

NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, February 15th, 2021

3:30 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, January 25th, 2021

Action [Attachment A](#)
4. Public comment
5. Library Directors Advisory Council--Report of the February 4th, 2021 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—January 2021

Action

[Attachment C](#)

7. 2020 MCFLS Annual Report to DPI

Action

[Attachment D](#)

8. MCFLS Director Evaluation process

9. Additional \$50,000 in Milwaukee County funding. LDAC voted unanimously to use the funding toward OverDrive Advantage

Action

Administrative Informational Items

10. MCFLS Board letter of thanks to MPL Board of Trustees for additional OverDrive Advantage funding.

[Attachment E](#)

11. West Milwaukee patron access to electronic resources

[Attachment F](#)

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

13. Director's Report

[Attachment G](#)

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

Milwaukee County Federated Library System
Board of Trustees

Regular Monthly Meeting held Monday, January 25, 2021
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 Hesel, Director
Judy Kaniasty, Business Manager

Others: Jill Lininger, LDAC Chair and Oak Creek Public Library
Judy Pinger, LDAC Past 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 2:35 p.m.

ADOPTION OF AGENDA. President Ziehler referred to the agenda. 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, November 30, 2020 meeting which are shown as Attachment A of the agenda packet. Trustee Suelzer moved and Trustee Johnson 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 December 3, 2020 meeting and Jill Lininger reviewed her report of the January 7, 2021 meeting, both of which are shown as Attachment B of the agenda packet. President Ziehler thanked Judy Pinger for service as LDAC Chair in 2020 and also thanked Jill Lininger for agreeing to be the 2021 LDAC Chair. Trustee Johnson moved and Trustee Suelzer seconded a motion to accept the reports and place them on file. Unanimously approved.

BOARD OF TRUSTEES – ADMINISTRATIVE REPORTS REQUIRING ACTION.

Financial Report – November and December, 2020. President Ziehler referred to the November and December, 2020 financial reports which are shown as Attachment C of the agenda packet. Director Hesel pointed out that Milwaukee Public Library had made generous donations to the OverDrive Advantage account which serves to fill requests for Milwaukee County residents; President Ziehler asked that a thank you letter be sent to Milwaukee acknowledging that gift which is deeply appreciated. A couple of the

accounts have either 2021 expenditures reflected or will have 2020 expenditures made in 2021 and those accounts will be altered during the audit process. The buying pool didn't require additional funds reallocated in the mid-year budget revision. Trustee Johnson moved and Trustee Suelzer seconded a motion to approve the November and December, 2020 financial reports as presented. Unanimously approved.

Resolution in Appreciation of Hieu Tran. President Ziehler referred to the Resolution in Appreciation of Hieu Tran which is shown as Attachment D of the agenda packet. Trustee Suelzer moved and Treasurer Kovac seconded a motion to approve the resolution honoring the much valued employee, Hieu Tran, as presented. Director Heser reported that Hieu's family will be presented with a framed copy.

Revised Intersystem Agreement with Lakeshores Library System. Director Heser referred to Attachment E of the agenda packet explaining that it contains the exact language as the Intersystem Agreement with Monarch Library System that was approved at the last MCFLS Board meeting and now all Intersystem Agreements with contiguous Systems are up to date and in place as required by Statute relative to resource sharing and collaborating where possible. Treasurer Kovac moved and Trustee Suelzer seconded a motion to approve the revised Intersystem Agreement with Lakeshores Library System as presented. Unanimously approved.

2021-2022 Interlibrary Loan Services Grant. Director Heser referred to Attachment F of the agenda packet which is a two-year agreement at the same annual cost as has been in place for a number of years with Milwaukee Public Library. Director Heser shared a document which shows the number of items incoming and outgoing for the year and it is shown as exhibit 1 attached to these minutes. MCFLS member libraries traditionally lend more than they receive, especially due to the specialized collections of the Resource Library. This contract serves only public libraries, however there is a County-wide INFOpass program which includes university and special libraries which patrons can access materials from. Trustee Suelzer asked whether there was a fee to users for these services and it was felt there is not but Director Heser will verify and report back to the Board. Trustee Johnson moved and Treasurer Kovac seconded a motion to approve the two-year ILS contract with MPL as presented. Unanimously approved.

2021 MCFLS Director Goals. Director Heser reviewed his 2021 goals, which are shown as Attachment G of the agenda packet. Director Heser mentioned that he did the best he could, however much time and energy was spent on pandemic matters throughout the year. The Marketing Plan was received on 1/22/21 and the MCFLS Board will review it at a future meeting. A commercial business realtor did visit the MCFLS offices in March but then his business was hit due to the pandemic and he focused his energies on that instead. Director Heser believes the cost of Goal 5—coordination of youth and inclusive services through contracts would be less than \$10,000 annually. Treasurer Kovac moved and Vice President Shea seconded a motion to approve the 2021 Director Goals as presented. Unanimously approved.

[Vice President Shea arrived at 3:25 pm.]

ADMINISTRATIVE INFORMATIONAL ITEMS

Coronavirus Response – System and Member Library Update. Director Heser reported that DHS is slating library staff in Phase 1C for coronavirus vaccines but some local health departments are fitting library staff in at Phase 1B. A post-card campaign will be underway statewide during February-May for local decision makers along with state legislators informing them on what public libraries have been doing during the

pandemic and justifying continuation of financial support; the post cards will be available at member libraries and given to patrons to send. MCFLS will be printing 5,000 postcards for member libraries to use.

Options for Additional Milwaukee County Funding. Director Hesel reported that the LDAC discussed a few options to expand digital access for county residents utilizing the \$50,000 granted by Milwaukee County for 2021—adding funds to OverDrive Advantage, adding funds to Hoopla, consideration of a small business database or a combination of two or more of those options. Judy Pinger did report that Milwaukee didn't feel their small business database was used often enough and actually dropped one of their databases in 2021 so perhaps steering patrons to their other small business databases would be a wiser option than purchasing one with these funds. The LDAC will discuss and take action on a recommendation at their February 4 meeting and this topic will come up at the next MCFLS Board meeting for formal action on this topic.

Update on Recruitment for Network Administrator/PC Support Specialist. Director Hesel reported that the job announcement was posted on Indeed as well as other traditional library job posting venues and many candidates are showing interest in the position. After January 31, the applications will be reviewed with the help of MCFLS staff, an MPL IT Manager and a member library technical staff person. It is important to get a person that is great at the job duties as well as an ambassador for MCFLS. The goal is to have this person begin sometime in March.

2021 System Plan Approval and First Aid Payment. Director Hesel referred to Attachment H of the agenda packet for informational purposes.

Director's Report. Director Hesel reviewed his report which is shown as Attachment I of the agenda packet and responded to questions. President Ziehler noted he will be interested in seeing the new Brown Deer Public Library and he is hopeful that a meeting will be held there when the time is right for in-person meetings again. Director Hesel provided a little overview of what he has been learning from the communities of the North Shore in relation to their joint library matter.

NEXT MEETING. Scheduled for Monday, February 15, 2021 beginning at 3:30 p.m. via Zoom online meeting software.

ADJOURNMENT. With no further business at hand, Vice President Shea moved and Trustee Suelzer seconded a motion to adjourn the meeting at 3:58 p.m. Unanimously approved.



OAKCREEK
— WISCONSIN —

PUBLIC LIBRARY

February 9, 2021

To: MCFLS Board of Trustees
From: Jill Lininger, Oak Creek Public Library
Summary of LDAC Meeting for February 4, 2021
Location: Zoom Teleconference

Discussion

- Sharing COVID-19 Response / Updates
 - Hours Updates: St. Francis is looking to expand hours beginning March 1; Oak Creek re-opened for browsing on Feb 1; North Shore re-opened for browsing on Feb 8.
 - Discussion of time limits in the library for patrons
 - Several libraries reported that some staff have or will be receiving vaccinations through their municipal health departments.
- DPI Updates
 - Libraries can stop promoting the DPI speed test on March 15, 2021.
 - STIR, the firm MCFLS is working with for system marketing, has been contacted by a group for a statewide marketing campaign for libraries.
- Expenditure ideas for additional Milwaukee County funding
 - After reviewing the options, the libraries unanimously voted to put the additional County funding for 2021 into the system's Overdrive Advantage account.

Technology

- Steve is in talks with the West Milwaukee Village manager to discuss an addendum to the agreement with the system to provide West Milwaukee residents access to the system's digital resources. The addendum, including reimbursement formulas, will be ready and go into effect in 2022. In the meantime, all libraries agreed to turn Overdrive access back on for West Milwaukee residents in 2021.
- As part of the MCFLS Strategic Plan, staff has been researching and plans to put together an ILS Evaluation Task force. Member libraries will be asked to provide staff from all departments: IT, Circulation, Reference, and Administration to serve as members of the task force. The Task Force will evaluate the system's current ILS as well as other ILS options to see what the best product for our patrons is moving forward. The director's in the meeting were enthusiastic about reviewing other ILS options.
- As of the Feb 4, a final date to transition RB Digital to Overdrive had not been set, but it expected to happen in February 2021. Staff are in the process of creating and disseminating information about the move. Magazines will be available via both the Libby app and WPLC website. MCFLS staff hopes to reload the MARC records into CountyCat for increased findability for patrons. After the transition, the auto check feature for magazines will no longer be available.
- Several MCFLS libraries are allowing patrons to renew their cards online using forms that MCFLS is maintaining. MCFLS staff proposed creating a system wide form that all libraries would use, but which could be customized for individual member libraries. With a standard form, MCFLS could include

a link to the online renewal form in the card renewal notice that patrons receive. Most libraries agreed that a consistent form would be appropriate, but felt the discussion should go to the Circ Services Meeting for discussion before a final decision was made. The topic was tabled until Circ Services can discuss the proposal.

Informational

- Annual reports are due March 1.
- MCFLS has postcards available for member libraries or member libraries can edit the MCFLS template to create personalized postcards for the Libraries Step-Up Campaign.
 - There is also a toolkit for social media that libraries may use.
 - The campaign is as a writing campaign to get local legislators to step up for local libraries to let them know we've been meeting the needs of the community through the pandemic.
- Steve gave an update on the Network Admin/PC Support Specialist search.

Member Library Updates

- Brown Deer
 - The old building will close on Feb 6 and hope to have the drive-thru open for service on Feb 17. The rest of the building is expected to open in early March.
- Hales Corners
 - The library received a \$100,000 donation to install an elevator in the building.

M.C.F.L.S.
Financial Report
For the One Month Ending January 31, 2021

1		<u>Annual Budget</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
2						
3	General Revenues					
4	State Aid Revenue	\$ 2,855,319	\$ 2,141,489	(75.00)	\$ 713,830	(25.00)
5	Milwaukee County Allocation	\$ 66,650	\$ 58,250	(87.40)	\$ 8,400	(12.60)
6	West Milwaukee Contract -Other	\$ 60,152	\$ -	0.00	\$ 60,152	(100.00)
7	Interest on Invested Funds	\$ 10,000	\$ -	0.00	\$ 10,000	(100.00)
8	Member Forms/Supplies Rev (62)	\$ 20,600	\$ 1,273	(6.18)	\$ 19,327	(93.82)
9	Member Postage Revenue (61)	\$ 23,800	\$ 305	(1.28)	\$ 23,495	(98.72)
10	Member OCLC Revenue (73)	\$ 125,035	\$ -	0.00	\$ 125,035	(100.00)
11	Member Telecomm. Revenue (71)	\$ 16,800	\$ -	0.00	\$ 16,800	(100.00)
12	Member III Softwre Maint-Basi	\$ 181,188	\$ -	0.00	\$ 181,188	(100.00)
13	Member III Softwre Maint-Other	\$ 47,561	\$ 1,349	(2.84)	\$ 46,212	(97.16)
14	Member Tech. Assist.-Time Rev.	\$ 15,000	\$ 1,716	(11.44)	\$ 13,284	(88.56)
15	Member Special Projects Rev (77)	\$ 75,000	\$ 16,044	(21.39)	\$ 58,956	(78.61)
16	Member Catalog Contract Rev (85)	\$ 187,546	\$ -	0.00	\$ 187,546	(100.00)
17	Member Database Revenue (56)	\$ 81,035	\$ -	0.00	\$ 81,035	(100.00)
18	Member Catalog Enhance Rev (59)	\$ 29,648	\$ -	0.00	\$ 29,648	(100.00)
19	Member Ecom Transaction Fees (44)	\$ 8,600	\$ 651	(7.57)	\$ 7,949	(92.43)
20	TNS Calls/Notices Revenue (45)	\$ 1,224	\$ 66	(5.39)	\$ 1,158	(94.61)
21	Carryover Revenue	\$ 12,000	\$ -	0.00	\$ 12,000	(100.00)
22	Staff Benefits/Co-Pay Revenue	\$ 38,289	\$ 2,604	(6.80)	\$ 35,685	(93.20)
23	LSTA Technology Grant Rev (89)	\$ 10,000	\$ -	0.00	\$ 10,000	(100.00)
24	Member Digital Content Rev (90)	\$ 267,583	\$ -	0.00	\$ 267,583	(100.00)
25	Member PC Mngmt License Rev (94)	\$ 2,545	\$ 358	(14.07)	\$ 2,187	(85.93)
26	Member MKE Mixers Rev (95)	\$ 1,400	\$ -	0.00	\$ 1,400	(100.00)
27	Member Replacement Fines Rev (96)	\$ 12,000	\$ 1,439	(11.99)	\$ 10,561	(88.01)
28	Member Overdrive Advan Rev (97)	\$ 15,000	\$ 90,000	(600.00)	\$ (75,000)	500.00
29	Total General Revenues	\$ 4,163,975	\$ 2,315,544	(55.61)	\$ 1,848,431	(44.39)
30						
31	Special Revenues					
32	W. Milw Borrowing Rev (101)	\$ 31,467	\$ -	0.00	\$ 31,467	(100.00)
33	Ecommerce Revenue (103)	\$ 175,000	\$ 37,322	(21.33)	\$ 137,678	(78.67)
34	Total Special Revenues	\$ 206,467	\$ 37,322	(18.08)	\$ 169,145	(81.92)
35						
36	Total Revenues	\$ 4,370,442	\$ 2,352,866	(53.84)	\$ 2,017,576	(46.16)
37						
38		<u>Annual Budget</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
39						
40	General Expenditures					
41	Fringe Benefits Expense	\$ 195,231	\$ 18,030	9.24	\$ 177,201.0	90.76
42	Salaries Expense	\$ 389,272	\$ 26,297	6.76	\$ 362,975.0	93.24
43	Telephone Renewal Expense	\$ 608	\$ -	0.00	\$ 608.0	100.00
44	Member Ecom Transaction Ex (19)	\$ 8,600	\$ 582	6.77	\$ 8,018.0	93.23
45	TNS Calls/Notices Expense (20)	\$ 1,224	\$ -	0.00	\$ 1,224.0	100.00
46	Mileage/Auto Maint Expense	\$ 700	\$ -	0.00	\$ 700.0	100.00
47	Conference/Training Expense	\$ 5,000	\$ -	0.00	\$ 5,000.0	100.00
48	Memberships Expense	\$ 5,000	\$ 3,560	71.20	\$ 1,440.0	28.80
49	Continuing Education Expense	\$ 9,000	\$ -	0.00	\$ 9,000.0	100.00
50	Office Supplies Expense	\$ 1,500	\$ -	0.00	\$ 1,500.0	100.00
51	Copy Machine Maint. Expense	\$ 2,500	\$ -	0.00	\$ 2,500.0	100.00
52	MCFLS Printing Expense	\$ 500	\$ -	0.00	\$ 500.0	100.00
53	MCFLS Printing for Mem Expense	\$ 5,000	\$ -	0.00	\$ 5,000.0	100.00
54	MCFLS WI Pub Lib Consortium Ex	\$ 5,855	\$ -	0.00	\$ 5,855.0	100.00
55	MCFLS Buying Pool	\$ 140,000	\$ -	0.00	\$ 140,000.0	100.00
56	MCFLS Database Expense	\$ 21,953	\$ -	0.00	\$ 21,953.0	100.00
57	Member Database Expense (17)	\$ 81,035	\$ 34,010	41.97	\$ 47,025	58.03
58	MCFLS Catalog Enhancement Expe	\$ 81,119	\$ 47,877	59.02	\$ 33,242	40.98
59	Member Catalog Enhance Exp (18)	\$ 29,648	\$ 9,648	32.54	\$ 20,000	67.46
60	MCFLS Postage Expense	\$ 600	\$ 1	0.17	\$ 599	99.83
61	Member Postage Expense (9)	\$ 20,600	\$ -	0.00	\$ 20,600	100.00

M.C.F.L.S.
Financial Report
For the One Month Ending January 31, 2021

62	Member Forms/Supplies Exp (8)	\$ 23,800	\$ -	0.00	\$ 23,800	100.00
63	Telephone Expense	\$ 5,000	\$ 170	3.40	\$ 4,830	96.60
64	Meetings Expense	\$ 500	\$ -	0.00	\$ 500	100.00
65	Insurance Expense	\$ 11,700	\$ 3,898	33.32	\$ 7,802	66.68
66	Legal Expense	\$ 500	\$ -	0.00	\$ 500	100.00
67	Audit Expense	\$ 13,000	\$ -	0.00	\$ 13,000	100.00
68	Payroll Service Expense	\$ 5,400	\$ 312	5.78	\$ 5,088	94.22
69	III Software Support Expense	\$ 228,749	\$ 113,418	49.58	\$ 115,331	50.42
70	III TNS Subscr Exp	\$ 12,224	\$ 6,112	50.00	\$ 6,112	50.00
71	Member Telecomm. Expense (11)	\$ 16,800	\$ -	0.00	\$ 16,800	100.00
72	MCFLS Telecomm. Maint. Expense	\$ 5,000	\$ -	0.00	\$ 5,000	100.00
73	OCLC Expense (10)	\$ 135,047	\$ 133,944	99.18	\$ 1,103	0.82
74	MCFLS Computer Room Equipment	\$ 5,000	\$ -	0.00	\$ 5,000	100.00
75	MCFLS Software Expense	\$ 3,500	\$ 265	7.57	\$ 3,235	92.43
76	MCFLS Equipment Expense	\$ 16,000	\$ -	0.00	\$ 16,000	100.00
77	Member Special Projects Ex (15)	\$ 75,000	\$ 3,591	4.79	\$ 71,409	95.21
78	Sorting and Delivery Expense	\$ 291,700	\$ -	0.00	\$ 291,700	100.00
79	South Central Delivery Expense	\$ 21,856	\$ -	0.00	\$ 21,856	100.00
80	Auto Payment/Maintenance Exp.	\$ 1,000	\$ -	0.00	\$ 1,000	100.00
81	MPL Resource Contract Expense	\$ 178,457	\$ -	0.00	\$ 178,457	100.00
82	MPL Rent Lease Contract Exp.	\$ 129,815	\$ -	0.00	\$ 129,815	100.00
83	ILS Expense	\$ 36,450	\$ -	0.00	\$ 36,450	100.00
84	MCFLS Catalog Cont Exp to MPL	\$ 256,979	\$ -	0.00	\$ 256,979	100.00
85	Member Catalog Contract Exp. (16)	\$ 187,546	\$ -	0.00	\$ 187,546	100.00
86	MCFLS Collection Dev Tool Exp	\$ 25,935	\$ -	0.00	\$ 25,935	100.00
87	Internet Expense	\$ 21,635	\$ 1,417	6.55	\$ 20,218	93.45
88	Contingency Expense	\$ 33,411	\$ 36	0.11	\$ 33,375	99.89
89	LSTA Technology Grant Exp (23)	\$ 10,000	\$ -	0.00	\$ 10,000	100.00
90	Member Digital Content Exp (24)	\$ 267,583	\$ -	0.00	\$ 267,583	100.00
91	Marketing	\$ 10,000	\$ -	0.00	\$ 10,000	100.00
92	Marketing Consultant/Contract	\$ 40,500	\$ -	0.00	\$ 40,500	100.00
93	Cooperative Purchasing Sub Exp	\$ 2,200	\$ -	0.00	\$ 2,200	100.00
94	Member PC Mngmt License Ex (25)	\$ 1,875	\$ -	0.00	\$ 1,875	100.00
95	Member MKE Mixer Exp (26)	\$ 1,400	\$ -	0.00	\$ 1,400	100.00
96	Member Replacement Fines Exp (27)	\$ 12,000	\$ -	0.00	\$ 12,000	100.00
97	Member OverDrive Advant Exp (28)	\$ 15,000	\$ 90,000	600.00	\$ (75,000)	(500.00)
98	Total General Expenditures	\$ 3,107,507	\$ 493,168	15.87	\$ 2,614,339	84.13
99						
100	Special Expenditures					
101	W. Milw Borrowing Exp (32)	\$ 31,467	\$ -	0.00	\$ 31,467	100.00
102	RB - MCFLS Payment Expense	\$ 1,056,468	\$ -	0.00	\$ 1,056,468	100.00
103	Ecommerce Expense (33)	\$ 175,000	\$ 37,322	21.33	\$ 137,678	78.67
104	Total Special Expenditures	\$ 1,262,935	\$ 37,322	2.96	\$ 1,225,613	97.04
105						
106	Total Expenditures	\$ 4,370,442	\$ 530,490	12.14	\$ 3,839,952	87.86
107						
108	Revenue/Expenditures +/-		\$ 1,822,376			



Wisconsin Department of Public Instruction
**2020 PUBLIC LIBRARY SYSTEM
ANNUAL REPORT**
PI-2404-A (Rev. 2-21)

INSTRUCTIONS: Complete and return a signed, scanned copy of the original board-approved system annual report by **MARCH 1, 2021**, to:

LibraryReport@dpi.wi.gov

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

I. GENERAL INFORMATION						
1. System Name Milwaukee County Federated Library System		2. System Director Name Steve Heser		3. Certification Grade Grade 1	4. Date Certification Expires 2023-02-28	
5. Street Address 709 N. 8th St.				6. Phone Area/No. (414) 286-8149	7. Fax Number Area/No. (414) 286-3209	
8. Mailing Address PO Box		9. System Website URL www.mcfls.org		10. Director System Email Address steve.heser@mcfls.org		
11. City / Village / Town Milwaukee			12. County Milwaukee		13. ZIP Code 53233-2414	
14. Number of Public Libraries Participating in the System 15		15. Does System Operate a Books-by-Mail Program No		16. Number of Book-mobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 611,404	18. DUNS Number 186931192

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

III. SYSTEM SERVICES			
Circulation Transactions <i>Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.</i>		1. Total Circulation 0	2. Interlibrary Loans <i>System interlibrary loan transactions</i> a. Items Loaned 0 b. Items Received 0
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i>			
a. E-book 64,911	b. E-audio 69,835	c. E-video 23,178	d. Electronic Collection Retrievals -1

IV. SYSTEM BOARD AND ORGANIZATION

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

First Name	Last Name	Street Address	City	ZIP Code	Email Address
1. President Paul	Ziehler	8103 W. Raymond Ln.	West Allis	53219	paulziehler@gmail.com
2. Howard	Schneider	3269 N. Summit Ave.	Milwaukee	53211	hisnyder84@gmail.com
3. Elizabeth	Suelzer	2144 S. 76th St.	West Allis	53219	esuelzer@gmail.com
4. Guy	Johnson	3942 N. Oakland Apt 230	Shorewood	53211	gwj2423@gmail.com
5. Nik	Kovac	2961 N. Bremen St	Milwaukee	53212	nkovac@milwaukee.gov
6. Steven	Shea	901 N. 9th St, Room 201	Milwaukee	53233	n.Shea@milwaukeecountywi.gov
7. vacant	vacant	vacant	vacant	vacant	vacant
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					

V. PUBLIC LIBRARY SYSTEM INCOME						
1. County Government						
a. System Member County Appropriations Received by Library System				b. Other County Payments Received		
County Name	Amount	County Name	Amount	County Name	Amount	
Milwaukee	\$66,650					
		Subtotal 1a	\$66,650	Subtotal 1b		
2. State Aid to Public Library Systems					\$2,855,319	
3. Other State Funded Programs <i>List individually. Attach listing if necessary.</i>						
a.						
b.						
c.						
				Subtotal 3		
4. Federal Aid <i>Program name and project number. List each program individually. Attach listing if necessary.</i>						
a.	LSTA - Technology	\$6,095	f.			
b.	LSTA Technology - Cybersecurity Project	\$13,424	g.			
c.			h.			
d.			i.			
e.			j.			
				Subtotal 4	\$19,519	
5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. <i>List names individually. Attach listing if necessary.</i>						
a.	Revenue received from member libraries	\$701,292	f.			
b.	West Milwaukee	\$96,545	g.			
c.	Member database contract	\$437,602	h.			
d.			i.			
e.			j.			
				Subtotal 5	\$1,235,439	
6. Other Income						
Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
\$0	\$11,808	\$12,184	\$0	\$0	\$156,235	\$180,227
7. Total Income <i>Add 1 through 6</i>						\$4,357,154

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES <i>Report system expenditures from all sources.</i>				
	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$381,540	\$0	\$0	\$381,540
2. Employee Benefits	\$191,399	\$0	\$0	\$191,399
3. System Collection Expenditures				
a. Printed Material	\$0	\$0	\$0	
b. Electronic Material	\$157,588	\$0	\$119,029	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$0	\$0	\$0	
Subtotal <i>Collection Expenditures</i>	\$157,588	\$0	\$119,029	\$276,617
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$1,984,141	\$0	\$1,375,598	\$3,359,739
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$0	\$0	\$0	\$0
6. All Other Operating Expenditures	\$45,614	\$19,519	\$14,613	\$79,746
7. Total Operating Expenditures	\$2,760,282	\$19,519	\$1,509,240	\$4,289,041
8. System Capital Expenditures	\$0	\$0	\$0	\$0

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

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

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

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

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

The following statement certifies that your public library system complied with all statutory requirements for public library systems for the report year. Indicate your system's compliance with each of the system requirements.

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

Membership Agreements

☒ (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4. with all member libraries.

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

Resource Library Agreement

☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.

☒ Signed copies of the report year and current year resource library agreements have been filed with the division.

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

Reference Referral and Interlibrary Loan

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

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

Inservice Training

☒ **Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees.**

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

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

☒ **Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.**

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

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

Delivery and Communication

☒ **Wis. Stat. § 43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.**

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

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

☐ Email ☒ OCLC ☒ Regional automated system ☒ WISCAT

Service Agreements

☒ **Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.**

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

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

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

Inclusive Services

☒ **Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.**

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

Briefly summarize the most significant specific inclusive services initiatives carried out by your system in the report year. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

The system supports multiple member libraries with Memory Cafe programs including financial support for the South Shore Libraries Memory Cafe. MCFLS has participated in the LibraryNow project (Milwaukee Public Library) since its inception. This project puts access to library resources into the hands of all Milwaukee Public School students, including many underserved or marginalized young people. Standing library committees, including the Adult & Reference Services committee, the Youth Services committee, and the Young Adult services committee, frequently include inclusive services as a topic in their regular meetings. The system has also worked with a Milwaukee Public Library staff member on providing more awareness of Government Alliance on Race and Equity (GARE) background and resources available to member libraries.

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

Inclusive Services (cont'd.)

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

If the system provided any inclusive services continuing education programs in the report year, identify the topic(s) and speaker(s).

Other Types of Libraries

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

Indicate system services provided to other types of libraries in the report year.

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

Library Technology and Resource Sharing Plan

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

Other Service Programs

- ☐ **Wis. Stat. § 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library board after consultation with participating public libraries.**
- List and evaluate each service program carried out under this statute in the report year. Do not lump miscellaneous activities under a single "other" program.

Administration

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

IX. COLLABORATIVE ACTIVITIES

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

In 2020 MCFLS led a group of library systems including Bridges, Kenosha, South Central and Winnefox to provide cybersecurity training through a program called InfoSec IQ and paid through LSTA funding for three years. This on the heels of a very successful cybersecurity collaboration with many of the same systems in 2019/20. Staff are tested and trained regularly each month to be better aware of malicious threats through email. We hope that our group will act as a model for similar projects across the state. The system's participation in the Dell purchasing group statewide has saved our members a great deal of money on the purchase of new computers and hardware. We've seen more investment by libraries in technology as a result, improving their ability to serve patrons with up-to-date resources. MCFLS continues to contribute to statewide projects through the WLA. The system funded multiple scholarships to the WLA Leadership Institute and offered continued financial support for WLA lobbying activities at the state level. The system will continue to collaborate with other systems to provide support for Trustee Training Week which continues to grow in popularity. The system also offers financial support for the Wild Wisconsin Winter Web Conference. The collaboration with SEWI to provide high quality continuing education for our member libraries is extremely valuable and a model for the state. The system also collaborates and offers tech support and assistance for Tech Days each September.

Cost Benefit. <i>For each activity above, list the activity name and estimated cost benefit realized.</i>	
Activity	Amount
1. WPLC OverDrive Collection	1,150,000
2. InfoSec Cybersecurity Training	13,424
3. WPLC OverDrive Collection	20,000
4. Wild Wisconsin Winter webinar series	1,500
5. Wild Wisconsin Winter webinar series	15,000
6. Tech Days	2,500
7. WLA Projects	10,000
8. Trustee Training Week	1,500
9.	
10.	
Cost Benefit Total	1,213,924

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

Program Expenditures *Provide a summary of your public library system expenditures by system service program and fund source for the report year.*

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan <i>See note</i>				
1. Technology	618,421	19,519	868,235	1,506,175
2. Reference	178,457	0	0	178,457
3. Interlibrary Loan	36,450	0	0	36,450
4.				
5. Electronic Resources	163,193	0	437,602	600,795
Subprogram Total	996,521	19,519	1,305,837	2,321,877
Continuing Education and Consulting Service <i>See note</i>				
1. Continuing Education	22,714	0	0	22,714
2. Consulting	67,509	0	0	67,509
Subprogram Total	90,223	0	0	90,223
Delivery	291,734			291,734
Inclusive Services	7,409			7,409
Library Collection Development	0			0
Direct Payment to Members for Nonresident Access	1,085,020		49,079	1,134,099
Direct Nonresident Access Payments Across System Borders				
Library Services to Youth	1,580			1,580
Public Information	32,378			32,378
Administration	366,272			366,272
Other System Programs				
1. Multi-type	8,174			8,174
2. Member Office			35,295	35,295
3.				
4.				
Grand Totals	2,879,311	19,519	1,390,211	4,289,041
Estimated Expenditures for Technology-Related Services Provided by the System	618,421	19,519	868,325	1,506,265

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

XI. SYSTEM STAFF

1. Personnel Listing

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

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
Steven	Heser	Director	<input checked="" type="checkbox"/>	\$101,958	40.00
Jennifer	Schmidt	Library Systems Administrator	<input checked="" type="checkbox"/>	\$78,030	40.00
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

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

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
Network Administrator	\$103,120	40.00			
Business Manager	\$73,711	40.00			
Administrative Assistant	\$24,820	25.00			

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

a. Persons Holding the Title of Librarian

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

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

2.63

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

4.63

XII. SYSTEM MEMBERSHIP

Attach a listing of all current public library and county members of the system.

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

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

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

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

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

- ☒ Library system board is constituted and operated in compliance with Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).
 - ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. § 43.17(4)]
 - ☒ Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.
- Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided.
- ☒ (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)(4). with all member libraries.
 - ☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
 - ☒ (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
 - ☒ (e) Inservice training for participating public library personnel and trustees.
 - ☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.
 - ☒ (g) Service agreements with all adjacent library systems.
 - ☒ (h) Professional consultant services to participating public libraries.
 - ☒ (i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.
 - ☒ (k) Promotion and facilitation of library service to users with special needs.
 - ☒ (L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
 - ☒ (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
 - ☒ (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

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

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

	COMMENTS	
--	----------	--

2. Audio Materials (end-of-year total)

This entry doesn't seem to work. Needs to be 0.--2021-02-03

a. Uses of E-Books By Users of Your System

Includes 2020 hoopla and OverDrive advantage use limited to Milwaukee County residents.--2021-02-08

b. Uses of E-Audio by Users of Your System

Includes 2020 hoopla and OverDrive advantage use limited to Milwaukee County residents.--2021-02-08

c. Uses of E-Video by Users of Your System

Includes 2020 hoopla and OverDrive advantage use limited to Milwaukee County residents.--2021-02-08

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

We just received a signed copy from Lakeshores Library System and I will publish those to our Libguides site:

<https://mcfls.libguides.com/admin/system-agreements-planning--2021-02-08>

Cooperative purchasing

I'm including the Dell Premier Purchasing of computer and hardware here.--2021-02-08

DRAFT



709 North Eighth Street
Milwaukee, WI 53233

PH: 414-286-8149

FAX: 414-286-3209

January 26th, 2021

Dr. Michele Bria
President, Board of Trustees
Milwaukee Public Library


Dear Dr. Bria,

On behalf of our trustees and member libraries I would like to sincerely thank the Milwaukee Public Library Board of Trustees and City Librarian Joan Johnson for their generous contribution of \$205,000 to the MCFLS OverDrive Advantage account in 2020. This wonderful gesture could not come at a better time for all Milwaukee County residents who may be unwilling or unable to come into the library but still want to enjoy high quality content from their favorite authors.

This contribution is yet another example of the leadership exhibited by the Milwaukee Public Library that has helped guide our system and members through the pandemic. The challenges brought about by the pandemic have highlighted the need for creative thinking to show how libraries can continue to meet the needs of our communities when access to the buildings themselves may not be possible. We feel that an emphasis on additional funding for electronic resources is something likely to continue beyond the pandemic, and we credit MPL for leading the way and taking that important step forward.

Thank you once again on behalf of our trustees and members. We look forward to continue working with you and the MPL staff to bring these much-needed resources to our communities.

Sincerely,



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

cc: Joan Johnson, City Librarian

West Milwaukee OverDrive Costs 2021			
System OverDrive Usage 10/1/19 - 09/30/20			
Branch	Total OverDrive Costs	% Costs	WM Reimbursement
Brown Deer	\$ 2,246	1.4%	\$ 6.54
Cudahy	\$ 3,153	2.0%	\$ 9.19
Franklin	\$ 8,699	5.6%	\$ 25.34
Greendale	\$ 4,194	2.7%	\$ 12.22
Greenfield	\$ 5,983	3.9%	\$ 17.43
Hales Corners	\$ 1,452	0.9%	\$ 4.23
Milwaukee	\$ 69,588	44.8%	\$ 202.70
North Shore	\$ 9,347	6.0%	\$ 27.23
Oak Creek	\$ 7,196	4.6%	\$ 20.96
St. Francis	\$ 2,117	1.4%	\$ 6.17
Shorewood	\$ 6,383	4.1%	\$ 18.59
South Milwaukee	\$ 3,203	2.1%	\$ 9.33
Wauwatosa	\$ 16,604	10.7%	\$ 48.37
West Allis	\$ 9,007	5.8%	\$ 26.24
Whitefish Bay	\$ 6,018	3.9%	\$ 17.53
TOTAL	\$ 155,190	100.0%	\$ 452.05
Total OverDrive Costs 2021	\$ 155,190		
OverDrive Usage 10/1/19 - 09/30/20	630305		
West Milwaukee Usage 10/19/19 -09/30/20	1836		
West Milwaukee % 10/19/19 -09/30/20	0.29%		
2021 West Milwaukee OverDrive Costs	\$ 452.05		



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

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

February 15th, 2021

January/February 2021 Director's Report

Summary of activities

1. I worked with Judy to manage the large number of applications we received for the Network Administrator/PC Support Technician role at MCFLS. We feel we have a good pool of qualified candidates and will work with Assistant Director Robert Trunley from Wauwatosa to select candidates to interview. All MCFLS staff and Robert will be a part of the interview process that will take place in mid-to-late February. I hope to offer the position to someone by the end of February.
2. I assisted in the Brown Deer Library move on February 10th and made myself available in the afternoon to help with setting up new workstations.
3. Other projects are underway. Digicorp is also helping us with staff and public workstations at Greendale and Franklin that had been delivered prior to Hieu's passing. I've been in constant contact with technical reps from Digicorp throughout the process. All other projects are on hold until we can find a replacement for the position.
4. Spoke with Kim Egan, village administrator at West Milwaukee, about creating an addendum to the West Milwaukee contract that would include language allowing access to electronic resources (hoopla and OverDrive) for West Milwaukee residents. I will work on this addendum with her in the first half of 2021.
5. I was asked to participate and give feedback as part of a roundtable discussion regarding the planning of the next BadgerNet contract. The BadgerNet contract provides affordable network lines for all MCFLS members. For \$1,200/year our members get a stable 100 Mbps connection and my hope is costs might go lower.
6. Worked with libraries on finding answers to questions on the state annual report, which contains new data elements related to COVID-19 and reporting on new library service offerings.

Upcoming Activities

1. Set up interviews and make an offer for the Network Administrator/PC Support Specialist position.
2. Participate in Library Legislative Day February 16th-18th.
3. Bring the marketing plan to the March MCFLS Board meeting.