

NOTICE

Milwaukee County  
Federated Library System  
Board of Trustees

Monday, June 19, 2023

3:30 P.M.

*This meeting will be held:*

*In person in the*

MCFLS Conference Room  
709 North 8<sup>th</sup> 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 May 15, 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.*

MCFLS Standing Committee Reports

## 5. Library Directors Advisory Council

- a. Report of the June 1, 2023 meeting.

Action

[Attachment B](#)

## 6. MCFLS Finance and Personnel Committee

- a. No meeting held

## 7. MCFLS Legislative and System Services

- a. Report of the meeting held Tuesday, June 6.
- b. Recommendation to approve and release the RFP for strategic planning consulting services.

Action

[Attachment C](#)Administrative reports requiring action

## 8. 2024 County Budget Request and Racial Equity Budget Tool (REBT) response.

Action

[Attachment D](#)

## 9. Trustee in-person discussion

- a. Scheduling in-person meetings for 2023 and planning for 2024.
- b. Board cookout proposed for September 2023.

Action

## 10. Financial Report for May 2023.

Action

[Attachment E](#)Administrative Informational Items

## 11. Update on Library Systems Technician recruitment. Belinda Lai has accepted the position and her first day will be Monday, July 10.

## 12. United for Libraries statewide training access. United for Libraries is a division of the American Library Association with approximately 5,000 Friends of Library, Trustee, and Foundation members.

[Attachment F](#)

## 13. Director's Report

[Attachment G](#)

Next meeting date: Scheduled for Monday, July 17 at 3:30 pm, location pending.

Milwaukee County Federated Library System  
Board of Trustees  
Regular Monthly Meeting held Monday, May 15<sup>th</sup>, 2023  
Zoom and in person Meeting

ROLL CALL

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

Excused: Paul Ziehler, President

Staff: Steve Hesser, Director  
Brittney Hornung, Business Manager  
Jennifer Schmidt, Library Systems Administrator

Others: Tristan Boswell, LDAC Chair and South Milwaukee Public Library  
Joan Johnson, Milwaukee Public Library

CALL TO ORDER. Vice President Johnson called the regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees to order at 3:31 p.m.

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

APPROVAL OF MINUTES. Vice President Johnson referred to the minutes of the April 17<sup>th</sup>, 2023 shown as the Attachment A of the agenda packet. Being no corrections noted, Trustee Suelzer moved and Treasurer Shea 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 May 4<sup>th</sup> LDAC meeting shown as Attachment B in the agenda packet. LDAC agreed to use and honor the permissions field in Sierra between all libraries. Ceasing paper mailers for hold notice notifications was also passed. This notice only goes out when the patron has been contacted four times via phone notification but can arrive to patrons too late for the hold. Deb Marett presented the current and upcoming marketing projects and took in feedback from directors. Director Hesel presented on the status of the new MCFLS position, the ongoing compensation study, and the recent WAPL conference. Karli Pederson updated on the current ILL changes happening at MPL and how it will impact the program. Director Hesel updated on the State Park pass program which many libraries opted out of as it is not enough of a savings for patrons.

Treasurer Shea motioned and Trustee Deluhery seconded a motion to approve the report as presented and place it on file. Unanimously approved.

[Trustee Siemsen joined at 3:47pm]

### MCFLS Finance and Personnel Committee

No meeting was held so no report.

### MCFLS Legislative and System Services

No meeting was held so no report.

### ADMINISTRATIVE REPORTS REQUIRING ACTION.

#### 2024 County Budget Request. 2023 budget documents attached for reference.

Director Hesel presented the budget request through the county for 2024 shown as Attachment B of the agenda packet. Director Hesel asked if the Board had an opinion on the budget request amount. In years prior, the requested amount was \$100,000 and the system received around \$66,650 with the exception of 2021. Treasurer Shea moved and Trustee Deluhery Seconded a motion to approve requesting the County Budget amount as presented. Unanimously approved.

#### Proposal and timeline for system strategic planning 2023-24.

Director Hesel presented the recommended timeline for system strategic planning shown as Attachment C of the Agenda packet. It was also proposed to be first presented to the MCFLS Legislative and System Services committee before being presented to the MCFLS Board. Director Hesel suggests a strategic plan for 2025-2028 so as to be long term and potentially set up the next Director that could take over as early as 2029. The timeline for this plan between 2023 and 2024 to amend the agreements that will be signed next year was reviewed. Vice President Johnson questioned the exact role of the Legislative and System Services committee in this planning process. They would be overseeing the selection of the consultant and recommending them to be presented to the entire Board. Trustee Snyder suggested separating the strategic plan and any succession plan for the future. Vice President Johnson motioned to

approve the Strategic plan as presented, Trustee Siemsen seconded the motion. Unanimously approved.

Financial Report for April 2023.

Director Hesper presented the April 2023 Financial report shown as Attachment D of the Agenda Packet. With no comments or corrections, Treasurer Shea motioned and Trustee Siemsen seconded a motion to approve the April Financial report as presented. Unanimously approved.

ADMINISTRATIVE INFORMATION ITEMS.

Update on Library Systems Technician recruitment.

Director Hesper gave an update on the progress for the Library Systems Technician position. Virtual interviews will be taking place this next week. The hope is to have this person in place by the end of June, giving them enough time to put in a 2-3 week notice if needed.

Director's Report

Director Hesper presented a summary of the Director's report shown as Attachment E of the Agenda packet. Some system activities that have taken place are reviews of the Patron Point Verify service and the benefits it will bring to the libraries. Reviews of the LDAC subcommittees through the workgroup have taken place and will be presented at the next LDAC meeting. Candidates for the Library System Technician were reviewed and filtered down to who will be in the first round of interviews. Director Hesper facilitated a meeting between representatives of the All of Us program and West Allis Library director to move forward with the program. SRLAAW is moving forward with finalizing the compensation study survey results and next steps to being able to present the findings at the October WLA conference.

NEXT MEETING. Scheduled for Monday June 19<sup>th</sup>, 2023 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 4:25 p.m. from Executive Session, Trustee Siemsen seconded. Unanimously approved.



## South Milwaukee Library

1907 10<sup>th</sup> Avenue

South Milwaukee, WI 53172

P (414)768-8195

W [smlibrary.org](http://smlibrary.org)

To: MCFLS Board of Trustees

From: Bethany Meyer & Tristan Boswell, South Milwaukee Public Library

RE: Summary of LDAC Meeting Thursday, June 1, 2023

Location: Zoom Teleconference

### Topics for Action or Discussion

- *Proposal by LDAC Subcommittee regarding workgroup recommendations* – Brian Van Klooster from Greendale relayed the subcommittee's work and proposed changes. The subcommittee is proposing:
  - The individual in the chair position for each group will be coached by that individual's library director, rather than by MCFLS staff as in the past.
  - Each group's agenda follow a similar format for ensuring relevant content to discuss and that MCFLS has the tools and information they need from the meetings.
  - The ILS Functionality, Marketing and Advocacy, and Periodicals committees be dissolved or changed.

These changes are expected to begin in September. Karli Pederson (Milwaukee) suggested that Periodicals and Acquisitions content not be added to the Database Maintenance committee but remain email groups due to involved staff not being present. Tristan Boswell (South Milwaukee) asked if the coach for the chairs could be a designated individual as well, not just the Director. Work will be presented to the subcommittees and discussed at the next LDAC meeting.

- *Discussion regarding MCFLS Strategic Planning for 2023/24 in advance of revised system agreements* – Steve Hesar (MCFLS) shared the plan and timeline to work on a MCFLS strategic plan and revise the current agreements with member libraries that are set to expire December 31, 2024.

### Technology

- *Multifactor Authentication (MFA) for MCFLS Microsoft accounts* – Steve Hesar (MCFLS) discussed the use of hardware tokens at Shorewood Library so that individuals do not have to use personal devices to use Multifactor Authentication for logging into MCFLS Microsoft accounts. Any member libraries may reach out to Eric Henry at MCFLS to set up tokens.
- *Review of initial 2024 Member Automation costs* – Steve Hesar (MCFLS) shared preliminary numbers for automation costs. Costs are distributed among member libraries and may change.
- *Patron Point*
  - *Email hold pickup notices* – Jennifer Schmidt (MCFLS) shared that email notices for hold pickup will start to be sent through Patron Point on June 13<sup>th</sup>. The goal is for all automated notices to eventually be sent through Patron Point.

#### 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



## South Milwaukee Library

1907 10<sup>th</sup> Avenue

South Milwaukee, WI 53172

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W [smlibrary.org](http://smlibrary.org)

- *Verify service for patron card renewals* – Steve Hesel (MCFLS) proposed the use of Patron Point Verify, a service that provides automatic verification of a patron's identity to renew library cards. This service is used for patrons with email addresses in their record and over the age of 18 and can save significant staff time. Patrons may opt out of the service if they desire. The service could also be used for card registration in the future. Discussion tabled for August meeting.
- *WPLC Draft Budget for 2024* – Steve Hesel (MCFLS) shared the WPLC draft budget for 2024 with breakdown costs for library systems. There is a 5% increase in the statewide buying pool. Cost of magazines is increasing by \$20,000 and is spread between library systems. Hesel proposed that MCFLS take on the price increase and relieve member libraries from this cost.

### Informational

- *MyWisconsin ID and member libraries (TEACH)* – Steve Hesel (MCFLS) shared that the State of Wisconsin is moving towards individuals having a single login account for accessing state applications. This affects the TEACH portal and libraries are asked to contact Steve Hesel if they are moving to using this login.

### Additional Business

- *In-person meetings for LDAC* – Steve Hesel (MCFLS) shared the idea of hosting in-person LDAC meetings in June and December each year. Pete Loeffel (Wauwatosa) suggested having in-person meetings more frequently, based on seasonal weather. Tristan Boswell (South Milwaukee) and Steve Hesel (MCFLS) will submit a proposal via e-mail to LDAC members.
- *Update on Library Systems Technician position* – Steve Hesel (MCFLS) shared an update on the open position. They received 38 applications for the position. An offer has been made and accepted and the candidate will start on July 10<sup>th</sup>. The position will mostly cover afternoons and early evenings to provide more assistance to member libraries during later hours.
- *Legislative Items at State Level* – Pete Loeffel (Wauwatosa) shared three legislative items that are currently in discussion that will affect libraries, SB 10, 305, and 306. Member libraries are recommended to be aware of these bills. At this time WLA is opposed but not taking action.

### Member Library Updates

- *Milwaukee* – Karli shared that the temporary location of the MLK Branch is open with very limited services.

### Next Meeting

- Thursday, August 3, 2023 at 10 am via Zoom

### Mission Statement

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Milwaukee County Federated Library System  
709 North 8<sup>th</sup> Street  
Milwaukee, WI 53233  
[director@mcfls.org](mailto:director@mcfls.org)  
414-286-8149

August 1, 2023

[Recipient's Name]  
[Recipient's Organization]  
[Address]  
[City, State, ZIP Code]

Subject: Request for Proposal - Strategic Planning for the Milwaukee County Federated Library System

Dear [Recipient's Name],

We are pleased to invite you to submit a proposal to provide strategic planning services for the Milwaukee County Federated Library System (MCFLS). The purpose of this Request for Proposal (RFP) is to solicit competitive proposals from qualified vendors who have a proven record of accomplishment in strategic planning consultation within the library sector.

1. Background Information:

The Milwaukee County Federated Library System is an organization overseen by the Wisconsin Department of Public Instruction and administered by a seven-member Board of Trustees. It functions as a membership organization with its membership made up of the 15 public libraries in Milwaukee County. MCFLS provides resources to libraries such as delivery and automation services while also facilitating collaboration among members to deliver responsive and innovative library services to all residents of Milwaukee County.

MCFLS manages CountyCat, the shared library automation system, and makes the resources of the 15 member libraries easily available to all Milwaukee County residents. MCFLS administers a wide area network, offers PC and helpdesk support and provides delivery services so that materials may be exchanged between member libraries using a courier service. A contract with South Central Library System allows MCFLS to participate in the statewide delivery network and to send/receive items from interlibrary loan with other Wisconsin library systems four days per week.

MCFLS provides access to specialized collections and materials through agreements with the Milwaukee Public Library. This includes a coordinated and centralized cataloging service that translates into quality information in our CountyCat system. MCFLS brokers purchases of databases, e-book and other online resources and provides educational opportunities for library staff. MCFLS staff serve as project consultants for member libraries.



MCFLS is seeking the assistance of a strategic planning consultant to develop a comprehensive strategic plan that will guide the organization's activities from 2025 through 2028. The plan should align with MCFLS's mission, vision, and values and address key areas of focus to ensure the continued success and relevance of the library system.

## 2. Scope of Work:

The following section describes the minimum components/phases of the scope of work:

- a) Conduct a thorough assessment of the current state of the Milwaukee County Federated Library System (MCFLS), including an analysis of its strengths, weaknesses, opportunities, and threats.
- b) Facilitate stakeholder engagement activities, including interviews, surveys, and workshops, to gather input from key stakeholders, such as MCFLS staff, trustees, member libraries, and possibly library patrons and community partners.
- c) Develop a strategic plan and mission statement that articulates a vision for MCFLS, develops key focus areas, highlights strategic initiatives, and establishes goals and metrics by which the success of goals and initiatives will be measured.
- d) Create an implementation plan with a timeline, responsible parties, and resource requirements for each recommended strategy and initiative.
- e) Prepare a final written report that summarizes the findings, recommendations, and strategic plan.
- f) Provide a presentation of the strategic plan to the MCFLS Board of Trustees.

## 3. Proposal Guidelines:

Interested vendors are requested to submit their proposals in accordance with the following guidelines:

- a) Cover Letter: A cover letter introducing the vendor and summarizing their understanding of the project requirements.
- b) Company Profile: An overview of the vendor's organization, including its history, experience, and relevant projects.
- c) Methodology: A detailed description of the vendor's approach and methodology for conducting the strategic planning process.
- d) Team Qualifications: A summary of the qualifications and experience of the key team members who will be involved in the project.
- e) Proposed Timeline: A proposed timeline with key milestones and deliverables.
- f) Cost Proposal: A detailed breakdown of the costs associated with providing the strategic planning services, including any additional expenses.

g) References: Contact information for at least three references who can speak to the vendor's previous work in strategic planning.

#### 4. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

a) Experience and Expertise: The vendor's demonstrated experience and expertise in strategic planning within the library sector.

b) Methodology: The soundness and comprehensiveness of the vendor's proposed methodology for conducting the strategic planning process.

c) Team Qualifications: The qualifications and experience of the key team members who will be involved in the project.

d) Cost Effectiveness: The reasonableness and competitiveness of the proposed cost for the services.

#### 5. Timeline:

The following timeline outlines the key dates for the RFP process:

- RFP Release Date: June 20, 2023
- Deadline for Submission of Questions: July 7, 2023
- Deadline for Proposal Submission: July 21, 2023
- Proposal Evaluation Period: July 24 – July 28, 2023
- Vendor Presentations (if applicable): July 31 – August 4, 2023
- Contract Award: August 22, 2023

#### 6. Submission Details:

Proposals must be submitted electronically to the following email address: [director@mcfls.org](mailto:director@mcfls.org). Please ensure that the subject line of the email includes "RFP Response - Strategic Planning for MCFLS."

#### 7. Questions and Clarifications:

All questions and requests for clarifications regarding this RFP must be submitted in writing via email to Steve Hesel at [director@mcfls.org](mailto:director@mcfls.org) no later than July 7, 2023.

We look forward to receiving your proposal and learning more about your strategic planning expertise. Should you have any questions or require further information, please do not hesitate to reach out to us.

#### 8. Terms and Conditions:

The specifications in this request for proposal are the minimum acceptable. Proposers are cautioned to avoid proposing alternates to the specifications that may result in rejection of their proposal. Deviations and exceptions from original text, terms, conditions, or specifications shall be described fully, on the Proposer's letterhead, signed, and attached to the response to request. In the absence of such a statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications herein.

MCFLS reserves the right to accept or reject any or all proposals, or portions thereof, without stated cause, and to waive any technicality in any proposal submitted. Proposals MUST be submitted on or before the date and time that the proposal is due. Upon selection of a finalist, MCFLS by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If MCFLS, for any reason, is unable to reach a final agreement with this finalist, MCFLS then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. MCFLS may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: MCFLS reserves the right to obtain clarification of any point in a consultant's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within three (3) business days. MCFLS is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability and is most qualified to meet the needs of the library system. MCFLS reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the library system. MCFLS reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consultant.

PUBLIC RECORDS ACCESS: MCFLS is subject to the Wisconsin Public Records Law. It is the policy of MCFLS to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Evaluations of responses to requests for proposals are subject to further discussion, clarification and negotiation. Records of responses to requests for proposal will not be available for public inspection prior to issuance of the award of the contract.

PROPRIETARY INFORMATION: Any restrictions on the use of data contained within a response to request must be clearly stated in the proposal itself. Proprietary information submitted in response to a request will be handled in accordance with the Wisconsin Public Records Law. Proprietary restrictions normally are not accepted. However, when accepted, it is Proposer's responsibility to defend the determination in the event of an appeal or litigation.

Data contained in a proposal, all documentation provided therein, and innovations developed because of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of MCFLS.

Any material submitted by Proposer in response to MCFLS's request that the Proposer considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin Public Records Law, must be identified and include citation to the specific provisions of law that preclude disclosure and any factual or background information necessary to establish that the

identified provisions of the law apply to that particular information. Proposal prices cannot, under any circumstances, be held confidential.

In the event MCFLS becomes involved in litigation due to Proposer's refusal of permission to release information identified as confidential or proprietary, Proposer agrees to indemnify, defend and hold harmless MCFLS for any costs associated with said litigation.

Thank you for your interest in working with the Milwaukee County Federated Library System.



709 North Eighth Street  
Milwaukee, WI 53233

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

July 15<sup>th</sup>, 2023

The Hon. David Crowley, County Executive  
Milwaukee County Courthouse  
901 N. 9th St.  
Milwaukee, WI 53233

Dear County Executive Crowley:

The Milwaukee County Federated Library System (MCFLS) includes herein a formal 2024 budget request in the amount of \$100,000. Requested funds would be incorporated into general revenues to satisfy state mandates and other priorities, including additional support for member libraries.

MCFLS continues to provide excellent library services to all Milwaukee County residents.

- The pandemic highlighted the need for electronic resources like eBooks and digital audiobooks that can be accessed 24 hours a day. Use of these resources within Milwaukee County **totaled nearly 825,000** checkouts in 2022.
- 2023 marks the fourth year of the MCFLS 2020-2024 Strategic Plan and the system is hard at work in fulfilling needs identified by the plan, including **improved user experiences**, additional **technology and training**, and better **marketing and advocacy support** for the system and member libraries.
- The system's catalog, CountyCat, continues to facilitate in- and between-library borrowing, with over **4.2 million items** circulated in 2022. The **estimated cost savings to taxpayers was around \$80 million**.

MCFLS is collaborating and adapting with our member libraries to meet new challenges as we emerge from the pandemic, but our ability to succeed in this new environment is hampered by threats to our funding. While we will see a modest increase in our state funding for 2023, the Department of Public Instruction has recently received a report from a consultant that explores possible statutory changes to the formula used to distribute aids to library systems. A change to the formula would likely result in reduced funding to MCFLS. Continued support from the County will be critical moving forward.

MCFLS is an example of governmental funding at its smartest and most efficient. Library systems offer economies of scale that benefit libraries and communities. We hope you will grant our budget request to continue the high level of service expected by County residents.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, reading 'Paul M. Ziehler'.

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

Department: **CULTURAL INSTITUTIONS**

**Strategic Program Area 3 - Federated Library System**

Service Provision: **Discretionary**

**How We Do It: Program Budget Summary**

Category	2021 Actuals	2022 Actuals	2023 Budget	2024 Department Request	2023/2024 Variance
Expense	\$116,500	\$66,650	\$66,650	\$100,000	\$33,350
Tax Levy:	\$116,500	\$66,650	\$66,650	\$100,000	\$33,350

What We Do With It: Activity				
Performance Measure Name	2021 Actuals	2022 Actuals	2023 Target	2024 Target
Library Materials Circulated	3,959,509	4,205,494	4,331,659	4,461,609
Active Cardholders	242,539	217,232	223,749	230,461
Digital Materials Circulated	746,650	824,050	873,493	917,168
Items Delivered	982,134	904,817	931,962	950,601
MCFLS and CountyCat Website Page Views	11,716,577	10,944,169	11,272,494	11,610,669
CountyCat Mobile Searches	3,310,782	608,748	626,732	645,534

How Well We Do It: Performance Measure				
Performance Measure Name	2021 Actuals	2022 Actuals	2023 Target	2024 Target
Active Cardholders as Percent of Population	26%	24%	25%	25%

**Strategic Overview:**

The Milwaukee County Federated Library System (MCFLS) is overseen by the Department of Public Instruction (DPI) and serves 15 administratively autonomous and fiscally independent public libraries in Milwaukee County. These public libraries are wholly funded by their municipality and join the MCFLS organization voluntarily. MCFLS is responsible for supporting all public libraries in the county and coordinating the smooth interaction among members behind the scenes in many facets of the library environment.

Department: **CULTURAL INSTITUTIONS**

**Strategic Implementation:**

Our system continues its work to help guide and facilitate cooperation among our member libraries as they recover from the pandemic. The system and member libraries took advantage of ARPA funding available to libraries and residents through the federal government in 2023, installing 6 external materials pickup lockers and facilitating infrastructure upgrades across the County.

As our libraries emerged from the pandemic, the system and directors also recognized a need to communicate the value of public libraries to our communities. Our recent marketing campaigns have focused on online learning resulting in increased usage of resources like instructor-led Gale Courses and we are just getting started with a family literacy campaign with assistance of community partners like Literacy Services. We also plan to engage our member libraries, staff and trustees in strategic planning later in 2023 and into 2024 to set the vision for library services in Milwaukee County.

**BUDGET SUMMARY**

	<b><u>2022 Actual</u></b>	<b><u>2023 Budget</u></b>	<b><u>2024 Budget</u></b>
<b><u>Expenditures</u></b>			
Technology, Reference, Interlibrary Loan	\$1,955,998	\$2,111,722	\$2,000,000
Continuing Ed and Consulting	\$122,496	133,168	\$140,000
Delivery	\$301,569	337,489	\$335,000
Payment to Members for Non-Res Access	\$1,150,989	1,230,100	\$1,230,100
Library Services to Youth	\$1,587	11,632	\$12,250
Inclusive Services	\$9,203	31,484	\$12,250
Public Information	\$116,750	154,597	\$165,000
Administration	\$333,297	311,509	\$325,000
Electronic Resources	\$846,735	543,133	\$633,350
MultiType Initiatives	\$8,660	8,732	\$8,800
Member Office Supplies	\$31,636	46,600	\$50,000
<b><i>Total Expenditures</i></b>	<b><u>4,878,920</u></b>	<b><u>4,920,166</u></b>	<b><u>4,911,750</u></b>
<b><u>Revenues</u></b>			
State Aid to Public Library Systems	3,301,099	3,568,561	3,568,561
Federal LSTA Funding	-	3,000	3,000
Passthrough Contract Income	1,220,862	1,003,442	1,000,000
Interest Earned from State Aid	(9,267)	2,000	5,000
Unexpended Funds-Previous Years	50,831	15,000	15,000
All Other Sources	259,630	261,513	220,189
<b><i>Milwaukee County Contribution</i></b>	<b><u>66,650</u></b>	<b><u>66,650</u></b>	<b><u>100,000</u></b>
<b><i>Total Revenue</i></b>	<b><u>\$4,889,805</u></b>	<b><u>\$4,920,166</u></b>	<b><u>\$4,911,750</u></b>
<b><i>Budget Surplus/(Deficit):</i></b>	<b><u>10,885</u></b>	<b><u>-</u></b>	<b><u>\$ -</u></b>
<b><i>County Contribution as % of Total Revenue:</i></b>	<b><u>1.4%</u></b>	<b><u>1%</u></b>	<b><u>2.0%</u></b>





## RACIAL EQUITY BUDGET TOOL

Date Submitted:

Department:

*Please note: each response field below has a 2,500-character limit.*

### STRATEGIC FOCUS AREA 1: CREATE INTENTIONAL INCLUSION

#### 1. What activities are you doing to attract and retain a diverse and inclusive workforce in your department? What are the associated costs of these activities?

##### BACKGROUND

The Milwaukee County Federated Library System (MCFLS) is run by a seven-member board of trustees whose membership is approved by the County Executive's office and County Board of Supervisors. The makeup and authority of the MCFLS Board is set in state statute, with one representative from the resource library board (Milwaukee), two from other public library boards in the system, one County Supervisor and three citizen representatives. The power to attract and retain a diverse and inclusive workforce within the system is in the hands of the MCFLS Board with assistance from the system director, and by extension the County Executive's office and Board of Supervisors who approve MCFLS trustees.

##### RECRUITMENT

The system staff itself is small, and we currently employ 6.38 FTE. MCFLS is an equal opportunity employer and states that prominently on all position announcements. When positions at MCFLS have become open, the director advertises the opening on the system website and usually state and national job recruitment sites like the American Library Association (ALA) JobList or Wisconsin Library Association job announcement boards. The system has also posted positions on Wisconsin.gov since MCFLS is a quasi-state agency and the UW-Milwaukee iSchool when appropriate to the position. These particular job sites may be appropriate to cast a wide net to ensure enough good candidates apply. Recently we have used sites such as Diversity.com and Handshake (used by academic institutions, including technical colleges) to get the attention of more diverse candidates. Because of these efforts, the system has hired a person of color to fill its Library Systems Technician role in July 2023. The system will continue posting open positions to sites that can attract candidates to ensure a diverse and inclusive workforce that represents the libraries and communities we serve.

##### RETAINMENT

MCFLS offers many incentives to retain a diverse and inclusive workforce. The system pays employees a very competitive rate of pay and has been able to retain staff as a result. The MCFLS work culture is flexible but focused on customer service and we've built a very strong team environment. In addition, all system staff become part of the Wisconsin Retirement System (WRS) shortly after employment and are eligible to take part in a tax deferred compensation program to help save for retirement. MCFLS also gives the option for staff to participate in the state healthcare plan, generally recognized to be one of the best available locally. To retain employees the total cost of salaries is roughly \$505,000 and fringe benefits around \$236,000 after staff copays are taken out.

**2. How do you use professional development and advancement opportunities to promote equity in your department's workforce? What resources are used to support these opportunities for professional development and advancement?**

Our system staff is small but all of them have access to a variety of professional development opportunities that MCFLS offers to our member libraries. MCFLS, along with other systems in Southeast Wisconsin, contracts with the Bridges Library System to offer access to high quality continuing education opportunities in the form of in-person events or online sessions and webinars. The group is named SEWI Libraries Continuing Education and has a website with registration and links to sessions throughout the year: <https://sewilibraries.org/>. The sessions are organized by a Bridges staff member with many years of experience and in recent years many sessions have focused on equity and inclusivity in the workplace and libraries. A few examples from last year include: How to Use the DPI Inclusive Services Assessment & Guide, Libraries Talk About Race: Let's Talk About Race at Work, Engaging in Sensitive Conversations & Handling Pushback, Understanding Why Diversity, Equity, and Inclusion Matter in Majority White Spaces, Mental Health in Library Customer Interactions, and Cultural Competence.

In addition to local professional development opportunities, the Wisconsin Department of Instruction, Division for Libraries and Technology (DPI-DLT) employs an experienced staff member with responsibilities that include collaboration and information sharing for inclusive services for libraries at the state level. The DLT has made it a point of emphasis in recent years to make sure all library systems in the state are kept informed and collaborate on issues affecting equity and inclusivity.

In 2021 MCFLS reached an agreement with the Milwaukee Public Library to begin providing inclusive services guidance for the system and liaison with our member libraries and the Department of Public Instruction. This led to the establishment of our MCFLS Inclusive Services ad hoc committee made up of system and member library staff that discuss ongoing issues and improvement of services to all residents, but particularly those relevant to people of color. The Inclusive Services committee members now have representation across all subcommittees and inclusive service topics are a standing agenda item on all subcommittee agendas. In early 2022 the MCFLS Board of Trustees adopted the DPI Inclusive Services Statement upon the recommendation of member libraries. This adoption supports the committee's efforts, including assistance to member libraries as they implement changes using the state.

MCFLS budgets \$9,000 for continuing education and participation in the SEWI group of libraries. In addition, the system has added \$10,000 to support professional development related to inclusive services each year moving forward.

**3. Our employees can be a great resource for innovation and knowing what is working well and what needs work. Have you engaged a diverse group of frontline employees to inform decisions about your proposed budget changes? If yes, how was input solicited, who was involved, and what were the results?**

The MCFLS system staff comprises seven people: five full time staff and two part-time employees. The small size of our staff means each member has an opportunity and responsibility to influence our budget and share their views regarding possible changes.

The system director regularly polls system staff to identify changes for inclusion in the system budget throughout the year. The director, for example, will challenge the network administrator to engage in generative thinking to anticipate long-term technology needs for the system. As a result, the network administrator identified network routers at each member library that needed to be replaced over the next five years. We have now a plan and budget in place to address that need. This is but one example in an iterative process involving all system staff members. Many elements of our budget are dictated by the 2020-2024 MCFLS Strategic Plan.

System staff have a heavy influence on the makeup of that plan and are responsible for implementing activities related to the objectives within it. Some of these activities involved funding through the budget. In effect, system staff not only have a great influence on the strategic plan and the budget, but also in determining specifically ways in which that money is being spent.

**4. Are you tracking contracts with minority and women-owned business? If yes, please share percentages of each. If no, why not?**

MCFLS has not tracked contracts with minority or women-owned businesses to date. Our major contracts and agreements are usually with the City of Milwaukee and the Milwaukee Public Library, although we do use vendors for other purposes. Our system plans to put in place a new financial system and we will attempt to track these types of contracts once the system is set up in 2023. In 2022 the system did contract with a minority-owned business for sorting of library materials, an important service provision to our member libraries.

## STRATEGIC FOCUS AREA 2: BRIDGE THE GAP

**5. How and when have service users, in diverse and inclusive communities, and other key stakeholders been engaged to inform decisions about changes in funding levels for services provided in your requested budget (who was involved, what was the forum, what were the results)?**

The Milwaukee County Federated Library System (MCFLS) operates as a member organization designed to facilitate collaboration and cooperation among all public libraries in Milwaukee County. The MCFLS Board and system have always considered our primary audience or service users to be our member libraries. System staff do communicate directly with the community in a general support role, assisting residents with questions related to use of the catalog and electronic resources like Libby, but the primary responsibility of MCFLS is to our member libraries who in turn support their residents.

Currently the key stakeholders we work with when determining the budget include the MCFLS Board, member library directors and system staff. The Department of Public Instruction (DPI) approves the system plan for services that does include the system budget each year. Member library directors are important to our budget process and are given the chance to offer input each year. Feedback from communities through their member libraries is critical. System staff are also important in the budget process. We hold several meetings with staff throughout the spring and summer to determine priorities within our budget in conjunction with our strategic plan.

In late 2023, we will engage our members and trustees in a strategic planning process for 2025 and beyond. Service to all of our communities, especially people of color, will be a point of emphasis for MCFLS and our members.

**6. Describe ways in which racial and economic data were used to prioritize resource distribution. (Data can include sources found in the resources section of this tool, department collected data, or any other relevant data from other sources.)**

Racial and economic data has not been used to prioritize resource distribution in our budget process. The primary stakeholders that MCFLS serves are the public libraries of Milwaukee County. The system has always viewed the libraries as our constituents and connection to the communities they serve. The system board and staff rely heavily on constant communication with directors and library boards to determine the best way to serve their communities. This is borne out during negotiations with the libraries with regard to system agreements every 4-5 years, all of which result in direct payment to libraries for services they provide the system and other members. The data used to determine the agreements are internal reports that focus primarily on circulation statistics to determine use and ultimately compensation.

Discretionary resource distribution within our budget is further limited because of the amount of system operating expenses tied to these agreements. Over 50% of the MCFLS budget is tied to system agreements that run through 2024: 36% to reciprocal borrowing among member libraries, 9% for cataloging services from the Milwaukee Public Library and 6.25% is also earmarked to the Milwaukee Public Library to serve as the MCFLS resource library.

**7. How does your budget reflect efforts to work across departments to break down silos to maximize access to and quality of services offered? How does this help us achieve the vision of achieving equity and health?**

MCFLS has worked hard in recent years with the help of others to break down silos and barriers to access to libraries and materials. A silver lining of the pandemic has been that our communication with other library systems and libraries throughout the state has improved dramatically and offered us opportunities for shared services that may have not materialized previously.

- In 2022 and 2023 the system will take the lead on several ARPA grants that will save significant money and expand access to residents. We are participating in one ARPA grant through DPI that will provide one year of access to Brainfuse JobNow and HelpNow that offers one-on-one tutoring and job help and will save member libraries (including Milwaukee Public Library) around \$60,000 in 2022. MCFLS is also acting as fiscal agent for a grant to provide self-service materials lockers to allow patrons to pick up materials from libraries after hours. These expanded services will last beyond 2023 and may open the door to others.
- Through the DPI LAWDS grant (Libraries Activating Workforce Development Skills) MCFLS has established relationships with local job centers as well as Employ Milwaukee and Worker Connection to increase access to those seeking job or career assistance. The system has and will continue to devote staff time and expertise to help our partners establish relationships with our member libraries and help expand their reach.
- Significant MCFLS staff time and expertise has also been expended in assisting libraries with increasing access to library materials and resources through the MPL LibraryNow program. LibraryNow serves all MPS students and has become a model of resource sharing with other school systems in the County including those in Brown Deer, Greendale, and Hales Corners.
- MCFLS also works with several other systems to provide high quality continuing education and training to share costs and expertise. For example, MCFLS has provided services as fiscal agent for cybersecurity training for the last several years. This training assists five systems in southeast Wisconsin and helps to keep our networks safe from malware and malicious emails.

**8. What are the expected benefits and potential unintended consequences to disadvantaged communities of your proposed budget changes?**

**a. What analysis did you do to determine the expected benefits and potential unintended consequences?**

We did not perform an analysis this year, but would welcome the opportunity to do so in the future, particularly if the county would help with training on how to analyze our budget with an eye to better serving disadvantaged communities.

**POSITIVE RACIAL EQUITY IMPLICATIONS**

Since MCFLS does not directly serve county residents it is difficult to answer this question, but the 2020-2024 Strategic Plan does include objectives that may be viewed as having positive racial equity implications.

- Marketing. The system has done some limited marketing of system resources and services on behalf of member libraries recently, but nothing on the scale that we have already accomplished for 2023 and will do so in 2024. Those in disadvantaged communities and people of color have gained more information on what is available to them through the library system and all the resources available to them with their library card. All of this marketing has been created using positive and representative images to reinforce the library as a cornerstone institution within the communities they serve.
- MCFLS has traditionally focused on delivery and automation services to member libraries as our primary role, but the system also plays a role in coordinating inclusive and youth services for member libraries. Our experiences during the pandemic and completing this survey of our offerings forced us to address this issue and Milwaukee PublicLibrary has agreed to help facilitate these services in their role as resource library. The system has set aside funding for inclusive and youth services activities, including training and outside speakers to help our member libraries become more responsive to our communities.

**NEGATIVE RACIAL EQUITY IMPLICATIONS**

Some negative racial equity implications that we've been able to identify:

- This has yet to play out, but the Department of Public Instruction will be considering a revision of the formula used to distribute state aid to systems, including MCFLS. State aid makes up roughly 96% of our total revenue. Any reduction in our system budget has negative racial equity implications because MCFLS operates on the margins and cannot accommodate reductions as easily as other organizations.

**b. What will your department do to mitigate unintended consequences resulting from your proposed budget changes?**

MCFLS will work closely with the system board and libraries to determine relevant needs as they come up. For example, the system and member libraries deciding to open up more access to our communities by expanding max checkouts on our hoopla streaming service because of the pandemic.

The system also has an established practice in place to make changes through a mid-year budget revision process. This process generally takes place in July or August after the system audit has taken place and is approved by the MCFLS Board.

**9. If your department were to receive some additional funding for addressing racial equity, what specific strategic plan priority would you address, what would be the project/activity and intended outcome, and how much would it cost?**

Possible project ideas:

- Financial support for inclusive services assessments of library services and buildings.
- Support for inclusive services training and/or outside speakers to engage member library staff.
- Additional financial support for the purchase of DEI electronic book/audiobook titles for all County residents.

**10. What is your department doing to dismantle barriers to diverse and inclusive communities, including meeting multilingual needs and other communication or accessibility barriers?**

Dismantling barriers for our member libraries and residents are generally focused on removing barriers to information that should be available to all our communities regardless of race or language.

- Since MCFLS is responsible for the automated library system and there is a significant Spanish-speaking population in Milwaukee County, we've worked with our member libraries and vendors to provide a Spanish language interface to the library catalog. In 2023, the system spent roughly \$3,000 translating online forms for library card renewals and other forms into Spanish and other languages. Our most recent hire is also familiar with
- In past years, MCFLS used grant funding to provide the first significant Spanish language collection within the state OverDrive collection of eBooks and audiobooks. Maintaining and improving this collection has now been standardized as part of the statewide collection development policy governing the purchase of all materials. More materials in different languages have been added since this initial collection.
- In May 2020, MCFLS negotiated with our vendor to provide 3,200 electronic magazines to community residents through member libraries. These titles are offered in 18 different languages through an easy to use interface and app. This collection is now part of the popular Libby app that makes it even easier to access.
- In 2022, the system adopted a new CountyCat mobile app product that offers 11 language options, including changing the default language options for the app to German, Spanish, French, Chinese, Vietnamese and Korean.

We support multi-lingual needs through a number of budget lines totaling around \$6000, including support for multilingual forms. Member libraries pay the costs of the electronic magazines, which for 2024 is around \$18,000. This does not include the thousands of multi-language materials owned by member libraries and made accessible through the online catalog and mobile app.

M.C.F.L.S.  
Financial Report  
For the Month Ending May 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	<b><u>General Revenues</u></b>							
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		\$ 66,650	(100.00)	\$ -	0.00
6	West Milwaukee Contract -Other	\$31,179	\$ 31,179		\$ 31,149	(99.90)	\$ 30	(0.10)
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		\$ 5,662	(26.96)	\$ 15,338	(73.04)
9	Member Postage Revenue (56)	\$16,100	\$ 16,100		\$ 4,661	(28.95)	\$ 11,439	(71.05)
10	Member OCLC Revenue (68)	\$127,336	\$ 127,336		\$ 102,292	(80.33)	\$ 25,044	(19.67)
11	Member Telecomm. Revenue (66)	\$16,800	\$ 16,800		\$ 15,600	(92.86)	\$ 1,200	(7.14)
12	Member Softwre Maint-Basic (64)	\$156,391	\$ 156,391		\$ 104,048	(66.53)	\$ 52,343	(33.47)
13	Member Softwre Maint-Other (64)	\$41,572	\$ 41,572		\$ 24,676	(59.36)	\$ 16,896	(40.64)
14	Member Tech. Assist.-Time Rev.	\$20,000	\$ 20,000		\$ 10,285	(51.43)	\$ 9,715	(48.58)
15	Member Special Projects Rev (72)	\$70,000	\$ 70,000		\$ 156	(0.22)	\$ 69,844	(99.78)
16	Member Catalog Contract Rev (79)	\$162,822	\$ 162,822		\$ 133,977	(82.28)	\$ 28,845	(17.72)
17	Member Database Rev (54)	\$14,685	\$ 14,685		\$ 14,651	(99.77)	\$ 34	(0.23)
18	Member EcomTransaction Fees (43)	\$7,900	\$ 7,900		\$ 3,049.00	(38.59)	\$ 4,851	(61.41)
19	Carryover Revenue	\$15,000	\$ 15,000		\$ -	0.00	\$ 15,000	(100.00)
20	Staff Benefits/Co-Pay Revenue	\$62,061	\$ 62,061		\$ 10,007	(16.12)	\$ 52,054	(83.88)
21	LSTA Technology Grant Revenue	\$3,000	\$ 3,000		\$ 69,548	(2,318.27)	\$ (66,548)	2,218.27
22	Member Digital Content Rev (84)	\$233,385	\$ 233,385		\$ 153,267	(65.67)	\$ 80,118	(34.33)
23	Member PC Mngmt License Rev	\$2,545	\$ 2,545		\$ 901	(35.40)	\$ 1,644	(64.60)
24	Member Replace Fines Rev (90)	\$7,000	\$ 7,000		\$ 3,862	(55.17)	\$ 3,138	(44.83)
25	Member Overdrive Adv Rev (91)	\$15,000	\$ 15,000		\$ 8,636	(57.57)	\$ 6,364	(42.43)
26	Member Collection Dev Tool Rev	\$18,023	\$ 18,023		\$ 18,023	(100.00)	\$ -	0.00
27	<b><u>Total General Revenues</u></b>	\$4,679,010	\$ 4,679,010	\$ -	\$ 3,457,524	(73.89)	\$ 1,221,486	(26.11)
28								
29	<b><u>Special Revenues</u></b>							
30	W. Milwaukee Borrowing Rev (97)	\$41,706	\$ 41,706		\$ 41,706	(100.00)	\$ -	0.00
31	InfoPass Project Mgmnt Rev	\$1,308	\$ 1,308		\$ -	0.00	\$ 1,308	(100.00)
32	Ecommerce Revenue (100)	\$150,000	\$ 150,000		\$ 65,927	(43.95)	\$ 84,073	(56.05)
33	MCFLS Reciprocal Borrowing Reserve	\$48,144	\$ 48,144					
34	<b><u>Total Special Revenues</u></b>	\$241,158	\$ 241,158	\$ -	\$ 107,633	(44.63)	\$ 133,525	(55.37)
35								
36	<b><u>Total Revenues</u></b>	\$4,920,168	\$ 4,920,168	\$ 0	\$ 3,565,157	(72.46)	\$ 1,355,011	(27.54)

37								
38		<u>Original Budget</u>	<u>Revised Budget</u>	<u>+/-</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
39								
40	<b><u>General Expenditures</u></b>							
41	Fringe Benefits Expense	\$298,612	\$ 298,612	\$	81,278	(27.22)	\$ 217,334	(72.78)
42	Salaries Expense	\$505,071	\$ 505,071	\$	164,015	(32.47)	\$ 341,057	(67.53)
43	Member Ecom Transaction Exp (18)	\$7,900	\$ 7,900	\$	3,660	(46.33)	\$ 4,240	(53.67)
44	TNS Calls/Renewal Line Expense	\$2,064	\$ 2,064	\$	727	(35.24)	\$ 1,337	(64.78)
45	Conference/Training Expense	\$6,500	\$ 6,500	\$	4,706	(72.40)	\$ 1,794	(27.60)
46	Memberships Expense	\$9,300	\$ 9,300	\$	914	(9.83)	\$ 8,386	(90.17)
47	Continuing Education Expense	\$9,000	\$ 9,000	\$	7,379	(81.99)	\$ 1,621	(18.01)
48	Office Supplies Expense	\$1,500	\$ 1,500	\$	298	(19.87)	\$ 1,202	(80.13)
49	Copy Machine Maint. Expense	\$1,000	\$ 1,000	\$	97	(9.66)	\$ 903	(90.30)
50	MCFLS WI Pub Lib Consortium Ex	\$6,953	\$ 6,953	\$	6,953	(100.00)	\$ -	0.00
51	MCFLS Buying Pool	\$175,000	\$ 175,000	\$	115,000	(65.71)	\$ 60,000	(34.29)
52	MCFLS Database Expense	\$98,110	\$ 98,110	\$	98,110	(100.00)	\$ -	0.00
53	MCFLS Catalog Enhancement Exp	\$189,642	\$ 189,642	\$	44,640	(23.54)	\$ 145,002	(76.46)
54	Member Database Expense (17)	\$14,685	\$ 14,685	\$	-	0.00	\$ 14,685	(100.00)
55	MCFLS Postage Expense	\$600	\$ 600	\$	-	0.00	\$ 600	(100.00)
56	Member Postage Expense (9)	\$16,100	\$ 16,100	\$	10,500	(65.22)	\$ 5,600	(34.78)
57	Member Forms/Supplies Expense (8)	\$21,000	\$ 21,000	\$	19,202	(91.44)	\$ 1,798	(8.56)
58	Telephone Expense	\$6,000	\$ 6,000	\$	3,371	(56.18)	\$ 2,629	(43.82)
59	Meetings Expense	\$1,000	\$ 1,000	\$	359	(35.90)	\$ 641	(64.10)
60	Insurance Expense	\$12,000	\$ 12,000	\$	11,927	(99.39)	\$ 73	(0.61)
61	Legal Expense	\$1,500	\$ 1,500	\$	1,553	(103.53)	\$ (53)	3.53
62	Audit Expense	\$12,700	\$ 12,700	\$	2,434	(19.17)	\$ 10,266	(80.83)
63	Payroll Service Expense	\$5,400	\$ 5,400	\$	2,344	(43.41)	\$ 3,056	(56.59)
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	\$	32,258	(71.68)	\$ 12,742	(28.32)
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	\$	36	(0.36)	\$ 9,964	(99.64)
70	MCFLS Software Expense	\$10,000	\$ 10,000	\$	4,628	(46.28)	\$ 5,372	(53.72)
71	MCFLS Equipment Expense	\$10,000	\$ 10,000	\$	-	0.00	\$ 10,000	(100.00)
72	Member Special Projects Exp (15)	\$70,000	\$ 70,000	\$	13,416	(19.17)	\$ 56,584	(80.83)
73	Sorting and Delivery Expense	\$305,000	\$ 305,000	\$	128,859	(42.25)	\$ 176,141	(57.75)
74	South Central Delivery Expense	\$21,894	\$ 21,894	\$	10,947	(50.00)	\$ 10,947	(50.00)
75	MPL Resource Contract Expense	\$223,035	\$ 223,035	\$	55,759	(25.00)	\$ 167,276	(75.00)
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	\$	80,293	(25.00)	\$ 240,877	(75.00)
79	Member Catalog Contract Exp. (16)	\$162,822	\$ 162,822	\$	40,706	(25.00)	\$ 122,116	(75.00)
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	\$	6,465	(29.88)	\$ 15,170	(70.12)
83	Contingency Expense	\$43,958	\$ 43,958	\$	30,723	(69.89)	\$ 13,235	(30.11)
84	Member Digital Content Exp (22)	\$233,385	\$ 233,385	\$	187,533	(80.35)	\$ 45,852	(19.65)
85	Marketing	\$60,000	\$ 60,000	\$	11,515	(19.19)	\$ 48,485	(80.81)
86	Cooperative Purchasing Sub Exp	\$2,500	\$ 2,500	\$	2,786	(111.44)	\$ (286)	11.44
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	\$	69,582	(2,319.40)	\$ (66,582)	2,219.40
89	MCFLS MKE Mixer Expense	\$1,400	\$ 1,400	\$	1,560	(111.43)	\$ (160)	11.43
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	<b><u>Total General Expenditures</u></b>	<b>\$3,540,068</b>	<b>\$ 3,540,068</b>	<b>\$ -</b>	<b>\$ 1,543,281</b>	<b>(43.59)</b>	<b>\$ 1,996,787</b>	<b>(56.41)</b>
95								
96	<b><u>Special Expenditures</u></b>							
97	W. Milw Borrowing Exp (30)	\$41,706	\$ 41,706	\$	42,065	(100.86)	\$ (359)	0.86
98	RB - MCFLS Payment Expense	\$1,188,394	\$ 1,188,394	\$	1,188,395	(100.00)	\$ (1)	0.00
99	ILS Migration Reserve	\$0	\$ -	\$	-	0.00	\$ -	0.00
100	Ecommerce Expense (32)	\$150,000	\$ 150,000	\$	65,927	(43.95)	\$ 84,073	(56.05)
101	<b><u>Total Special Expenditures</u></b>	<b>\$1,380,100</b>	<b>\$ 1,380,100</b>	<b>\$ -</b>	<b>\$ 1,296,387</b>	<b>(93.93)</b>	<b>\$ 83,713</b>	<b>(6.07)</b>
102								
103	<b><u>Total Expenditures</u></b>	<b>\$4,920,168</b>	<b>\$ 4,920,168</b>	<b>\$ -</b>	<b>\$ 2,839,668</b>	<b>(57.71)</b>	<b>\$ 2,080,500</b>	<b>(42.29)</b>
104								
105	<b><u>Revenue/Expenditures +/-</u></b>				<b>\$ 725,489</b>			



## United for Libraries - The Voice for America's Libraries

United for Libraries is a national network of enthusiastic library supporters who believe in the importance of libraries as the social and intellectual centers of communities and campuses. No one has a stronger voice for libraries than those who use them, raise money for them, and govern them. By uniting these voices, library supporters everywhere will become a real force to be reckoned with at the local, state, and national levels.

For more information, please read "A Short History of United for Libraries" ([/united/sites/ala.org.united/files/content/about/history.pdf](https://united/sites/ala.org.united/files/content/about/history.pdf)) by past-president Peggy Danhof.

### United for Libraries' Mission

The mission of United for Libraries is to support those who govern, promote, advocate, and fundraise for all types of libraries.

United for Libraries has the specific responsibility for:

- Educating through a continuing and comprehensive program for library Trustees to enable them to discharge their responsibilities in a manner best fitted to benefit the public and the libraries they represent.
- Encouraging and assisting the formation of and development of Friends of Library groups and Library Foundations.
- Providing a means for Trustees to have access to information and ideas that will prove useful to them in the governance of their libraries.
- Providing Friends of Library groups and Library Foundations access to information and ideas that will prove useful to them in fundraising, library promotion and the operation of their organizations.
- Promoting strong state and regional Trustee and Friends of Library organizations.
- Providing to all who value libraries the materials and support they need to be effective advocates for their libraries on the local, state and national levels.
- Making the public aware of the existence of formalized groups such as Trustees, Friends of Library groups and Library Foundations and the services they perform to encourage and develop expanded participation in the support of libraries across the country.

### A Rich History

ALTA was founded in 1890 as the American Library Trustee Association. The association underwent a name change in 1999 from the American Library Trustee Association to the Association for Library Trustees and Advocates.

In 1975, a small but visionary project of the Committee on Friends of the Library embedded deep within ALA's Library Administration and Management Association (LAMA) undertook a project to compile a directory of known Friends of Libraries groups on campuses and in communities. In 1979, FOLUSA was incorporated.

United for Libraries will continue to build on the work and success of both ALTA and FOLUSA by helping Trustees and Friends work together at the local, state, and national levels to effectively promote and advocate for libraries, encouraging the development of library Foundations, and engaging corporate supporters to unite and strengthen voices in support of libraries.

For more information, please read "[A Short History of United for Libraries](#)" by past-president Peggy Danhof.

Steve Heser

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From: Shannon.Schultz@dpi.wi.gov <wissysdir@lists.dpi.wi.gov>  
Sent: Wednesday, June 7, 2023 3:32 PM  
To: Wisconsin Public Library System Directors  
Cc: 'wispubdir@lists.dpi.wi.gov'; LIBCERTCE email list; Wisconsin Public Library System Directors  
Subject: [ EXTERNAL ] [wissysdir] WI Trustee Training Update, Part II

Follow Up Flag: Flag for follow up  
Flag Status: Completed

Based on some of the questions I have received, I want to provide some clarifying information about the United for Libraries Statewide Access program that has been paid for you as part of a statewide subscription. While it is available to everyone connected to libraries in Wisconsin—staff, trustees, friends, foundations, schools, etc.—it is not free, so an account must be created for each person accessing the trainings. They cannot provide open links to webinars or recordings, as then anyone would be able to access them, even people who are not subscribed. For this reason, you must create the account one time, and then after that it's just one click to register for and access any of the events and recordings included in the Statewide Access program. As of now, only 300 trustees are taking advantage of this program; we'd like to see that number increase!

There are two ways you can go about this right now: the fastest is to [follow this link](#) and fill in the form on the page. Once you do that, all registrations will be one click away. Alternatively, you can have someone set up the account for you by emailing [united@ala.org](mailto:united@ala.org) with your full name, city and state, the name of the library you work with, and your primary role on behalf of the library (director, staff, trustee, foundation, friends, etc.).

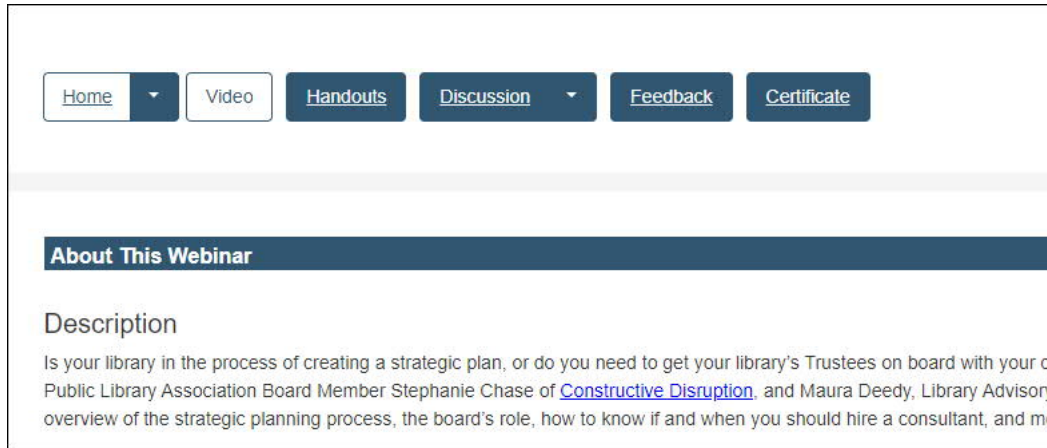
One of the most frequent questions I have received from trustees to this point is, “if I cannot attend the live webinar, can I watch it later, and how do I do that?” Fortunately, the answer is simple (but keep in mind that you must be registered, as described above, to access the content). If you go to the [Wisconsin Statewide Access](#) page and scroll down, you will see the list of recent webinars. Click on the linked title (with the share symbol), and it will take you to the page about that webinar. For example, see this screenshot (below)- you could click on the blue link for the strategic planning webinar.

Once you have clicked that, you will see this page:



The screenshot shows a webpage for a webinar titled "Strategic Planning: What Your Library Board Needs to Know". At the top, there is a blue link with a share icon. Below it, a line of text states: "Your statewide access provided by the Wisconsin State Library provides FREE registration for live attendance and/or on-demand registration." The main title of the webinar is "Strategic Planning: What Your Library Board Needs to Know" in a large, bold font. Below the title, it says "Live Webinar: Wednesday, May 17, 2023". At the bottom, there is a list of time slots for different time zones:

- 2:00-3:15 p.m. Eastern
- 1:00-2:15 p.m. Central
- 12:00-1:15 p.m. Mountain
- 11:00 a.m.-12:15 p.m. Pacific
- 10:00-11:15 a.m. Alaska



The screenshot shows a webinar interface. At the top, there is a navigation bar with six buttons: 'Home' (with a dropdown arrow), 'Video', 'Handouts', 'Discussion' (with a dropdown arrow), 'Feedback', and 'Certificate'. Below this is a dark blue header with the text 'About This Webinar'. Underneath, the section is titled 'Description'. The text in the description reads: 'Is your library in the process of creating a strategic plan, or do you need to get your library's Trustees on board with your cu... Public Library Association Board Member Stephanie Chase of [Constructive Disruption](#), and Maura Deedy, Library Advisory... overview of the strategic planning process, the board's role, how to know if and when you should hire a consultant, and mo...

Click the VIDEO button to watch the webinar and click the HANDOUTS button to view the slides.

I hope this helps to understand how to access the webinars.

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June 19, 2023

May/June 2023 Director's Report

### Summary of activities

#### System Activities

- Our staff conducted interviews on May 24 and 25 for the Library Systems Technician position. We spoke with five qualified candidates with diverse experiences and came to consensus on the person to hire. Belinda Lai has accepted the position and will start on July 10. We all feel she will be an excellent addition to the team and complement expertise we have on staff.
- I developed and presented an RFP for consulting services for our next strategic plan to the Legislative and System Services committee. The RFP is moving forward pending approval by the MCFLS Board.

#### Grant activities

- The virtual library center grant that works to promote the All of Us program is moving forward with proposals being written in partnership with NIH/NLM staff. West Allis is also participating in the grant, with upgrades to technology and video displays being part of their grant. MCFLS is participating in setting up health literacy mixer boxes that can be used by partners at the Medical College or interested member libraries. Each box contains a presenter laptop, projector, 15 iPad mini devices and other items to support the All of Us program when necessary.
- MCFLS and MPL are working to use LSTA grant money on doing a complete backfile review of bibliographic and authority records on our database. The one-time process would cost the system \$30,000 but is being completely covered by LSTA funding. MCFLS staff will assist in the process.

#### State activities

- The SRLAAW workgroup is reviewing the draft of the compensation study report provided by Carlson Dettmann Consulting this week and working with the vendor on possible changes on June 20.

### Upcoming Activities

1. Work with SRLAAW workgroup on finalizing compensation survey activities.
2. With MCFLS Board approval, release the RFP for strategic planning.
3. Submit the County Budget request with MCFLS Board approval by July 15.