

NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, February 27th, 2023

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: 835 4211 8439
Meeting Passcode: CS0nybjr
Telephone Passcode: 82491316

AGENDA

1. Call to order
2. Adoption of agenda
3. Approval of minutes: the MCFLS Board of Trustees meeting on January 23rd, 2023
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 February 2, 2023 meeting

[Attachment B](#)

6. MCFLS Finance and Personnel Committee

- a. Next meeting scheduled for Thursday, March 9, 2023

7. MCFLS Legislative and System Services

- a. 2022 MCFLS System Annual report to DPI

Action

[Attachment C](#)

- b. Proposal to replace current Owning/Home report method with SQL reporting equivalent for reciprocal borrowing calculations

Action

[Attachment D](#)Administrative reports requiring action

8. 2022 Resource Library report from Milwaukee Public Library

Action

Report to be distributed prior to meeting

9. Marketing Update: Statement on Audience and Outreach Priorities and 2023 Budget

Action

[Attachment E](#)

10. Financial Reports for December 2022 and January 2023

Action

[Attachment F](#)Administrative Informational Items

11. Delivery contract update with Jim Tiderman of Action Logistics, LLC and Ryan Brown of Winning Solutions, Inc.

12. Letter to Office of Civil Rights regarding ADA complaint at Hales Corners

[Attachment G](#)

13. Director's Report

[Attachment H](#)

Next meeting date: Scheduled for Monday, March 20 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, January 23rd, 2023
Zoom and in person Meeting

ROLL CALL

Present: Paul Ziehler, President
Guy Johnson, Vice President
Elizabeth Suelzer, Trustee
Monica Deluhery, Trustee
Howard Snyder, Trustee
Erika Siemsen, Trustee

Excused: Sup. Steven Shea, Treasurer

Staff: Steve Hesel, Director
Brittney Hornung, Business Manager
Jen Schmidt, Library Systems Administrator
Deb Marett, Public Information Coordinator

Others: Tristan Marshall, LDAC Chair and South Milwaukee Public Library
Amy Krahn, St Francis Public Library
Stephanie Lewin-Lane, Hales Corner Public Library
Joan Johnson, Milwaukee Public Library

CALL TO ORDER. President Ziehler called the adjusted schedule of 3:00pm monthly meeting of the Milwaukee County Federated Library System Board of Trustees to order at 3:05 p.m.

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

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the November 28th, 2022 shown as the Attachment A of the agenda packet. Being no corrections noted, Vice President Johnson moved and Trustee Deluhery seconded the motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT.

No comment made.

MCFLS STANDING COMMITTEE REPORTS.

Library Directors Advisory Council

Previous LDAC Chair Krahn reviewed the meeting summary from December 2022 LDAC meeting shown as Attachment B in the agenda packet. President Ziehler asked about Wauwatosa's eliminated fines and if they see any changes. This will be updated after a few months of data. President Ziehler introduced the new LDAC Chair Tristan Marshall and asked for an introduction.

Chair Marshall referred to the summary from January 5, 2023 LDAC meeting shown as Attachment B of the agenda packet. Chair Marshall reviewed the summary and responded to questions from the Board. The next meeting is scheduled for Thursday February 2nd, 2023. Vice President Johnson moves and Trustee Siemsen seconded a motion to accept the LDAC reports as presented and place them on file. Unanimously passed.

MCFLS Finance and Personnel Committee

No meeting was held so no report was made.

The yearly meeting schedule is tentatively scheduled for March 9th, August 17th, and a September 28th joint meeting with Legislative and System Services.

Director Hesser reviewed his 2023 Director goals shown as Attachment C in the agenda packet. Trustee Siemsen Motioned to approve the director goals for 2023 and Trustee Monica seconded. Unanimously approved.

[Joan Johnson, Milwaukee Public Library joined at 3:34pm]

MCFLS Legislative and System Services

No meeting was held so no report was made.

Vice President Johnson reviewed the meetings scheduled for the year.

ADMINISTRATIVE REPORTS REQUIRING ACTION.

Financial Report for November 2022

Reviewed in anticipation of the December 2022 Financial Report which will be reviewed with the January 2023 Financial Report at the next scheduled Board meeting.

Vice President Johnson moved and trustee Siemsen seconded a motion to approve the November Financial Report. Unanimously approved.

ADMINISTRATIVE INFORMATION ITEMS.

[Deb Marett joined at 3:44pm]

Update on replacing current Owning/Home report method with SQL reporting equivalent for reciprocal borrowing calculations

Director Hesper gave an update on the Owning/Home report. This report is used to calculate the reciprocal borrowing for the libraries each year which is a large sum and should be as accurate as possible. Changes in Sierra would allow patrons to change the home library field online to their preferred library location for pickups. This will be discussed further at the February Board meeting.

MCFLS Marketing Activities Update

Director Hesper introduced Deb Marett to review 2022 marketing and update on 2023 marketing plans. Deb reviewed some highlights of projects and activities throughout the 2022 year. The summaries show the results of these projects and how many more engagements are being recorded. Trustee Snyder discussed the disappointment in Valpak as a company that excludes the lower income areas. Discussion on different options ensued. The Board will be revisiting this discussion and it will be added to the February Board meeting agenda to be reviewed.

Deb shared some plans for marketing projects in 2023 starting with Shelfie week January 21st-29th. Vice president Johnson asked for a copy of the highest viewed post that Director Hesper participated in about the sorting room.

Library Legislative Day activities

Director Hesper discussed the upcoming Library Legislative day that is taking place in Madison on February 7th, 2023. There is a shuttle arranged with the Bridges library system to take a group to Madison. Deb has put together scroll handouts with patron testimonials on the importance of libraries to give to legislatures.

Director's Report

President Ziehler introduced Stephanie-Lewin Lane from Hales Corner to discuss a current situation taking place in their Library. A letter was received from the office of civil rights complaint towards the system regarding an ADA accessibility issue at Hales Corners Library. Discussion ensued. The Hales Corner library has been looking at different things to do within the library to be more inclusive towards those with ADA concerns.

Director Hesper discussed Grant activities and changes. The deadline for the ARPA grant was extended to the end of March so there is more time to finish the lockers. Director Hesper is heading the SRLAAW group with the compensation study which should be finished by the end of March.

Trustee Suelzer asked for a copy of the progress MCFLS has made on the goals from 2022. Director Hesper will send this out to the board for their review.

NEXT MEETING. Scheduled for Monday February 27th, 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 4:23 p.m., Trustee Siemsen seconded. Unanimously approved.



South Milwaukee Library

1907 10th Avenue

South Milwaukee, WI 53172

P (414)768-8195

W smlibrary.org

To: MCFLS Board of Trustees

From: Tristan Marshall, South Milwaukee Public Library

RE: Summary of LDAC Meeting, February 2, 2023

Location: Zoom Teleconference

Guest Presentation

- Milwaukee County Jail Library Collaboration with presenter Mary Carian* – Mary Carian presented to LDAC looking for the opportunity to receive donations of books and magazines for the Milwaukee County Jail. She asked if libraries have magazines less than one year old or specific books (urban fiction genre, westerns, science fiction, thriller/action novels) to donate to please send them. Steve Hesel will be working with the delivery company to see what is possible to get larger donations sent. Pete Loeffel from Wauwatosa Public Library is donating some of their materials budget to purchase new materials for the request. It was inquired if magazine subscription gifts would be helpful. Mary said though it is thoughtful, magazines that come by mail rarely make it to the intended audience, so donations sent directly to the organizers of the library were best. Mary thanked us for our time and effort and encouraged us to reach out with questions or donations.

Topics Requiring Action or Discussion

- Period Poverty Donation Collection Partnerships with Marcus Cinema and United Way* – Maddie Wisialowski from the Brown Deer Public Library presented on the Marcus Cinemas' event in conjunction with the release of "Are You There God? It's Me Margaret" (April 28 premiere) to help raise awareness about period poverty and act as a donation collection site. Participating libraries would be a drop off location for donations between April 7th and May 11th. The United Way would then distribute the donated products. Member libraries seemed interested and many volunteered to participate.
- Proposal to remove MBLOCK code as a factor in preventing access to Hoopla* – Jennifer Schmidt informed LDAC that there were potentially about 800 accounts that were getting blocked from the use of Hoopla due to MBLOCKS. A good amount of those accounts were students. Because of this block of access to students Jennifer was asking LDAC to consider removing the MBLOCK field from Sierra to improve access to patrons. Mainly suburban libraries had concerns with patrons who should not have access to these resources due to legitimate blocks to access. Nyama Reed from Whitefish Bay Public Library inquired about how this would change the financial aspect of access. After some discussion member libraries agreed that each library could manage access to their members by adjusting the expiration date if they wanted to block access to Hoopla. Due to this additional control method LDAC voted to remove the MBLOCK feature.

Mission Statement

To enhance the quality of life in South Milwaukee in a welcoming and innovative environment that provides information and ideas for lifelong literacy and learning

Vision Statement

To be the fundamental contributor to the quality of life in South Milwaukee



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- *SRLAAW Compensation Study* – Steve Hesel encouraged member libraries to complete the Public Library Staff Compensation survey by March 17th to help with the collection of data. Any additional issues will be covered at the next LDAC meeting after Steve has a meeting with DPI.
- *Proposal to Move Forward with SQL Reporting for Reciprocal Borrowing Calculations* – Steve Hesel has presented and educated LDAC on how SQL calculations will look for member libraries and its time saving benefits for the MCFLS staff. This calculation is important to member libraries because they end up tabulating how reciprocal borrowing funds will be distributed to member libraries. There is a report available to talk about how the soft rollout will happen beginning March 1st. Nyama Reed of Whitefish Bay Public Library made a motion to approve the changes and send this proposal to the Legislative and System Service Committee and the MCFLS Board. The proposal was unanimously passed.

Technology

- *OverDrive magazines no longer offering the Economist* – Steve Hesel reported that due to publisher restrictions the *Economist* magazine will not longer be available on OverDrive magazines. Karli Pederson of Milwaukee Public Library brought up concerns that switching more magazines to digital will see a trend of access to digital material. Karli Pederson suggested looking into different options of subscription services. Steve Hesel will reach out the Bridges to see if they had any additional options and see if another digital magazine subscription, *Flipster*, had good options and reviews.
- *System-Wide Interest in Creative Bug Subscription* – Jennifer Loeffel of Franklin Public Library wanted to see if there was an interest among all member libraries for a *Creative Bug* database subscription. This database is offered by Joanne Fabrics and has lots of tutorials on crafting, sewing, and other hobbies. Group consensus after feedback from other libraries who tried the subscription is that they didn't see enough patron use for the price. Nyama Reed from Whitefish Bay Public Library had received a quote for \$1,000 for an annual subscription for their library. LDAC chose not to pursue *Creative Bug* as a system-wide subscription.

Informational

- *Library Legislative Day, February 7, 2023* – Steve Hesel reported on the importance of Library Legislative Day and having libraries represent themselves and especially, if possible, library users. The event is organized by the Wisconsin Library Association and libraries from all over the state will meet in Madison to meet with law makers. MCFLS is aiding in setting up a shuttle for member libraries to take to the event and Steve Hesel has sent out e-mails with that information previously. There is an information session before the legislative discussion so that everyone is prepared for the event.
- *2022 Annual Report Update – due by March 1st, 2023* – Steve Hesel reminded member libraries to have their 2022 Annual Reports in by March 1st. Amy Krahn from St. Francis Public Library was

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the first to get their *Annual Report* in. Jill Lininger from Oak Creek Public Library brought up the concern that the due date for the report is before most member libraries have finalized numbers for the year. Steve Hesel noted that updates can always be made at later times and he will share these concerns with DPI.

- *Worker Connection and Job Center Update* -Dr. Tammy Mays and Hermione Bell- Henderson from Milwaukee Public Library presented on how they work with the Department of Workforce Development (DWD) to help patrons complete resumes, fill out applications, and get resources. They discussed what resources and staffing time is needed. Brian Van Klooster from Greendale Public Library also wanted to state what a great job he thought the Worker Connection staff was doing at his location. If anyone wanted to utilize these services they should reach out to Steve Hesel to get in contact with the Worker Connection.

Additional Business

- *Boerner Botanical Garden Passes* – Stephanie Lewin-Lane from the Hales Corners Public Library wanted member libraries to know that *Explore Passes* were available from the Boerner Botanical Garden. She will share the paperwork on how to obtain those memberships.
- *DPI Update – Senate Bill 10* – Steve Hesel reported on *Senate Bill 10* and its process through the state legislature. He explained that this bill focuses on materials that would be harmful to youth in a digital or physical manner. WLA is working with legislators on the wording of this bill. Pete Loeffel explained the bills details.

Member Library Updates

- *Whitefish Bay Public Library* has their lockers going live in a week or two.
- *Milwaukee Public Library* is looking into getting lockers and was thankful to Shorewood Public Library for helping with their training
- *Greendale Public Library* recently added an Adult World Literature collection and is excited to add more Arabic and Hindi materials. They will be renewing *Explore Passes* and were thankful for the collaboration of staffing amongst libraries.
- *South Milwaukee Public Library* reported on major budget reductions and not filling positions as they are vacated. There will be a change in operational hours in the future to adjust for the loss of staff.

Next Meeting

- Thursday, March 2nd, 2023 at 10:00 am via Zoom.

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I. GENERAL INFORMATION

This section requests basic information on the library's public service outlets. Some entries are pre-populated with information. Please update and enter corrections only as necessary.

1. System Name	Milwaukee County Federated Library System
Salutation	Mr.
2. System Director Name	Steve Heser
3. Certification Grade	Grade 1
4. Certification Expiration Date	2023-02-28
5. Street Address (edit only if moved)	709 N. 8th St.
6. System Phone No.	(414) 286-8149
7. Fax No.	(414) 286-3209
8. Mailing Address or PO Box	
9. System Website URL	http://www.mcfls.org
10. Director System E-mail Address	steve.heser@mcfls.org
11. City/Village/Town	Milwaukee
12. County	Milwaukee
13. ZIP+4 Code	53233-2414
14. No. of Libraries Participating in the System	15
15. Does the system operate a books-by-mail program?	No
16. No. of Bookmobiles Owned	0
17. Estimated System Registered Users	608,990
18. UEI Number	H9GMN96YZFM5

II. SYSTEM COLLECTION

This section of the report collects data on selected types of materials. Under this category report only items the system has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

Physical units are volumes, items or pieces. Items that are packaged together as a unit, e.g., two compact discs, several audiocassettes for one recorded book, or two videocassettes, and are generally checked out as a unit, should be reported as one physical unit.

1. Books in Print (end of year total)	0
1b. Books in Print Added During Year	0
2. Audio Materials (end-of-year total)	0
2b. Audio Added During Year	0
3. Video Materials	0
3b. Video Added During Year	0
4. System Licensed Electronic Collections (number available to members)	0
5. System Licensed E-books	0
6. System Licensed Electronic Audio Materials (downloadable)	0
7. System Licensed Electronic Video Materials (downloadable)	0
8. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)	0

III. SYSTEM SERVICES

1. Total Annual Circulation	0
2a. Items Loaned (provided to)	0
2b. Items Received (received from)	0

3. Use of System Electronic Resources

Use of digital resources. Report the number of uses of the following electronic resources for your library. System-wide electronic resources may be reported if the use can be authenticated to your library's patrons (for remote access) and for sessions conducted on library public-access computers. If the use count information is unavailable for your library, indicate "No data available" with the check-box or pull-down selection. If the library does not own or have access to certain resources, indicate "not applicable--not provided" using the pull-down selection tool. Do not report estimates. Note: Fields may be pre-filled if your system has provided data directly to DPI.

a. Uses of E-Books By Users of Your System ¹	109,511
b. Uses of E-Audio by Users of Your System ²	134,229
c. Uses of E-Video by Users of Your System ³	12,527
d. Electronic Collection Retrievals	-1

IV. SYSTEM BOARD AND ORGANIZATION

Provide a complete list of all board members and officers as of the date of this report. Enter "Vacant" in the first and last name fields if any positions are unfilled at the time of this report. Be sure to report the current Library Board President in the first line. If you cannot provide an email address for the President, please provide email addresses for other members when possible for official library system communications.

System Board President

List the System Board President as of the date of this report. Please provide an email address as well. If this trustee does not have an email address, please provide an email address for at least one other board member who could be contacted if necessary by the library system or state library.

	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
1. President	Mr.	Paul	Ziehler	8103 W. Raymond Ln.	West Allis	53219	paulziehler@gmail. com

System Board Members

List other members of the system board as of the date of this report. Please be sure to indicate vacancies last.

	Salutation	First Name	Last Name	Street Address	City	ZIP Code	Email Address
2.	Mr.	Howard	Schneider	3269 N. Summit Ave.	Milwaukee	53211	hisnyder84@gmail.com
3.	Ms.	Elizabeth	Suelzer	2144 S. 76th St.	West Allis	53219	esuelzer@gmail.com
4.	Mr.	Guy	Johnson	3942 N. Oakland Apt 230	Shorewood	53211	gwj2423@gmail.com
5.	Ms.	Erika	Siemsen	1818 North 48th St.	Milwaukee	53208	siemsee@milwaukee.k12.wi.us
6.	Mr.	Steven	Shea	901 N. 9th St, Room 201	Milwaukee	53233	Steven.Shea@milwaukeecountywi.gov
7.	Ms.	Monica	Deluhery	8848 Jackson Park Blvd.	Wauwatosa	53226	monica.deluhery@gmail.com
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23.							

V. PUBLIC LIBRARY SYSTEM INCOME

Report revenue used for operating expenditures as defined at the beginning of Section VI. Report revenue by original source of income (federal, state, county or other). This may require the library to contact its system to determine the source of funding provided by the system to the library. Do not report income for capital expenditures, or income passed through to another agency (e.g., fines). (See the definition of library capital funds in Section VII below.) Report revenue for the calendar year just ended and round amounts to the nearest dollar. Local and county government appropriations for library service are governmental funds designated by the municipality(s) or county of the public library and available for expenditure by the public library. Library operating costs paid directly by the municipality may be included as library revenue and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. Indicate separately funds expended by the local government directly for library services. (For example, employee fringe benefits or library heating and electrical expenses for a shared facility may be paid directly by the municipality. If documented, these expenditures would be indicated separately, and in addition to the library's appropriation, under income from local or county sources.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations, or rent paid by the library to library's municipality for public library space.

1. County Government

Report county government appropriations received by the library system.

a. System Member County Appropriations Received by Library System

	County Name	Amount
1.	Milwaukee	\$\$\$66,650
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$

Subtotal 1a

System Member County Appropriations	\$\$\$66,650
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b. Other County Payments Received

	County Name	Amount
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

Subtotal 1b

Other County Payments	\$
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2. State Aid to Public Library Systems

Report the public library system state aid received by the public library system for the report year. Do not include any amount of unexpended state aid carried forward from previous years.

State Aid to Public Library Systems	\$\$\$3,301,099
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3. Other State Funded Programs - List individually

Report grants or payments received from your library system using State Funds (NOTE: payments or reimbursements for system LSTA Grants should be reported in V.4. Federal Funds, below). Report only grants or payments that were received and expended by the library. Do not report payments made directly by the library system for goods or services.

	Description	Amount
a.		\$
b.		\$
c.		\$

Subtotal

Other State Funded Programs	
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4. Federal Aid - Name of program and, if LSTA, include project number. List individually.

Federal funds are any federal government funds distributed to the system, including federal funds distributed by the state. Enter the name of the federal program(s) and the amount(s) received. Report Library Services and Technology Act (LSTA) grant awards to your system here and enter the "DPI Grant Number" as the Project Number and "DPI Grant Name" as the Program Name. NOTE: LSTA grant awards to systems that are used to reimburse member libraries for expenses, or otherwise passed through to a member library, should be reported by the member library on the member library annual report. Only report the portion of the grant used for system-wide activities or where the system acted as the fiscal agent and distributed supplies, materials, or services to member libraries.

	Project Number	Program Name	Amount
a.			\$
b.			\$
c.			\$
d.			\$
e.			\$
f.			\$
g.			\$
h.			\$
i.			\$
j.			\$

Subtotal

Federal Aid	\$0
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5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc.

Contract income is income received from government units, libraries, and library systems other than your system for services provided by the library. State and federal funds received from your system should be reported as state or federal income above. Funds received from adjacent towns or municipalities may be reported here unless they are part of a formal joint-library operating agreement, in which case the revenue should be reported in V.1. above. If the contract funds are not paid directly to the library board, but are instead paid to the library's municipality, and are not available as revenue to the library in addition to the municipal appropriation for library service, do not report those revenues here. Do not report federal Library Service and Technology Act grants received from the state or system, or state funds from your public library system, as contract income. Important: Enter the name of the agency from which your library received contract income and the amount received.

	Name	Amount
a.	Revenue received from member libraries	\$632,588
b.	West Milwaukee	\$87,387
c.	Member database contract	\$588,274
d.	⁴ ARPA LSTA Reimbursement from WRLS	\$69,548
e.		\$
f.		\$
g.		\$
h.		\$
i.		\$
j.		\$

Subtotal

Contract Income	\$1,377,797
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6. Other Income

Interest Earned from State Aid Funds Investments	\$-9,267
All Other Unexpended Funds from Previous Year(s)	\$50,831
Unexpended State Aid from Previous Year(s)	\$0
Interest Earned from Other Fund Investments	\$0
Gifts and Endowments to the System	\$0
All Other Sources	\$172,243

Subtotal

Other Income	\$213,807
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7. Total Income

(Add 1 through 6)

Total Income	\$4,959,353
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DRAFT

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES

Operating expenditures are current and recurrent costs necessary to the provision of library service. Library operating costs paid directly by the municipality may be included as income and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. (For example, employee fringe benefits or library heating and electrical expenses in a shared facility may be paid directly by the municipality. If documented, these expenditures may be included.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donation, or rent paid by the library to library's municipality for public library space. Do not include capital expenditures under this category (see instructions for the immediately following section).

	System State Aid	Other State and Federal Aid	All Other	Annual Total
1. Salaries and Wages	\$426,056	\$0	\$0	\$426,056
2. Employee Benefits	\$225,761	\$0	\$0	\$225,761
3a. System Collection - Printed Material	\$0	\$0	\$0	\$0
3b. System Collection - Electronic Material	\$251,883	\$0	\$415,002	\$666,885
3c. System Collection - Audiovisual Material	\$0	\$0	\$0	\$0
3d. System Collection - All Other Material	\$0	\$0	\$0	\$0
Collection Expenditures Subtotal	\$251,883	\$0	\$415,002	\$666,885
4. System Contracts - Attach a brief description of contracts; i.e., recipient, amount, and purpose.	\$1,862,357	\$0	\$1,520,247	\$3,382,604
5. System Payments to Member Libraries - Attach lists of individual payments.	\$0	\$0	\$0	\$0
6. All Other Operating Expenditures	\$161,604	⁵ \$115,868	\$16,010	\$293,482
7. Total Operating Expenditures	\$2,927,661	\$115,868	\$1,951,259	\$4,994,788
8. System Capital Expenditures	\$0	\$0	\$0	\$0

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE

Report the total amount appropriated for public library service for the report year for each county in your system. Include all funding, including those paid to a library system or another county's public libraries.

	County Name	Amount
1.	Milwaukee	\$66,650
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

Complete the following Public Library System Annual Report Plan Evaluation and Certification of Compliance for the report year.

Membership Agreements

(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4. with all member libraries.	Yes
Copies of the most recent agreements have been filed with the Division for Libraries and Technology.	Yes

Resource Library Agreement

(b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.	Yes
Signed copies of the report year and current year resource library agreements have been filed with the division.	Yes
Others	

Reference Referral and Interlibrary Loan

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

For each reference, referral, and interlibrary loan service listed below, click the Yes or No radio button to indicate whether the service is provided by your system. If your system provided reference, referral, and interlibrary loan services that are not shown here, please list those services in Others.

Reimbursed member libraries for ILL	No
Maintained ILL Clearinghouse	No
Contracted for ILL Clearinghouse	Yes
Maintained a shared database of member library bibliographic records and holdings	Yes
Utilized WISCAT to promote interlibrary loan	Yes
Maintained a system interlibrary loan plan	No

Narrative

Others	
Other Comments	

Inservice Training

Inservice Training 1

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

For each inservice training listed below, click the Yes or No radio button to indicate whether the service is provided by your system. If your system provided inservice training to participating public library personnel and trustees that is not shown here, please list those services in Others.

Conducted workshops for member library staff and trustees	Yes
Maintained a calendar of CE events	Yes
Provided scholarships and grants for member library staffs	Yes
Maintained a professional collection for system and member library staffs.	No

Inservice Training 2

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

For each professional consulting service listed below, click the Yes or No radio button to indicate whether the service is provided by your system. If your system provided professional consultant services to participating public libraries that are not shown here, please list those services in Others.

Public library administration and governance	Yes
Adult services	Yes
Youth services	Yes
Library automation	Yes
Building and remodeling	Yes
Technical services	Yes
Interlibrary loan and resource sharing	Yes
Staff development (certification, CE, etc.)	Yes
Planning and evaluation, standards	Yes
Collection development	Yes
Legal issues	Yes
Public relations	Yes
Reference and information services	Yes
Inclusive Services	Yes

Narrative

Others	
Other Comments	

Delivery and Communication

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

For each delivery or communication service listed below, click the Yes or No radio button to indicate whether the service is provided by your system. If your system provided delivery and communication services that are not shown here, please list those services in Others.

Had regular courier or van delivery service	Yes
Provided an 800 number, phone credit card, or accepted collect calls	No

ILL Transactions Sent By:

Email	No
OCLC	Yes
Local automated system	Yes
WISCAT	Yes

Services

Used fax for document delivery/communication	No
Used mail as primary delivery system	No
Published a newsletter	Yes

Narrative

Others	
Other Comments	

Service Agreements

Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.	Yes
Copies of the most recent agreements have been filed with the Division for Libraries and Technology.	Yes

Services Provided for in Adjacent Library Systems

For each of the services listed below, click the Yes or No radio button to indicate whether the service is provided for in the adjacent library system agreements for the report year. If your system provided for services in its adjacent library system agreements that are not shown here, please list those services in Others.

Reciprocal borrowing between systems	No
Cash payments in cross-system lending	No
Continuing education	Yes
Delivery	No
Newsletter exchange	No
Cooperative planning/information exchange	Yes
Audiovisual services	No
Cooperative purchasing	Yes

Others	
Other Comments	

Inclusive Services

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

Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.	Yes
Summary of Services or Initiatives	In 2021 the system arranged with Milwaukee Public Library (MPL) to provide leadership on Inclusive Services through the Resource Library contract. MPL has assigned a qualified staff member to act as Inclusive Services liaison for the system, attending state-wide meetings with other system staff and DPI as well as bringing back ideas and best practices to MCFLS. In 2022, this liaison has led initial meetings with interested member libraries to form an Inclusive Services work group and is focusing efforts on these areas: providing guidance to MCFLS member libraries on matters of inclusivity, including to the Inclusive Services Assessment and Guide for Wisconsin Public Libraries; delivering inclusive services tangibles for MCFLS in the form best practices and recommendations, staff training opportunities, and/or patron programming; recommending materials related to inclusive services for purchase by MCFLS or member libraries; and seeking grants and other funding opportunities as appropriate. In 2022 the MCFLS Board of Trustees adopted the DPI Statement on Inclusive Services to direct the work of this committee. Milwaukee Public Library adopted the statement soon after. MCFLS has participated in the LibraryNow project (Milwaukee Public Library) since its inception. This project puts access to library resources into the hands of all Milwaukee Public School students, including many under served or marginalized young people.
Agencies with which the system had the most contact	Milwaukee Public Library, Employ Milwaukee
Continuing Education	
Other Comments	The system has allocated \$10,000 each year since 2021 for the Inclusive Services work group to aid in its work.

Other Types of Libraries Wis. Stat. § 43.24(2)(L)

Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.	Yes
An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.	Yes
The system has agreements with other types of libraries or there is a clear link between the system and the individual members of the multitype organization if the system participates in a cooperative agreement with a multitype organization.	Yes

System Services Provided to Other Types of Libraries

"For each service provided to other types of libraries listed below, click the ""Yes"" check-box to indicate whether the service is provided by your system. If your system provided services to other types of libraries that are not shown here, please list those services in Others."

Consultation	No
Continuing education / workshops	No
ILL (Direct)	Yes
Union list of serials	No
Directory of libraries	Yes
Delivery services	No
Back-up reference services	No
Newsletter	No
Technical services	No

Narrative

Others	In 2022, MCFLS took a lead role in re-establishing the InfoPass project which allows for local resource sharing among multi-type libraries in our service area. MCFLS is project manager and fiscal agent for InfoPass.
Other Comments	

Library Technology and Resource Sharing Plan

Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources.	Yes
Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.	Yes
A copy of the public library system technology and resource sharing plan has been filed with the Division for Libraries and Technology.	Yes

Other Service Programs

Wis. Stat. § 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library board after consultation with participating public libraries.	No
Other Service Programs	

Administration

The system did not expend more than 20 percent of the state aid received in the report year for administration.	Yes
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IX. COLLABORATIVE ACTIVITIES

Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's current resource library contract.

Summary of Collaborative Activities	<p>Regular state meetings with DPI and other system directors have produced a great deal of collaboration opportunities in 2022. Chief among them was the chance to collaborate with several systems on ARPA grant proposals through the DPI-led process. MCFLS participated in one grant (led by WRLS) to fund Brainfuse for participating member libraries in our system for 2022. The timing on this was wonderful, since many libraries within MCFLS were on the fence as to how or whether to fund this service, but the grant allowed us additional time to market the product and as a result we were able to get a reduced price and most libraries are funding Brainfuse for 2023. MCFLS is also fiscal agent for another ARPA project to provide external materials lockers to libraries in both MCFLS and Bridges. This project could also serve as a model for DPI and we are excited about being able to provide additional resources for member libraries. Our Public Information Coordinator, Deb Marett, has provided additional collaboration opportunities throughout the state, both locally with Bridges and also the marketing cohort of other system staff that meets regularly. Deb has benefited greatly and brought back a number of ideas including marketing newsletters for staff as well as ways to provide marketing assets and copy within a clearinghouse that is easily accessible to our own member libraries. Last year MCFLS again led a group of library systems including Bridges, Kenosha, South Central and Winnefox to provide cybersecurity training through a program called InfoSec IQ and paid through LSTA funding for three years. This on the heels of a very successful cybersecurity collaboration with many of the same systems in 2019/20. Staff are tested and trained regularly each month to be better aware of malicious threats through email. Our participation in the WPLC Technology Steering Committee has also paid dividends already and we are able to provide MFA tokens to our libraries to keep their work accounts safe from malicious attacks. The system's participation in the Dell purchasing group statewide has saved our members a great deal of money on the purchase of new computers and hardware. We've seen more investment by libraries in technology as a result, improving their ability to serve patrons with up-to-date resources. MCFLS continues to contribute to statewide projects through the WLA. The system funded multiple scholarships to the WLA Leadership Institute and offered continued financial support for WLA activities at the state level. The system will continue to collaborate with other systems to provide support for Trustee Training Week which continues to grow in popularity. The system also offers financial support for the Wild Wisconsin Winter Web Conference. The collaboration with SEWI to provide high quality continuing education for our member libraries is extremely valuable and a model for</p>
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	the state. The system also collaborates and offers tech support and assistance for Tech Days each September.
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Cost Benefits

For each activity above, list the estimated cost benefit realized.

	Name of Activity	Activity Savings
	WPLC OverDrive Collection	1,507,666
	InfoSec Cybersecurity Training	13,424
	Wild Wisconsin Winter webinar series	5,000
	Marketing collaboration	5,000
	Tech Days	2,500
	WLA Projects	10,000
	Trustee Training Week	1,500

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

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

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

Technology, Reference and Interlibrary Loan

	Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
	1.Technology	843,255	⁶ 115,868	869,977	1,829,100
	2.Reference	206,316	0	0	206,316
	3.Interlibrary Loan	36,450	0	0	36,450
	4.				
	5.Electronic Resources	258,469	0	588,266	846,735
	Subprogram Total	1,344,490	115,868	1,458,243	2,918,601

Continuing Education and Consulting Services

	Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
	1.Continuing Education	39,471	0	0	39,471
	2.Consulting	83,025	0	0	83,025
	Subtotal	122,496	0	0	122,496

	Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
	Delivery	301,569	0	0	301,569
	Inclusive Services	9,203	0	0	9,203
	Collection Development	0	0	0	0
	Direct Payment to Members for No	1,104,611	0	46,378	1,150,989
	Direct Nonresident Access Paymen				
	Library Services to Youth	1,587	0	0	1,587
	Public Information	116,750	0	0	116,750
	Administration	333,297	0	0	333,297

Other System Programs

	Program	System Aid, Carryover, and Interest Earned	Other State and Fedral Program Funds	All Other Income	Total
	1.Multi-type	8,660	0	0	8,660
	2.Member Office	0	0	31,636	31,636
	3.				
	4.				

Totals

	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
	Grand Totals3,342,663	115,868	1,536,257	4,994,788

Estimated Expenditures for Technology-Related Services Provided by the System

To support the use of the state Universal Service Fund for public library system aids, the Division is asked to provide public library system costs related to telecommunications and technology. Of the grand total of each of the three sources of income;system aid, carryover, and interest earned; other state and federal library program funds; and all other income;estimate total expenditures for technology-related services provided by the system.

	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
	843,255	115,868	869,977	1,829,100

XI. SYSTEM STAFF

Report as of the last day of the year just ended. Indicate all positions funded in the library's budget whether those positions were filled or not. Do not list volunteers or staff paid from funds not administered by the library. Libraries with 20 or fewer employees must include all employees under 1a and 1b. Libraries with more than 20 employees should list the head librarian / director, chief assistants, branch librarians, division heads and other supervisory personnel in 1a., and see the instructions for 1b below. Libraries must complete section 2. as well to provide an accurate FTE total for all library staff. Include maintenance, plant operation and security staff paid by the library.

1. Personnel Listing

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

Libraries with 15 or fewer employees report all employees under 1a and 1b below. Libraries with more than 15 employees list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in section a., listing non-librarian positions (such as "Business Manager") after librarian positions, and report other employees under various job classifications in section b.

a. Directors, department heads, branch heads, and full-time or permanent staff, as space allows.

List System Director on first line. Systems with more than 15 employees, report as many of those who hold the title of "librarian" in this section, with assistant directors and department heads listed first.

-Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

	First Name	Last Name	Position	Type of staff	Annual Salary	Hrs Worked/Week
1.	Steven	Heser	Director	MLS (ALA)	\$106,076	40.00
2.	Jennifer	Schmidt	Library Systems Administrator	MLS (ALA)	\$81,182	40.00
3.					\$	
4.					\$	
5.					\$	
6.					\$	
7.					\$	
8.					\$	
9.					\$	
10.					\$	
11.					\$	

b. Other Paid Staff

"Other paid staff" includes all other employees paid from the system's budget, including plant operations, maintenance and security personnel.

The Division now requests systems to report wages paid to all staff in each classification reported, at the request of the Wisconsin Association of Public Libraries, in order to gather salary information for library positions in lieu of the separate salary survey. Summary data, with titles and wages, will be distributed to library system administrators so that they may assist member libraries with comparative salary queries. In the future, queries may be developed through the Counting Opinions report function.

	Position	Total Annual Wages	Hrs Worked/Week
1.	Network Administrator	\$76,500	40.00
2.	Business Manager	\$83,370	40.00
3.	Administrative Assistant	\$25,857	25.00
4.	Public Information Coordinator	\$37,613	30.00
5.		\$	
6.		\$	
7.		\$	
8.		\$	
9.		\$	
10.		\$	
11.		\$	
12.		\$	
13.		\$	
14.		\$	
15.		\$	
16.		\$	
17.		\$	
18.		\$	
19.		\$	
20.		\$	
21.		\$	
22.		\$	
23.		\$	
24.		\$	

2. System Staff Full-Time Equivalents (FTEs)

To determine full-time equivalents, the total hours worked per week for each category is divided by 40.

a. Persons Holding the Title of Librarian

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

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

b. All Other Paid Staff

Total hours worked per week by all other staff paid from the system budget, including plant operation, security, and maintenance staff. This number of hours is divided by 40 to determine full-time equivalents.

All Other Paid Employees	3.38
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c. Total System Staff Full-Time Equivalents

Sum of FTEs reported on 2a and 2b. This is the total library system staff full-time equivalent.

Total Paid Employees	5.38
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XII. SYSTEM MEMBERSHIP

Select "Yes" to indicate compliance.

[Note to user: You may click on each question below to view the entire statement of compliance as it will appear on the printed document.] Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines).

We hereby assure the Public Library System Service of which this library is a member and the Division for Libraries and Technology Department of Public Instruction, that the member libraries of this Public Library system are in compliance with the following requirements for public library system membership as listed in Wis. Stats. 43.15(4)(c).

Are the public library members established under the provisions of Chapter 43 of the Wisconsin Statutes? [s. 43.15(4)(c)1]	Yes
Are the public library members authorized by the municipal governing board to participate in the public library system? [s. 43.15(4)(c)3]	Yes
Have the library members maintained a written agreement to participate in the library system, ILL, and provide "same services"? [s. 43.15(4)(c)4]	Yes
Are the member libraries' head librarian certified at the appropriate grade level? [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03]	Yes
Have all counties participating in the system entered into written agreements with the system? [s. 43.15(4)(b)3]	Yes
Have all counties participating in the system adopted and maintained the plan of library service submitted and approved under s. 43.11(3) and s. 43.13(1)? [s. 43.15(4)(b)1]	Yes
Is each public library member open to the public an average of at least 20hrs/wk? [s. 43.15(4)(c)7]	Yes
Does each public library member annually spend at least \$2,500 on library materials? [s. 43.15(4)(c)8]	Yes

XIII. CERTIFICATION OF STATUTORY COMPLIANCE (select Yes to indicate compliance)

Select "Yes" to indicate compliance.

Note to user: You may click on each question below to view the entire statement of assurance as it will appear on the printed document.

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

Select "yes" to Indicate compliance with the requirements below. Unselected statutes indicate noncompliance.

Is the library system board constituted and operated in compliance with s. 43.17(1) and (2) and s. 43.19(1)(a) and (b)?	Yes
Has the library system board appointed a head librarian who is responsible for administration of the public library system? [s. 43.17(4)]	Yes
Is the library system organized and operated in compliance with Wis. Stat. s. 43.15 Standards for public library systems?	Yes

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

Does the system have written agreements that comply with s. 43.15(4)(c)4. with all member libraries?	Yes
Does the system provide backup services from the system resource library? [s. 43.24(2)(b)]	Yes
Does the system refer or route reference and interlibrary loan requests? [s. 43.24(2)(d)]	Yes
Does the system provide inservice training? [s. 43.24(2)(e)]	Yes
Does the system deliver electronic information and physical library materials? [s. 43.24(2)(fm)]	Yes
Does the system have service agreements with all adjacent library systems? [s. 43.24(2)(g)]	Yes
Does the system provide professional consultant services? [s. 43.24(2)(h)]	Yes
Does the system provide other service programs designed to meet library and resident needs? [s. 43.24(2)(i)]	Yes
Does the system promote and facilitate library services to users with special needs? [s. 43.24(2)(k)]	Yes
Does the system cooperate and plan with other types of libraries for sharing resources? [s. 43.24(2)(L)]	Yes
Does the system plan with the division and libraries about library technology and sharing resources? [s. 43.24(2)(m)]	Yes
Does the system reimburse no more than actual costs to libraries that provide interlibrary borrowing services to individuals from another library? [s. 43.24(2)(n)]	Yes

ATTACHMENTS

Files of system annual report attachments and enclosures may be uploaded instead of being provided as paper copies. If available, please upload Excel or Word files of financial information instead of PDF files. For instructions, refer to [For instructions, refer to Wisconsin Library and System Annual Reports: Using LibPAS](#)

Report Attachments	Attachment - Milwaukee County Budget 2022.pdf Attachment Member Library Payments - 2022.xlsx Attachment System contract expenditures-2022.xlsx Attachment System member list.docx
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¹, Includes hoopla and OverDrive advantage use limited to Milwaukee County residents.(0-2023-01-30)

², Includes hoopla and OverDrive advantage use limited to Milwaukee County residents.(0-2023-01-30)

³, Includes hoopla and OverDrive advantage use limited to Milwaukee County residents.(0-2023-01-30)

⁴, Part of WRLS ARPA/LSTA funding for Recovery Resources for Students, Job Seekers and Veterans grant. Paid for Brainfuse access for 2022.(0-2023-02-09)

⁵, This number reflects system expenses related to ARPA LSTA projects. The projects included materials lockers, technology infrastructure and Brainfuse expenses. Income related to materials lockers and technology infrastructure will be reported for 2023.(0-2023-02-09)

⁶, This number reflects system expenses related to ARPA LSTA projects. The projects included materials lockers, technology infrastructure and Brainfuse expenses. Income related to materials lockers and technology infrastructure will be reported for 2023.(0-2023-02-09)

⁷, Judy Kaniasty retired in September 2022. Her replacement is making about \$500 less in bi-weekly salary. This will be reflected in the 2023 report.(0-2023-01-31)

Proposed Changes to RESIDENCE field in Sierra

The Proposal

MCFLS staff is proposing to rename the RESIDENCE field as the PICKUP LOCATION field in Sierra. Changes to Sierra would allow patrons to change this HOME LIBRARY field in Sierra beginning March 1st, 2023.

Why this change?

By allowing patrons to change their PICKUP LOCATION field, patrons would be able to set and change their default hold pickup location in the catalog, a very long-standing patron request.

Why hasn't this been done before?

MCFLS has not done this in the past because the RESIDENCE field is used in the Owning/Home report to determine net positive circulations for reciprocal borrowing.

How can this be done?

We've been able to get a very close approximation of the Owning/Home report using Sierra SQL reporting. The Owning/Home report uses a circulation cross tab of the patron's RESIDENCE field and item locations within the link maintenance table in Sierra. The REGION field in the patron record is identical to the RESIDENCE field and is available through SQL reporting, allowing the RESIDENCE field to be freed up and renamed as PICKUP LOCATION.

Steps in the Process

- Run monthly SQL reports against the Sierra database and compare to the Owning/Home report for the same month. Share findings with LDAC in February 2023.
- Start a process to verify all RESIDENCE and REGION field coding is identical in all valid patron records. **COMPLETED AND ONGOING**
- In February 2023, change name of RESIDENCE field to PICKUP LOCATION.
- In February 2023, change name of REGION field to RESIDENCE.
- In February 2023, MCFLS staff would update system-wide circulation policies where these fixed fields are at play and inform the Circulation Services committee so information can be passed on to their staff.
- The last week of February 2023, work with the Innovative Mobile app team to ready this change for March 1st, 2023.
- On March 1st, 2023, make changes to Sierra allowing patrons to determine their default pickup location in the Encore "Edit Account" screen.
- Document and publicize the change to all patrons.

SQL TOTAL CIRC DEC 2022																	
	1	10	12	14	16	24	34	36	40	6	8	83	89	93	96	Grand Total	%
1		1442	891	1261	937	1565	4069	1787	896	428	2251	691	2139	1524	364	20245	15.5%
10	2653		225	913	1323	790	542	399	117	46	233	114	179	180	588	8302	6.3%
12	1261	228		156	169	959	314	229	86	41	183	387	120	139	32	4304	3.3%
14	5978	324	133		489	267	369	537	81	32	254	103	173	148	163	9051	6.9%
16	2318	544	122	979		163	307	197	60	30	131	73	118	94	138	5274	4.0%
24	2451	1310	889	416	164		227	173	138	31	148	205	129	90	38	6409	4.9%
34	16850	309	171	285	159	264		640	107	106	441	131	407	360	92	20322	15.5%
36	8647	318	167	645	247	335	1701		127	73	365	117	353	295	114	13504	10.3%
40	2746	138	266	127	79	177	329	199		68	172	555	150	115	54	5175	4.0%
6	2487	150	82	99	86	125	362	185	90		910	45	119	147	43	4930	3.8%
8	1377	120	62	69	58	84	228	102	39	142		37	295	492	22	3127	2.4%
83	5095	342	1023	377	189	608	484	391	962	43	246		177	173	118	10228	7.8%
89	6080	152	43	111	64	153	335	148	49	77	984	51		600	30	8877	6.8%
93	2498	165	54	111	105	139	318	167	67	60	2482	86	829		34	7115	5.4%
96	1050	605	44	1062	309	92	235	259	28	9	99	49	68	75		3984	3.0%
Grand Total	61491	6147	4172	6611	4378	5721	9820	5413	2847	1186	8899	2644	5256	4432	1830	130847	

OWNING LIBRARY/HOME LIBRARY TOTAL CIRCULATION Dec22 (HOME LIBRARY)

OWNING LIB	1	10	12	14	16	24	34	36	40	6	8	83	89	93	96	TOTAL	%
1	0	1442	891	1261	937	1565	4069	1787	893	428	2251	690	2145	1524	368	20251	15.5%
10	2654	0	225	913	1330	790	535	399	117	46	233	114	179	180	588	8303	6.3%
12	1261	229	0	156	169	959	314	229	86	41	183	387	120	139	32	4305	3.3%
14	5978	324	133	0	489	267	369	537	81	32	254	103	173	148	163	9051	6.9%
16	2319	543	122	979	0	163	307	197	60	30	131	73	118	94	138	5274	4.0%
24	2444	1310	889	416	164	0	227	173	138	31	148	205	129	90	38	6402	4.9%
34	16854	309	171	285	159	264	0	642	104	106	439	131	407	360	92	20323	15.5%
36	8646	318	167	645	247	335	1701	0	127	73	365	117	353	295	114	13503	10.3%
40	2746	138	266	127	79	177	329	198	0	68	172	555	150	115	54	5174	4.0%
6	2487	150	82	99	86	125	362	185	90	0	910	45	119	147	43	4930	3.8%
8	1381	120	60	69	58	84	228	102	39	142	0	37	295	492	22	3129	2.4%
83	5095	342	1023	377	189	608	484	391	962	43	246	0	177	173	118	10228	7.8%
89	6080	152	43	111	64	153	335	148	49	77	984	51	0	600	30	8877	6.8%
93	2498	165	54	111	105	139	318	167	68	60	2480	86	828	0	34	7113	5.4%
96	1050	605	44	1062	309	92	235	259	28	9	99	49	68	75	0	3984	3.0%
	61493	6147	4170	6611	4385	5721	9813	5414	2842	1186	8895	2643	5261	4432	1834	130847	

SQL NET CIRC DEC 2022

	1	10	12	14	16	24	34	36	40	6	8	83	89	93	96	TOTAL	%
1	0	-1211	-370	-4717	-1381	-886	-12781	-6860	-1850	-2059	874	-4404	-3941	-974	-686	-41246	0.0%
10	1211	0	-3	589	779	-520	233	81	-21	-104	113	-228	27	15	-17	2155	4.6%
12	370	3	0	23	47	70	143	62	-180	-41	121	-636	77	85	-12	132	0.3%
14	4717	-589	-23	0	-490	-149	84	-108	-46	-67	185	-274	62	37	-899	2440	5.2%
16	1381	-779	-47	490	0	-1	148	-50	-19	-56	73	-116	54	-11	-171	896	1.9%
24	886	520	-70	149	1	0	-37	-162	-39	-94	64	-403	-24	-49	-54	688	1.5%
34	12781	-233	-143	-84	-148	37	0	-1061	-222	-256	213	-353	72	42	-143	10502	22.3%
36	6860	-81	-62	108	50	162	1061	0	-72	-112	263	-274	205	128	-145	8091	17.2%
40	1850	21	180	46	19	39	222	72	0	-22	133	-407	101	48	26	2328	5.0%
6	2059	104	41	67	56	94	256	112	22	0	768	2	42	87	34	3744	8.0%
8	-874	-113	-121	-185	-73	-64	-213	-263	-133	-768	0	-209	-689	-1990	-77	-5772	0.0%
83	4404	228	636	274	116	403	353	274	407	-2	209	0	126	87	69	7584	16.1%
89	3941	-27	-77	-62	-54	24	-72	-205	-101	-42	689	-126	0	-229	-38	3621	7.7%
93	974	-15	-85	-37	11	49	-42	-128	-48	-87	1990	-87	229	0	-41	2683	5.7%
96	686	17	12	899	171	54	143	145	-26	-34	77	-69	38	41	0	2154	4.6%
	41246	-2155	-132	-2440	-896	-688	-10502	-8091	-2328	-3744	5772	-7584	-3621	-2683	-2154		

OWNING LIBRARY/HOME LIBRARY NET CIRCULATION Dec22 (HOME LIBRARY)

OWNING LIB

	1	10	12	14	16	24	34	36	40	6	8	83	89	93	96	TOTAL	%
1	0	-1212	-370	-4717	-1382	-879	-12785	-6859	-1853	-2059	870	-4405	-3935	-974	-682	-41242	0.0%
10	1212	0	-4	589	787	-520	226	81	-21	-104	113	-228	27	15	-17	2156	4.6%
12	370	4	0	23	47	70	143	62	-180	-41	123	-636	77	85	-12	135	0.3%
14	4717	-589	-23	0	-490	-149	84	-108	-46	-67	185	-274	62	37	-899	2440	5.2%
16	1382	-787	-47	490	0	-1	148	-50	-19	-56	73	-116	54	-11	-171	889	1.9%
24	879	520	-70	149	1	0	-37	-162	-39	-94	64	-403	-24	-49	-54	681	1.4%
34	12785	-226	-143	-84	-148	37	0	-1059	-225	-256	211	-353	72	42	-143	10510	22.4%
36	6859	-81	-62	108	50	162	1059	0	-71	-112	263	-274	205	128	-145	8089	17.2%
40	1853	21	180	46	19	39	225	71	0	-22	133	-407	101	47	26	2332	5.0%
6	2059	104	41	67	56	94	256	112	22	0	768	2	42	87	34	3744	8.0%
8	-870	-113	-123	-185	-73	-64	-211	-263	-133	-768	0	-209	-689	-1988	-77	-5766	0.0%
83	4405	228	636	274	116	403	353	274	407	-2	209	0	126	87	69	7585	16.1%
89	3935	-27	-77	-62	-54	24	-72	-205	-101	-42	689	-126	0	-228	-38	3616	7.7%
93	974	-15	-85	-37	11	49	-42	-128	-47	-87	1988	-87	228	0	-41	2681	5.7%
96	682	17	12	899	171	54	143	145	-26	-34	77	-69	38	41	0	2150	4.6%
	41242	-2156	-135	-2440	-889	-681	-10510	-8089	-2332	-3744	5766	-7585	-3616	-2681	-2150	0	

SQL TOTAL CIRC JAN 2023																	
	1	10	12	14	16	24	34	36	40	6	8	83	89	93	96	Grand Total	%
1		1760	975	1421	1140	1942	4453	2028	1078	538	3213	941	2419	1886	433	24227	15.8%
10	3190		185	1113	1811	1021	578	426	122	52	304	140	249	219	574	9984	6.5%
12	1620	214		184	146	1249	376	237	102	41	261	420	169	172	48	5239	3.4%
14	6086	377	126		616	301	459	575	101	58	295	162	210	192	230	9788	6.4%
16	2753	806	92	1548		264	322	348	56	35	195	82	137	155	209	7002	4.6%
24	2480	1247	944	485	262		274	269	164	53	178	187	148	132	69	6892	4.5%
34	19732	410	184	303	239	339		704	113	147	509	186	454	395	107	23822	15.5%
36	9571	422	238	600	363	480	2207		173	149	424	150	430	422	168	15797	10.3%
40	2802	214	225	123	112	230	361	187		76	227	740	166	147	75	5685	3.7%
6	2742	176	78	145	104	199	376	213	77		948	69	201	183	45	5556	3.6%
8	1723	142	55	75	54	110	253	106	39	193		40	288	587	26	3691	2.4%
83	5866	353	1253	383	287	627	530	406	1249	70	276		261	236	129	11926	7.8%
89	7003	200	64	115	108	154	479	171	58	96	912	63		770	33	10226	6.7%
93	2846	162	86	139	131	187	481	199	64	99	3367	90	1154		39	9044	5.9%
96	1136	795	48	1276	284	127	258	387	39	15	139	36	81	91		4712	3.1%
Grand Total	69550	7278	4553	7910	5657	7230	11407	6256	3435	1622	11248	3306	6367	5587	2185	153591	100.0%

OWNING LIBRARY/HOME LIBRARY TOTAL CIRCULATION Jan23 (HOME LIBRARY)

OWNING LIB	1	10	12	14	16	24	34	36	40	6	8	83	89	93	96	TOTAL	%
1	0	1737	975	1425	1140	1936	4452	2028	1076	538	3213	942	2430	1886	433	24211	15.8%
10	3192	0	185	1113	1811	1021	578	426	122	52	304	140	249	219	574	9986	6.5%
12	1620	214	0	184	146	1249	376	237	102	41	261	416	169	172	48	5235	3.4%
14	6085	377	126	0	616	301	459	575	101	58	295	162	210	192	230	9787	6.4%
16	2753	806	92	1548	0	264	322	348	56	35	195	82	137	155	209	7002	4.6%
24	2480	1247	944	485	262	0	274	269	164	53	178	202	148	132	69	6907	4.5%
34	19727	410	184	303	239	339	0	704	113	147	509	186	454	395	107	23817	15.5%
36	9560	422	238	600	363	480	2218	0	173	150	424	149	430	421	168	15796	10.3%
40	2802	214	225	125	112	230	361	187	0	76	227	740	166	147	73	5685	3.7%
6	2742	176	78	145	104	199	376	213	77	0	948	69	201	182	45	5555	3.6%
8	1730	142	53	75	54	110	253	106	39	193	0	40	288	587	26	3696	2.4%
83	5866	353	1246	383	287	627	530	406	1249	70	276	0	261	236	129	11919	7.8%
89	7003	200	64	115	108	154	479	171	58	96	912	63	0	775	33	10231	6.7%
93	2846	162	86	139	131	187	481	199	64	99	3366	90	1154	0	39	9043	5.9%
96	1136	796	48	1289	284	127	258	387	39	15	139	36	81	91	0	4726	3.1%
	69542	7256	4544	7929	5657	7224	11417	6256	3433	1623	11247	3317	6378	5590	2183	153596	100.0%

SQL NET CIRC JAN 2023

	1	10	12	14	16	24	34	36	40	6	8	83	89	93	96		%
1	0	-1430	-645	-4665	-1613	-538	-15279	-7543	-1724	-2204	1490	-4925	-4584	-960	-703	-45323	0.0%
10	1430	0	-29	736	1005	-226	168	4	-92	-124	162	-213	49	57	-221	2706	5.1%
12	645	29	0	58	54	305	192	-1	-123	-37	206	-833	105	86	0	686	1.3%
14	4665	-736	-58	0	-932	-184	156	-25	-22	-87	220	-221	95	53	-1046	1878	3.5%
16	1613	-1005	-54	932	0	2	83	-15	-56	-69	141	-205	29	24	-75	1345	2.5%
24	538	226	-305	184	-2	0	-65	-211	-66	-146	68	-440	-6	-55	-58	-338	0.0%
34	15279	-168	-192	-156	-83	65	0	-1503	-248	-229	256	-344	-25	-86	-151	12415	23.3%
36	7543	-4	1	25	15	211	1503	0	-14	-64	318	-256	259	223	-219	9541	17.9%
40	1724	92	123	22	56	66	248	14	0	-1	188	-509	108	83	36	2250	4.2%
6	2204	124	37	87	69	146	229	64	1	0	755	-1	105	84	30	3934	7.4%
8	-1490	-162	-206	-220	-141	-68	-256	-318	-188	-755	0	-236	-624	-2780	-113	-7557	0.0%
83	4925	213	833	221	205	440	344	256	509	1	236	0	198	146	93	8620	16.2%
89	4584	-49	-105	-95	-29	6	25	-259	-108	-105	624	-198	0	-384	-48	3859	7.3%
93	960	-57	-86	-53	-24	55	86	-223	-83	-84	2780	-146	384	0	-52	3457	6.5%
96	703	221	0	1046	75	58	151	219	-36	-30	113	-93	48	52	0	2527	4.7%
	45323	-2706	-686	-1878	-1345	338	-12415	-9541	-2250	-3934	7557	-8620	-3859	-3457	-2527		

OWNING LIBRARY/HOME LIBRARY NET CIRCULATION Jan23 (HOME LIBRARY)

OWNING LIB	1	10	12	14	16	24	34	36	40	6	8	83	89	93	96	TOTAL	%
1	0	-1455	-645	-4660	-1613	-544	-15275	-7532	-1726	-2204	1483	-4924	-4573	-960	-703	-45331	0.0%
10	1455	0	-29	736	1005	-226	168	4	-92	-124	162	-213	49	57	-222	2730	5.1%
12	645	29	0	58	54	305	192	-1	-123	-37	208	-830	105	86	0	691	1.3%
14	4660	-736	-58	0	-932	-184	156	-25	-24	-87	220	-221	95	53	-1059	1858	3.5%
16	1613	-1005	-54	932	0	2	83	-15	-56	-69	141	-205	29	24	-75	1345	2.5%
24	544	226	-305	184	-2	0	-65	-211	-66	-146	68	-425	-6	-55	-58	-317	0.0%
34	15275	-168	-192	-156	-83	65	0	-1514	-248	-229	256	-344	-25	-86	-151	12400	23.3%
36	7532	-4	1	25	15	211	1514	0	-14	-63	318	-257	259	222	-219	9540	17.9%
40	1726	92	123	24	56	66	248	14	0	-1	188	-509	108	83	34	2252	4.2%
6	2204	124	37	87	69	146	229	63	1	0	755	-1	105	83	30	3932	7.4%
8	-1483	-162	-208	-220	-141	-68	-256	-318	-188	-755	0	-236	-624	-2779	-113	-7551	0.0%
83	4924	213	830	221	205	425	344	257	509	1	236	0	198	146	93	8602	16.2%
89	4573	-49	-105	-95	-29	6	25	-259	-108	-105	624	-198	0	-379	-48	3853	7.2%
93	960	-57	-86	-53	-24	55	86	-222	-83	-83	2779	-146	379	0	-52	3453	6.5%
96	703	222	0	1059	75	58	151	219	-34	-30	113	-93	48	52	0	2543	4.8%
	45331	-2730	-691	-1858	-1345	317	-12400	-9540	-2252	-3932	7551	-8602	-3853	-3453	-2543	0	

Proposed Statement on Audience and Outreach Priorities

Milwaukee County Federated Library System (MCFLS) seeks to invigorate library use among all cultural and demographic groups in our community, with emphasis on those who need access to job and educational resources. MCFLS aims to expand awareness of and access to new and valuable library services that many are not aware of - creating interest and engagement by non or light library users as well as regular library users.

The MCFLS Board is committed to the following principles:

- MCFLS serves the entire population of Milwaukee County and its marketing resources must be focused and channeled to where the greatest, most immediate benefit can be derived and to feature services that will be most effective at changing perceptions of the library system in a positive way.
- One single marketing channel that reaches all of Milwaukee County effectively and comprehensively does not exist. Therefore, MCFLS will use multiple communication venues in an effort to reach as many people as possible.
- MCFLS will plan to use diverse methods to send out our message (for example: digital, print, in-person events, etc.) in a way that makes the best use of our budget and stays true to our mission.
- Given the system emphasis on promoting job, educational and literacy resources, MCFLS may determine to prioritize low-income and historically marginalized communities within the county when choosing ways to advertise.
- In keeping with our status as a state-funded entity, and our mission of inclusive service, MCFLS commits to using vendors that do not discriminate based on gender, race, or other discriminatory factors.

2023 Original Marketing Budget

Budget Plans for 2023					
Product	details	cost	Projected Reach	Venue	Notes
Facebook / Instagram ads	Spending \$100 / week for various campaigns.	\$5,000.00	Avg 5-12,000 per boost	Facebook	
WPR advertising	Email + on air. 5 spots/wk, 3 newsletters	\$5,000.00	Email 7700, radio 106,000 weekly listeners in Milw.	WHAD	
Valpak	6 months, every other	\$24,000.00	110,000 Households per mailing	Valpak ads/coupons mailer	
Vericast mailing, northwest section	\$1732.39 per mailing, x 6 mailings	\$10,394.34	125,700 Households per mailing	SAVE mailer	
Bus interior cards, 125 busses	6 months, \$1,000 / mo.	\$6,000.00		Vector Media	4 designs, one in Spanish
giveaways and prizes		\$4,500.00			
Printing misc		\$4,000.00			
Freepik subscription renewal	1 yr subscription	\$120.00			
Library Marketing Conference					
Adobe Subscription	36.91 / month	\$442.92			
Flowcode subscription		\$96.00			
Photo contest platform subscription	Woobox	\$384.00			
Projected Total		\$59,937.26			

2023 Revised Marketing Budget

Budget Plans for 2023 – Revised					
Product	details	cost	Projected Reach	Venue	Notes
Facebook / Instagram ads	\$200 / week	\$10,400.00	Avg. 10-20,000 per boost	Facebook	
Youtube video ads	\$200/week	\$9,000.00		Youtube / google	
WPR advertising	Email + on air	\$5,000.00	Email 7700, radio 106,000 weekly listeners in Milw.	WHAD	
Vericast mailing, northwest section	\$1732.39 per mailing, x 6 mailings	\$10,394.34	125,700 Households per mailing	SAVE mailer	
Bus interior cards, 125 busses	6 months, \$1,000 / mo.	\$6,000.00		Vector Media	4 designs, one in Spanish
Valpak	1 month	\$3,984.00			
giveaways and prizes		\$4,500.00			
Printing misc		\$4,000.00			
Freepik subscription renewal	1 yr subscription	\$120.00			
Library Marketing Conference					
Adobe Subscription	36.91 / month	\$442.92			
Flowcode subscription		\$96.00			
Photo contest platform subscription	Woobox	\$384.00			
Projected Total		\$54,321.26			

Steve Heser

From: Kevin Ford <kevin_ford@valpak.com>
Sent: Friday, February 17, 2023 5:44 PM
To: Deb Marette
Cc: Steve Heser
Subject: [EXTERNAL] RE: Please confirm our financial obligation

Caution: This email originated from outside of the MCFLS network. Do not click links or open attachments unless you recognize the sender AND are expecting the message. Use the Phish Notify button if you think the message is suspicious.

Deb,
Sorry to hear that. Particularly, when you consider that we worked quite well for you. Obviously, there is a need for your services across all demographics and throughout the county.

The cancellation fee as outlined on the agreement:

1X Rate Card	\$5,026
MCFL Rate	<u>\$3,984</u>
Difference	\$1,042
Order Cancellation	\$65 each per order
5 orders	\$325
Total Fee	\$1,367

Any questions, please give me a call.

Thanks,
Kevin



Kevin Ford
Valpak of Southeast Wisconsin
10909 W. Greenfield Avenue, Suite 208
West Allis, WI 53214
414.915.8325 (m)
414.448.1005 (o)
kevin_ford@valpak.com
valpak.com/southeastwisconsin

For the Seven Months Ending December 31, 2022

		Orional Budget	Revised Budget	+/-	Year to Date	%	Balance	%
2								
3	General Revenues							
4	State Aid Revenue	\$3,301,094	\$ 3,301,094		\$ 3,301,099	100.00	\$ (5)	0.00
5	Milwaukee County Allocation	\$66,650	\$ 66,650	\$ -	\$ 66,650	100.00	\$ -	0.00
6	West Milwaukee Contract - Other	\$38,180	\$ 39,940	\$ 1,760	\$ 39,940	100.00	\$ -	0.00
7	Interest on Invested Funds	\$7,500	\$ (15,000)	\$ (22,500)	\$ (9,267)	61.78	\$ (5,733)	(38.22)
8	Member Forms/Supplies Rev (59)	\$20,900	\$ 25,000	\$ 4,100	\$ 16,006	64.02	\$ 8,994	(35.98)
9	Member Postage Revenue (58)	\$18,100	\$ 18,100	\$ -	\$ 10,109	55.85	\$ 7,991	(44.15)
10	Member OCLC Revenue (70)	\$127,336	\$ 127,337	\$ 1	\$ 127,337	100.00	\$ -	0.00
11	Member Telecomm. Revenue (68)	\$16,800	\$ 16,800	\$ -	\$ 16,800	100.00	\$ -	0.00
12	Member Softwre Maint-Basic (66)	\$185,717	\$ 185,717	\$ -	\$ 185,717	100.00	\$ -	0.00
13	Member Softwre Maint-Other (66)	\$49,938	\$ 49,938	\$ -	\$ 49,938	100.00	\$ -	0.00
14	Member Tech. Assist.-Time Rev.	\$20,000	\$ 25,000	\$ 5,000	\$ 19,631	78.52	\$ 5,369	(21.48)
15	Member Special Projects Rev (74)	\$70,000	\$ 70,000	\$ -	\$ 42,958	61.37	\$ 27,042	(38.63)
16	Member Catalog Contract Rev (81)	\$151,176	\$ 151,176	\$ -	\$ 151,176	100.00	\$ -	0.00
17	Member Database Rev (55)	\$34,035	\$ 14,970	\$ (19,065)	\$ 14,970	100.00	\$ -	0.00
18	Member EcomTransaction Fees (43)	\$6,800	\$ 6,800		\$ 6,594	96.97	\$ 206	(3.03)
19	Carryover Revenue	\$15,000	\$ 50,831	\$ 35,831	\$ 50,831	100.00	\$ -	0.00
20	Staff Benefits/Co-Pay Revenue	\$58,875	\$ 46,547	\$ (12,328)	\$ 42,964	92.30	\$ 3,583	(7.70)
21	LSTA Technology Grant Rev (85)	\$36,014	\$ 197,314	\$ 161,300	\$ -	0.00	\$ 197,314	(100.00)
22	Member Digital Content Rev (86)	\$243,299	\$ 158,299	\$ (85,000)	\$ 158,302	100.00	\$ (3)	0.00
23	Member PC Mngmt License Rev	\$2,545	\$ 2,545		\$ 2,511	98.66	\$ 34	(1.34)
24	Member Replace Fines Rev (92)	\$7,000	\$ 7,000		\$ 3,811	54.44	\$ 3,189	(45.56)
25	Member Overdrive Adv Rev (93)	\$15,000	\$ 15,002	\$ 2	\$ 415,002	2,766.31	\$ (400,000)	2,666.31
26	Total General Revenues	\$4,491,959	\$ 4,561,060	\$ 69,101	\$ 4,713,079	103.33	\$ (152,019)	(6.13)
27								
28	Special Revenues							
29	Milwaukee County Advantage Rev	\$50,000	\$ -	\$ -	\$ -	0.00	\$ -	0.00
30	W. Milw Borrowing Rev (100)	\$46,378	\$ 47,447	\$ 1,069	\$ 47,447	100.00	\$ -	0.00
31	InfoPass Project Mgmt Rev	\$0	\$ 1,308	\$ 1,308	\$ 1,308	100.00	\$ -	0.00
32	Ecommerce Revenue (104)	\$175,000	\$ 175,000	\$ -	\$ 127,971	73.13	\$ 47,029	(26.87)
33	Total Special Revenues	\$271,378	\$ 223,755	\$ (47,623)	\$ 176,726	78.98	\$ 47,029	(43.84)
34					0			
35	Total Revenues	\$4,763,337	\$ 4,784,815	\$ 21,478	\$ 4,889,805	102.19	\$ (104,990)	(7.89)
36								
37		Orional Budget	Revised Budget	+/-	Year to Date	%	Balance	%
38								
39	General Expenditures							
40	Fringe Benefits Expense	\$273,215	\$ 248,075	\$ (25,140)	\$ 225,761	91.01	\$ 22,314	(8.99)
41	Salaries Expense	\$431,956	\$ 432,396	\$ 440	\$ 426,056	98.53	\$ 6,340	(1.47)
42	Telephone Renewal Expense	\$750	\$ 750	\$ -	\$ 625	83.33	\$ 125	(16.67)
43	Member Ecom Transact Exp (18)	\$6,800	\$ 6,800	\$ -	\$ 3,015	44.34	\$ 3,785	(55.66)
44	TNS Calls/Notices Expense	\$1,450	\$ 1,450	\$ -	\$ 1,250	86.21	\$ 200	(13.79)
45	Conference/Training Expense	\$5,000	\$ 6,500	\$ 1,500	\$ 4,590	70.62	\$ 1,910	(29.38)
46	Memberships Expense	\$6,500	\$ 7,500	\$ 1,000	\$ 7,126	95.01	\$ 374	(4.99)
47	Continuing Education Expense	\$9,000	\$ 9,000	\$ -	\$ 6,383	70.92	\$ 2,617	(29.08)
48	Office Supplies Expense	\$1,500	\$ 1,500	\$ -	\$ 1,013	67.53	\$ 487	(32.47)
49	Copy Machine Maint. Expense	\$2,500	\$ 1,000	\$ (1,500)	\$ 370	37.00	\$ 630	(63.00)
50	MCFLS Printing Expense	\$500	\$ -	\$ (500)	\$ -	0.00	\$ -	0.00
51	MCFLS Printing for Mem Expense	\$5,000	\$ -	\$ (5,000)	\$ -	0.00	\$ -	0.00
52	MCFLS WI Pub Lib Consortium Ex	\$6,586	\$ 6,586	\$ -	\$ 6,586	100.00	\$ -	0.00
53	MCFLS Buying Pool	\$145,000	\$ 155,000	\$ 10,000	\$ 155,000	100.00	\$ -	0.00
54	MCFLS Database Expense	\$97,453	\$ 96,883	\$ (570)	\$ 96,883	100.00	\$ -	0.00
55	Member Database Expense (17)	\$34,035	\$ 14,970	\$ (19,065)	\$ 14,965	99.97	\$ 5	(0.03)
56	MCFLS Catalog Enhancement Expe	\$141,829	\$ 158,112	\$ 16,283	\$ 141,913	89.75	\$ 16,199	(10.25)
57	MCFLS Postage Expense	\$600	\$ 600	\$ -	\$ 873	145.50	\$ (273)	45.50
58	Member Postage Expense (9)	\$18,100	\$ 18,100	\$ -	\$ 11,500	63.54	\$ 6,600	(36.46)
59	Member Forms/Supplies Exp (8)	\$20,900	\$ 25,000	\$ 4,100	\$ 16,325	65.30	\$ 8,675	(34.70)
60	Telephone Expense	\$7,000	\$ 7,000	\$ -	\$ 4,854	69.34	\$ 2,146	(30.66)
61	Meetings Expense	\$1,000	\$ 1,000	\$ -	\$ 944	94.40	\$ 56	(5.60)
62	Insurance Expense	\$12,400	\$ 11,512	\$ (888)	\$ 11,411	99.12	\$ 101	(0.88)
63	Legal Expense	\$500	\$ 500	\$ -	\$ 300	60.00	\$ 200	(40.00)
64	Audit Expense	\$12,500	\$ 12,500	\$ -	\$ 12,500	100.00	\$ -	0.00
65	Payroll Service Expense	\$5,400	\$ 5,400	\$ -	\$ 4,560	84.44	\$ 840	(15.56)
66	III Software Support (12/13)	\$235,655	\$ 235,655	\$ -	\$ 242,988	103.11	\$ (7,333)	3.11

For the Seven Months Ending December 31, 2022

67	III TNS Subscr Exp	\$12,224	\$ 12,224	\$ -	\$ 12,530	102.50	\$ (306)	2.50
68	Member Telecomm. Expense (11)	\$16,800	\$ 16,800	\$ -	\$ 16,800	100.00	\$ -	0.00
69	MCFLS Telecomm. Maint. Expense	\$30,000	\$ 40,000	\$ 10,000	\$ 41,004	102.51	\$ (1,004)	2.51
70	OCLC Expense (10)	\$135,047	\$ 137,388	\$ 2,341	\$ 138,559	100.85	\$ (1,171)	0.85
71	MCFLS Computer Room Equipment	\$10,000	\$ 10,000	\$ -	\$ 2,417	24.17	\$ 7,583	(75.83)
72	MCFLS Software Expense	\$7,000	\$ 7,000	\$ -	\$ 6,247	89.24	\$ 753	(10.76)
73	MCFLS Equipment Expense	\$15,000	\$ 10,000	\$ (5,000)	\$ 7,457	74.57	\$ 2,543	(25.43)
74	Member Special Projects (15)	\$70,000	\$ 70,000	\$ -	\$ 65,115	93.02	\$ 4,885	(6.98)
75	Sorting and Delivery Expense	\$291,700	\$ 305,000	\$ 13,300	\$ 275,382	90.29	\$ 29,618	(9.71)
76	South Central Delivery Ex.	\$0	\$ 21,910	\$ 21,910	\$ 10,955	50.00	\$ 10,955	(50.00)
77	MPL Resource Contract Expense	\$206,318	\$ 206,318	\$ -	\$ 206,316	100.00	\$ 2	(0.00)
78	MPL Rent Lease Contract Exp.	\$129,815	\$ 95,387	\$ (34,428)	\$ 95,387	100.00	\$ -	0.00
79	ILS Expense	\$36,450	\$ 36,450	\$ -	\$ 36,450	100.00	\$ -	0.00
80	MCFLS Catalog Cont Exp to MPL	\$297,098	\$ 297,098	\$ -	\$ 297,100	100.00	\$ (2)	0.00
81	Member Catalog Contract (16)	\$151,176	\$ 151,176	\$ -	\$ 151,176	100.00	\$ -	0.00
82	MCFLS Collection Dev Tool Exp	\$26,972	\$ 26,972	\$ -	\$ 26,972	100.00	\$ -	0.00
83	Internet Expense	\$21,635	\$ 21,635	\$ -	\$ 18,080	83.57	\$ 3,555	(16.43)
84	Contingency Expense	\$32,893	\$ 39,719	\$ 6,826	\$ 16,010	40.31	\$ 23,709	(59.69)
85	LSTA Technology Grant Exp (21)	\$36,014	\$ 197,314	\$ 161,300	\$ 115,868	58.72	\$ 81,446	(41.28)
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	\$ 41,440	82.06	\$ 9,060	(17.94)
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	\$ 400,000	2,666.31	\$ (384,998)	2,566.31
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	\$ 3,545,680	58.82	\$ (122,924)	3.59
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		\$ 48,144	0.00	\$ -	0.00
103	ILS Migration Reserve	\$42,000	\$ 35,000	\$ (7,000)	\$ 35,000	0.00	\$ -	0.00
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)	\$ 1,313,960	87.87	\$ 48,099	(3.53)
106								0
107	Total Expenditures	\$4,763,335	\$ 4,784,815	\$ 21,480	\$ 4,859,640	67.09	\$ (74,825)	1.56
108								
109	Revenue/Expenditures +/-				\$ 30,165			

M.C.F.L.S.
Financial Report
For the Month Ending January 31, 2023

		<u>Original Budget</u>	<u>Revised Budget</u>	<u>+/-</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
1								
2								
3	General Revenues							
4	State Aid Revenue	\$3,301,094	\$ 3,301,094		\$ 1,500,000	(45.44)	\$ 1,801,094	(54.56)
5	Milwaukee County Allocation	\$66,650	\$ 66,650		\$ 33,325	(50.00)	\$ 33,325	(50.00)
6	West Milwaukee Contract -Other	\$39,940	\$ 39,940		\$ -	0.00	\$ 39,940	(100.00)
7	Interest on Invested Funds	(\$15,000)	\$ (15,000)		\$ -	0.00	\$ (15,000)	(100.00)
8	Member Forms/Supplies Rev (56)	\$25,000	\$ 25,000		\$ 792	(3.17)	\$ 24,208	(96.83)
9	Member Postage Revenue (55)	\$18,100	\$ 18,100		\$ 3,095	(17.10)	\$ 15,005	(82.90)
10	Member OCLC Revenue (67)	\$127,337	\$ 127,337		\$ -	0.00	\$ 127,337	(100.00)
11	Member Telecomm. Revenue (65)	\$16,800	\$ 16,800		\$ -	0.00	\$ 16,800	(100.00)
12	Member Softwre Maint-Basic (63)	\$185,717	\$ 185,717		\$ -	0.00	\$ 185,717	(100.00)
13	Member Softwre Maint-Other (63)	\$49,938	\$ 49,938		\$ -	0.00	\$ 49,938	(100.00)
14	Member Tech. Assist.-Time Rev.	\$25,000	\$ 25,000		\$ 750	(3.00)	\$ 24,250	(97.00)
15	Member Special Projects Rev (71)	\$70,000	\$ 70,000		\$ -	0.00	\$ 70,000	(100.00)
16	Member Catalog Contract Rev (78)	\$151,176	\$ 151,176		\$ -	0.00	\$ 151,176	(100.00)
17	Member Database Rev (52)	\$14,970	\$ 14,970		\$ -	0.00	\$ 14,970	(100.00)
18	Member EcomTransaction Fees (42)	\$6,800	\$ 6,800		\$ 769	(11.31)	\$ 6,031	(88.69)
19	Carryover Revenue	\$50,831	\$ 50,831		\$ -	0.00	\$ 50,831	(100.00)
20	Staff Benefits/Co-Pay Revenue	\$46,547	\$ 46,547		\$ -	0.00	\$ 46,547	(100.00)
21	LSTA Technology Grant Revenue	\$197,314	\$ 197,314		\$ 69,548	(35.25)	\$ 127,766	(64.75)
22	Member Digital Content Rev (83)	\$158,299	\$ 158,299		\$ 18,023	(11.39)	\$ 140,276	(88.61)
23	Member PC Mngmt License Rev	\$2,545	\$ 2,545		\$ 64	(2.51)	\$ 2,481	(97.49)
24	Member Replace Fines Rev (88)	\$7,000	\$ 7,000		\$ -	0.00	\$ 7,000	(100.00)
25	Member Overdrive Adv Rev (89)	\$15,002	\$ 15,002		\$ -	0.00	\$ 15,002	(100.00)
26	Total General Revenues	\$4,561,060	\$ 4,561,060	\$ -	\$ 1,626,366	(35.66)	\$ 2,934,694	(64.34)
27								
28	Special Revenues							
29	W. Milw Borrowing Rev (95)	\$47,447	\$ 47,447		\$ -	0.00	\$ 47,447	(100.00)
30	InfoPass Project Mgmt Rev	\$1,308	\$ 1,308		\$ -	0.00	\$ 1,308	(100.00)
31	Ecommerce Revenue (99)	\$175,000	\$ 175,000		\$ -	0.00	\$ 175,000	(100.00)
32	Total Special Revenues	\$223,755	\$ 223,755	\$ -	\$ -	0.00	\$ 223,755	(100.00)
33								
34	Total Revenues	\$4,784,815	\$ 4,784,815	\$ 0	\$ 1,626,366	(33.99)	\$ 3,158,449	(66.01)
35								
36		<u>Original Budget</u>	<u>Revised Budget</u>	<u>+/-</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
37								
38	General Expenditures							
39	Fringe Benefits Expense	\$248,075	\$ 248,075		\$ 2,412	(0.97)	\$ 245,663	(99.03)
40	Salaries Expense	\$432,396	\$ 432,396		\$ 27,220	(6.30)	\$ 405,176	(93.70)
41	Telephone Renewal Expense	\$750	\$ 750		\$ -	0.00	\$ 750	(100.00)
42	Member Ecom Transact Exp (18)	\$6,800	\$ 6,800		\$ -	0.00	\$ 6,800	(100.00)
43	TNS Calls/Notices Expense	\$1,450	\$ 1,450		\$ -	0.00	\$ 1,450	(100.00)
44	Conference/Training Expense	\$6,500	\$ 6,500		\$ -	0.00	\$ 6,500	(100.00)
45	Memberships Expense	\$7,500	\$ 7,500		\$ 110	(1.47)	\$ 7,390	(98.53)
46	Continuing Education Expense	\$9,000	\$ 9,000		\$ -	0.00	\$ 9,000	(100.00)
47	Office Supplies Expense	\$1,500	\$ 1,500		\$ -	0.00	\$ 1,500	(100.00)
48	Copy Machine Maint. Expense	\$1,000	\$ 1,000		\$ 22	(2.20)	\$ 978	(97.80)
49	MCFLS WI Pub Lib Consortium Ex	\$6,586	\$ 6,586		\$ 6,200	(94.14)	\$ 386	(5.86)
50	MCFLS Buying Pool	\$155,000	\$ 155,000		\$ -	0.00	\$ 155,000	(100.00)
51	MCFLS Database Expense	\$96,883	\$ 96,883		\$ -	0.00	\$ 96,883	(100.00)
52	Member Database Expense (17)	\$14,970	\$ 14,970		\$ 51,504	(344.05)	\$ (36,534)	244.05
53	MCFLS Catalog Enhancement Expe	\$158,112	\$ 158,112		\$ 28,025	(17.72)	\$ 130,087	(82.28)
54	MCFLS Postage Expense	\$600	\$ 600		\$ -	0.00	\$ 600	(100.00)
55	Member Postage Expense (9)	\$18,100	\$ 18,100		\$ 5,000	(27.62)	\$ 13,100	(72.38)
56	Member Forms/Supplies Exp (8)	\$25,000	\$ 25,000		\$ 12,638	(50.55)	\$ 12,362	(49.45)
57	Telephone Expense	\$7,000	\$ 7,000		\$ 381	(5.44)	\$ 6,619	(94.56)
58	Meetings Expense	\$1,000	\$ 1,000		\$ -	0.00	\$ 1,000	(100.00)
59	Insurance Expense	\$11,512	\$ 11,512		\$ 7,158	(62.18)	\$ 4,354	(37.82)
60	Legal Expense	\$500	\$ 500		\$ -	0.00	\$ 500	(100.00)
61	Audit Expense	\$12,500	\$ 12,500		\$ -	0.00	\$ 12,500	(100.00)
62	Payroll Service Expense	\$5,400	\$ 5,400		\$ 595	(11.02)	\$ 4,805	(88.98)
63	III Software Support (12/13)	\$235,655	\$ 235,655		\$ 119,649	(50.77)	\$ 116,006	(49.23)
64	III TNS Subscr Exp	\$12,224	\$ 12,224		\$ -	0.00	\$ 12,224	(100.00)
65	Member Telecomm. Expense (11)	\$16,800	\$ 16,800		\$ -	0.00	\$ 16,800	(100.00)
66	MCFLS Telecomm. Maint. Expense	\$40,000	\$ 40,000		\$ 373	(0.93)	\$ 39,627	(99.07)
67	OCLC Expense (10)	\$137,388	\$ 137,388		\$ -	0.00	\$ 137,388	(100.00)
68	MCFLS Computer Room Equipment	\$10,000	\$ 10,000		\$ -	0.00	\$ 10,000	(100.00)
69	MCFLS Software Expense	\$7,000	\$ 7,000		\$ -	0.00	\$ 7,000	(100.00)
70	MCFLS Equipment Expense	\$10,000	\$ 10,000		\$ -	0.00	\$ 10,000	(100.00)
71	Member Special Projects (15)	\$70,000	\$ 70,000		\$ 1,531	(2.19)	\$ 68,469	(97.81)
72	Sorting and Delivery Expense	\$305,000	\$ 305,000		\$ 3,240	(1.06)	\$ 301,760	(98.94)
73	South Central Delivery Ex.	\$21,910	\$ 21,910		\$ -	0.00	\$ 21,910	(100.00)
74	MPL Resource Contract Expense	\$206,318	\$ 206,318		\$ -	0.00	\$ 206,318	(100.00)

M.C.F.L.S.
Financial Report
For the Month Ending January 31, 2023

75	MPL Rent Lease Contract Exp.	\$95,387	\$ 95,387		\$ -	0.00	\$ 95,387	(100.00)
76	ILS Expense	\$36,450	\$ 36,450		\$ -	0.00	\$ 36,450	(100.00)
77	MCFLS Catalog Cont Exp to MPL	\$297,098	\$ 297,098		\$ -	0.00	\$ 297,098	(100.00)
78	Member Catalog Contract (16)	\$151,176	\$ 151,176		\$ -	0.00	\$ 151,176	(100.00)
79	MCFLS Collection Dev Tool Exp	\$26,972	\$ 26,972		\$ -	0.00	\$ 26,972	(100.00)
80	Internet Expense	\$21,635	\$ 21,635		\$ 1,293	(5.98)	\$ 20,342	(94.02)
81	Contingency Expense	\$39,719	\$ 39,719		\$ 26,045	(65.57)	\$ 13,674	(34.43)
82	LSTA Technology Grant Exp (21)	\$197,314	\$ 197,314		\$ 63,009	(31.93)	\$ 134,305	(68.07)
83	Member Digital Content Exp (22)	\$158,299	\$ 158,299		\$ -	0.00	\$ 158,299	(100.00)
84	Marketing Expense	\$50,500	\$ 50,500		\$ -	0.00	\$ 50,500	(100.00)
85	Cooperative Purchasing Sub Exp	\$2,500	\$ 2,500		\$ -	0.00	\$ 2,500	(100.00)
86	Member PC Mngmt License Ex	\$1,875	\$ 1,875		\$ -	0.00	\$ 1,875	(100.00)
87	MCFLS Mke Mixer Exp	\$1,400	\$ 1,400		\$ -	0.00	\$ 1,400	(100.00)
88	Member Replacement Fines (24)	\$7,000	\$ 7,000		\$ 3,862	(55.17)	\$ 3,138	(44.83)
89	Member OverDrive Advant (25)	\$15,002	\$ 15,002		\$ -	0.00	\$ 15,002	(100.00)
90	Youth Services Exp	\$10,000	\$ 10,000		\$ 278	(2.78)	\$ 9,722	(97.22)
91	Inclusive Services Exp	\$10,000	\$ 10,000		\$ -	0.00	\$ 10,000	(100.00)
92	Total General Expenditures	\$3,422,756	\$ 3,422,756	\$ -	\$ 360,545	(10.53)	\$ 3,062,211	(89.47)
93								
94	Special Expenditures							
95	W. Milw Borrowing Exp (29)	\$47,447	\$ 47,447		\$ -	0.00	\$ 47,447	(100.00)
96	RB - MCFLS Payment Expense	\$1,056,468	\$ 1,056,468		\$ -	0.00	\$ 1,056,468	(100.00)
97	RB - MCFLS Reserve	\$48,144	\$ 48,144		\$ -	0.00	\$ 48,144	(100.00)
98	ILS Migration Reserve	\$35,000	\$ 35,000		\$ -	0.00	\$ 35,000	(100.00)
99	Ecommerce Expense (31)	\$175,000	\$ 175,000		\$ 32,238	(18.42)	\$ 142,762	(81.58)
100	Total Special Expenditures	\$1,362,059	\$ 1,362,059	\$ -	\$ 32,238	(2.37)	\$ 1,329,821	(97.63)
101								
102	Total Expenditures	\$4,784,815	\$ 4,784,815	\$ -	\$ 392,783	(8.21)	\$ 4,392,032	(91.79)
103								
104	Revenue/Expenditures +/-				\$ 1,233,583			



709 North Eighth Street
Milwaukee, WI 53233

PH: 414-286-8149

FAX: 414-286-3209

February 2, 2023

Dawn R. Mathias
Team Leader
Office for Civil Rights, Region V
230 South Dearborn Street
37th Floor
Chicago, IL 60604

RE: OCR 05-23-4008

Dear Ms. Mathias:

I am responding on behalf of the Milwaukee County Federated Library System (MCFLS) Board of Trustees regarding your letter dated January 17, 2023.

We have read the complaint and accompanying documentation regarding the accommodations at the Hales Corners Library. The Milwaukee County Federated Library System is organized as a federated library system under Wisconsin statute and as such does not have control over decisions made regarding accommodations or policy made at the local library level. Our member libraries join MCFLS voluntarily and are governed by autonomous library boards who are financially independent of the system.

Given this set of circumstances, we feel this matter would be better referred to the Hales Corners Library Board and Village of Hales Corners, who maintains the library building. Both the Library Director, Stephanie Lewin-Lane, and Village Administrator Sandra Kulik have been made aware of the complaint and Ms. Kulik has been forwarded all correspondence from your office. We also spoke to Ms. Kulik and she agrees that Hales Corners is the proper party to reply as they are responsible for the Library building. You can reach Ms. Kulik at skulik@halescorners.org and direct all future correspondence to her.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul M. Ziehler'.

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

cc: Susan Johlie, Regional Attorney, U.S. Department of Education Susan.Johlie@ed.gov
Sandra Kulik, Village Administrator, Village of Hales Corners skulik@halescorners.org
Steve Hesel, System Director, Milwaukee County Federated Library System steve.hesel@mcfls.org



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE FOR CIVIL RIGHTS

230 SOUTH DEARBORN ST., 37TH FLOOR
CHICAGO, IL 60604

REGION V
ILLINOIS
INDIANA
IOWA
MINNESOTA
NORTH DAKOTA
WISCONSIN

January 17, 2023

Mr. Paul Ziehler
President
Board of Trustees
Milwaukee County Federated Library System
709 North Eighth Street
Milwaukee, WI 53233

Sent via email only to paulziehler@gmail.com

Re: OCR 05-23-4008

Dear Mr. Ziehler:

The U.S. Department of Education, Office for Civil Rights (OCR), has received a complaint filed against the Milwaukee County Federated Library System about the Hales Corners Public Library alleging discrimination on the basis of disability. The complaint was referred by the U.S. Department of Justice and received in OCR on December 13, 2022,

Specifically, the complaint alleges that the Milwaukee County Federated Library System (System) discriminates on the basis of disability against mobility impaired patrons of the Hales Corners Library (Library) because:

- 1) the Library's restrooms, water fountains and computer rooms are inaccessible; and 2) the Library fails to provide program access to programs it offers.

OCR is responsible for enforcing Title II of the Americans with Disabilities Act of 1990 (Title II), 42 U.S.C. §§ 12131-12134, and its implementing regulation, 28 C.F.R. Part 35. Title II prohibits discrimination on the basis of disability by public entities. As a public entity, the System is subject to Title II. Additional information about the laws OCR enforces is available on our website at <http://www.ed.gov/ocr>.

OCR has determined that it will investigate the complaint. Please understand that opening an investigation does not mean that OCR has made a decision about the complaint. During the investigation, OCR is neutral; OCR will collect and analyze the evidence it needs in order to make a decision about the complaint.

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OCR offers, when appropriate, a mediation process to facilitate the voluntary resolution of complaints by providing an opportunity for the parties involved to resolve the allegation. Some information about the mediation process is in the enclosure to this letter.

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

www.ed.gov

In addition, when appropriate, a complaint may be resolved when, prior to the point when OCR completes its investigation, the recipient expresses an interest in resolving the complaint. In such cases, a resolution agreement signed by the recipient and submitted to OCR must address all of the allegations that OCR determines are appropriate to resolve before the conclusion of an investigation. Information about this is in the enclosure to this letter.

Please also read the enclosed document entitled "OCR Complaint Processing Procedures" for information about the following:

- OCR's complaint processing procedures, including the availability of mediation;
- Regulatory prohibitions against retaliation and intimidation of persons who file complaints with OCR or participate in an OCR investigation; and
- Application of the Freedom of Information Act and the Privacy Act to OCR investigations.

OCR intends to conduct a prompt investigation of this complaint. Under the Title II implementing regulation, at 28 C.F.R. § 35.172, OCR has the authority to investigate Title II complaints. The regulations enforced by OCR permit OCR to obtain information that may be pertinent to a compliance determination.

Accordingly, OCR is requesting that you provide the following information to us within 20 calendar days. OCR will provide such flexibility as is reasonable in response to a request for an extension of time within which to provide the requested data. Wherever possible, please provide the requested information in native electronic format. If you provide a document in electronic format, please refrain from providing a hard copy of the same document. Please refrain from providing social security numbers in connection with your response to this data request. Additionally, please number each page of the documents you provide in response to our requests (*i.e.*, Bates numbering). If responsive data is available through the Internet, please provide the link to the data.

1. A narrative response to the complaint allegations, with supporting documentation.
2. A copy of the System's policies prohibiting discrimination based on disability.
3. The name and title of the individual(s) responsible for implementing the policies identified in item #2.
4. The original construction date of the Library building and the dates and details of all subsequent renovations or alterations.
5. A narrative statement of the location of all entrances to the Library, and whether any are designated as accessible for individuals with disabilities.

6. The date the restrooms in the Library were constructed, the dates and details of all subsequent renovations or alterations, and photographs of the restrooms.
7. A list of all programs and activities held in the Library from January 1, 2019, to the present, including information about a wine tasting event designed as a fundraiser for the Library.
8. If the Library's second floor or first floor (also referred to as the Ben Hunt Room or lower level) are not accessible to individuals with disabilities, a copy of all policies and procedures in place to provide access for individuals with disabilities to programs provided in either location.
9. A copy or, if no copy is available, a description of the Library's procedures for ensuring that individuals with disabilities can obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities.
10. If not included in the responses to the above items, copies of all documents, correspondence, electronic mail, contemporaneous notes and memoranda relevant to the allegations of this complaint.

In addition to the information requested above, OCR may need to request additional information and interview pertinent personnel. Please notify OCR of the name, address, and telephone number of the person who will serve as the System's contact person during the processing of this complaint. We would like to talk with this person as soon as possible to discuss this complaint.

Please be aware that the laws OCR enforces also prohibit the System and the Library from harassing, coercing, intimidating, or discriminating against a complainant because a complainant filed a complaint or participated in OCR's complaint resolution process. If this happens, a complainant may file another complaint against the System with OCR.

The Complainant may file a lawsuit in federal court regardless of whether OCR finds a violation.

Thank you for your cooperation in this matter. In addition to the information requested above, OCR may need additional information and interview pertinent personnel. Because an on-site visit will be necessary, OCR will contact the System to schedule a mutually convenient time for the visit.

Please notify OCR of the name, address, and telephone number of the person who will serve as the System contact during the resolution of this complaint. We would like to talk with this person as soon as possible regarding the information requested in this letter.

OCR is committed to prompt and effective service. If you have any questions, please contact Susan Johlie, Attorney, at Susan.Johlie@ed.gov.

Sincerely,



Dawn R. Matthias
Team Leader

Enclosure



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

**PH: 414-286-8149
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February 27, 2023

January/February 2023 Director's Report

Summary of activities

State/DPI Activities

- Over the past month, I've worked with directors on completing their annual reports to meet the deadline of March 1st. We appear to be on track to meet the deadline. I've completed the system annual report for 2022 and am submitting that report for approval today.
- The grant-funded SRLAAW library compensation study was released to the public library community on February 1st. The deadline is March 17th. I am taking lead on this initiative and acting as the point of contact with Carlson Dettmann and DPI, among others.
- For Library Legislative Day on February 7th I coordinated a full shuttle of 24 library staff to travel from MPL Central to Madison Public Library for the event with stops in Waukesha and Jefferson counties. Governor Evers made an appearance and state legislators such as Sen. Mary Felzkowski and Rep. Evan Goyke provided encouragement and tips on how effectively speak with legislators.

System Activities

- Worked with Jim Tideman and Ryan Brown to rework and submit a delivery contract amendment to the MCFLS Board before the sale of Action Logistics' cube truck division was made final on February 13.
- The MCFLS/Bridges cohort of libraries with ARPA materials lockers met on Thursday, February 23 at Cudahy Family Library. Our group discussed the current status of their lockers, workflows and best practices, and ways to promote use of the lockers to patrons.
- Completed a first draft of the new Library Systems Technician position description and shared with system staff for revisions. I plan to present this position description to the Finance and Personnel committee on March 9 with the hope we can recruit and hire someone in this role by June 1.

Upcoming Activities

1. Work with SRLAAW workgroup on finalizing compensation survey.
2. Finalize Library System Technician and part-time PC support specialist position descriptions with the help of staff.