

NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, November 28th, 2022

3:30 P.M.

This meeting will be held:

In person in the

MCFLS Conference Room
709 North 8th Street
Milwaukee, WI 53233

AND

Online at

Meeting URL: [CLICK HERE](#)
Meeting ID: 813 4318 4710
Meeting Passcode: kXwd1Vf5
Telephone Passcode: 47496039

AGENDA

1. Call to order
2. Adoption of agenda
3. Approval of minutes: the MCFLS Board of Trustees meeting on October 3rd, 2022
4. Public comment

Action

Action

[Attachment A](#)

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

5. Library Directors Advisory Council
 - a. Report of the September 29th meeting.

[Attachment B](#)

6. MCFLS Finance and Personnel Committee

7. MCFLS Legislative and System Services

Administrative reports requiring action

8. Financial Reports for September and October 2022

Action

[Attachment C](#)

9. 2023 slate of MCFLS Board officers

Action

10. 2023 SEWI Continuing Education contract with Bridges Library System

Action

[Attachment D](#)

11. 2023-2024 MPL Interlibrary Loan Service Grant

Action

[Attachment E](#)

12. 2023 MCFLS Board Meeting Schedule

Action

[Attachment F](#)

Administrative Informational Items

13. 2020-2024 Strategic Plan Review and Goals for 2023

[Attachment G](#)

14. Update on proposed MPL Budget cuts

15. Director's Report

[Attachment H](#)

Next meeting date: Tentatively scheduled for Monday, January 23rd at 3:30 pm via Zoom and in person at the MCFLS Offices.

Milwaukee County Federated Library System
Board of Trustees
Regular Monthly Meeting held Monday, October 3rd, 2022
Zoom and in person Meeting

ROLL CALL

Present: Paul Ziehler, President
Steven Shea, Treasurer
Elizabeth Suelzer, Trustee
Erika Siemsen, Trustee
Monica Deluhery, Trustee

Excused: Howard Snyder, Trustee
Guy Johnson, Vice President
Amy Krahn, LDAC Chair and St. Francis Public Library

Staff: Steve Hesel, Director
Brittney Hornung, Business Manager
Jen Schmidt, Library Systems Administrator

CALL TO ORDER. President Ziehler called the regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees to order at 3:35 p.m.

ADOPTION OF AGENDA. President Ziehler referred to the agenda. Treasurer Shea moved and Trustee Deluhery seconded a motion to adopt the agenda as distributed. Unanimously approved.

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the September 12th, 2022 shown as the Attachment A of the agenda packet. Being no corrections noted, Treasurer Shea moved and Trustee Siemsen seconded the motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT. Public hearing regarding the MCFLS Budget. Anyone wishing to make public comment on the proposed 2023 MCFLS Budget will be allotted 5 minutes to speak.

No public comments were made.

MCFLS STANDING COMMITTEE REPORTS.

Library Directors Advisory Council

Report for September 29th meeting will be combined with November 10th report for the next MCFLS Board meeting.

MCFLS Finance and Personnel Committee

Treasurer Shea introduced and began the discussion of the 2023 Proposed MCFLS Budget as shown as attachment B of the Agenda Packet. Director Hesel noted that since the Finance and Personnel committee met on September 22nd, the charges for West Milwaukee were calculated for 2023. This also means the budget section of the system plan also had a few minor changes. Other than that, the budget document is identical to the one forwarded to the board for approval.

Some highlights of the budget proposal included state aid increasing by around 8%, which also means all agreements tied to percentages of state aid are also increasing. Director Hesel noted that expenditures related to those agreements (reciprocal borrowing, cataloging and resource library) account for just under half of the state aid revenue for 2023.

Hesel also stated that a part-time PC support specialist and full-time ILS technician will be hired to provide additional support for member libraries. This position would ideally free administrators up for more committee work, provide more technical ILS support for members and cover the helpdesk while libraries are open during the week.

There has also been added funding to pay for costs related to automatic verification of new and existing patrons through Patron Point. Patron Point offers an online verification process through a service called Ekata through registration and renewal forms. There will be an introduction to the service to LDAC and how it works in early 2023 before we consider implementation.

After discussion, Treasurer Shea moved to approve the 2023 MCFLS budget as presented and Trustee Suelzer seconded. Motion passed.

MCFLS Legislative and System Services

Director Hesel presented a summary of the 2023 MCFLS system plan. This plan is required by DPI in order to confirm our intent to comply with statutory obligations and receive our funding for 2023. He noted that we receive 75% of our state aid in November for the following year and submission of the system plan is tied to that payment. Feedback and conversations both at LDAC meetings and at system staff meetings were used to inform the system plan. Some of these priorities remain the same from 2022 and most are tied to the strategic plan. Director Hesel stated he altered many of the narrative sections to reflect activities planned to be done in the next year.

The only change suggested by LDAC members is that the language used in some areas be adjusted. Those changes were made and will be reflected in the plan submitted to the DPI.

Treasurer Shea motioned to approve the 2023 MCFLS System Plan as presented and Trustee Deluhery seconded. Motion passed.

ADMINISTRATIVE REPORTS REQUIRING ACTION.

Appointment of nominating committee for 2023 slate of MCFLS Board officers

President Ziehler stated the officers would be meeting between now and the next scheduled Board meeting on November 28th to discuss the nomination of next year's Board officers.

Multifactor authentication (MFA) requirements for Microsoft accounts and proposed purchase of security tokens

Director Hesper brought to attention that Microsoft is moving all users of their email systems to use multifactor authentication or MFA. Instead of just a password to login to email, they will require a second method to authenticate.

Director Hesper stated that MCFLS had recommended two ways of handling this, but a third option is available called a "hardware token" or key. This small USB device can verify identity by plugging into an available USB port on the machine being used for email or other services requiring MFA. He then noted that Eric Henry our Network Administrator has done some investigation on these hardware tokens and for 200 hardware tokens to cover our email accounts would cost \$5000. Hesper stated that these are MCFLS email accounts, making us responsible for the security of the service and MCFLS should cover the cost for members using our Microsoft email accounts. Not all members will have the need for these tokens, but we will most likely need spares regardless. Approval for this is requested to purchase using available funds in the MCFLS Computer Room equipment line, which currently has \$8000 available.

Trustee Suelzer raised the question of account management and who will be in charge of adding new employee accounts and removing the old ones. Hesper responded that MCFLS will be setting them up to start with and maintenance for these processes will be performed by library staff or MCFLS. President Ziehler suggested purchasing a smaller amount to start with and ordering more as needed.

With the understanding that MCFLS is ordering only as much MFA tokens as needed, Treasurer Shea moved and Trustee Suelzer seconded a motion to approve the purchase.

ADMINISTRATIVE INFORMATION ITEMS.

Director's Report

Director Hesper gave an update on the activities as explained in Attachment E of the Agenda Packet. The ARPA locker progress and concerns were discussed in a meeting with Smiota representatives. They are making progress with installation and delivery, although later in the year than expected. President Ziehler questioned how the lockers would operate and Jen Schmidt gave a brief overview of the process and use.

The Worker Connection program has been meeting with libraries that expressed interest in having Career Navigators on site. MPL is also working with project leads on their own timeline for hosting Navigators.

At the recent MCFLS staff meeting, the strategic plan was reviewed and discussed. This plan was used to help build some of the system plan objectives and will be reviewed at the next scheduled Board meeting.

Discussion about the current state of various library budget plans was discussed and how MCFLS may be able to help.

NEXT MEETING. Scheduled for Monday November 28th, 2022 at 3:30 p.m. via Zoom and in person at MCFLS Offices.

ADJOURNMENT. With no further business to be addressed, Trustee Suelzer motioned to adjourn the meeting at 4:18 p.m., Treasurer Shea seconded. Unanimously approved.



709 North Eighth Street
Milwaukee, WI 53233

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

To: MCFLS Board of Trustees
RE: Summary of LDAC Meeting, September 29th, 2022
Location: Zoom Teleconference

Topics for action or discussion

Library Updates Related to COVID: None. Most library services have stabilized.

2023 Proposed MCFLS Budget:

Director Heser shared the 2023 Proposed MCFLS budget with LDAC. Feedback and ongoing discussions were used to determine coverage of most if not all of previous year's priorities in the proposed budget, all of which align with strategic plan objectives. Some highlights include State aid increasing by around 8%, which also means all agreements tied to percentages of state aid are also increasing. Expenditures related to those agreements (reciprocal borrowing, cataloging and resource library) account for just under half of state aid revenue for 2023. Other highlights include the addition of a part-time PC Support specialist and full-time ILS Technician. The proposed budget is also covering the cost for electronic resources like: Gale Courses, Udemy, transparent languages, hoopla, Shoutbomb, Itiva, and MKE Mixers, not only help libraries and residents, but assist our marketing efforts greatly. Lastly, an upgrade to next generation firewall which will save money and provide flexibility for the system.

2023 Draft MCFLS System Plan:

Director Heser introduced the 2023 MCFLS System Plan. This plan is required by DPI in order to confirm our intent to comply with statutory obligations and receive funding for 2023. Typically, we receive 75% of our state aid in November for the following year and submission of the system plan is tied to that payment. Some of these priorities remain the same and most are tied to the strategic plan, but with revisions that reflect completed activities and plans for the next year. There are significant needs that influenced this plan and really focused on three areas that were important: marketing and advocacy for member libraries, using technology to solve problems posed by the pandemic and expanding our emphasis on inclusivity efforts. New or priority activities include: self-check through the mobile app, Gimlet reference tracking, Patron Point online registration with verification of identity and a new firewall/WAN router. ARPA grants, ILS Review and InfoPass highlight the emphasis placed on collaborations with other libraries, systems and the DPI.

Owning/Home Report and SQL Reports for Reciprocal Borrowing:

Director Heser created a separate query in SQL to find and identify most of the problem patron and/or item records—about 125 total. These records had incorrect residence or region codes or invalid item location codes. As a result, most of the blank codes in Owning/Home for September



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have been resolved, but still working on catching the strays that remain. He has reached out to Innovative to see if they could reprogram the Owning/Home report to use the region rather than the residence field to indicate the patron's residence. Unfortunately, they are unable to change that report and recommended we use SQL to get the type of data we need. Proposed is to delay implementation of this process until January 1st, 2023.

Technology

Migration date for cloud hosting on Innovative:

The migration date for cloud hosting on Innovative servers is set for Wednesday, November 9th at 6:00 am. Offline Circ. will be available for use and anyone who still needs to have access to offline circ. at their library please contact Jen Schmidt for help. Jen Schmidt will be sharing what will be posted on the MCFLS website and App letting patrons know about the migration and outage that will occur so this can also be posted on individual library websites.

Additional Business

Library legislative day: Deb Marett will be sending out an email and requests assistance in identifying representative patrons to attend to support their local libraries.

Marketing planning meeting: date change to November 17th at 10:30am with a lunch to follow. This meeting is for anyone that has an interest in future marketing for their libraries.

Multifactor Authentication (MFA) for MCFLS Email: Director Heser discussed MFA, which is more than just a password with SMS or email. Most libraries expressed dislike for using personal devices and business phones as a second authentication. Looking at financing hardware tokens as a second form of MFA authentication.

Member Library Updates

White Fish Bay is waiting on electrical installation for the lockers, they are excited about the project completion.

Shorewood is also waiting on the delivery of the lockers and very excited for their project completion.

South Milwaukee reports a budget deficit gap of \$97,000 going into 2023



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Hales Corners also reports to have a \$78,000 budget deficit gap going into next year.

MPL reported that the Mayor's budget was introduced on Tuesday and the library's meeting with the council to go over their portion next week. Their budget is usually approved around the beginning of November.

Next Meeting: LDAC will be meeting on December 1st at 10:00 am.

M.C.F.L.S.
Financial Report

For the Seven Months Ending September 30, 2022

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>+/-</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
General Revenues							
State Aid Revenue	\$3,301,094	\$ 3,301,094		\$ 3,301,099	100.00	\$ (5)	0.00
Milwaukee County Allocation	\$66,650	\$ 66,650	\$ -	\$ 66,650	100.00	\$ -	0.00
West Milwaukee Contract -Other	\$38,180	\$ 39,940	\$ 1,760	\$ 39,940	100.00	\$ -	0.00
Interest on Invested Funds	\$7,500	\$ (15,000)	\$ (22,500)	\$ (9,267)	61.78	\$ (5,733)	(38.22)
Member Forms/Supplies Rev (59)	\$20,900	\$ 25,000	\$ 4,100	\$ 11,176	44.70	\$ 13,824	(55.30)
Member Postage Revenue (58)	\$18,100	\$ 18,100	\$ -	\$ 6,793	37.53	\$ 11,307	(62.47)
Member OCLC Revenue (70)	\$127,336	\$ 127,337	\$ 1	\$ 127,337	100.00	\$ -	0.00
Member Telecomm. Revenue (68)	\$16,800	\$ 16,800	\$ -	\$ 16,800	100.00	\$ -	0.00
Member Softwre Maint-Basic (66)	\$185,717	\$ 185,717	\$ -	\$ 185,717	100.00	\$ -	0.00
Member Softwre Maint-Other (66)	\$49,938	\$ 49,938	\$ -	\$ 49,938	100.00	\$ -	0.00
Member Tech. Assist.-Time Rev.	\$20,000	\$ 25,000	\$ 5,000	\$ 16,916	67.66	\$ 8,084	(32.34)
Member Special Projects Rev (74)	\$70,000	\$ 70,000	\$ -	\$ 33,451	47.79	\$ 36,549	(52.21)
Member Catalog Contract Rev (81)	\$151,176	\$ 151,176	\$ -	\$ 151,176	100.00	\$ -	0.00
Member Database Rev (55)	\$34,035	\$ 14,970	\$ (19,065)	\$ 14,970	100.00	\$ -	0.00
Member EcomTransaction Fees (43)	\$6,800	\$ 6,800	\$ -	\$ 4,762	70.03	\$ 2,038	(29.97)
Carryover Revenue	\$15,000	\$ 50,831	\$ 35,831	\$ -	0.00	\$ 50,831	(100.00)
Staff Benefits/Co-Pay Revenue	\$58,875	\$ 46,547	\$ (12,328)	\$ 34,863	74.90	\$ 11,684	(25.10)
LSTA Technology Grant Rev (85)	\$36,014	\$ 197,314	\$ 161,300	\$ -	0.00	\$ 197,314	(100.00)
Member Digital Content Rev (86)	\$243,299	\$ 158,299	\$ (85,000)	\$ 158,302	100.00	\$ (3)	0.00
Member PC Mngmt License Rev	\$2,545	\$ 2,545	\$ -	\$ 1,867	73.36	\$ 678	(26.64)
Member Replace Fines Rev (92)	\$7,000	\$ 7,000	\$ -	\$ 3,811	54.44	\$ 3,189	(45.56)
Member Overdrive Adv Rev (93)	\$15,000	\$ 15,002	\$ 2	\$ 15,002	100.00	\$ -	0.00
Total General Revenues	\$4,491,959	\$ 4,561,060	\$ 69,101	\$ 4,231,303	92.77	\$ 329,757	(6.13)
Special Revenues							
Milwaukee County Advantage Rev	\$50,000	\$ -	\$ -	\$ -	0.00	\$ -	0.00
W. Milw Borrowing Rev (100)	\$46,378	\$ 47,447	\$ 1,069	\$ 47,447	100.00	\$ -	0.00
InfoPass Project Mgmt Rev	\$0	\$ 1,308	\$ 1,308	\$ 1,308	100.00	\$ -	0.00
Ecommerce Revenue (104)	\$175,000	\$ 175,000	\$ -	\$ 126,899	72.51	\$ 48,101	(27.49)
Total Special Revenues	\$271,378	\$ 223,755	\$ (47,623)	\$ 175,654	78.50	\$ 48,101	(43.84)
Total Revenues	\$4,763,337	\$ 4,784,815	\$ 21,478	\$ 4,406,957	92.10	\$ 377,858	(7.89)
General Expenditures							
Fringe Benefits Expense	\$273,215	\$ 248,075	\$ (25,140)	\$ 174,867	70.49	\$ 73,208	(29.51)
Salaries Expense	\$431,956	\$ 432,396	\$ 440	\$ 333,020	77.02	\$ 99,376	(22.98)
Telephone Renewal Expense	\$750	\$ 750	\$ -	\$ 455	60.67	\$ 295	(39.33)
Member Ecom Transact Exp (18)	\$6,800	\$ 6,800	\$ -	\$ 3,015	44.34	\$ 3,785	(55.66)
TNS Calls/Notices Expense	\$1,450	\$ 1,450	\$ -	\$ 909	62.69	\$ 541	(37.31)
Conference/Training Expense	\$5,000	\$ 6,500	\$ 1,500	\$ 1,608	24.74	\$ 4,892	(75.26)
Memberships Expense	\$6,500	\$ 7,500	\$ 1,000	\$ 7,126	95.01	\$ 374	(4.99)
Continuing Education Expense	\$9,000	\$ 9,000	\$ -	\$ 6,383	70.92	\$ 2,617	(29.08)
Office Supplies Expense	\$1,500	\$ 1,500	\$ -	\$ 928	61.87	\$ 572	(38.13)
Copy Machine Maint. Expense	\$2,500	\$ 1,000	\$ (1,500)	\$ 330	33.00	\$ 670	(67.00)
MCFLS Printing Expense	\$500	\$ -	\$ (500)	\$ -	0.00	\$ -	0.00
MCFLS Printing for Mem Expense	\$5,000	\$ -	\$ (5,000)	\$ -	0.00	\$ -	0.00
MCFLS WI Pub Lib Consortium Ex	\$6,586	\$ 6,586	\$ -	\$ 6,586	100.00	\$ -	0.00
MCFLS Buying Pool	\$145,000	\$ 155,000	\$ 10,000	\$ 120,000	77.42	\$ 35,000	(22.58)
MCFLS Database Expense	\$97,453	\$ 96,883	\$ (570)	\$ 96,883	100.00	\$ -	0.00
Member Database Expense (17)	\$34,035	\$ 14,970	\$ (19,065)	\$ 14,965	99.97	\$ 5	(0.03)
MCFLS Catalog Enhancement Expe	\$141,829	\$ 158,112	\$ 16,283	\$ 141,913	89.75	\$ 16,199	(10.25)
MCFLS Postage Expense	\$600	\$ 600	\$ -	\$ 511	85.17	\$ 89	(14.83)
Member Postage Expense (9)	\$18,100	\$ 18,100	\$ -	\$ 8,500	46.96	\$ 9,600	(53.04)
Member Forms/Supplies Exp (8)	\$20,900	\$ 25,000	\$ 4,100	\$ 15,340	61.36	\$ 9,660	(38.64)
Telephone Expense	\$7,000	\$ 7,000	\$ -	\$ 4,099	58.56	\$ 2,901	(41.44)
Meetings Expense	\$1,000	\$ 1,000	\$ -	\$ 664	66.40	\$ 336	(33.60)
Insurance Expense	\$12,400	\$ 11,512	\$ (888)	\$ 11,411	99.12	\$ 101	(0.88)
Legal Expense	\$500	\$ 500	\$ -	\$ 300	60.00	\$ 200	(40.00)
Audit Expense	\$12,500	\$ 12,500	\$ -	\$ 12,500	100.00	\$ -	0.00
Payroll Service Expense	\$5,400	\$ 5,400	\$ -	\$ 3,555	65.83	\$ 1,845	(34.17)
III Software Support (12/13)	\$235,655	\$ 235,655	\$ -	\$ 211,988	89.96	\$ 23,667	(10.04)
III TNS Subscr Exp	\$12,224	\$ 12,224	\$ -	\$ 12,530	102.50	\$ (306)	2.50
Member Telecomm. Expense (11)	\$16,800	\$ 16,800	\$ -	\$ 8,400	50.00	\$ 8,400	(50.00)
MCFLS Telecomm. Maint. Expense	\$30,000	\$ 40,000	\$ 10,000	\$ 35,040	87.60	\$ 4,960	(12.40)
OCLC Expense (10)	\$135,047	\$ 137,388	\$ 2,341	\$ 137,388	100.00	\$ -	0.00
MCFLS Computer Room Equipment	\$10,000	\$ 10,000	\$ -	\$ 1,686	16.86	\$ 8,314	(83.14)
MCFLS Software Expense	\$7,000	\$ 7,000	\$ -	\$ 5,266	75.23	\$ 1,734	(24.77)
MCFLS Equipment Expense	\$15,000	\$ 10,000	\$ (5,000)	\$ 7,457	74.57	\$ 2,543	(25.43)
Member Special Projects (15)	\$70,000	\$ 70,000	\$ -	\$ 55,238	78.91	\$ 14,762	(21.09)
Sorting and Delivery Expense	\$291,700	\$ 305,000	\$ 13,300	\$ 203,516	66.73	\$ 101,484	(33.27)
South Central Delivery Ex.	\$0	\$ 21,910	\$ 21,910	\$ -	0.00	\$ 21,910	(100.00)
MPL Resource Contract Expense	\$206,318	\$ 206,318	\$ -	\$ 154,737	75.00	\$ 51,581	(25.00)
MPL Rent Lease Contract Exp.	\$129,815	\$ 95,387	\$ (34,428)	\$ 71,540	75.00	\$ 23,847	(25.00)
ILS Expense	\$36,450	\$ 36,450	\$ -	\$ 27,338	75.00	\$ 9,112	(25.00)

M.C.F.L.S.
Financial Report

For the Seven Months Ending September 30, 2022

80	MCFLS Catalog Cont Exp to MPL	\$297,098	\$ 297,098	\$ -	\$ 222,825	75.00	\$ 74,273	(25.00)
81	Member Catalog Contract (16)	\$151,176	\$ 151,176	\$ -	\$ 113,382	75.00	\$ 37,794	(25.00)
82	MCFLS Collection Dev Tool Exp	\$26,972	\$ 26,972	\$ -	\$ 26,972	100.00	\$ -	0.00
83	Internet Expense	\$21,635	\$ 21,635	\$ -	\$ 12,702	58.71	\$ 8,933	(41.29)
84	Contingency Expense	\$32,893	\$ 39,719	\$ 6,826	\$ 15,633	39.36	\$ 24,086	(60.64)
85	LSTA Technology Grant Exp (21)	\$36,014	\$ 197,314	\$ 161,300	\$ 98,008	49.67	\$ 99,306	(50.33)
86	Member Digital Content Exp (22)	\$243,299	\$ 158,299	\$ (85,000)	\$ 158,299	100.00	\$ -	0.00
87	Marketing Expense	\$45,000	\$ 50,500	\$ 5,500	\$ 29,444	58.30	\$ 21,056	(41.70)
88	Cooperative Purchasing Sub Exp	\$2,500	\$ 2,500	\$ -	\$ 2,388	95.52	\$ 112	(4.48)
89	Member PC Mngmt License Ex	\$1,875	\$ 1,875	\$ -	\$ 1,876	100.05	\$ (1)	0.05
90	Member Mke Mixer Exp	\$1,400	\$ -	\$ -	\$ -	0.00	\$ -	0.00
91	MCFLS Mke Mixer Exp	\$0	\$ 1,400	\$ 1,400	\$ 250	17.86	\$ 1,150	(82.14)
92	Member Replacement Fines (24)	\$7,000	\$ 7,000	\$ -	\$ 3,811	54.44	\$ 3,189	(45.56)
93	Member OverDrive Advant (25)	\$15,000	\$ 15,002	\$ 2	\$ -	0.00	\$ 15,002	(100.00)
94	Youth Services Exp	\$10,000	\$ 10,000	\$ -	\$ -	0.00	\$ 10,000	(100.00)
95	Inclusive Services Exp	\$10,000	\$ 10,000	\$ -	\$ -	0.00	\$ 10,000	(100.00)
96	Total General Expenditures	\$3,345,345	\$ 3,422,756	\$ 77,411	\$ 2,583,582	58.82	\$ 839,174	(24.52)
97								
98	Special Expenditures							
99	Milwaukee County Advantage Exp	\$50,000	\$ -	\$ -	\$ -	0.00	\$ -	0.00
100	W. Milw Borrowing Exp (30)	\$46,378	\$ 47,447	\$ 1,069	\$ 46,378	97.75	\$ 1,069	(2.25)
101	RB - MCFLS Payment Expense	\$1,056,468	\$ 1,056,468		\$ 1,056,467	100.00	\$ 1	(0.00)
102	RB - MCFLS Reserve	\$48,144	\$ 48,144		\$ -	0.00	\$ 48,144	(100.00)
103	ILS Migration Reserve	\$42,000	\$ 35,000	\$ (7,000)	\$ -	0.00	\$ 35,000	(100.00)
104	Ecommerce Expense (32)	\$175,000	\$ 175,000		\$ 93,941	53.68	\$ 81,059	(46.32)
105	Total Special Expenditures	\$1,417,990	\$ 1,362,059	\$ (55,931)	\$ 1,196,786	87.87	\$ 165,273	(12.13)
106								0
107	Total Expenditures	\$4,763,335	\$ 4,784,815	\$ 21,480	\$ 3,780,368	67.09	\$ 1,004,447	(20.99)
108								
109	Revenue/Expenditures +/-				\$ 626,589			

M.C.F.L.S.
Financial Report

For the Seven Months Ending October 31, 2022

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>+/-</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
General Revenues							
State Aid Revenue	\$3,301,094	\$ 3,301,094		\$ 3,301,099	100.00	\$ (5)	0.00
Milwaukee County Allocation	\$66,650	\$ 66,650	\$ -	\$ 66,650	100.00	\$ -	0.00
West Milwaukee Contract -Other	\$38,180	\$ 39,940	\$ 1,760	\$ 39,940	100.00	\$ -	0.00
Interest on Invested Funds	\$7,500	\$ (15,000)	\$ (22,500)	\$ (9,267)	61.78	\$ (5,733)	(38.22)
Member Forms/Supplies Rev (59)	\$20,900	\$ 25,000	\$ 4,100	\$ 11,176	44.70	\$ 13,824	(55.30)
Member Postage Revenue (58)	\$18,100	\$ 18,100	\$ -	\$ 6,793	37.53	\$ 11,307	(62.47)
Member OCLC Revenue (70)	\$127,336	\$ 127,337	\$ 1	\$ 127,337	100.00	\$ -	0.00
Member Telecomm. Revenue (68)	\$16,800	\$ 16,800	\$ -	\$ 16,800	100.00	\$ -	0.00
Member Softwre Maint-Basic (66)	\$185,717	\$ 185,717	\$ -	\$ 185,717	100.00	\$ -	0.00
Member Softwre Maint-Other (66)	\$49,938	\$ 49,938	\$ -	\$ 49,938	100.00	\$ -	0.00
Member Tech. Assist.-Time Rev.	\$20,000	\$ 25,000	\$ 5,000	\$ 16,916	67.66	\$ 8,084	(32.34)
Member Special Projects Rev (74)	\$70,000	\$ 70,000	\$ -	\$ 33,451	47.79	\$ 36,549	(52.21)
Member Catalog Contract Rev (81)	\$151,176	\$ 151,176	\$ -	\$ 151,176	100.00	\$ -	0.00
Member Database Rev (55)	\$34,035	\$ 14,970	\$ (19,065)	\$ 14,970	100.00	\$ -	0.00
Member EcomTransaction Fees (43)	\$6,800	\$ 6,800	\$ -	\$ 4,762	70.03	\$ 2,038	(29.97)
Carryover Revenue	\$15,000	\$ 50,831	\$ 35,831	\$ -	0.00	\$ 50,831	(100.00)
Staff Benefits/Co-Pay Revenue	\$58,875	\$ 46,547	\$ (12,328)	\$ 38,331	82.35	\$ 8,216	(17.65)
LSTA Technology Grant Rev (85)	\$36,014	\$ 197,314	\$ 161,300	\$ -	0.00	\$ 197,314	(100.00)
Member Digital Content Rev (86)	\$243,299	\$ 158,299	\$ (85,000)	\$ 158,302	100.00	\$ (3)	0.00
Member PC Mngmt License Rev	\$2,545	\$ 2,545	\$ -	\$ 1,867	73.36	\$ 678	(26.64)
Member Replace Fines Rev (92)	\$7,000	\$ 7,000	\$ -	\$ 3,811	54.44	\$ 3,189	(45.56)
Member Overdrive Adv Rev (93)	\$15,000	\$ 15,002	\$ 2	\$ 15,002	100.00	\$ -	0.00
Total General Revenues	\$4,491,959	\$ 4,561,060	\$ 69,101	\$ 4,234,771	92.85	\$ 326,289	(6.13)
Special Revenues							
Milwaukee County Advantage Rev	\$50,000	\$ -	\$ -	\$ -	0.00	\$ -	0.00
W. Milw Borrowing Rev (100)	\$46,378	\$ 47,447	\$ 1,069	\$ 47,447	100.00	\$ -	0.00
InfoPass Project Mgmt Rev	\$0	\$ 1,308	\$ 1,308	\$ 1,308	100.00	\$ -	0.00
Ecommerce Revenue (104)	\$175,000	\$ 175,000	\$ -	\$ 126,899	72.51	\$ 48,101	(27.49)
Total Special Revenues	\$271,378	\$ 223,755	\$ (47,623)	\$ 175,654	78.50	\$ 48,101	(43.84)
Total Revenues	\$4,763,337	\$ 4,784,815	\$ 21,478	\$ 4,410,425	92.18	\$ 374,390	(7.89)
General Expenditures							
Fringe Benefits Expense	\$273,215	\$ 248,075	\$ (25,140)	\$ 193,517	78.01	\$ 54,558	(21.99)
Salaries Expense	\$431,956	\$ 432,396	\$ 440	\$ 367,466	84.98	\$ 64,930	(15.02)
Telephone Renewal Expense	\$750	\$ 750	\$ -	\$ 512	68.27	\$ 238	(31.73)
Member Ecom Transact Exp (18)	\$6,800	\$ 6,800	\$ -	\$ 3,015	44.34	\$ 3,785	(55.66)
TNS Calls/Notices Expense	\$1,450	\$ 1,450	\$ -	\$ 1,023	70.55	\$ 427	(29.45)
Conference/Training Expense	\$5,000	\$ 6,500	\$ 1,500	\$ 2,363	36.35	\$ 4,137	(63.65)
Memberships Expense	\$6,500	\$ 7,500	\$ 1,000	\$ 7,126	95.01	\$ 374	(4.99)
Continuing Education Expense	\$9,000	\$ 9,000	\$ -	\$ 6,383	70.92	\$ 2,617	(29.08)
Office Supplies Expense	\$1,500	\$ 1,500	\$ -	\$ 1,013	67.53	\$ 487	(32.47)
Copy Machine Maint. Expense	\$2,500	\$ 1,000	\$ (1,500)	\$ 344	34.40	\$ 656	(65.60)
MCFLS Printing Expense	\$500	\$ -	\$ (500)	\$ -	0.00	\$ -	0.00
MCFLS Printing for Mem Expense	\$5,000	\$ -	\$ (5,000)	\$ -	0.00	\$ -	0.00
MCFLS WI Pub Lib Consortium Ex	\$6,586	\$ 6,586	\$ -	\$ 6,586	100.00	\$ -	0.00
MCFLS Buying Pool	\$145,000	\$ 155,000	\$ 10,000	\$ 120,000	77.42	\$ 35,000	(22.58)
MCFLS Database Expense	\$97,453	\$ 96,883	\$ (570)	\$ 96,883	100.00	\$ -	0.00
Member Database Expense (17)	\$34,035	\$ 14,970	\$ (19,065)	\$ 14,965	99.97	\$ 5	(0.03)
MCFLS Catalog Enhancement Expe	\$141,829	\$ 158,112	\$ 16,283	\$ 141,913	89.75	\$ 16,199	(10.25)
MCFLS Postage Expense	\$600	\$ 600	\$ -	\$ 511	85.17	\$ 89	(14.83)
Member Postage Expense (9)	\$18,100	\$ 18,100	\$ -	\$ 11,500	63.54	\$ 6,600	(36.46)
Member Forms/Supplies Exp (8)	\$20,900	\$ 25,000	\$ 4,100	\$ 15,340	61.36	\$ 9,660	(38.64)
Telephone Expense	\$7,000	\$ 7,000	\$ -	\$ 4,348	62.11	\$ 2,652	(37.89)
Meetings Expense	\$1,000	\$ 1,000	\$ -	\$ 752	75.20	\$ 248	(24.80)
Insurance Expense	\$12,400	\$ 11,512	\$ (888)	\$ 11,411	99.12	\$ 101	(0.88)
Legal Expense	\$500	\$ 500	\$ -	\$ 300	60.00	\$ 200	(40.00)
Audit Expense	\$12,500	\$ 12,500	\$ -	\$ 12,500	100.00	\$ -	0.00
Payroll Service Expense	\$5,400	\$ 5,400	\$ -	\$ 3,891	72.06	\$ 1,509	(27.94)
III Software Support (12/13)	\$235,655	\$ 235,655	\$ -	\$ 211,988	89.96	\$ 23,667	(10.04)
III TNS Subscr Exp	\$12,224	\$ 12,224	\$ -	\$ 12,530	102.50	\$ (306)	2.50
Member Telecomm. Expense (11)	\$16,800	\$ 16,800	\$ -	\$ 8,400	50.00	\$ 8,400	(50.00)
MCFLS Telecomm. Maint. Expense	\$30,000	\$ 40,000	\$ 10,000	\$ 36,112	90.28	\$ 3,888	(9.72)
OCLC Expense (10)	\$135,047	\$ 137,388	\$ 2,341	\$ 137,388	100.00	\$ -	0.00
MCFLS Computer Room Equipment	\$10,000	\$ 10,000	\$ -	\$ 2,118	21.18	\$ 7,882	(78.82)
MCFLS Software Expense	\$7,000	\$ 7,000	\$ -	\$ 6,093	87.04	\$ 907	(12.96)
MCFLS Equipment Expense	\$15,000	\$ 10,000	\$ (5,000)	\$ 7,457	74.57	\$ 2,543	(25.43)
Member Special Projects (15)	\$70,000	\$ 70,000	\$ -	\$ 59,583	85.12	\$ 10,417	(14.88)
Sorting and Delivery Expense	\$291,700	\$ 305,000	\$ 13,300	\$ 230,159	75.46	\$ 74,841	(24.54)
South Central Delivery Ex.	\$0	\$ 21,910	\$ 21,910	\$ 10,955	50.00	\$ 10,955	(50.00)
MPL Resource Contract Expense	\$206,318	\$ 206,318	\$ -	\$ 154,737	75.00	\$ 51,581	(25.00)
MPL Rent Lease Contract Exp.	\$129,815	\$ 95,387	\$ (34,428)	\$ 71,540	75.00	\$ 23,847	(25.00)
ILS Expense	\$36,450	\$ 36,450	\$ -	\$ 27,338	75.00	\$ 9,112	(25.00)

M.C.F.L.S.
Financial Report

For the Seven Months Ending October 31, 2022

80	MCFLS Catalog Cont Exp to MPL	\$297,098	\$ 297,098	\$ -	\$ 222,825	75.00	\$ 74,273	(25.00)
81	Member Catalog Contract (16)	\$151,176	\$ 151,176	\$ -	\$ 113,382	75.00	\$ 37,794	(25.00)
82	MCFLS Collection Dev Tool Exp	\$26,972	\$ 26,972	\$ -	\$ 26,972	100.00	\$ -	0.00
83	Internet Expense	\$21,635	\$ 21,635	\$ -	\$ 13,994	64.68	\$ 7,641	(35.32)
84	Contingency Expense	\$32,893	\$ 39,719	\$ 6,826	\$ 15,978	40.23	\$ 23,741	(59.77)
85	LSTA Technology Grant Exp (21)	\$36,014	\$ 197,314	\$ 161,300	\$ 104,410	52.92	\$ 92,904	(47.08)
86	Member Digital Content Exp (22)	\$243,299	\$ 158,299	\$ (85,000)	\$ 158,299	100.00	\$ -	0.00
87	Marketing Expense	\$45,000	\$ 50,500	\$ 5,500	\$ 34,830	68.97	\$ 15,670	(31.03)
88	Cooperative Purchasing Sub Exp	\$2,500	\$ 2,500	\$ -	\$ 2,388	95.52	\$ 112	(4.48)
89	Member PC Mngmt License Ex	\$1,875	\$ 1,875	\$ -	\$ 1,876	100.05	\$ (1)	0.05
90	Member Mke Mixer Exp	\$1,400	\$ -	\$ -	\$ -	0.00	\$ -	0.00
91	MCFLS Mke Mixer Exp	\$0	\$ 1,400	\$ 1,400	\$ 250	17.86	\$ 1,150	(82.14)
92	Member Replacement Fines (24)	\$7,000	\$ 7,000	\$ -	\$ 3,811	54.44	\$ 3,189	(45.56)
93	Member OverDrive Advant (25)	\$15,000	\$ 15,002	\$ 2	\$ -	0.00	\$ 15,002	(100.00)
94	Youth Services Exp	\$10,000	\$ 10,000	\$ -	\$ -	0.00	\$ 10,000	(100.00)
95	Inclusive Services Exp	\$10,000	\$ 10,000	\$ -	\$ -	0.00	\$ 10,000	(100.00)
96	Total General Expenditures	\$3,345,345	\$ 3,422,756	\$ 77,411	\$ 2,699,075	58.82	\$ 723,681	(21.14)
97								
98	Special Expenditures							
99	Milwaukee County Advantage Exp	\$50,000	\$ -	\$ -	\$ -	0.00	\$ -	0.00
100	W. Milw Borrowing Exp (30)	\$46,378	\$ 47,447	\$ 1,069	\$ 46,378	97.75	\$ 1,069	(2.25)
101	RB - MCFLS Payment Expense	\$1,056,468	\$ 1,056,468		\$ 1,056,467	100.00	\$ 1	(0.00)
102	RB - MCFLS Reserve	\$48,144	\$ 48,144		\$ -	0.00	\$ 48,144	(100.00)
103	ILS Migration Reserve	\$42,000	\$ 35,000	\$ (7,000)	\$ -	0.00	\$ 35,000	(100.00)
104	Ecommerce Expense (32)	\$175,000	\$ 175,000		\$ 127,971	53.68	\$ 47,029	(26.87)
105	Total Special Expenditures	\$1,417,990	\$ 1,362,059	\$ (55,931)	\$ 1,230,816	87.87	\$ 131,243	(9.64)
106								0
107	Total Expenditures	\$4,763,335	\$ 4,784,815	\$ 21,480	\$ 3,929,891	67.09	\$ 854,924	(17.87)
108								
109	Revenue/Expenditures +/-				\$ 480,534			

**MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM
and
BRIDGES LIBRARY SYSTEM**

**Continuing Education Agreement
-2023-**

- WHEREAS,** the quality of life afforded to the citizens of Milwaukee County is enhanced by access to the information and other library resources of its libraries; and,
- WHEREAS,** this access is enhanced by the availability of well-trained library staff; and,
- WHEREAS,** the Milwaukee County Federated Library System, hereinafter referred to as MCFLS, is required by Wisconsin State Statutes to provide continuing education for the staff of its member libraries; and
- WHEREAS,** the Bridges Library System, hereinafter referred to as BRIDGES, and MCFLS share the goal of improving public access to information and other library resources; and,
- WHEREAS,** BRIDGES has the expertise and staff resources available for the design and administration of continuing education programs for library personnel; and,
- WHEREAS,** both MCFLS and BRIDGES recognize that it is mutually beneficial to cooperate in the development of continuing education programs; therefore,

BE IT RESOLVED THAT, MCFLS and BRIDGES set forth the following commitments:
MCFLS AGREES:

1. To provide payment to BRIDGES in the amount of seven thousand three hundred seventy nine (\$7,379) for the provision of the continuing education services described below.
2. To provide direction and support through the MCFLS Director in regards to topics for four continuing education programs.
3. To work with BRIDGES to assure that appropriate facilities are available for the aforementioned programs.
4. To provide coordination with BRIDGES through the MCFLS Director and/or his or her designee.

BRIDGES AGREES:

1. To work with the MCFLS Director and/or his or her designee to clarify topics selected collaboratively by MCFLS and BRIDGES and design a minimum of four (4) continuing education offerings to be presented during the calendar year of January 1 - December 31, 2023, that are based on these topics. If in-person programs are feasible and desirable, at least one of the programs will be hosted at a location within Milwaukee County.
2. To provide admission to workshops or other continuing education events without charge to MCFLS and BRIDGES staff or trustees, and/or MCFLS member library staff or trustees.
3. To allow free participation by staff from its non-public library members and any other non-members, provided that such participation does not limit attendance by the staff and/or trustees of MCFLS and BRIDGES member libraries.
4. To undertake the preparation of training outlines, selection and negotiation for necessary speakers and audiovisual materials, design and reproduction of workshop supportive materials, program announcements, and the provision of any other materials, supplies, personnel, or special equipment required for the workshops.
5. To assume all costs for necessary honoraria, supplies, printing, rental of equipment or other expenses of a miscellaneous nature, using the MCFLS payment of \$7,379 to cover these expenses.
6. To provide administrative and clerical services for registration and on-site support during the continuing education workshops on the dates mutually agreed upon by MCFLS and BRIDGES.
7. To represent MCFLS in statewide Continuing Education meetings and collaborations.
8. To coordinate collaborative professional development grants.
9. To provide support for regional and statewide professional development online course subscriptions.
10. To provide technology to support virtual and/or hybrid programs when needed and the regional website containing professional development offerings, recordings, and other information.

BOTH MCFLS and BRIDGES AGREE:

1. To undertake every reasonable measure to ensure the satisfactory completion of the continuing education provisions of this agreement, including the review of the evaluations of the workshops to ensure successive programs are further improved for the benefit of the participants.
2. To review this agreement annually and either extend it or terminate it, by mutual consent. In the event that either party does not wish to extend or amend the agreement, it shall terminate effective with the end of the calendar year to which the agreement applies.

THESE PROVISIONS BEING HEREBY INDIVIDUALLY AND MUTUALLY ACCEPTABLE TO MCFLS AND BRIDGES, THEIR AUTHORIZED REPRESENTATIVES DO HEREBY APPROVE THIS AGREEMENT EFFECTIVE JANUARY 1, 2023.

FOR THE MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

FOR THE BRIDGES
LIBRARY SYSTEM

President



President

Date

Oct 19 2022

Date

Director/Secretary



Director

Date

October 20, 2022

Date

2023 – 2024 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, 2023, to December 31, 2024, 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

WHEREAS, the CITY's Common Council adopted Resolution File No. 220796 on October 11, 2022, 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. 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.
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

III. TERMINATION

The term of this agreement shall be January 1, 2023 to December 31, 2024. Thereafter, the term may be renewed by mutual agreement by the parties.

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

MILWAUKEE PUBLIC LIBRARY

By _____ Date _____
Mark Sain
President, MPL Board of Trustees

By _____ Date _____
Joan R. Johnson
Secretary, MPL Board of Trustees

CITY OF MILWAUKEE

By _____ Date _____
Cavalier Johnson
Mayor, City of Milwaukee

COUNTERSIGNED

By _____ Date _____
Aycha Sawa
Comptroller, City of Milwaukee

MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM

By _____ Date _____
Paul M. Ziehler
President, MCFLS Board of Trustees

By _____ Date _____
Steve Heser
Secretary, MCFLS Board of Trustees

Approved as to form this _____ day of _____, 2022.

Representative of City Attorney

2023 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 23 rd	3:30 pm	Hybrid Zoom/In-Person at MCFLS Offices
Monday, February 27 th	3:30 pm	Hybrid Zoom/In-Person at MCFLS Offices
Monday, March 20 th	3:30 pm	Hybrid Zoom/In-Person at MCFLS Offices
Monday, April 17 th	3:30 pm	Hybrid Zoom/In-Person at MCFLS Offices
Monday, May 15 th	3:30 pm	Hybrid Zoom/In-Person at MCFLS Offices
Monday, June 19 th	3:30 pm	Hybrid Zoom/In-Person at MCFLS Offices
Monday, July 17 th	3:30 pm	Hybrid Zoom/In-Person at MCFLS Offices
Monday, August 21 st	3:30 pm	Hybrid Zoom/In-Person at MCFLS Offices
Monday, September 18 th	3:30 pm	Hybrid Zoom/In-Person at MCFLS Offices
Monday, October 9 th	3:30 pm	Hybrid Zoom/In-Person at MCFLS Offices
Monday, November 27 th	3:30 pm	Hybrid Zoom/In-Person at MCFLS Offices

2020-2024 MCFLS STRATEGIC PLAN

1A. TRAINING

Create short videos and instructional content that is practical, task specific, and related to system-wide ILS, digital resources, and technology member libraries and patrons use

Service Goal A. Training

🕒 Wednesday, June 30, 2021 at 10:02:00 AM complete ✓



Members (1):  Jennifer Schmidt

Ongoing. Update for 7/2021: Jen Schmidt created several short videos focused on how to find e-magazines via Libby, how to use the CountyCat Mobile app, and adding information to a brief bibliographic record for staff.

Develop and provide plug and play instructions for patrons' use of technology, ILS, County Cat app, and online resources that libraries can use (ex. MCFLS Spotlight)

Service Goal A. Training



🕒 Thursday, September 30, 2021 at 12:00:00 PM complete ✓

Members (2):  Jennifer Schmidt  Kellie Nimphius

Identify what pieces need to be developed first and then create those with Jen's help. Spotlight these instructions and pieces developed by members.

Develop train the trainer opportunities to increase technology expertise at member libraries

Service Goal A. Training

Members (2):  Jennifer Schmidt  Kellie Nimphius

2022 3rd Quarter: MCFLS will begin a new ILS Functionality group. Part of the charge of that group is to identify training areas and build more internal staff expertise and leadership.

Offer regular technology "office hours" or "Q&A's" for real time access to one on one and group learning assistance

Service Goal A. Training

🕒 Tuesday, February 11, 2020 at 12:00:00 PM complete ✓

Members (1):  Kellie Nimphius

Implemented and Jen is holding these every two months. Survey will determine content of future Q&As

Identify and provide web-based training opportunities

Service Goal A. Training

🕒 Tuesday, February 11, 2020 at 12:00:00 PM complete ✓

Members (1):  Jennifer Schmidt

Use survey to identify opportunities. Also investigate options through SEWI and other systems.

Provide up to date tracking of changes, with regular reviews of the different resources to existing technology, platforms and resources such as Hoopla, Baker & Taylor, Badgerlink, CollectionHQ and Overdrive.

Service Goal A. Training

🕒 Saturday, October 31, 2020 at 12:00:00 PM complete ✓



Members (2):  Jennifer Schmidt  Kellie Nimphius

Updates for shared resources. MCFLS staff would forward any change notices to Kellie. Kellie will update the libguides site and communicate any changes to members.

1B. USER EXPERIENCE

Identify accessibility issues for users and develop strategies and solutions to improve

Service Goal 8. User Experience



Members (2):  Jennifer Schmidt  Steve Heser

2022 3rd quarter: Planning to add foreign language sets to the catalog for Russian, Arabic and Chinese (traditional).

2021 1st quarter: Staff were surveyed as to ability of Encore to serve users effectively. Outcomes indicated that there was a strong interest in improving access for users as far as Encore went.

Continue to identify new opportunities and needs for system online resource subscriptions

Service Goal 8. User Experience


Members (2):  Jennifer Schmidt  Steve Heser

Ongoing activity. Use opportunities and survey member libraries for ideas related to new resources.

2022 3rd quarter: MCFLS is planning to subscribe all member libraries to Gimlet for reference tracking starting in 2023. 2020 3rd quarter: MCFLS is now brokering subscription for 7 member libraries to online tutoring and job assistance through Brainfuse. A demo for WhoFi was held on October 7th. WhoFi packages wireless statistics for public libraries to more easily use.

Keep discovery layer relevant

Service Goal 8. User Experience

 Sunday, June 30, 2024 at 12:00:00 PM



Members (1):  Jennifer Schmidt

Ongoing.

2022 3rd Quarter: Revised plan is to make discovery layer a priority and make a selection for a replacement to be in place by June 2024. 2021 3rd Quarter: The ILS Review workgroup shared survey results showing interest in possibly replacing Encore. Encore will be sunsetted in a few years and the Synergy product which includes articles will cease to be supported by 12/31/21.

Shift financial resources so that all libraries have access to the same resources.

Service Goal 8. User Experience

 Monday, October 21, 2019 at 12:00:00 PM 



Members (1):  Steve Heser



Ongoing. 2022 3rd quarter: starting in 2022 the system is absorbing costs for Gale Courses, Udemy video courses on demand, Gimlet and Transparent Language.

July 2021: A survey shared with system stakeholders includes options for system payment of databases such as Brainfuse and Gale Courses.

Develop an ILS evaluation plan that studies how well Sierra is or is not serving member library and/or patron expectations and gather information about other ILS options

Service Goal 8. User Experience

 Tuesday, May 31, 2022 at 10:00:00 AM 

Members (2):  Jennifer Schmidt  Steve Heser

Start in late 2020.

3rd Quarter 2020: Jen has started the process of identifying key components of our current ILS. Review state environment, technology environment and system requirements for an ILS software vendor.

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

Service Goal 8. User Experience



Members (2):  Jennifer Schmidt  Steve Hesar

Compile data and feedback from members. Look at low-hanging fruit and identify areas of possible cooperation.

2nd Quarter 2022: Investigating other options, although pandemic has caused libraries to focus their energies in other areas. 1st Quarter 2020: We investigated a common fee card and members decided not to pursue this as of March 5th, 2020. Will look at other avenues.

Research, prepare and implement new CountyCat Mobile application

Service Goal 8. User Experience

 Monday, December 16, 2019 at 12:00:00 PM 

Members (1):  Jennifer Schmidt



2022 2nd quarter: New mobile app added as part of Innovative contract.

2021 2nd quarter: MCFLS staff have had demos for a product called Solus UK that provides mobile apps for many ILS systems. Possible replacement for current app. Completed December 16, 2019

1C. INFRASTRUCTURE

Identify and share best practices to establishing a library technology plan

Service Goal C. Infrastructure



 Wednesday, May 27, 2020 at 12:00:00 PM 

Members (1):  Steve Hesar

Included in system technology report released June 2020.

Develop and share equipment replacement schedules

Service Goal C. Infrastructure



 Wednesday, May 27, 2020 at 12:00:00 PM 

Members (1):  Steve Hesar

Provided and included in system technology report.

Develop and share recommended hardware lists



Service Goal C. Infrastructure

 Tuesday, June 30, 2020 at 12:00:00 PM 

Provided and will be included in system technology report.

Develop and share recommended browser, PC, and printer settings

Service Goal C. Infrastructure

 Wednesday, May 27, 2020 at 12:00:00 PM 

Provided by Hieu and included in system technology report.

Explore more cooperative purchasing of equipment for member libraries

Service Goal C. Infrastructure

Members (1):  Steve Hesar

Ongoing activity. 3rd Quarter 2020: 11 member libraries now take advantage of cooperative purchasing benefits offered through WILS and paid for by MCFLS. MCFLS will work through DPI to explore more collaborative purchasing opportunities through the PLSR process.

Investigate shared servers for printers and PC management services

Service Goal C. Infrastructure

Ongoing activity. 2022 3rd quarter. Focus has become more aligned with cloud services that can reduce the system's hardware footprint. Replacing Itiva server with a cloud-based system from Innovative is one example.

Identify and manage large-scale project opportunities for scale shared technology project, including investigating opportunities at ALA and through statewide and LDAC discussions

Service Goal C. Infrastructure



Members (1):  Steve Heser



Ongoing activity. Examples include the backup project, state digitization kits, Dell cooperative purchasing and other opportunities.

- June 2020: Director Heser took part in developing infrastructure for a technology committee as part of the WPLC for advancing new collaborative projects.
- In July 2020, MCFLS took lead on a cybersecurity grant involving five systems total. The grant will save money for the system in the long term. Implementation occurred in September 2020.
- July 2021: MCFLS will take part in an LSTA grant supporting the state backup project. This project will provide an offsite backup center for any mission critical system data including ILS data.

Provide timely and regular environmental scans to identify potential and emerging technology trends

Service Goal C. Infrastructure

 Tuesday, June 30, 2020 at 1:54:00 PM 

Members (2):  Jennifer Schmidt  Steve Heser

Ongoing activity. Provide as part of the annual report.

Vet and test potential new technologies for libraries

Service Goal C. Infrastructure

Ongoing. 3rd quarter 2020 update: MCFLS is brokering purchase of Brainfuse for 7 member libraries and demoed the WhoFi service.

Connect more with other library systems to share technology ideas

Service Goal C. Infrastructure

Members (2):  Jennifer Schmidt  Steve Heser



Ongoing activity.


2022 3rd quarter: ILS Review committee involved several systems. Also, the new WPLC Technology Steering committee has given MCFLS several opportunities to be involved in projects such as EZProxy for patron authentication.

Tech-a-talka, Tech Days, SEWI, WLA would be potential sources of information. Steve Heser will be part of a group of WPLC board members coordinating new technology projects for systems.

Distribute annual technology report to member libraries by June 30th each year.

Service Goal C. Infrastructure



 Wednesday, May 27, 2020 at 12:00:00 PM 

Members (1):  Steve Heser

2A. SYSTEM MARKETING

Create a marketing and advocacy committee made up of library and outside experts

Service Goal A. System Marketing

 Saturday, February 1, 2020 at 12:00:00 PM 

Members (2):  Jennifer Schmidt  Steve Heser

Working group proposed membership, scope. New committee will meet 1Q 2020.

Hire marketing consultant to provide high level planning.

Service Goal A. System Marketing

🕒 Monday, October 19, 2020 at 12:00:00 PM complete ✓

Members (1):  Steve Hesper

1st quarter 2021: STIR hired as marketing consultant. Work completed in March of 2021. 4th quarter 2020: RFP for marketing consultant process completed in September after RFP sent out a second time in August. Top three were interviewed on September 14th and STIR selected soon after. Awaiting approval of the statement of work by the MCFLS Board on October 19th.

Create a statement of work for a contract employee responsible for ground level activities.

Service Goal A. System Marketing

🕒 Monday, May 17, 2021 at 12:00:00 PM complete ✓

Members (1):  Steve Hesper

2nd quarter 2021: MCFLS Board approved moving contract worker to regular part-time MCFLS employee. Job description created and approved by Board in May 2021.

Marketing plan: Identifying current and new data collection priorities to support marketing development and implementation including utilizing tools (surveying system residents, focus groups, market segmentation, GIS mapping, methods to capture user stories, etc.) as appropriate to gather and analyze system-wide data

Service Goal A. System Marketing

🕒 Monday, May 31, 2021 at 12:00:00 PM complete ✓

Members (1):  Steve Hesper

2nd quarter 2021: Multi-year marketing plan created with help of STIR, our marketing consultant.

Marketing plan: A targeted plan for marketing system-wide services and resources to different audiences through various communication channels with a focus on reaching underserved populations and those that do not or infrequently visit and use our member libraries.

Service Goal A. System Marketing

🕒 Wednesday, March 31, 2021 at 12:00:00 PM complete ✓



Members (1):  Steve Hesper

2nd quarter 2021: Multi-year marketing plan created with help of STIR, our marketing consultant.

Marketing plan: Providing and centrally maintaining standardized, easy to access, and easy to use (plug and play marketing toolkits) marketing messaging, information, and materials for system provided resources and services

Service Goal A. System Marketing

🕒 Thursday, September 30, 2021 at 12:00:00 PM complete ✓

Members (2):  Jennifer Schmidt  Steve Hesper

Ongoing. 2nd quarter 2022: Deb has created this tool and is maintaining the resource.

2nd quarter 2021: Multi-year marketing plan created with help of STIR, our marketing consultant.

Develop a plan to regularly communicate to member libraries what the system is actively doing to meet library market and meet member and county resident needs for system services and resources.

Service Goal A. System Marketing

🔔 Monday, February 28, 2022 at 12:00:00 PM complete ✓

Members (1): SH Steve Heser

Update: 2nd quarter 2022: Deb is making quarterly updates to LDAC and the Board.

Developed by MAC committee

Collaborate with other library system and statewide marketing and related data gathering efforts

Service Goal A. System Marketing

Members (1): SH Steve Heser

Ongoing activity. 2022 3rd quarter. Deb Marett is now part of the statewide cohort. As part of library card signup month in September, Deb coordinated purchase and distribution of stickers for libraries to use in promotion.

2B. ADVOCACY

Advocacy plan: Identifying current and new data collection priorities to support advocacy efforts including utilizing tools (surveying system residents, focus groups, methods to capture user stories, etc.) as appropriate to gather and analyze system-wide data

Service Goal B. Advocacy

Members (1): SH Steve Heser

Priority for 2023. Initial activities include recruiting library patron advocates to bring to Library Legislative Day.

Advocacy plan: Creating an ongoing advocacy engagement and communication plan to build relationships and support for the system and its member libraries for a variety of audiences (legislators, local Friends groups, community as whole, etc.) with a focus on the impacts of libraries in the county, region, and state

Service Goal B. Advocacy

Members (1): SH Steve Heser

Advocacy plan: Providing and centrally maintaining standardized, easy to access, and easy to use (plug and play advocacy toolkits) advocacy messaging, information, and materials for the system and member libraries

Service Goal B. Advocacy

Members (1): SH Steve Heser

Advocacy plan: Providing advocacy training for system and library staff and boards

Service Goal B. Advocacy

Members (1): SH Steve Heser

Responsibility of marketing and advocacy committee. Training done by outside consultant or statewide resource.

Develop a plan to regularly communicate to member libraries what the system is actively doing to advocate for the system and member libraries

Service Goal B. Advocacy

Members (1):  Steve Heser

Update 2nd quarter 2022: Deb has created a quarterly newsletter focused on informing state and local legislators of what is happening at MCFLS and member libraries.

Goes hand in hand with reporting done for marketing. Provided by contract worker in consultation with the committee.

Collaborate with other library system and statewide advocacy and related data gathering efforts


Service Goal B. Advocacy



Ongoing activity. Library legislative day, etc. Participation in LD&L by system staff or member libraries

2C. LIBRARY MARKETING

Gather and compile data, information, and stories to use for local library marketing to identify priorities, audiences, messages, and metrics

Service Goal C: Library Marketing

 Friday, December 31, 2021 at 12:00:00 PM complete ✓

Members (2):  Jennifer Schmidt  Steve Heser


Ongoing.

Update 2nd quarter 2022: We've compiled stories through social media and an online form for marketing. It's been very useful in putting together media for state and local legislators.

Assistance from MCFLS staff. Contract worker is responsible for creating the content and working with consultant to collect this information.

Marketing plan support: Create a marketing plan toolkit

Service Goal C: Library Marketing

 Friday, December 31, 2021 at 12:00:00 PM complete ✓

Members (1):  Steve Heser

Primary responsibility of Public Information Coordinator.

Marketing plan support: Help libraries connect with experts in the community for help (library schools, marketing experts at local companies, etc.)

Service Goal C: Library Marketing


Members (1):  Steve Heser

Primary responsibility of Public Information Coordinator.

3A. DATA COLLECTION

Data Collection: Establish data collection priorities including review of current data that is gathered and new data that could be gathered such as salaries and benefits, money for suburban library renovation, in-house circulation by municipality (hourly and by day), reference question, room use, who is using the library remotely versus physically etc.

Service Goal A. Data Collection

 Sunday, December 31, 2023 at 12:00:00 PM

Members (2):  Jennifer Schmidt  Steve Heser

Data collection was to be a primary consideration of the marketing consultant, but the reworking of the RFP for marketing services will cause us to have to look elsewhere for this information.

Data collection: Establish standard collection tools and equipment (wireless access points, etc.)

Service Goal A. Data Collection

Members (3):  Jennifer Schmidt  Kellie Nimphius  Steve Hesar

Jen would work with consultant to determine collection tools and equipment and coordinate with Eric Henry.

Data collection: Work with member libraries to determine standards for a variety of useful data points such as salary data, annual data reporting, etc.



Service Goal A. Data Collection

Members (1):  Steve Hesar

Possible help from consultant to determine what those standards are. Needs more fleshing out.

Data collection: Find management products to help maintain data collection standards such as Gimlet for reference statistics or Edge Report for computer use analysis

Service Goal A. Data Collection

Members (2):  Jennifer Schmidt  Steve Hesar

2022 3rd Quarter. System has contracted with Gimlet to help with consistency in collecting reference transaction statistics.

Data collection: Educate member libraries on standards

Service Goal A. Data Collection

Members (1):  Steve Hesar

Work with data collection and consultant. Responsibility of director to communicate standards for data.

Seek, develop, and engage in collaborative opportunities related to gathering and using data regionally and statewide, including gathering data from other metropolitan areas in the country

Service Goal A. Data Collection


Members (1):  Steve Hesar



Ongoing activity.

2022 3rd Quarter: MCFLS has participated in a data survey led by DPI in late 2022. We hope the outcomes of this survey will help guide our data collection efforts at the system level.

Dashboard: Additional data points such as by year ranges and community size

Service Goal A. Data Collection

 Sunday, December 31, 2023 at 12:00:00 PM


Members (2):  Jennifer Schmidt  Steve Hesar



2022 3rd Quarter: One of the WPLC Tech committees projects is to look at a replacement for system dashboards. MCFLS will be involved in this investigation.

2021 2nd quarter: Survey included options for replacing current dashboard.

Dashboard: Include additional data tracked through annual report work such as budget levels, hours, staffing numbers, collection spending, etc., and new data that is prioritized to be collected.

Service Goal A. Data Collection

 Friday, June 30, 2023 at 12:00:00 PM

Members (2):  Jennifer Schmidt  Steve Hesar

Improve use of data: Develop system level packaged data, analysis, and summaries to provide plug and play information that can more easily be utilized for decision making.



Service Goal A. Data Collection

Members (2):  Jennifer Schmidt  Steve Hesper

Include plug and play elements for annual report statistics. Provide templates by system staff to provide boilerplate statistical reporting.


Improve use of data: Explore new tools and software for gathering, compiling, visualizing, and analyzing data



Service Goal A. Data Collection

Members (2):  Jennifer Schmidt  Steve Hesper

Identify training needs of members and develop and deliver training related to understanding data and using data tools and software

Service Goal A. Data Collection

 Thursday, August 31, 2023 at 12:00:00 PM


Members (2):  Jennifer Schmidt  Steve Hesper

2022 3rd quarter: Training will be part of the outcomes through the DPI data collection survey.

3B. CONNECTIONS

Review and redevelop system committee structure and communities of practice to support system and member needs, including identifying and developing areas for system coordination and support for member library YS and inclusive programming needs.

Service Goal B. Connections and Coordination

 Sunday, December 31, 2023 at 12:00:00 PM



Members (1):  Steve Hesper

2022 3rd quarter: For 2023, MCFLS staff will coordinate and review committee structures to meet current needs of members.

2021 2nd quarter: MPL is assisting the system with leadership through liaison roles for Youth Services and Inclusive Services starting fall of 2021.

Develop and coordinate, as needed, county-wide programming and services, (ex. memory cafes)

Service Goal B. Connections and Coordination

Members (2):  Jennifer Schmidt  Steve Hesper

Ongoing activity. Use input from LDAC and outside sources to investigate adding additional services.

Promote and support grant opportunities including support for grant writing, acting as a fiscal agent, and connecting with others that are seeking grants or grant partners

Service Goal B. Connections and Coordination

Members (1):  Steve Hesper

2nd quarter 2022: Working with libraries on three opportunities for grants: ARPA materials lockers, ARPA Brainfuse funding, and ARPA technology grants.

Provide opportunities for members and provide updates on possible grants. Communication piece. 3rd Quarter 2020: the system has communicated several grants and participated in three so far in 2020: connectivity grant, IMLS Cares Act grant (for technology), and cybersecurity grant.

Develop an online space to serve as a clearinghouse with lists and resources that members could update and add to that would include information such as:

Service Goal B. Connections and Coordination

🔔 Thursday, December 31, 2020 at 12:00:00 PM complete ✓



Members (1):  Jennifer Schmidt

3rd Quarter 2020 Update: Jen is in the process of migrating our system website to Wordpress and expanding use of Libguides to allow more sharing between members. Two committees: Circulation Services & Youth Services have clearinghouse areas for content to be shared. On the MCFLS web site, there is an area being created for job opportunities seen by all member staff

4A. SYSTEM INTERESTS

Engage in statewide efforts, including any implementation activities related to the PLSR Steering Committee recommendations, that will impact funding, legislation, and services to systems

Service Goal A. System Interests

Members (2):  Jennifer Schmidt  Steve Hesar

Ongoing.

System and member library staff will participate in PLSR activities as opportunities arise. Steve Hesar is working as part of a WPLC led-group to further new technology projects in line with PLSR goals.



2nd Quarter 2022: Steve is chairing a workgroup tasked with hiring a consultant to conduct a salary survey and analysis for public library employees in Wisconsin. The project is being funded through DPI and LSTA funds.

2nd Quarter 2021: MCFLS has participated in redesign of delivery, potentially adding better service to public and academic libraries. The system will also support the statewide backup project.

3rd Quarter 2020: Opportunities for collaboration on electronic resources, data, and marketing were identified by system directors via a survey.

Engage with regional partners to explore ideas and models developed by PLSR workgroups that can improve service to member libraries

Service Goal A. System Interests



Members (2):  Jennifer Schmidt  Steve Hesar

Ongoing activity.

3rd Quarter 2022: INFOPASS project is in place and running with leadership and support from MCFLS staff. 2nd quarter 2021: MCFLS is leading an effort with WiLS and local academic partners to streamline the INFOPASS project for local resource sharing.

Be informed and an active partner with other library systems

Service Goal A. System Interests

Members (3):  Jennifer Schmidt  Kellie Nimphius  Steve Hesar


Ongoing activity. Active participation in opportunities such as LAWDS and grant collaboration through LSTA are two recent examples. MCFLS is continuing to lead the cybersecurity efforts in partnership with four other systems.

4B. FUNDING

Based 2020-21 state aid funding, realign budget allocations as needed to support system services and strategic plan initiatives and activities

Service Goal B. Funding

🔔 Wednesday, January 1, 2020 at 12:00:00 PM complete ✓

Members (1):  Steve Hesar

2nd quarter 2021: Survey shared with system stakeholders to identify strategic plan targets with additional state funding. Results will be shared in August 2021. Completed for 2020-2024. Adjusted contract amounts to support strategic planning objectives.

Reciprocal Borrowing; Establish guidelines for process and discussion

Service Goal B. Funding

MCFLS staff will initiate with data collection help from consultant.

Reciprocal Borrowing: Perform data collection and analysis

Service Goal B: Funding


Members (1):  Steve Hesel



MCFLS staff will initiate with data collection help from consultant.

4C. OPERATIONAL SUPPORT

Make necessary annual budget adjustments to fund strategic plan activities and needs

Service Goal C: Operational Support


 Wednesday, January 1, 2020 at 12:00:00 PM complete ✓

Members (2):  Jennifer Schmidt  Steve Hesel

Ongoing activity

Analyze staffing levels and review job descriptions

Service Goal C: Operational Support

 Wednesday, November 9, 2022 at 12:00:00 PM complete ✓

Members (2):  Jennifer Schmidt  Steve Hesel

2nd Quarter 2022: Revised Business Manager description and plan to add a new ILS technician in 2023. Position descriptions for Network Manager, Administrative Assistant and Public Information Coordinator have either been revised or created since 2018.

Clarify and disseminate information about the roles of MCFLS staff

Service Goal C: Operational Support

Hand in hand with staff job description review.

Staff learning support: project planning and management

Service Goal C: Operational Support

Members (1):  Steve Hesel

Supporting staff learning and continuing education to support strategic plan initiatives,



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November 28th, 2022

October/November 2022 Director's Report

Summary of activities

Grant Activities

- I worked with Smiota on data loads for the library lockers to make sure accurate information was passed to Smiota and patrons could retrieve materials. Shorewood was the first library to implement their locker. Jen worked with Shorewood to enable a new pickup location. Other libraries will be getting their lockers soon. All activities related to these ARPA grants need to be finished by December 30th.
- Our grant-funded SRLAAW library compensation study is moving quickly. Our workgroup met on October 21st and selected Carlson Dettmann Consulting as our vendor soon after. A contract is in the works and we will meet with the vendor on December 5th to determine next steps. I am taking lead on this initiative. We hope to have the compensation survey completed and released to libraries by mid-January.

System Services

- On November 9th, system staff led by Jen Schmidt accomplished a system migration to the cloud environment hosted by Innovative. Overall the migration was successful and we were able to make corrections to settings within 24-48 hours. We will continue to make tweaks to system settings with assistance from Innovative.
- On November 17th, I took part and assisted Deb Marett in coordinating the first ever system-wide marketing meeting at Oak Creek Public Library. The meeting was successful and attended by nearly 20 staff members from public libraries in MCFLS. There appears to be high interest in running these meetings on a quarterly basis.
- On November 17th and 18th I assisted MPL with interviews for their Serial/Acquisitions manager position.

Statewide Meetings

- I attended the WLA conference in Lake Geneva from November 1st-4th and participated in excellent sessions ranging from materials challenges to ways to improve inclusive services.
- I agreed to serve as chair of WPLC in 2023 and will remain as vice-chair of SRLAAW in 2023.

Upcoming Activities

1. Make preparations for the 2022 annual report for both the system and member libraries.
2. Work with SRLAAW workgroup on finalizing compensation survey.