NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, November 29th, 2021

3:30 P.M.

This meeting will be held:

Online at
Meeting URL: CLICK HERE
Meeting ID: 885 0893 1973
Meeting Passcode: 0gWW6Nw3
Telephone Passcode: 89813275

AGENDA

1. Call to order

2. Adoption of agenda

                                         Action

3. Approval of minutes: the MCFLS Board of Trustees meeting on October 11th, 2021
                                 Action   Attachment A

4. Public comment

5. Library Directors Advisory Council--Report of the November 4th, 2021 Meeting
                                    Attachment B

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

Board of Trustees—Administrative reports requiring action

6. Financial Report – October 2021	Action	Attachment C
7. MCFLS Officers for 2022	Action	

8. Reconstitution and Membership of Standing Committees
   a. Finance and Personnel
   b. Legislative and System Services
	Action	Attachment D

9. Proposed MCFLS Lease Agreement 2022 - 2023	Action	Attachment E
10. 2022 MCFLS Board Meeting Dates	Action	Attachment F

Administrative Informational Items

11. ARPA funding grant pre-applications	Attachment G
12. Director's Report	Attachment H

Next meeting date: Tentatively scheduled for Monday, January 24th at 3:30 pm via Zoom online meeting software.

Milwaukee County Federated Library System
Board of Trustees
Regular Monthly Meeting held Monday, October 11, 2021
Zoom Meeting Software

ROLL CALL

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

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

Others: Jill Lininger, LDAC Chair and Oak Creek Public Library
                Joan Johnson, Milwaukee Public Library
                Rachel Collins, Shorewood Public Library

CALL TO ORDER. President Ziehler called the regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees to order at 3:36 p.m.

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

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the Monday, September 20, 2021 meeting which are shown as Attachment A of the agenda packet. Being no corrections noted, Trustee Snyder moved and Vice President Shea seconded a motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT. None.

LIBRARY DIRECTORS ADVISORY COUNCIL. President Ziehler referred to the LDAC report of the October 7, 2021 meeting which was distributed prior to the meeting in a separate email and is shown as Exhibit 1 attached to these minutes. LDAC Chair Lininger reviewed her report and responded to questions from the Board. Trustee Johnson moved and Treasurer Kovac seconded a motion to accept the report and place it on file. Unanimously approved.

BOARD OF TRUSTEES – ADMINISTRATIVE REPORTS REQUIRING ACTION.

Financial Report – September 2021. President Ziehler referred to the September 2021 financial report which is shown as Attachment B of the agenda packet. Both Director Heser and Business Manager Kaniasty reported nothing out of the ordinary to focus on. Trustee Suelzer moved and Vice President

Shea seconded a motion to approve the September, 2021 financial report as presented. Unanimously approved.

Renewal for Audit Services through Baker Tilly. Director Heser referred to Attachment C of the agenda packet which represents a proposed four-year extension for audit services at an annual cost ranging from $12,500-$12,800 compared to the previous four years cost of $12,000 for the 2017/2018 audits and $13,000 for the 2019 audit and $12,250 for the 2020 audit. MCFLS could go out to bid at this time to seek proposals from other vendors, if desired, however Director Heser recommends remaining with Baker Tilly since they do perform audits of a few other library systems in Wisconsin and are familiar with our practices. Trustee Snyder questioned the cost and recommends this be the last time an extension is awarded. Trustee Johnson moved and Vice President Shea seconded a motion to approve the four-year extension with Baker Tilly as recommended. Unanimously approved.

2022 Delivery Contract. Director Heser referred to Attachment D of the agenda packet and noted that Action Logistics is also comfortable with a two-year contract under the same payment terms if MCFLS desires and which Director Heser recommends. This is the first time the cost has increased ever and it starts at $20 per day; the fuel surcharge also continues as in the past. Director Heser noted that he has been communicating with DPI regarding the PLSR Statewide Delivery Planning and two years will not affect that process. Vice President Shea moved and Trustee Suelzer seconded a motion to approve a two-year delivery contract extension with Action Logistics as recommended. Unanimously approved.

2022 Continuing Education Agreement. Director Heser referred to Attachment E of the agenda packet which is a renewal of the Continuing Education Agreement with Bridges Library System which has been in place for many years at the same cost as 2021 for providing all aspects of providing four high-quality programs for staff and trustees of MCFLS and member libraries. Director Heser noted that continuing education is a statutory requirement and MCFLS is one of many Systems that participates in the Southeastern Wisconsin cooperative. Director Heser added that member library directors are require to get in 100 hours of continuing education hours every five years and this offering assists tremendously with that effort. Trustee Suelzer requested usage statistics in an effort to justify cost so to make sure that this offering is utilized by member libraries. Jen Schmidt indicated she would gather updated statistics and share that information with the Board. Vice President Shea moved and Trustee Johnson seconded a motion to approve renewing this continuing education agreement for 2022 at the cost of $6,383 and that the Board is to receive usage statistics as soon as possible. Unanimously approved.

2022 MCFLS Budget. Director Heser reviewed his proposed 2022 MCFLS budget document which is shown as Attachment F of the agenda packet. One additional cost saving item not reflected that Director Heser sees for 2022 is that Hoopla costs were down in 2021 and the funds are anticipated to carry through 2022 which is a $75,000 savings and that is due primarily because of the huge donations made by MPL during the 2021 calendar year, lower usage and bonus borrows that were offered through Hoopla.

Trustee Snyder questioned whether it would be wise in the future to have a separate committee review financial things like the budget and audit so questions can be asked. President Ziehler responded that there used to be a Finance Committee but it just seemed like a duplication of effort so they were set aside but he is happy to discuss bringing that Committee back and perhaps even the Services Committee too to discuss things like the System Plan and Annual Report. Director Heser stated he welcomed this discussion and that this topic will be placed on a future agenda for further discussion and probable implementation.

Trustee Suelzer moved and Trustee Johnson seconded a motion to approve the proposed 2022 budget as presented. Unanimously approved.

West Milwaukee Amendment for Electronic Resource Use. Director Heser referred to Attachment G of the agenda packet and noted that the West Milwaukee Administrator and Village Board agree to this draft contract in concept. The LDAC did discuss and is on board with the proposed plan and if the MCFLS Board approves, then the MCFLS lawyer can review. The 2022 cost will be based on 2021 usage and 2023 will be based on 2022 usage, etc. This cost is on top of the routine annual charges billed. Vice President Shea moved and Trustee Johnson seconded a motion to approve the electronic resources amendment to the West Milwaukee Agreement as conceptually presented. Unanimously approved.

2022 MCFLS System Plan. Director Heser reviewed the statutorily required System Plan which is shown as Attachment H of the agenda packet which is due to DPI by October 15. The main focus will be marketing libraries and getting the public back inside libraries after the pandemic with patron experience being a key focus as well. Vice President Shea moved and Treasurer Kovac seconded a motion to approve the 2022 MCFLS System Plan as presented and to submit as required. Unanimously approved.

ADMINISTRATIVE INFORMATIONAL ITEMS

ARPA Funding Grant Information. Director Heser reviewed Attachment I of the agenda packet which announces $3 million in ARPA library pandemic relief funding and shared that MCFLS is brainstorming with member libraries and will submit pre-applications by the deadline; there may even be opportunities to collaborate with other library systems. Joan Johnson shared that Milwaukee will be applying for several projects on its own. Director Heser noted that he will update the Board when final details come together for projects.

Update on North Shore Library Proposed Site in Bayside and Status of a Revised Joint Library Agreement. Director Heser reported that all four communities of the North Shore Joint Library voted to enter into a new agreement but there are a few things that Glendale is reviewing. The location proposed is in a mixed development in Bayside.

[Vice President Shea left at 5 p.m.]

Director's Report. Director Heser reviewed Attachment J of the agenda packet and responded to questions. Trustee Snyder called attention to the Tenth Anniversary of the Villard Avenue Ribbon Cutting Ceremony which he attended.

NEXT MEETING. Scheduled for Monday, November 29, 2021 beginning at 3:30 p.m. via Zoom online meeting software.

ADJOURNMENT. With no further business to be addressed, Treasurer Kovac moved and Trustee Suelzer seconded a motion to adjourn the meeting at 5:13 p.m. Unanimously approved.

OAK CREEK
— WISCONSIN —

PUBLIC LIBRARY

November 21, 2021

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

Discussion
Steve updated the Director's on the system ARPA Grant pre-applications. On behalf of member libraries, MCFLS applied for the following: Brainfuse costs for current MCFLS users in 2022; Five digital navigators for MCFLS libraries through June 2022; solar charging benches for 3 MCFLS libraries; 6 automated materials pick-up lockers. Each library will also have $2,400 to spend on technology infrastructure; such as hybrid meeting cameras, hearing augmentation devices, collar microphones, portable sound systems, additional wireless access points or additional hotspots for patron use.

There is a delay in the CE grants that are being provided by DPI. When the funding becomes available, member libraries can use the money to pay for CE expenses incurred from between July 2021 – June 2022.

LDAC voted to continue meeting via Zoom for the near future.

Technology
Many directors attended the first ILS demonstration, with the The Library Corporation (TLC). Future demos will be held the week of November 8, December 6, and December 13. The ILS task force is meeting after each demo to debrief and talk about how it went. There was very good participation from staff at member libraries. After the demos, the next step will be to ask for feedback from participants and have onsite visits for any products the system wishes to explore further.

WPLC is considering a statewide Kanopy subscription. More information is needed before libraries could commit to participating in this video streaming service.

Circulation services recommended that staff be allowed to delete old notes and messages in patron records. Directors tabled the issue until December to talk with their individual staff.

Informational
Steve is working with the other InfoPass libraries to create an agreement between those participating in in the program. This agreement would set expectations of

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

what it means to be a member of InfoPass. The group is also revising the processes individual libraries use to track users. Hopefully, the new, improved process will be in place in early 2022.

Steve reminded LDAC that a review of reciprocal borrowing is part of the MCFLS Strategic Plan. Although the current agreement runs through 2024, MCFLS staff will, with Board approval, begin reviewing agreements in 2022. One consideration is to base borrowing off a 3-year average of net positive transactions for the next agreement to help with steep decreases or increases.

Member Library Updates
- As of November 15, MPL will allow unaccompanied children 9 and over at all locations and the children's room at Central will re-open. The Humanities room at Central will be open Monday – Friday 2pm – 6pm.
- MPL is no longer offering Career online high school due to lack of interest.
- The Atkinson branch of MPLS temporarily closed due to staff shortages. All holds that were suppose to picked up at Atkinson will now be picked up at King and all items are non-holdable.

2

M.C.F.L.S.
Financial Report
For the Ten Months Ending October 31, 2021

		Annual Budget	Year to Date	%	Balance	%
1						
2						
3	**General Revenues**					
4	State Aid Revenue	$ 2,855,319	$ 2,855,319	(100.00)	$ -	0.00
5	Milwaukee County Allocation	$ 66,500	$ 66,500	(100.00)	$ -	0.00
6	West Milwaukee Contract -Other	$ 60,152	$ 60,152	(100.00)	$ -	0.00
7	Interest on Invested Funds	$ 5,000	$ 737	(14.74)	$ 4,263	(85.26)
8	Member Forms/Supplies Rev (62)	$ 20,600	$ 13,939	(67.67)	$ 6,661	(32.33)
9	Member Postage Revenue (61)	$ 23,800	$ 7,653	(32.16)	$ 16,147	(67.84)
10	Member OCLC Revenue (73)	$ 125,036	$ 125,036	(100.00)	$ -	0.00
11	Member Telecomm. Revenue (71)	$ 16,900	$ 16,900	(100.00)	$ -	0.00
12	Member III Softwre Maint-Basi	$ 181,188	$ 181,188	(100.00)	$ -	0.00
13	Member III Softwre Maint-Other	$ 48,910	$ 48,910	(100.00)	$ -	0.00
14	Member Tech. Assist.-Time Rev.	$ 15,000	$ 10,049	(66.99)	$ 4,951	(33.01)
15	Member Special Projects Rev (77)	$ 75,000	$ 92,134	(122.85)	$ (17,134)	22.85
16	Member Catalog Contract Rev (84)	$ 187,547	$ 187,547	(100.00)	$ -	0.00
17	Member Database Revenue (57)	$ 81,010	$ 81,040	(100.04)	$ (30)	0.04
18	Member Catalog Enhance Rev (59)	$ 29,648	$ 29,648	(100.00)	$ -	0.00
19	Member Ecom Transaction (45)	$ 8,600	$ 4,847	(56.36)	$ 3,753	(43.64)
20	TNS Calls/Notices Revenue (46)	$ 1,224	$ 1,023	(83.58)	$ 201	(16.42)
21	Carryover Revenue	$ 59,805	$ 59,805	(100.00)	$ -	0.00
22	Staff Benefits/Co-Pay Revenue	$ 36,457	$ 29,547	(81.05)	$ 6,910	(18.95)
23	LSTA Technology Grant Rev (88)	$ 4,737	$ 4,834	(102.05)	$ (97)	2.05
24	Member Digital Content Rev (89)	$ 247,712	$ 247,713	(100.00)	$ (1)	0.00
25	Member PC Mngmt License Rev (92)	$ 2,545	$ 2,003	(78.70)	$ 542	(21.30)
26	Member MKE Mixers Rev (93)	$ 1,350	$ 1,350	(100.00)	$ -	0.00
27	Member Replacement Fines Rev (94)	$ 7,000	$ 2,905	(41.50)	$ 4,095	(58.50)
28	Member Overdrive Advantage Rev (95)	$ 405,000	$ 405,001	(100.00)	$ (1)	0.00
29	**Total General Revenues**	$ 4,566,040	$ 4,535,780	(99.34)	$ 30,260	(0.66)
30						
31	**Special Revenues**					
32	Milw Co Advantage Rev (103)	$ 50,000	$ 50,000	(100.00)	$ -	0.00
33	W. Milw Borrowing Rev (104)	$ 31,467	$ 31,467	(100.00)	$ -	0.00
34	Ecommerce Revenue (106)	$ 175,000	$ 106,450	(60.83)	$ 68,550	(39.17)
35	**Total Special Revenues**	$ 256,467	$ 187,917	(73.27)	$ 68,550	(26.73)
36						
37	**Total Revenues**	$ 4,822,507	$ 4,723,697	(97.95)	$ 98,810	(2.05)
38						
39		Annual Budget	Year to Date	%	Balance	%
40						
41	**General Expenditures**					
42	Fringe Benefits Expense	$ 185,449	$ 155,924	84.08	$ 29,525	15.92
43	Salaries Expense	$ 347,574	$ 293,660	84.49	$ 53,914	15.51
44	Telephone Renewal Expense	$ 608	$ 520	85.53	$ 88	14.47
45	Member Ecom Transaction Ex (19)	$ 8,600	$ 5,254	61.09	$ 3,346	38.91
46	TNS Calls/Notices Expense (20)	$ 1,224	$ 1,041	85.05	$ 183	14.95
47	Conference/Training Expense	$ 5,000	$ 1,179	23.58	$ 3,821	76.42
48	Memberships Expense	$ 8,000	$ 3,825	47.81	$ 4,175	52.19
49	Continuing Education Expense	$ 9,000	$ 6,383	70.92	$ 2,617	29.08
50	Office Supplies Expense	$ 1,500	$ 1,063	70.87	$ 437	29.13
51	Copy Machine Maint. Expense	$ 2,000	$ 524	26.20	$ 1,476	73.80
52	MCFLS Printing Expense	$ 500	$ 311	62.20	$ 189	37.80
53	MCFLS Printing for Mem Expense	$ 5,000	$ 2,088	41.76	$ 2,912	58.24
54	MCFLS WI Pub Lib Consortium Ex	$ 5,855	$ 5,855	100.00	$ -	0.00
55	MCFLS Buying Pool	$ 140,000	$ 85,000	60.71	$ 55,000	39.29
56	MCFLS Database Expense	$ 21,883	$ 21,883	100.00	$ -	0.00
57	Member Database Expense (17)	$ 81,010	$ 81,010	100.00	$ -	0.00
58	MCFLS Catalog Enhancement Expe	$ 87,612	$ 81,207	92.69	$ 6,405	7.31
59	Member Catalog Enhance Exp (18)	$ 29,648	$ 29,648	100.00	$ -	0.00
60	MCFLS Postage Expense	$ 600	$ 269	44.83	$ 331	55.17
61	Member Postage Expense (9)	$ 20,600	$ 8,080	39.22	$ 12,520	60.78

11/23/2021 at 3:44 PM   For Management Purposes Only   Page: 1

M.C.F.L.S.
Financial Report
For the Ten Months Ending October 31, 2021

62	Member Forms/Supplies Exp (8)	$	23,800	$	18,905	79.43	$	4,895	20.57
63	Telephone Expense	$	6,000	$	3,309	55.15	$	2,691	44.85
64	Meetings Expense	$	1,000	$	189	18.90	$	811	81.10
65	Insurance Expense	$	11,700	$	10,744	91.83	$	956	8.17
66	Legal Expense	$	2,000	$	-	0.00	$	2,000	100.00
67	Audit Expense	$	13,000	$	12,250	94.23	$	750	5.77
68	Payroll Service Expense	$	5,400	$	3,344	61.93	$	2,056	38.07
69	III Software Support Expense	$	226,835	$	226,835	100.00	$	-	0.00
70	III TNS Subscr Exp	$	12,224	$	12,224	100.00	$	-	0.00
71	Member Telecomm. Expense (11)	$	16,800	$	8,500	50.60	$	8,300	49.40
72	MCFLS Telecomm. Maint. Expense	$	15,000	$	4,300	28.67	$	10,700	71.33
73	OCLC Expense (10)	$	133,944	$	133,944	100.00	$	-	0.00
74	MCFLS Computer Room Equipment	$	10,000	$	1,211	12.11	$	8,789	87.89
75	MCFLS Software Expense	$	6,500	$	3,987	61.34	$	2,513	38.66
76	MCFLS Equipment Expense	$	36,000	$	8,843	24.56	$	27,157	75.44
77	Member Special Projects Exp (15)	$	75,000	$	85,141	113.52	$	(10,141)	(13.52)
78	Sorting and Delivery Expense	$	291,700	$	214,265	73.45	$	77,435	26.55
79	South Central Delivery Expense	$	10,928	$	10,928	100.00	$	-	0.00
80	MPL Resource Contract Expense	$	178,457	$	133,843	75.00	$	44,614	25.00
81	MPL Rent Lease Contract Exp.	$	129,815	$	97,361	75.00	$	32,454	25.00
82	ILS Expense	$	36,450	$	27,338	75.00	$	9,112	25.00
83	MCFLS Catalog Cont Exp to MPL	$	256,979	$	192,734	75.00	$	64,245	25.00
84	Member Catalog Contract Exp (16)	$	187,546	$	140,660	75.00	$	46,886	25.00
85	MCFLS Collection Dev Tool Exp	$	25,935	$	25,935	100.00	$	-	0.00
86	Internet Expense	$	21,635	$	16,054	74.20	$	5,581	25.80
87	Contingency Expense	$	73,148	$	4,282	5.85	$	68,866	94.15
88	LSTA Technology Grant Exp (23)	$	4,737	$	6,207	131.03	$	(1,470)	(31.03)
89	Member Digital Content Exp (24)	$	247,712	$	247,553	99.94	$	159	0.06
90	Marketing	$	20,000	$	2,102	10.51	$	17,898	89.49
91	Cooperative Purchasing Sub Exp	$	2,388	$	2,388	100.00	$	-	0.00
92	Member PC Mngmt License Ex (25)	$	1,876	$	1,876	100.00	$	-	0.00
93	Member MKE Mixer Exp (26)	$	1,400	$	979	69.93	$	421	30.07
94	Member Replacement Fines Exp (27)	$	7,000	$	2,905	41.50	$	4,095	58.50
95	Member OverDrive Advantage Exp (28)	$	405,000	$	390,000	96.30	$	15,000	3.70
96	MCFLS OverDrive Adv Exp	$	15,000	$	-	0.00	$	15,000	100.00
97	MCFLS Tech Support Exp	$	25,000	$	23,963	95.85	$	1,037	4.15
98	Youth Services Exp	$	5,000	$	-	0.00	$	5,000	100.00
99	Inclusive Services Exp	$	5,000	$	-	0.00	$	5,000	100.00
100	**Total General Expenditures**	$	3,509,572	$	2,859,823	81.49	$	649,749	18.51
101									
102	**Special Expenditures**								
103	Milw Co Advantage Exp (32)	$	50,000	$	50,000	100.00	$	-	0.00
104	W. Milw Borrowing Exp (33)	$	31,467	$	31,467	100.00	$	-	0.00
105	RB - MCFLS Payment Expense	$	1,056,468	$	1,056,467	100.00	$	1	0.00
106	Ecommerce Expense (34)	$	175,000	$	106,450	60.83	$	68,550	39.17
107	**Total Special Expenditures**	$	1,312,935	$	1,244,384	94.78	$	68,551	5.22
108									
109	**Total Expenditures**	$	4,822,507	$	4,104,207	85.11	$	718,300	14.89
110									
111	**Revenue/Expenditures +/-**			$	619,490				

MCFLS Standing Committees
Excerpted from MCFLS Bylaws

Section 2 - Standing Committees

The following are standing committees of the Board:

A. Finance and Personnel Committee. The Finance and Personnel Committee shall be composed of at least three members of the Board and the System Director. The functions of the Committee will be as follows:

1) Prepare and recommend to the Board the final draft of the System budget.
2) Monitor System expenditures, including the annual audit of accounts.
3) Direct the negotiation and recommend to the Board all System contracts, including the MCFLS Member Agreement and the collective bargaining agreement.
4) Coordinate the annual evaluation of the System Director.
5) Review and recommend to the Board the adoption of System personnel policies.

B. Legislative and System Services Committee. The Legislative and System Services Committee shall be composed of at least three members of the Board and the System Director. The functions of the Committee will be as follows:

1) Review and recommend to the Board policies and proposed actions regarding the System service program.
2) Review and recommend to the Board the System legislative policies.
3) Revise and recommend to the Board the adoption of System Bylaws.

Proposed Meeting Schedules

Finance and Personnel:

- June 2021 (review of audit findings with system staff and auditor)
- September 2021 (review of proposed MCFLS budget)

Legislative and System Services

- February 21st (review of annual report in advance of February 28th full Board meeting)
- April 2021 (review of system bylaws)
- August 2021 (review of system plan for the next year)

MILWAUKEE
PUBLIC LIBRARY

Joan Johnson
Director

November 4, 2021

Steve Heser
Director
Milwaukee County Federated Library System
709 North Eighth Street
Milwaukee, Wisconsin 53233-2414

RE: Extension of Lease Agreement

Dear Mr. Heser,

The relationship between Milwaukee Public Library (MPL) and the Milwaukee County Federated Library System (MCFLS) is longstanding and highly valued. We enjoy having the MCFLS offices located in MPL's Central Library and believe the arrangement serves you and the membership well.

The current Lease Agreement expires at the end of 2021 and we are happy to offer a new reduced rate for a two-year agreement. The lease includes your current office and sorting room space, access to the library's dock, and use of 3 indoor parking spaces. The lease also covers custodial services, use of staff breakrooms, and public meeting spaces. In recent years, the commercial lease cost (per square foot) in the downtown neighborhood surrounding Central Library has decreased. Additionally, MCFLS has been able to support system-wide subscriptions that will lead to cost savings for MPL. If approved, the new annual per square foot rate will go from $23 to $17, resulting in an annual lease cost of $95,387 for each year of the agreement. Milwaukee Public Library retains the right to review costs and relevant real estate market changes and to re-negotiate the lease if circumstances change.

The period of the lease extension will be January 1, 2022 - December 31, 2023.

If you would like to discuss the lease further please call me at 286-3021.

Sincerely,

Joan Johnson
Director

C: Jennifer Meyer-Stearns, Deputy Library Director

2022 Proposed MCFLS Board Meeting Dates

The MCFLS Board of Trustees has traditionally met on the third Monday of the month. The meeting dates below follow that schedule except when they conflict with a national holiday or to assist with state reporting deadlines (February and October). The November and December meetings have been combined on the last Monday in November.

Date	Time	Location
Monday, January 24th	3:30 pm	Zoom meeting room
Monday, February 28th	3:30 pm	Zoom meeting room
Monday, March 21st	3:30 pm	Zoom meeting room
Monday, April 18th	3:30 pm	Zoom meeting room
Monday, May 16th	3:30 pm	Zoom meeting room
Monday, June 20th	3:30 pm	Zoom meeting room
Monday, July 18th	3:30 pm	Zoom meeting room
Monday, August 15th	3:30 pm	Zoom meeting room
Monday, September 19th	3:30 pm	Zoom meeting room
Monday, October 10th	3:30 pm	Zoom meeting room
Monday, November 28th	3:30 pm	Zoom meeting room

MCFLS system-wide ARPA pre-applications

I wanted to provide you with an update on the progress made on the ARPA pre-application process. MCFLS has collaborated on four separate pre-applications:

- Library as Center for Community Resiliency.
    - Proposal to pay 2022 Brainfuse costs for MCFLS (current users + Whitefish Bay), WRLS and Southwest Library Systems including costs for training and promotion (WRLS as fiscal agent). [Full pre-application here](#).
    - Digital Navigators for Economic Success (MCFLS as fiscal agent). Collaboration with MPL and MCFLS to work with partners (DWD, Employ Milwaukee, Goodwill) and cover salaries/benefits, training, equipment and programming costs for five digital navigators focused on workforce development in Milwaukee County. [Full pre-application here](#).
- Hybrid Library Service Model
    - Collaboration with Bridges and MCFLS (Bridges as fiscal agent) to cover the costs of 27 solar charging benches (24 Bridges, 3 MCFLS) valued at around $2,800 a piece, including shipping. [Full pre-application here](#).
- Library Space and Safety Improvement
    - Collaboration with Bridges and MCFLS (MCFLS as fiscal agent) to cover the costs of eight automated materials pickup lockers (6 MCFLS, 2 Bridges) valued at around $9,300 a piece including shipping. [Full pre-application here](#).

Ideas for Non-Competitive Infrastructure Grants.

Each MCFLS member will have $2,400.92 to spend and expenses can be reimbursed between July 1, 2021 through June 30, 2022. [Additional information is available here](#). DPI will provide more information on applying for these grants soon.

- Meeting OWLS valued at approximately $1,000 apiece.
- Service desk hearing augmentation devices. [Example](#). DPI has approved the use of these devices as part of the grant.
- [Collar microphones for virtual programming](#) that could work with existing MeVo Start cameras.
- Portable sound systems that could be used if programs are held outside.
- Additional wireless access points.
- Additional hotspots for patron use.

MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

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

November 29, 2021

October/November 2021 Director's Report

<u>Summary of activities</u>

1. Exhaustive ILS demonstrations took place in successive weeks in November for both The Library Corporation CARL-X and SirsiDynix Symphony products. Our ILS Review team spent a great deal of time preparing and attending demonstrations which lasted two full days and a follow up Q&A session the third day. Sierra and Polaris will round out our demonstrations in December.
2. Met with representatives from Patron Point and LibraryAware (EBSCO) to reacquaint system staff with these products that will provide patron engagement. System staff were very pleased with Patron Point and will recommend this product to the LDAC in December.
3. Spoke with Joan Johnson and Jennifer Meyers-Stearn regarding the MCFLS lease payment. MPL was amenable to a decrease in the rate per square foot and overall decrease in the lease costs for MCFLS.
4. Consulted with MPL and North Shore Library on possible ARPA grant submissions in advance of the October 25th deadline.
5. Presented the MCFLS budget to the Milwaukee County Board of Supervisors on October 15th.
6. Deb and I presented a plan for initial marketing activities to the MAC group and received good feedback. Deb also met separately with one of the MAC consultants, Lauren Murray, to help with some of the details.
7. Met with the statewide delivery workgroup once again to talk about next steps in implementing the delivery reorganization of South Central. The focus remains on gathering data from systems so costs for the new service can be accurately assessed.
8. Met with our multi-type InfoPass team made up of public and academic libraries to review documents for a reboot of InfoPass. Forty organizations have shown interest in the service. WiLS will take our feedback and work on additional changes for our follow up meeting.
9. Eric and I met with a representative from PCS to talk about the possibility of a new phone system for system staff. After consideration of the costs, the decision was made to stick with our current phones through MPL for the time being.
10. With Eric's assistance I developed an Information Security Policy based on a template from another library. The policy will assist us in remaining PCI DSS compliant and able to manage ecommerce transactions for patrons fines and fees.
11. Judy and I reviewed audit communication documents to review trends and discussed new requirements related to leased equipment. Judy has already met with the auditors and shared documents related to the 2021 audit.

<u>Upcoming Activities</u>

1. Work with Deb to continue implementation of the system marketing plan.
2. Evaluate remote work trials with all employees in mid-December.
3. Participate in the ILS demonstrations in December.

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