79	$ (1,508)	(0.79)
42	Salaries Expense	$ 381,639	$ 381,639	$ 381,540	99.97	$ 99	0.03
43	Telephone Renewal Expense	$ 612	$ 612	$ 565	92.32	$ 47	7.68
44	Member Ecom Transaction E (19)	$ 10,000	$ 10,000	$ 4,745	47.45	$ 5,255	52.55
45	TNS Calls/Notices Expense (20)	$ 1,260	$ 1,260	$ 1,480	117.46	$ (220)	(17.46)
46	Mileage/Auto Maint Expense	$ 700	$ 700	$ 95	13.57	$ 605	86.43
47	Conference/Training Expense	$ 6,500	$ 3,000	$ 1,174	39.13	$ 1,826	60.87
48	Memberships Expense	$ 5,000	$ 5,000	$ 4,135	82.70	$ 865	17.30
49	Continuing Education Expense	$ 9,000	$ 9,000	$ 6,474	71.93	$ 2,526	28.07
50	Office Supplies Expense	$ 1,000	$ 1,500	$ 1,124	74.93	$ 376	25.07
51	Copy Machine Maint. Expense	$ 2,500	$ 1,750	$ 814	46.51	$ 936	53.49
52	MCFLS Printing Expense	$ 500	$ 500	$ -	0.00	$ 500	100.00
53	MCFLS Printing for Mem Expense	$ 5,000	$ 2,500	$ 1,408	56.32	$ 1,092	43.68
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	$ 135,888	91.82	$ 12,112	8.18
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	$ 83,591	98.58	$ 1,208	1.42
59	Member Catalog Enhance Exp (18)	$ 29,648	$ 29,648	$ 29,648	100.00	$ -	0.00
60	MCFLS Postage Expense	$ 600	$ 600	$ 257	42.83	$ 343	57.17

M.C.F.L.S.
Financial Report
For the Twelve Months Ending December 31, 2020

61	Member Postage Expense (9)	$	25,000	$	25,000	$	14,790	59.16	$	10,210	40.84
62	Member Forms/Supplies Exp (8)	$	20,000	$	20,000	$	17,906	89.53	$	2,094	10.47
63	Telephone Expense	$	5,000	$	5,000	$	3,965	79.30	$	1,035	20.70
64	Meetings Expense	$	500	$	500	$	535	107.00	$	(35)	(7.00)
65	Insurance Expense	$	11,700	$	11,429	$	12,896	112.84	$	(1,467)	(12.84)
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	$	4,513	86.79	$	687	13.21
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	$	16,800	100.00	$	-	0.00
72	MCFLS Telecomm. Maint. Expense	$	5,000	$	3,250	$	3,779	116.28	$	(529)	(16.28)
73	OCLC Expense (10)	$	135,047	$	135,047	$	124,924	92.50	$	10,123	7.50
74	MCFLS Computer Room Equipment	$	5,000	$	3,500	$	4,159	118.83	$	(659)	(18.83)
75	MCFLS Software Expense	$	3,000	$	1,500	$	3,197	213.13	$	(1,697)	(113.13)
76	MCFLS Equipment Expense	$	6,000	$	8,000	$	12,875	160.94	$	(4,875)	(60.94)
77	Member Special Projects Exp (15)	$	80,000	$	80,000	$	92,571	115.71	$	(12,571)	(15.71)
78	Sorting and Delivery Expense	$	291,700	$	291,700	$	258,669	88.68	$	33,031	11.32
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	$	178,457	100.00	$	-	0.00
82	MPL Rent Lease Contract Exp.	$	129,815	$	129,815	$	129,815	100.00	$	-	0.00
83	ILS Expense	$	36,450	$	36,450	$	36,450	100.00	$	-	0.00
84	MCFLS Catalog Cont Exp to MPL	$	271,255	$	271,255	$	271,255	100.00	$	-	0.00
85	Member Catalog Contract Exp. (16)	$	163,716	$	163,716	$	163,716	100.00	$	-	0.00
86	MCFLS Collection Dev Tool Exp	$	23,800	$	24,752	$	24,752	100.00	$	-	0.00
87	Internet Expense	$	20,500	$	20,500	$	18,843	91.92	$	1,657	8.08
88	Contingency Expense	$	29,451	$	37,865	$	14,613	38.59	$	23,252	61.41
89	LSTA Technology Grant Expense (23)	$	11,200	$	43,266	$	36,855	85.18	$	6,411	14.82
90	Member Digital Content Exp (24)	$	256,414	$	256,414	$	256,413	100.00	$	1	0.00
91	Marketing	$	10,000	$	5,000	$	131	2.62	$	4,869	97.38
92	Marketing Consultant/Contract	$	40,500	$	12,000	$	5,000	41.67	$	7,000	58.33
93	Cooperative Purchasing Sub Exp	$	2,000	$	2,200	$	2,189	99.50	$	11	0.50
94	Member PC Mngmt License Ex (25)	$	1,875	$	1,875	$	1,876	100.05	$	(1)	(0.05)
95	Member MKE Mixer Exp (26)	$	1,400	$	1,400	$	1,325	94.64	$	75	5.36
96	Member Replacement Fines Exp (27)	$	-	$	10,500	$	2,599	24.75	$	7,901	75.25
97	Member OverDrive Advantage E (28)	$	-	$	20,000	$	119,029	595.15	$	(99,029)	(495.15)
98	**Total General Expenditures**	$	3,007,606	$	3,065,293	$	3,037,923	99.11	$	27,370	0.89
99									
100	**Special Expenditures**								
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	**Total Special Expenditures**	$	1,334,099	$	1,334,099	$	1,251,118	93.78	$	82,981	6.22
105									
106	**Total Expenditures**	$	4,341,705	$	4,399,392	$	4,289,041	97.49	$	110,351	2.51
107									
108	**Revenue/Expenditures +/-**								

MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

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

RESOLUTION OF APPRECIATION

HIEU TRAN had been a dedicated and productive employee of the Milwaukee County Federated Library System (MCFLS) for nearly twenty two (22) years; and

WHEREAS, Hieu Tran held a Degree in Computer Engineering Technology (AAS) and a Bachelor's Degree in Electrical Engineering Technology, both from the Milwaukee School of Engineering which served as a basis for his knowledge and love of computers and his commitment to the improvement of library services in Milwaukee County; and

WHEREAS, Hieu Tran served with distinction for twenty (20) years as Network Administrator/PC Support Specialist of MCFLS and prior to that he served as Technology Manager and Computer Tech/Staff Support Assistant; and

WHEREAS, Hieu Tran as Network Administrator of the Milwaukee County Federated Library System, worked with vendors and Wisconsin agencies on various issues skillfully and effectively, including leading MCFLS participation in the statewide Dell Premier Purchasing program which has saved thousands of dollars for member libraries; and

WHEREAS, Hieu Tran was a valuable resource to the MCFLS Director and Library Systems Administrator when they negotiated member agreements, automation contracts, resource agreements and other agreements with the member libraries and vendors; and

WHEREAS, Hieu Tran built positive working partnerships with the member library staff, vendors and many local municipal technology staff while performing consultation and special project implementation; and

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WHEREAS, Hieu Tran had been instrumental in administering the WAN/LAN connectivity, integrity and security for Milwaukee County staff functions as well as at member libraries and kept all facets of those operations running smoothly; and

WHEREAS, Hieu Tran showed enthusiasm and eagerness for new challenges, including training new staff and directors; and

WHEREAS, Hieu Tran, worked with a positive attitude and wholeheartedly supported the mission of MCFLS, always providing a high level of assistance to the MCFLS Director, MCFLS staff, and member libraries in a friendly and professional manner; and

NOW THEREFORE, BE IT HEREBY RESOLVED, that Members of the Milwaukee County Federated Library System Board of Trustees do herewith present this resolution honoring Hieu Tran posthumously and acknowledge his many contributions to MCFLS and its member libraries for nearly twenty two (22) years of high quality library technology service; and want it be known that they sincerely thank him for his efforts to improve services to member libraries and the Milwaukee County Federated Library System; and

FURTHERMORE, BE IT RESOLVED that a copy of this resolution, suitably inscribed, be presented to the family of Hieu Tran and that a copy hereof be included within the minutes of this regular meeting of the Board of Trustees held on January 25, 2021.

Dated this 25th day of January, 2021 in Milwaukee County, Milwaukee, Wisconsin.

Paul Ziehler,
Milwaukee County Federated Library System
Board President

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Intersystem Agreement between the Lakeshores Library System and the Milwaukee County Federated Library System

WHEREAS, the Lakeshores 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 Lakeshores 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, Lakeshores 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 Lakeshores 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 Lakeshores Library System

For Milwaukee County Federated Library System

_____
Board President

_____
Board President

_____
System Director

_____
System Director

_____
Date

_____
Date

2021-2022 INTERLIBRARY LOAN SERVICE GRANT

BY AND AMONG THE MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM (SYSTEM), THE CITY OF MILWAUKEE (CITY) AND THE MILWAUKEE PUBLIC LIBRARY (MPL)

This Grant effective as of January 1, 2021, to December 31, 2022, by and among the Milwaukee County Federated Library System, organized and existing under Chapter 43 of the Wisconsin Statutes, (hereinafter referred to as the SYSTEM), the City of Milwaukee, a municipal corporation, (hereinafter referred to as the CITY), and the Milwaukee Public Library, established and maintained by the City of Milwaukee under the provisions of Chapter 43 of the Wisconsin Statutes (hereinafter referred to as MPL).

I. RECITALS

WHEREAS, the SYSTEM was established to facilitate the cooperative development of library services in Milwaukee County and a plan to facilitate the orderly and efficient operation of cooperative library services was entered into per a formal Member Agreement with the SYSTEM and the public libraries within Milwaukee County, wherein the SYSTEM shall receive state and federal aid to expend as deemed appropriate in the best interests of its Members; and

WHEREAS, the SYSTEM is obligated by the Wisconsin Statutes, regulations and the Member Agreement to provide for the extension of interlibrary loan services to its member libraries; and

WHEREAS, the aforementioned interlibrary loan services shall in no way be defined as including the processing of interagency requests made by Milwaukee County library users and involving materials owned by any System member library, and

WHEREAS, the aforementioned interlibrary loan services shall be defined as the processing of requests made by any MCFLS member library on behalf of its patrons for materials not held by it or any other MCFLS member library, and the processing of requests incoming from other Wisconsin Library Systems, public libraries outside of Wisconsin, and various non-public libraries both from within and outside of Wisconsin, with which formal reciprocal borrowing agreements have been established, for materials held by one or more MCFLS member library, and deemed loanable by the owning library, and

2

WHEREAS, the CITY's Common Council adopted Resolution File No. 200614 on September 22, 2020, authorizing the MPL Board and the proper City officers to enter into this Agreement and to provide the services in accordance with this Agreement,

NOW, THEREFORE, in consideration of the mutual covenants herein:

II. AGREEMENT

A.   IT IS AGREED THAT THE SYSTEM SHALL:

1.   Designate the MPL as the Interlibrary Loan Service Provider (ILS Provider) for the SYSTEM, under all applicable terms included in the most recent guidelines published by Wisconsin Reference & Loan, and aid the MPL in its efforts to fulfill this obligation as the ILS Provider.

2.   Provide payment to CITY, in consideration for the services rendered under this Grant. Said payment amount shall be in the amount of $36,450 for each year, a total of $72,900. Said cash payment will be paid in equal quarterly payments, assuming MPL's conveyance of management reports as set forth in Sec. II.B.6. Failure to provide such reports within 30 calendar days of the end of each quarter shall result in the withholding of the next SYSTEM quarterly payment to MPL. The aforementioned dollar amount shall be considered by both the SYSTEM and the CITY to be the SYSTEM's total obligation for this agreement. Any unilateral decision by MPL to supplement said monies shall in no way be construed as transferring SYSTEM statutory responsibility for program effectiveness, oversight, and compliance with state standards from the SYSTEM to MPL.

3.   Provide opportunities at various SYSTEM meetings for MPL to make presentations regarding issues of common interest relative to the ILS.

B.   IT IS AGREED THAT MPL SHALL:

1.   Be designated the Interlibrary Loan Service provider for the SYSTEM, under all applicable terms included in the most recent guidelines published by the Wisconsin Reference and Loan Library in consideration for the payments from the SYSTEM.

2.   Provide full ILS assistance to the SYSTEM's Member Libraries and their patrons including: requesting materials, retrieving materials, packing materials, maintaining statistics, and follow-through on overdue interlibrary loan materials.

3

3.   OCLC shall be used to verify recent holdings additions or for items not found on WISCAT. All costs associated with the use of OCLC shall accrue to MCFLS.

4.   Place holds for requested interlibrary loan materials owned by SYSTEM member libraries via the MCFLS CountyCat paging function. SYSTEM member libraries reserve the right to refuse telephone requests.

5.   Maintain the necessary requirements of an Interlibrary Loan Service provider in accordance with sec. 43.24(2)(d), Wis. Stats., shall comply with all other applicable laws relevant to providing the services specified in this Grant.

6.   Provide monthly management reports to MCFLS regarding the use of the ILS. These monthly management reports shall include:

a.   Number of interlibrary loans requested/filled for each System member library.

b.   Number of interlibrary loans requested/filled for each federated library system in Wisconsin via Reference & Loan and ALA bulletin board.

c.   Average turn-around time on incoming and outgoing requests.

7.   Require the Interlibrary Services coordinator to attend, at SYSTEM expense, the semi-annual state Reference and

Loan Library training meetings. Invoices related to such meetings are to be forwarded to and paid directly by MCFLS.

8.   Revise the MPL/MCFLS Interlibrary Loan Manual.

9.   Create patron records for all ILS borrowing libraries and utilize CountyCat functionality in all ILS circulation transactions and retrieval of overdue materials.

C.   ALL PARTIES AGREE:

1.   That each and every item and condition herein stated in the recitals of this Grant are agreed to by the parties and hereto incorporated.

2.   To jointly work toward improved library cooperation in Milwaukee County to insure the satisfaction of state regulations and requirements governing the efficient operation interlibrary loan services of the SYSTEM and the effective implementation and administration of this Grant.

4

3.   To review the terms, payments and extent of services annually, and to mutually agree upon any reduction or increases based upon usage, new requirements, changes in state or federal regulations or member needs, as well as SYSTEM, CITY and MPL financial conditions.

4.   Negotiations shall be completed by December 31 of each year between the SYSTEM and the MPL, but any amendment must be approved by the CITY. If for any reason agreement cannot be reached on mutually acceptable terms, this agreement shall automatically terminate effective the date of this grant. The SYSTEM shall at that time reimburse MPL for all services rendered during said period on the same basis as herein stated.

5.   That this Grant, subject to annual review, may be amended at any time but only by the written agreement of the parties. Such amendments as may be agreed upon to Exhibit I shall be attached to this Grant describing the level of funding and services of the forthcoming year. The SYSTEM and MPL will renegotiate in a manner acceptable to all the parties, such provisions as necessary in the event subsequent funding changes evidences a need to amend this Grant.

6.   That one or more waivers by any party of any covenant or condition of this Agreement shall not be construed as a waiver of a subsequent breach of the same or of any other covenant or condition. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive or render unnecessary further consent or approval of any subsequent similar act by such party.

7.   That any notice provided herein or given pursuant to this Grant shall be deemed in compliance herewith if in writing and sent by United States mail, postage prepaid, or by personal delivery to the parties as follows:

Director
Milwaukee County Federated Library System
709 North Eighth Street
Milwaukee, Wisconsin 53233

Library Director
Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233

5

III. TERMINATION

The term of this agreement shall be January 1, 2021 to December 31, 2022. Thereafter, the term may be renewed by mutual agreement by the parties.

6

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as of the day and year written below:

MILWAUKEE PUBLIC LIBRARY

By _____

    Michele Bria, President

Date _____November 30, 2020_____

By _____

    Joan R. Johnson, Secretary

Date _____November 30, 2020_____

CITY OF MILWAUKEE

By _____

    Tom Barrett, Mayor

Date _____

COUNTERSIGNED

By _____

    Aycha Sawa, Comptroller

Date _____

Approved as to form
this _____ day
of _____, 2020.

_____
    Representative of City Attorney

MILWAUKEE COUNTY FEDERATED
LIBRARY SYSTEM

By _____

    Paul M. Ziehler, President

Date _____

By: _____

    Steve Heser, Secretary

Date _____

MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

709 North Eighth Street
Milwaukee, WI 53233

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

February 17th, 2020

To: MCFLS Board of Trustees
From: Steve Heser, Director
Re: Revised 2020 Director Goals

1. Promote system-wide resources and services.

    a. Establish and help lead the new Marketing and Advocacy committee (MAC).

    b. Identify current and new data collection priorities for marketing and advocacy.

    c. Re-develop the existing system marketing plan.

    d. Focus advocacy efforts on communicating with state legislators.

2. Support member library technology needs.

    a. Create a new technology report issued annually to members focused on recommended hardware lists, replacement schedules and recommended browser, PC and printer settings. Communicate with members what MCFLS has done to support member technology needs in the past 12 months.

    b. Identify and share best practices with member libraries with regard to establishing a library technology plan.

    c. Seek further input from member libraries on areas where shared cost reductions can be realized.

3. Identify and compile system-wide data, including gathering feedback from users, that could inform standardization discussion and decision making.

4. Critically review any system contracts that come up for renewal with an emphasis on cost and efficiency.

5. Seek out realtor assistance in developing comparable alternatives to the current lease. Work with MPL on reviewing the data and report to the MCFLS Board by July 2020.

6. Maximize opportunities for participation presented by the Public Library System Redesign process, particularly for revising system standards and the funding formula for state aid.

7. Take advantage of professional development opportunities offered by the state and SEWI continuing education group.

MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

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

January 25th, 2021

To: MCFLS Board of Trustees
From: Steve Heser, Director
Re: 2021 Director Goals

1. Recruit, hire and train a new Network Administrator/PC Support Specialist. Ensure member library technology needs are met in the interim by collaborating with network consultants and directors.

2. Assist member libraries and communities in recovering from the pandemic by collaborating with DPI and other systems and exploring available grant opportunities or other funding sources.

3. Promote system-wide resources and services.

    a. Finish work on the system marketing plan with assistance from STIR and MAC committee.

    b. Hire a contract worker to implement activities within the marketing plan.

    c. Continue to work with LD&L and state groups on library advocacy efforts.

4. Assist in leading an evaluation of the library software market for a possible change from our current software Sierra. Engage with vendors to have reviews of their products with system and member library staff. Arrive at a recommendation by the end of 2021.

5. Formalize system coordination of youth and inclusive services through a contract with one or two member libraries.

6. Identify and compile system-wide data, including gathering feedback from users, that could inform standardization discussion and decision making.

7. Seek out realtor assistance in developing comparable alternatives to the current lease. Work with MPL on reviewing the data and report to the MCFLS Board by July 2021.

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WISCONSIN
DEPARTMENT OF
PUBLIC
INSTRUCTION

Carolyn Stanford Taylor, State Superintendent

December 11, 2020

Paul Ziehler
Milwaukee County Federated Library System Board President
709 North Eighth Street
Milwaukee, WI 53233-2414

Dear Mr. Ziehler:

I am pleased to inform you of the approval of your 2021 annual system plan. The request for your first public library system state aid payment for 2021 has been initiated by staff of the Division for Libraries and Technology (DLT). For this biennium, all funding is provided from the state Universal Service Fund. For this first state aid payment you will receive an electronic transfer totaling $2,141,489. The second state aid payment for 2021 will be initiated upon completion of a review and acceptance of your system's 2020 annual report and evaluation.

This payment and enclosed plan approval are based on the expectation that your system will implement the plan in compliance with the statutory requirements for public library systems. The counties comprising your system and your member public libraries shall be in compliance with system membership requirements. If a member or the system is not compliant with these requirements, the system shall submit a plan to the DLT detailing specific actions the system will take to bring members or the system back into compliance. Signed agreements and contracts for 2021 operations must be filed before January 15, 2021. Audits for 2020 should be provided to the DLT within 30 days of audit completion and no later than September 30, 2021.
 The Department of Public Instruction looks forward to working with you, your board, and your system staff in the coming year to support essential public library and library system services across the state.

Sincerely,

Carolyn Stanford Taylor
State Superintendent

CST:mjd

Enclosure

c: Steve Heser, Director, Milwaukee County Federated Library System
       Kurt Kiefer, Assistant State Superintendent, Division for Libraries and Technology

MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

709 North Eighth Street
Milwaukee, WI 53233

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

January 25th, 2021

December 2020/January 2021 Director's Report

<u>Summary of activities</u>

1. We all said goodbye to our longtime co-worker and good friend Hieu Tran on January 9th at his memorial service. In his absence we've divided his work duties as best we can until we can fill that role on our staff. We will have a plan to manage the many job applications we've received and expect to conduct interviews in early to mid-February.
2. In Hieu's absence I have taken on some of his support and project management roles. In early January I met with Dana Andersen of the Brown Deer Public Library to identify their needs as they move to their new location in February. I organized a meeting with Digicorp and we feel confident that the implementation of new workstations and transfer of hardware will be done successfully.
3. The WPLC Advocacy group met on January 6th and we've reached out to WPLC Board members that serve on LD&L and COLAND to see how we can best serve each other's interests in gaining more funding and support for the Wisconsin Digital Library. We plan to meet again in February.
4. I attended the Bayside Board of Trustees meeting where there was consensus approval to separate Bayside from the North Shore Library agreement. The motion was made with the stipulation that they could rescind their decision as late as Dec 2023 should any of the communities reach an agreement. I also spoke with Scott Botcher, the village manager at Fox Point, about these decisions and shared data about Fox Point resident usage and the costs involved in contracting with MCFLS for library services. I encouraged him to work with the other communities in order to save costs.
5. Wrote system guidelines for requests for reconsideration and challenges to library materials that directors can use when faced with these challenges. This was well-received by directors at the January 7th LDAC meeting.
6. Worked closely with the County Executive's office to fill the open position for a library board member. Mr. Corey Clark from the South Milwaukee Library Board met with the County Executive the week of January 11th. Reappointments for other trustees are either completed or in the works.
7. With the help of system staff, organized and retrieved data and developed instructions for member libraries to use in filling out the DPI state annual report.

<u>Upcoming Activities</u>

1. Work with system staff to review applications and set up interviews for the Network Administrator/PC Support Specialist position.
2. Continue work with the MAC group and STIR to develop the multi-year marketing plan.
3. Develop role and responsibilities for the marketing contract worker for MAC and board approval in February or March.