

NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, March 20th, 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

Action

3. Approval of minutes: the MCFLS Board of Trustees meeting on February 27th, 2023

Action

[Attachment A](#)

4. Public comment

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 March 2, 2023 meeting.

[Attachment B](#)

6. MCFLS Finance and Personnel Committee

- a. Last meeting held March 9, 2023.
- b. Recommendation to approve newly created position description of Library Systems Technician.

Action

[Attachment C](#)

- c. Review of the 2022 MCFLS Directory survey results and evaluation will take place in closed session as part of the MCFLS Board meeting today.

7. MCFLS Legislative and System Services

- a. No meeting held

Administrative reports requiring action

8. Financial Report for February 2023.

Action

[Attachment D](#)Administrative Informational Items

9. Director's Report

[Attachment E](#)Executive Session—System Director Evaluation

10. Motion to Move into Executive Session.

11. In Executive Session. Pursuant to Wisconsin Statutes 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

12. Motion to Move Out of Executive Session.

Next meeting date: Scheduled for Monday, April 17 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, February 27th, 2023
Zoom and in person Meeting

ROLL CALL

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

Excused:

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

Others: Tristan Marshall, LDAC Chair and South Milwaukee Public Library
Joan Johnson, Milwaukee Public Library
Marion Royal, Milwaukee Public Library
Chantel Clark, Milwaukee Public Library
Brian Van Klooster, Greendale Public Library
Jim Tiderman, Action Logistics
Ryan Brown, Winning Solutions

CALL TO ORDER. President Ziehler called the regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees to order at 3:33 p.m.

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

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the January 23rd, 2023 shown as the Attachment A of the agenda packet.

Being no corrections noted, Trustee Deluhery moved and Trustee Snyder seconded the motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT.
No comment made.

MCFLS STANDING COMMITTEE REPORTS.

Library Directors Advisory Council

Chair Marshall reviewed the summary of the February 2nd LDAC meeting shown as Attachment B in the agenda packet. Trustee Suelzer asked about MBLOCK codes and what removing those codes to allow access would mean. Chair Marshall explained that each library has a different manual block code that blocks patrons from having access to databases that shouldn't or from checking items out. Some of these accounts for students that are blocked could be due to things out of their control through their parent's account like not updating account records or expired cards. Member libraries wanted a way to maintain these records but still allow students access to the databases.

Trustee Snyder moved and Treasurer Shea seconded a motion to accept the report and place it on file. Unanimously approved.

MCFLS Finance and Personnel Committee

No meeting was held so no report.

MCFLS Legislative and System Services

1. 2022 MCFLS System Annual report to DPI

Vice President Johnson deferred to Director Hesper to present the Annual report shown as Attachment C of the agenda packet. Director Hesper reviewed highlights of the report to the Board. There has been a 19% increase in Ebooks usage which includes Hoopla and Overdrive advantage. The Federal Aid section is blank due to delayed reimbursement of grants that were spent in 2022. Inclusive services liaison has been appointed to Chantel Clark who will be starting work in this area closer to April 2023. The Grant activity includes all funding between Brainfuse, ARPA and Technology funds spent through the LSTA Grant in 2022. Vice President Johnson asked what the next steps with this report are. After approval, President Ziehler and Director Hesper sign the form it will be submitted to DPI for review.

Vice President Johnson motioned and Trustee Deluhery seconded to approve the 2022 MCFLS System Annual report for submission to DPI. Unanimously approved.

2. Proposal to replace current Owning Home report method with SQL report equivalent for reciprocal borrowing calculations

Director Hesper reviewed the data and updates in the report that will have data that are more accurate in the future. Patrons will be able to edit their pickup locations to be different from their residence field.

Vice President Johnson motioned and Trustee Siemsen Seconded replacing the Owning Home report with the SQL report. Unanimously approved.

[Jim Tiderman of Action Logistics arrived at 3:55pm]
[Ryan Brown of Winning Solutions arrived at 3:56pm]

ADMINISTRATIVE REPORTS REQUIRING ACTION.

2022 Resource Library report from Milwaukee Public Library

Joan Johnson of Milwaukee Public Library gave an update on changes to roles in the library and introduced Marion Royal to present the 2022 Resource Library report which was distributed separately before the meeting. President Ziehler asked what they think the increase in special collections is derived from. One of the biggest contributors has been more interest in historical photographs and local information. Trustee Suelzer asked who owns the copy write on the historical photos or if they are allowed to be used by the public. Milwaukee Public Library does need to give permission for anything to be used publicly. Joan Johnson also introduced Chantel Clark who will be the new Inclusive Services representative.

Treasurer Shea motioned and Trustee Suelzer seconded to approve the report as presented. Unanimously approved.

[Deb Marett Joined at 4:00pm]

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

Director Hesper reviewed a Statement on Audience and Outreach Priorities shown as Attachment E of the agenda packet. Treasurer Shea and Trustee Snyder expressed their support with what the statement outlines and outreach decisions. Deb Marett reviewed the proposed budget changes and discussed different marketing strategies. Discussion on outreach opportunities and strategies to reach all county audiences ensued.

Trustee Snyder motioned Treasurer Shea seconded to approve the marketing statement and revised budget with a review of the marketing strategies at the next meeting. Unanimously approved.

Financial Reports for December 2022 and January 2023

Director Hesper reviewed the financial reports from December 2022 and January 2023 shown as Attachment F of the agenda packet.

Vice President Johnson moved and Treasurer Shea seconded to approve the December and January financial reports as presented. Unanimously approved.

ADMINISTRATIVE INFORMATION ITEMS.

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

Director Heser gave an update on the changes in the delivery contract and introduced the new company servicing the MCFLS libraries. Jim Tiderman gave a goodbye statement and introduced Ryan Brown of Winning Solutions as the new service provider. Ryan Brown gave a brief introduction of himself and his company that is taking of the delivery contract.

Trustee Siemsen moved and Trustee Snyder seconded a motion to approve the changes to the delivery contract as presented. Unanimously approved.

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

Director Heser gave an update to the complaint letter received about the Hales Corner Library shown as Attachment G in the agenda packet. This was discussed with all parties involved and letters were mailed explaining that while the system is concerned, the control over decisions lies on the local library level and with the village of Hales Corners. The Office for Civil Rights has responded that they will be working directly with Hales Corners moving forward.

Director's Report

Director Heser reviewed highlights of the current activities laid out in the Directors report shown as Attachment H of the agenda packet. The status of the annual reports are looking good with 7 of the 15 reports from libraries already completed. Library Legislative Day was a success and a full shuttle of 24 library staff between MCFLS and Bridges systems attended the event on February 7. MPL is finalizing the installation of their materials locker to meet the deadline of the end of March for the ARPA grant. The position description for the new Library Systems Technician will be finalized and presented to the Finance and Personnel Committee on March 9th. Hiring for this position will hopefully be completed by June 1st and will be posted in more areas with the hope of reaching a more diverse pool of applicants to find the best candidate.

NEXT MEETING. Scheduled for Monday March 20th, 2022 at 3:30 p.m. via Zoom and in person at MCFLS Offices.

ADJOURNMENT. With no further business to be addressed, Treasurer Shea motioned to adjourn the meeting at 5:00 p.m. and Trustee Deluhery 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, March 2, 2023

Location: Zoom Teleconference

Topics for Action or Discussion

- *Patron Blocks for Accessing Hoopla and OverDrive Resources* – Steve Hesel proposed the review of the \$100 threshold for Hoopla and OverDrive resources. Currently any patron who has fines or charges of more than \$100 on their account cannot access Hoopla or OverDrive. Those limits were put into place during COVID. Now that the use of those resources are less affected by the pandemic it would be timely to review that threshold again. Many member libraries expressed concern with changing limits and that their board would need to be notified and reviewed. Pete Loeffel of Wauwatosa Public Library suggested first we review the threshold for checking out physical items before we go through the process of reviewing access to electronic databases. The current threshold for checking out physical items is \$5. So if a patron has over \$5 in fines they are unable to renew or check out library items. Steve Hesel was asked to prepare more data for the member libraries to review before they bring that review to their library boards. That data would include monetary amounts and breakdowns into small increments of active users. This will allow member libraries and their boards to see the direct impact to access and finances that is connected directly to this threshold.
- *Formation of Workgroup to Review Current Subcommittees* – Steve Hesel proposed forming a work group to review existing subcommittees for MCFLS meetings. The purpose of this review would be to see if the groups and schedule of their meetings is still effective for MCFLS and member libraries. Stephanie Lewin-Lane from Hales Corners Public Library and Brian Van Klooster from Greendale Public Library volunteered. Any other interested parties should reach out to Steve Hesel. Subcommittees list:
 - Adult and Reference Services
 - Circulation Services
 - Database Maintenance
 - Young Adult Services
 - Youth Services
- *Discussion of Non-Profit Merch Store* - Steve Hesel presented the option of updating the merchandise store on the MCFLS website. Currently there are no proceeds for selling this merchandise, including those with specific library logos. Since some member libraries sell their logo merchandise for fundraising, MCFLS wanted to see if those member libraries would

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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

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like/consider the store to be updated for those member libraries to have some profit and those profits getting sent to the library. At this time there were no members that expressed interest in MCFLS adjusting their merchandise store in that way.

Technology

- *New Pickup LOC Field* – Jen Schmidt updated member libraries about the change to residence and pick up field changes that went live on March 1st. This change removed a field (residence) that used to be necessary for reports and no longer is. Editing that field to PICK UP LOC allows member libraries to provide better customer service to patrons because they can pick a preference for their pickup location. That means when they request a hold they don't have to go through the entire list of libraries to pick the one they want. It auto populates with their preference. (They can still pick a different library if they want). This update will help reduce errors and improve efficiencies.

Informational

- *All of Us Medical Research Project – Infrastructure Support from Member Libraries* – Steve Hesel presented a grant opportunity that would have member libraries aid in the collection of medical data for the All of Us Medical Research Project. The project would have libraries advertising and passing out information so patrons or the public would potentially participate in this research project. Brian Van Klooster from Greendale Public Library asked about the project and if it should be done through local Health Departments. Steve Hesel said he would get more information out to member libraries so they had more of an idea of what the project is, but highlighting that decisions would need to be made soon as the grant funding has a quick timeline.
- *Complete SRLAAW Study* – Steve Hesel reminded member libraries to please complete the SRLAAW study by March 17th. He resent the survey link. This survey is important because the data will help statewide in having up to date data for libraries to communicate compensation needs.
- *2022 Annual Report Update* – Steve Hesel thanks all member libraries for submitting their data on time. He has compiled a list of questions and concerns for DPI for next year.
- *Workforce Development* – Steve Hesel will be arranging a presentation for member libraries on how they can receive services from the Job Center. The Job Center has the ability to add more libraries to their services and would appreciate the opportunity to serve. There is also the opportunity for member libraries to work with Milly Colby through Earn and Learn Program to have temporary youth come in and work. Jen Gerber from Shorewood Public Library said there were some difficulties in setting up scheduling with them. Steve Hesel said that member libraries are welcome to reach out to him for more information or to help fix existing issues.

Additional Business

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- *Delivery Updates* – Steve Hesel updated member libraries that the new company has taken over and that deliveries at some libraries are later. If there is any feedback or issues please reach out to Steve.
- *System Annual Report* – The MCFLS Annual Report will be presented at the next LDAC meeting after signatures are obtained.

Member Library Updates

- *Greenfield Public Library* – They are getting a new sorter through FE Technologies in the next month. They may need some IT assistance in the future.
- *Shorewood Public Library* – Installed new self-checkout stations through FE Technologies and said they were great to work with.
- *Milwaukee Public Library* - Also looking at FE Technologies in the future.
- *South Milwaukee Public Library* - Looking to replace entire fire alarm system or panels. Trying to move away from Johnson Controls.

Next Meeting

- *April 6, 2023 10:00 am via Zoom*

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March 2023

Milwaukee County Federated Library System (MCFLS)
Job Description

Title: **Library Systems Technician**

Reports To: Library Systems Administrator

Purpose of Position: Provides day-to-day oversight and maintenance of technology systems that involve direct library functionality. Implements key application software capabilities to ensure the provision of a full range of dependable services to MCFLS member libraries. Analyzes sophisticated library systems issues and problems and makes recommendations to the Library Systems Administrator concerning appropriate action strategies

Essential Functions - Under the general supervision of the Library Systems Administrator:

- 50% Integrated Library System (ILS). Manages and directly implements activities related to the ILS, including mobile app and discovery layer. Troubleshoots functionality issues, assists with software upgrades, provides reports and statistics, interprets and resolves user problems, evaluates and implements new software products and enhancements, including third party software solutions. Manages automated tasks and creates new ones where appropriate. Serves as primary contact with software vendor.
- 20% Helpdesk Support. Works with system staff in a team environment to provide helpdesk coverage for member library staff and patrons. Assists member libraries with ILS issues, changes to settings, and troubleshooting. Assists patrons with issues related to the ILS, including account updates and referrals to other staff when appropriate.
- 10% Database Maintenance. Works with Library Systems Administrator to oversee the proper maintenance and health of the ILS database. Loads patron and bibliographic records when needed, including regular patron record loads for digital and student accounts. Provides and monitors statistics and reporting related to the ILS database and related systems.
- 10% Provides Administrative Consultation to the Library Systems Administrator. Frames issues, assembles background information, makes recommendations, promotes problem solving and participates in decision-making.
- 05% Training and Competency - Develops and maintains professional competencies and overall familiarity with technical issues. Attends formal and informal continuing education programs.
- 05% Other duties as assigned.

Physical Demands of Position:

- Sitting, standing, walking, climbing and stooping
- Bending/twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further, and near vision of 20 inches or less
- Lifting, carrying- 50 pounds or less
- Handling, picking up, and moving items
- Fingering (typing), writing, filing and sorting
- Pushing, pulling - objects weighing 60-80 pounds on wheels
- Mobility-travel to meetings outside library

Mental Requirements:

- Analytical Skills- Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions
- Problem Solving Skills - Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to appropriate staff or non-staff person
- Planning and Organizational Skills - Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals
- Communication Skills - Effectively communicate ideas and information both in written and oral form
- Reading Ability - Effectively read and understands information contained in memoranda, reports, bulletins, budgets, etc.
- Creative Decision-Making-To evaluate or make independent decisions based upon experience or knowledge, without supervision
- Mathematical Ability - Calculate basic arithmetic problems (addition, subtraction, multiplication and division) with the aid of a calculator
- Lifelong Learning - Takes responsibility for managing the development of one's own career, including a commitment to lifelong learning and periodic retooling of personal skills set

Time Management:

- Candidate must be able to follow instructions thoroughly from supervisor, be those verbal or in written form
- Candidate must be able to set priorities in order to meet assignment deadlines.

Environmental/Working Conditions:

- Candidate will work in a traditional office environment with some remote work opportunities

Equipment Used:

- Candidate will have a working knowledge of calculator, copy machine, PC, telephone, and postage meter.

Qualifications

Required:

- Bachelor's or Associate degree with a minimum two years' experience in one or more areas: information technology, technology helpdesk or customer support, and database management.
- Demonstrated experience with Microsoft Office applications.
- Strong customer service orientation and skills.
- Excellent organization skills and ability to process details accurately and with attention to detail
- Demonstrated knowledge of developing and analyzing reports or statistics.
- Ability to work hard, respond to varied/changing work demands, and make decisions as required.
- Candidate hours will include late afternoon and early evening hours, Monday through Friday to accommodate the open hours of member libraries.

Preferred:

- Three to five years of public library or public library system experience.
- Demonstrated experience with library automation software or similar software applications.
- Experience with database management principles and software.

- Demonstrated experience showing initiative or leadership in past work projects.
- Dedication to public service.
- Additional coursework in specialized areas of library science or other related field.

Knowledge and Skills Required for Position:

- Ability to interpret numeric data, analyze information, evaluate policies and procedures, and prepare clear and concise reports and recommendations
 - Ability to hold in confidence information relating to fiscal and personnel matters
- Extensive knowledge of the PC office software suite currently being utilized by MCFLS
- Familiarity with the Internet and its application in a work environment
- Ability to understand, develop, interpret, and enforce MCFLS policies, rules, and procedures and to make recommendations relative to the improvement of same
- Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services
- Willingness to develop and maintain skills in the above-mentioned areas through appropriate in-service and continuing education participation.
- Capacity for anticipating and understanding customer needs tied to library services and applications.

Administrative Supervision Exercised:

None.

Day-to-Day Supervision Exercised:

None.

Wages and Benefits:

- Wages to be set initially by the MCFLS Board, with the Director empowered to conduct an annual performance review and recommend annual pay adjustments (within assigned pay range) as warranted by results of same.
- Benefits to be as near as practicable to those provided to all employees.

Probationary Period:

The probationary period for this position shall be twelve (12) months.

M.C.F.L.S.
Financial Report
For the Month Ending February 28, 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	\$3,568,561	\$ 3,568,561		\$ 2,676,424	(75.00)	\$ 892,137	(25.00)
5	Milwaukee County Allocation	\$66,650	\$ 66,650		\$ 33,325	(50.00)	\$ 33,325	(50.00)
6	West Milwaukee Contract -Other	\$31,179	\$ 31,179		\$ -	0.00	\$ 31,179	(100.00)
7	Interest on Invested Funds	\$2,000	\$ 2,000		\$ -	0.00	\$ 2,000	(100.00)
8	Member Forms/Supplies Rev (57)	\$21,000	\$ 21,000		\$ 1,627	(7.75)	\$ 19,373	(92.25)
9	Member Postage Revenue (56)	\$16,100	\$ 16,100		\$ 3,352	(20.82)	\$ 12,748	(79.18)
10	Member OCLC Revenue (68)	\$127,336	\$ 127,336		\$ 21,927	(17.22)	\$ 105,409	(82.78)
11	Member Telecomm. Revenue (66)	\$16,800	\$ 16,800		\$ 4,800	(28.57)	\$ 12,000	(71.43)
12	Member Softwre Maint-Basic (64)	\$156,391	\$ 156,391		\$ 26,628	(17.03)	\$ 129,763	(82.97)
13	Member Softwre Maint-Other (64)	\$41,572	\$ 41,572		\$ -	0.00	\$ 41,572	(100.00)
14	Member Tech. Assist.-Time Rev.	\$20,000	\$ 20,000		\$ 5,410	(27.05)	\$ 14,590	(72.95)
15	Member Special Projects Rev (72)	\$70,000	\$ 70,000		\$ -	0.00	\$ 70,000	(100.00)
16	Member Catalog Contract Rev (79)	\$162,822	\$ 162,822		\$ 30,345	(18.64)	\$ 132,477	(81.36)
17	Member Database Rev (54)	\$14,685	\$ 14,685		\$ 2,156	(14.68)	\$ 12,529	(85.32)
18	Member EcomTransaction Fees (43)	\$7,900	\$ 7,900		1,341.00	(16.97)	\$ 6,559	(83.03)
19	Carryover Revenue	\$15,000	\$ 15,000		\$ -	0.00	\$ 15,000	(100.00)
20	Staff Benefits/Co-Pay Revenue	\$62,061	\$ 62,061		\$ 3,348	(5.39)	\$ 58,713	(94.61)
21	LSTA Technology Grant Revenue	\$233,385	\$ 233,385		\$ 69,548	(29.80)	\$ 163,837	(70.20)
22	Member Digital Content Rev (84)	\$2,545	\$ 2,545		\$ 35,247	(1,384.95)	\$ (32,702)	1,284.95
23	Member PC Mngmt License Rev	\$3,000	\$ 3,000		\$ 451	(15.03)	\$ 2,549	(84.97)
24	Member Replace Fines Rev (90)	\$7,000	\$ 7,000		\$ 200	(2.86)	\$ 6,800	(97.14)
25	Member Overdrive Adv Rev (91)	\$15,000	\$ 15,000		\$ 1,537	(10.25)	\$ 13,463	(89.75)
26	Member Collection Dev Tool Rev	\$18,023	\$ 18,023		\$ -	0.00	\$ 18,023	(100.00)
27	Total General Revenues	\$4,679,010	\$ 4,679,010	\$ -	\$ 2,917,666	(62.36)	\$ 1,761,344	(37.64)
28								
29	Special Revenues							
30	W. Milwaukee Borrowing Rev (97)	\$41,706	\$ 41,706		\$ -	0.00	\$ 41,706	(100.00)
31	InfoPass Project Mgmnt Rev	\$1,308	\$ 1,308		\$ -	0.00	\$ 1,308	(100.00)
32	Ecommerce Revenue (100)	\$150,000	\$ 150,000		\$ -	0.00	\$ 150,000	(100.00)
33	MCFLS Reciprocal Borrowing Reserve	\$48,144	\$ 48,144					
34	Total Special Revenues	\$241,158	\$ 241,158	\$ -	\$ -	0.00	\$ 241,158	(100.00)
35								
36	Total Revenues	\$4,920,168	\$ 4,920,168	\$ 0	\$ 2,917,666	(59.30)	\$ 2,002,502	(40.70)
37								

M.C.F.L.S.
Financial Report
For the Month Ending February 28, 2023

	Original Budget	Revised Budget	+/-	Year to Date	%	Balance	%	
39								
40	General Expenditures							
41	Fringe Benefits Expense	\$298,612	\$ 298,612	\$ 17,418	(5.83)	\$ 281,194	(94.17)	
42	Salaries Expense	\$505,071	\$ 505,071	\$ 59,286	(11.74)	\$ 445,785	(88.26)	
43	Member Ecom Transaction Exp (18)	\$7,900	\$ 7,900	\$ -	0.00	\$ 7,900	(100.00)	
44	TNS Calls/Renewal Line Expense	\$2,064	\$ 2,064	\$ 1,503	(72.82)	\$ 561	(27.18)	
45	Conference/Training Expense	\$6,500	\$ 6,500	\$ 1,067	(16.42)	\$ 5,433	(83.58)	
46	Memberships Expense	\$9,300	\$ 9,300	\$ 505	(5.43)	\$ 8,795	(94.57)	
47	Continuing Education Expense	\$9,000	\$ 9,000	\$ -	0.00	\$ 9,000	(100.00)	
48	Office Supplies Expense	\$1,500	\$ 1,500	\$ 98	(6.53)	\$ 1,402	(93.47)	
49	Copy Machine Maint. Expense	\$1,000	\$ 1,000	\$ 41	(4.10)	\$ 959	(95.90)	
50	MCFLS WI Pub Lib Consortium Ex	\$6,953	\$ 6,953	\$ 6,200	(89.17)	\$ 753	(10.83)	
51	MCFLS Buying Pool	\$175,000	\$ 175,000	\$ 31,756	(18.15)	\$ 143,244	(81.85)	
52	MCFLS Database Expense	\$98,110	\$ 98,110	\$ -	0.00	\$ 98,110	(100.00)	
53	MCFLS Catalog Enhancement Exp	\$189,642	\$ 189,642	\$ 42,275	(22.29)	\$ 147,367	(77.71)	
54	Member Database Expense (17)	\$14,685	\$ 14,685	\$ 49,432	(336.62)	\$ (34,747)	236.62	
55	MCFLS Postage Expense	\$600	\$ 600	\$ -	0.00	\$ 600	(100.00)	
56	Member Postage Expense (9)	\$16,100	\$ 16,100	\$ 5,000	(31.06)	\$ 11,100	(68.94)	
57	Member Forms/Supplies Expense (8)	\$21,000	\$ 21,000	\$ 14,731	(70.15)	\$ 6,269	(29.85)	
58	Telephone Expense	\$6,000	\$ 6,000	\$ 762	(12.70)	\$ 5,238	(87.30)	
59	Meetings Expense	\$1,000	\$ 1,000	\$ 113	(11.30)	\$ 887	(88.70)	
60	Insurance Expense	\$12,000	\$ 12,000	\$ 7,158	(59.65)	\$ 4,842	(40.35)	
61	Legal Expense	\$1,500	\$ 1,500	\$ -	0.00	\$ 1,500	(100.00)	
62	Audit Expense	\$12,700	\$ 12,700	\$ -	0.00	\$ 12,700	(100.00)	
63	Payroll Service Expense	\$5,400	\$ 5,400	\$ 1,140	(21.11)	\$ 4,260	(78.89)	
64	III Software Support Expense (12,13)	\$197,963	\$ 197,963	\$ 98,982	(50.00)	\$ 98,981	(50.00)	
65	III Telephone Notification Subscr Exp	\$12,530	\$ 12,530	\$ 4,526	(36.12)	\$ 8,004	(63.88)	
66	Member Telecomm. Expense (11)	\$16,800	\$ 16,800	\$ -	0.00	\$ 16,800	(100.00)	
67	MCFLS Telecomm. Maint. Expense	\$45,000	\$ 45,000	\$ 3,183	(7.07)	\$ 41,817	(92.93)	
68	OCLC Expense (10)	\$145,631	\$ 145,631	\$ 144,251	(99.05)	\$ 1,380	(0.95)	
69	MCFLS Computer Room Equipment	\$10,000	\$ 10,000	\$ -	0.00	\$ 10,000	(100.00)	
70	MCFLS Software Expense	\$10,000	\$ 10,000	\$ -	0.00	\$ 10,000	(100.00)	
71	MCFLS Equipment Expense	\$10,000	\$ 10,000	\$ -	0.00	\$ 10,000	(100.00)	
72	Member Special Projects Exp (15)	\$70,000	\$ 70,000	\$ 1,503	(2.15)	\$ 68,497	(97.85)	
73	Sorting and Delivery Expense	\$305,000	\$ 305,000	\$ 43,876	(14.39)	\$ 261,124	(85.61)	
74	South Central Delivery Expense	\$21,894	\$ 21,894	\$ -	0.00	\$ 21,894	(100.00)	
75	MPL Resource Contract Expense	\$223,035	\$ 223,035	\$ 176,757	(79.25)	\$ 46,278	(20.75)	
76	MPL Rent Lease Contract Exp.	\$95,387	\$ 95,387	\$ 23,847	(25.00)	\$ 71,540	(75.00)	
77	ILS Expense	\$36,450	\$ 36,450	\$ 11,004	(30.19)	\$ 25,446	(69.81)	
78	MCFLS Catalog Cont Exp to MPL	\$321,170	\$ 321,170	\$ -	0.00	\$ 321,170	(100.00)	
79	Member Catalog Contract Exp. (16)	\$162,822	\$ 162,822	\$ -	0.00	\$ 162,822	(100.00)	
80	MCFLS Collection Dev Tool Exp	\$26,972	\$ 26,972	\$ -	0.00	\$ 26,972	(100.00)	
81	Member Collection Dev Tool Exp	\$18,023	\$ 18,023	\$ -	0.00	\$ 18,023	(100.00)	
82	Internet Expense	\$21,635	\$ 21,635	\$ 2,586	(11.95)	\$ 19,049	(88.05)	
83	Contingency Expense	\$43,958	\$ 43,958	\$ 28,806	(65.53)	\$ 15,152	(34.47)	
84	Member Digital Content Exp (22)	\$233,385	\$ 233,385	\$ -	0.00	\$ 233,385	(100.00)	
85	Marketing	\$60,000	\$ 60,000	\$ 6,459	(10.77)	\$ 53,541	(89.24)	
86	Cooperative Purchasing Sub Exp	\$2,500	\$ 2,500	\$ -	0.00	\$ 2,500	(100.00)	
87	Member PC Management License Exp	\$1,875	\$ 1,875	\$ -	0.00	\$ 1,875	(100.00)	
88	LSTA Technology Grant Expense	\$3,000	\$ 3,000	\$ 64,436	(2,147.87)	\$ (61,436)	2,047.87	
89	MCFLS MKE Mixer Expense	\$1,400	\$ 1,400	\$ 904	(64.57)	\$ 496	(35.43)	
90	Member Replacement Fines Exp (24)	\$7,000	\$ 7,000	\$ 3,862	(55.17)	\$ 3,138	(44.83)	
91	Member OverDrive Adv Exp (25)	\$15,000	\$ 15,000	\$ -	0.00	\$ 15,000	(100.00)	
92	Youth Services Exp	\$10,000	\$ 10,000	\$ 276	(2.76)	\$ 9,724	(97.24)	
93	Inclusive Services Exp	\$10,000	\$ 10,000	\$ -	0.00	\$ 10,000	(100.00)	
94	Total General Expenditures	\$3,540,068	\$ 3,540,068	\$ -	\$ 853,743	(24.12)	\$ 2,686,325	(75.88)
95								
96	Special Expenditures							
97	W. Milw Borrowing Exp (30)	\$41,706	\$ 41,706	\$ -	0.00	\$ 41,706	(100.00)	
98	RB - MCFLS Payment Expense	\$1,188,394	\$ 1,188,394	\$ -	0.00	\$ 1,188,394	(100.00)	
99	ILS Migration Reserve	\$0	\$ -	\$ -	0.00	\$ -	0.00	
100	Ecommerce Expense (32)	\$150,000	\$ 150,000	\$ 32,238	(21.49)	\$ 117,762	(78.51)	
101	Total Special Expenditures	\$1,380,100	\$ 1,380,100	\$ -	\$ 32,238	(2.34)	\$ 1,347,862	(97.66)
102								
103	Total Expenditures	\$4,920,168	\$ 4,920,168	\$ -	\$ 885,981	(18.01)	\$ 4,034,187	(81.99)
104								
105	Revenue/Expenditures +/-			\$ 2,031,685				



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March 20, 2023

March 2023 Director's Report

Summary of activities

State/DPI Activities

- The deadline for the grant-funded SRLAAW library compensation study has been extended to March 31, 2023. As of March 13, we had almost 60% participation in the survey statewide. I am taking lead on this initiative and acting as the point of contact with Carlson Dettmann and DPI, among others.
- I submitted the signed 2022 MCFLS Annual report to the DPI on March 1st. All 15 public libraries submitted their reports on time and remain in compliance.

System Activities

- Jen Schmidt and system staff made the changes necessary to allow patrons the ability to set their own default pickup location for holds within the online catalog, a long-standing request. The changes went into effect on March 1st and has since received positive feedback from patrons and staff.
- I have communicated with MPL and Smiota to facilitate the last locker installation ahead of the grant deadline on March 31st. The locker will be installed at East Library and allow patrons to place and pick up holds at their convenience, even when the library is closed.

Marketing Activities

- Deb Marett and I met with Kris deFelice of Radio Milwaukee to talk about live radio spots on a new on air station called HYFIN. The audience for HYFIN is young people of color in the Milwaukee area. We are finalizing plans to invest in 15 second spots for 2023. We are also reaching out to WNOV which has a more traditional talk format but a long history with the black community in Milwaukee.
- Deb and I are also talking with Catherine Knipstein of Athena Communications, LLC who was referred to us by Tammy Belton-Davis. We will talk over a potential partnership with their organization, which offers communication and engagement strategies for reaching people of color in the Milwaukee area.

Upcoming Activities

1. Job Service training refresher will take place on March 30th.
2. I plan on attending the Joint Finance Committee public hearing on April 5th.
3. Work with SRLAAW workgroup on finalizing compensation survey activities.