

NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, November 27, 2023

3:30 P.M.

This meeting will be held 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 October 9, 2023

Action

[Attachment A](#)

4. Public comment

MCFLS Standing Committee Reports

5. Library Directors Advisory Council

a. Report of the November 2, 2023 meeting.

Action

[Attachment B](#)

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

6. MCFLS Finance and Personnel Committee

- a. The next meeting of the Finance and Personnel Committee is tentatively scheduled for March 2024.

7. MCFLS Legislative and System Services

- a. Update on the strategic plan activities. Next meeting date scheduled for January 2024.

Administrative reports requiring action

8. MCFLS Board 2024 planning.

- a. Officer and subcommittee appointments.
- b. Proposed 2024 meeting schedule.

Action [Attachment C](#)

9. Proposal for new MCFLS internal phone system using Ring Central.

Action [Attachment D](#)

10. 2024-25 Delivery Services contract renewal.

Action [Attachment E](#)

11. Resolution for Sheila O'Brien.

Action [Attachment F](#)

12. Report on internal financial controls in response to 2022 MCFLS audit findings.

Action [Attachment G](#)

13. Financial reports for September and October 2023.

Action [Attachment H](#)

Administrative Informational Items

14. Director's Report.

[Attachment I](#)

Next meeting date: Tentatively scheduled for 3:30 pm on Monday, January 22 via Zoom.

Milwaukee County Federated Library System
Board of Trustees
Regular Monthly Meeting held
Monday, October 9th, 2023 at 3:30 p.m.
Via Zoom Meeting Software

ROLL CALL

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

Excused: Monica Deluhery, Trustee
Erika Siemsen, Trustee

Staff: Steve Hesser, Director
Brittney Hornung, Business Manager

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

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

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

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the September 18th, 2023 shown as the Attachment A of the agenda packet. Being no corrections noted, Trustee Snyder moved and Treasurer Shea seconded the motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT.

MCFLS STANDING COMMITTEE REPORTS.

Library Directors Advisory Council

Tristan Boswell reviewed the Library Directors Advisory Council report from October 5th 2023 shared via email before the meeting. The 2024 Budget and System plan draft were shared with LDAC. Jen Schmidt shared an update and timeline for the Aspen Discovery layer to replace the current catalog. This will go live in May 2024 and the current catalog expires June 2024 so there

is a month of overlap between the two catalogs. There was an update to the ILL request form from a PDF to Jotform making it safer and easier to use. Director Hesel gave updates to Strategic planning and Inclusive services. Additional business included discussion on videotaping in the library, property ownership and library cards, All of Us grant mixer box update, and workforce development survey. Sheila O'Brien retired as of October 6th. President Ziehler requested a letter be drafted thanking Sheila for her service and dedication to the library and system. Treasurer Shea motioned to approve the LDAC report as presented, Trustee Snyder seconded. Unanimously approved.

MCFLS Finance and Personnel Committee

Director Hesel shared the report of the September 28th joint meeting with Legislative and System Services and the recommendation to approve the 2024 MCFLS budget shown as Attachment B of the agenda packet. State aid has increased by 10% which will increase reciprocal borrowing by 10% in 2025. The system is covering multiple electronic resource costs for member libraries which is \$127,453 in savings to the member libraries. Treasurer Shea motioned to approve the 2024 MCFLS budget, Trustee Snyder seconded. Unanimously approved.

MCFLS Legislative and System Services

Vice President Johnson shared the report of the September 28 joint meeting with Finance and Personnel and the recommendation to approve the 2024 MCFLS System plan shown as Attachment C of the agenda packet. Director Hesel gave a brief overview of the 2024 MCFLS system plan. One of the areas the state has focused on is collaboration with other systems which are highlighted in the plan. The SRLAAW compensation study was completed with other system directors, Cybersecurity training is led by MCFLS and covers 6 other systems, there have been collaborative marketing activities between MCFLS and Bridges, and the Infopass project with WILS. Vice President Johnson motioned to approve the 2024 MCFLS System plan, Treasurer Shea seconded. Unanimously approved.

Director Hesel shared an update on the strategic plan activities. The all-day planning session will take place Thursday, January 18th 9:00am – 4:00pm at UW Continuing Education Center. The patron satisfaction survey went out this morning through social media and to each member library to distribute to patrons. There has already been about 30 responses. Trustee Snyder asked about parking for the Strategic plan. Director Hesel will look into parking and relay that information back before the meeting. The next step is the survey for MCFLS Trustees, staff and member library staff to fill out for the SWOT analysis. Vice President Johnson asked how to access the survey. Director Hesel referred to the County Cat catalog site and share the location of the link. Vice President Johnson and President Ziehler shared advice on making this more accessible and have better visibility.

ADMINISTRATIVE REPORTS REQUIRING ACTION.

2024 Continuing Education Agreement

Director Heser shared the 2024 Continuing Education Agreement show as Attachment D of the agenda packet. Trustee Suelzer motioned to approve the Continuing Education Agreement, Treasurer Shea seconded. Trustee Snyder abstained. Motioned Approved.

Financial reports for September and October 2023 will be shared at the November meeting.

ADMINISTRATIVE INFORMATION ITEMS.

WLA Trustee Memberships

Director Heser shared that the Trustee membership has been purchased which would allow all of the Trustees to attend any conference in person or virtually at a reduced rate. The membership cost \$150 and has already saved \$100 in the discounted rate for Trustee Suelzer to attend the WLA conference.

Artificial Intelligence and Impact on Libraries

Director Heser shared information on Artificial Intelligence and the impacts on libraries shown as Attachment E of the agenda packet. The use of AI can enhance thins libraries already do and make tasks more efficient, with the downside of a lack of privacy. Director Heser shared that Chat GPT was used to create the document being shared and had not been altered. Chat GPT is also helpful in writing scripts and php for some websites. Trustee Suelzer shared that in other AI discussions, AI was described as more of a language generator and not a knowledge generator. At the present, it is like an extension of the internet and challenges the libraries have already faced. Discussion Ensued.

Director's Report

Director Heser gave an overview of the Directors report shown as Attachment F of the Agenda packet. System activities include the 2024 Budget and System plan, MCFLS migrated its website to the cloud, and Belinda helped load system records using an API in Sierra for the first time. Jen Schmidt worked on an Authority control project funded through a LSTA grant that required an update of over 2 million bibliographic records.

ADDITIONAL ITEMS

NEXT MEETING. Scheduled for 3:30 p.m. Monday November 27th, 2023 via Zoom meeting software.

ADJOURNMENT. With no further business to be addressed, Vice President Johnson motioned to adjourn the meeting at 4:38 p.m. and Trustee Snyder 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 Boswell, South Milwaukee Public Library

RE: Summary of LDAC Meeting, November 2, 2023

Location: Zoom Teleconference

Topics for Action or Discussion

Requirements for a Library Card – Director Hesel presented the 2016 signed member agreement that states that patrons who receive a MCFLS card needs to be a resident of the county. This means that patrons who are property owners in Milwaukee County but not residents of the county are not able to have full access to MCFLS resources. Member libraries are able to provide fee cards for use just at their library for those property owners if the member library chooses. Jill Lininger (Oak Creek) noted that if anyone is interested in expanding access she would like to begin that conversation.

Discussion ensued about the possibilities and constructs of a system wide “fee card”. Points of discussion include:

- Physical material access vs electronic access needs to be considered
- Primary residence of an address needs to be considered
- The price/free access to a system-wide card would need do to be reviewed at each municipality to ensure it fits with their needs.
- Member library reimbursement for out of county patron use concerns and review.

Proposed LDAC Meeting Schedule for 2024 - Hesel asked member libraries to review the schedule and add their location if they are able to host. He will ask for approval at the December 2024 meeting.

- January 4, 2024 – Zoom
- February 1, 2024 – Zoom
- March 7, 2024 – Zoom
- April 11, 2024 – SOIS
- May 9, 2024 – In Person
- June 6, 2024 – In Person
- August 1, 2024 – Brown Deer
- September 5, 2024 – In Person
- October 3, 2024 – Whitefish Bay
- November 14, 2024 – Zoom
- December 5, 2024 – Zoom

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 10th Avenue

South Milwaukee, WI 53172

P (414)768-8195

W smlibrary.org

Interest in a MCFLS Director Retreat – Hesper polled member libraries to see if there was any interest for a Director's Retreat similar to the SEWI model with a focus on MCFLS issues: access card, reciprocal borrowing, and system services. It could be a good opportunity for library staff to get out of the office and share with each other and talk about specific issues. Stephanie Lane-Lewin (Hales Corners) suggested doing it and not having a LDAC meeting that month. Amy Krahn (St. Francis) mentioned that Strategic Planning would be a good topic as discussed by small libraries. Hesper said he would send out a survey and work with the incoming Chair on scheduling that potential retreat.

Technology

Newsbank – West Allis and Wauwatosa unchanged, but working with other user login experience. Work with Deb M to create marketing content for participating libraries. No system wide social media post. Timeline is still on track for January 1, 2024 or earlier.

Update on Changes to Bibliographic Database, Including Authority Control – Jennifer Schmidt (MCFLS) presented that from fall of 2022 there has been work in the cataloging work group. There was an LSTA grant for libraries to use for an authority control project. After talking with Milwaukee Public Library they pursued Backstage and holding meetings with Innovative on what needed to be done to Sierra to upload tables and plans to have the project take place. This project is wrapping up by its intended deadline for October 2023.

(Below is excerpt/summary from Jennifer Schmidt's presentation)

Benefits of the project:

- Because CountyCat is a shared catalog, the authority control project benefits all member libraries.
- Secured LSTA funds for a statewide Cooperative Cataloging project (started Fall 2022) were used for the cost of the Backstage project (\$30-\$35K).
- It's a time-saver for the cataloging team! The project allows MCFLS to send old bibliographic records to Backstage from them to update headings and change AACR2 elements to more current RDA (Resource Description and Access) cataloging records.
- This is one of several projects MCFLS is pursuing to make its online resource more accessible (link to DPI Inclusive Services Assessment Guide, pg. 28).
- Headings updates with more appropriate classifications. Examples were given during demonstration.

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 10th Avenue

South Milwaukee, WI 53172

P (414)768-8195

W smlibrary.org

Status of the project:

- MCFLS will soon overlay a subset heading of authority records again for CCDM to put back an OCLC number where it is available, which will help their department verify headings.
- MCFLS plans to do an annual authority control update for 2024-2026 in fall of those years.
- MCFLS and MPL CCDM have not yet begun to pour over the post-load reports which provide counts on the number of changes made to records.
- MCFLS and MPL CCDM staff continue to participate on a statewide Bibliographic Standards committee which came out of the Initial Cooperative Cataloging project. The goal is to have baseline standards which can lend support and consistency for all systems.

Informational

Strategic Plan – Hesser presented some of the results of the Strategic Plan survey done by MCFLS. 130,000 active users were solicited with 10,000 responses, a good response that will provide good data. Hesser will share the data at the January 18, 2024 vision event. The biggest challenge is for text-free area which is improvements and share your library stories. It is too large a response to pull through Chat GPT. The library stories shared were heartwarming and will be shared with member libraries to share as desired. In the future member libraries will be approached with additional survey data so that information will be collected before the vision event.

Legislative Updated. Latest on Library-Related Bills Introduced – Peter Loeffel (Wauwatosa) shared how to access bills and lobbying information with updates on current library related bills.

2023-2024 Session

<https://docs.legis.wisconsin.gov/2023>

Senate Bill 598: An Act to renumber 43.30 (4); and to create 43.30 (4) (b) of the statutes; Relating to: parental notification related to public library materials. (FE)

Senate Bill 597: An Act to amend 43.30 (1m) and 119.04 (1); and to create 120.12 (29) of the statutes; Relating to: parental notification related to school library materials. (FE)

Senate Bill 305: An Act to repeal 944.21 (8) (b) 1. and 944.21 (8) (b) 2. of the statutes; Relating to: protection from prosecution for employees of libraries and educational institutions possessing obscene materials.
(Assembly Bill 308)

Senate Bill 10: An Act to amend 119.04 (1); and to create 43.75 and 118.073 of the statutes; Relating to:

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 10th Avenue

South Milwaukee, WI 53172

P (414)768-8195

W smlibrary.org

pupil or minor access to harmful material in public libraries and to harmful material or offensive material in public schools. (FE)
(Assembly Bill 15)

Additional Business

RSS Feed – Nyama Reed (Whitefish Bay) shared that the RSS feed on their website is not working. Hesper reported it should be back up soon.

WPLC Steering Committee – Hesper reported that he had been discussing with Karli Pederson (Milwaukee) that there was a representation change for MCFLS. It used to be that the amount of resources the system was using determined the representation on that committee. In the past there were two representatives, one from Milwaukee Public Library and one suburban. Now it has increased to three representatives. The increase in representation was directly from Milwaukee putting in additional funding and it would make sense to allow that additional representation seat to go to Milwaukee. There is still a suburban seat available and it is a big commitment and it would have to be a person that has experience with digital collections. Hesper asked member libraries to talk to their staff to find a qualified person to fill that representation seat.

WPLC Dashboard – Review potential on state wide basis

ILL Change – Amy Krahn was wondering when the new ILL form would go live (St. Francis). Beth Henika (Milwaukee) hopes it will be live next week.

Member Library Updates

Whitefish Bay – increased cost for health insurance and a budget review for that increase are in process (Nyama Reed).

Greendale – There is a small libraries meeting before the LDAC meeting, polls to collect information for decision making process have been collected and shared, shared programming will be a focus of future discussion (Brian Van Klooster).

South Milwaukee – The updated children's play area is completed, added 600 square feet of programming space to the basement, a new fitness program for parents and children is demoing that space (Tristan Boswell).

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

2024 Proposed MCFLS Board Meeting Dates

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

Date	Time	Location
Monday, January 22	3:30 pm	Zoom online meeting
Monday, February 26	3:30 pm	Zoom online meeting
Monday, March 18	3:30 pm	Zoom online meeting
Monday, April 15	3:30 pm	In-person meeting (location TBD)
Monday, May 20	3:30 pm	In-person meeting (location TBD)
Monday, June 17	3:30 pm	In-person meeting (location TBD)
Monday, July 22	3:30 pm	In-person meeting (location TBD)
Monday, August 19	3:30 pm	In-person meeting (location TBD)
Monday, September 16	3:30 pm	In-person meeting (location TBD)
Monday, October 14	3:30 pm	Zoom online meeting
Monday, November 25	3:30 pm	Zoom online meeting

2024 Proposed MCFLS Subcommittee Meeting Dates

Finance and Personnel. All meetings will be held online via Zoom. Subject to change by consent of subcommittee members.

Date	Time	Purpose
March 6, 2024	TBD	Evaluation of MCFLS Director
June 27, 2024	TBD	Recommendation to approve 2023 audit and 2024 mid-year budget revision.
September 26, 2024	TBD	Joint meeting with L&SS to review and recommend approval of the 2025 budget proposal.

Legislative and System Services. All meetings will be held online via Zoom. Subject to change by consent of subcommittee members.

Date	Time	Purpose
January 25, 2024	TBD	Strategic Planning post-retreat debrief meeting
March 7, 2024	TBD	Review and recommendation of 2023 system annual report. Strategic plan draft review.
September 26, 2024	TBD	Joint meeting with F&P to review and recommend approval of the 2025 system plan.

PROPOSAL FOR NEW MCFLS INTERNAL PHONE SYSTEM

BACKGROUND

System staff are proposing a replacement for our current internal phone system that includes seven staff extensions, a helpdesk line, off-hours line and a public number to route calls using a phone tree. Our current system utilizes phone service provided by MPL by way of the City of Milwaukee and has served our needs to this point. MCFLS is charged quarterly using a formula that divides costs equally among users based on the number of lines we have. Any changes to our service are routed through MPL to the City of Milwaukee, sometimes involving complex scripting to accommodate our routing needs.

REASON FOR THE CHANGE

We are proposing the changes for a few reasons:

- Improved service to member libraries and patrons. MCFLS staffs the helpdesk line from 7 am to 8 pm during the week, using a combination of part-time and full-time staff. It's imperative that we route calls appropriately during these periods. Coordinating the correct handoff of helpdesk responsibilities among staff is difficult with the current system. This is not to place blame, but we are asking a lot of the current system to meet our needs.
- Improved management of phone system. Our current system requires us to route requests for changes or resolution of issues through MPL to the City of Milwaukee. While MPL has been incredibly responsive to our needs, this process can result in delays and a lot of back and forth with multiple parties. Managing our own system will allow us to make those changes quickly and with the necessary access to make additional changes if necessary.

PROPOSAL

System staff are proposing to enter into a new contract with Professional Communication Solutions for phone service using RingCentral, a cloud-based communications service. The contract would include seven staff extensions, three additional local numbers for service lines, new desktop phones, and a cloud management interface. The contract requires a 36-month term.

COSTS

The current system costs MCFLS on average \$112 a month. The proposed contract would cost \$247/month or an additional \$1,620 additional per year. The installation costs are \$2,209 and would be covered with contingency funds in 2023.



PROFESSIONAL COMMUNICATION SOLUTIONS

RingCentral | Partner



MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

Milwaukee County Federated Library System- Ring Central MVP Pricing Proposal (Monthly Pay)

RingCentral MVP Services	User Count	List Price	Contracted Price	Total Cost**
RingCentral MVP License Digital Line Unlimited Core	0	\$30.00	\$0.00	\$0.00
RingCentral MVP License Digital Line Unlimited Advanced	7	\$35.00	\$24.99	\$174.93
RingCentral MVP License Digital Line Unlimited Ultra	0	\$45.00	\$0.00	\$0.00
RingCentral Digital Basic Line	0	\$14.99	\$10.99	\$0.00
Additional Local Numbers	3	\$4.99	\$1.99	\$5.97
Additional Toll Free Numbers	0	\$4.99	\$0.00	\$0.00
e911	7	\$1.00	\$1.00	\$7.00
Compliance and Administrative Cost Recovery Fee (CRF)	7	\$4.00	\$4.00	\$28.00
Total Office Monthly Costs*				\$215.90
Hardware Purchase/Rental	Phone Count	List Price	Contracted Price	Total Cost**
Yealink T46U Rental	7	\$7.99	\$4.50	\$31.50
Poly OBi302 ATA Rental	0	\$7.99	\$4.00	\$0.00
Total Monthly Hardware Cost				\$31.50
One-Time Costs			Price	
Estimated Installation, Setup, and Training-(Includes PoE network switch and wall mount)			\$2,209.00	
Total Monthly Costs:*				\$247.40

**Does not include taxes*

*** Pricing based on signed agreements and account activation on or before: November 30, 2023*

**** Requires 36 Month Term, MONTHLY Payment Required*

DELIVERY SERVICES CONTRACT

Service Description: Provision of delivery services for the inter-library loan program of the Milwaukee County Federated Library System.

Time of Performance: January 2, 2024, to December 30, 2025

Amount of Contract: \$759.00 base rate per delivery day. Service is Monday through Friday except Holidays as indicated in Attachment A – Specifications, General Terms and Conditions for the MCFLS 2024 and 2025 Delivery Services.

This CONTRACT, effective as of January 2, 2024, to December 30, 2025, is entered into by and between the Milwaukee County Federated Library System, (hereinafter referred to as the “SYSTEM”), and Winning Solutions, Inc (hereinafter referred to as the “CONTRACTOR”)

WHEREAS, the CONTRACTOR represents self as being capable, experienced, and qualified to undertake and perform those certain services, as hereinafter set forth, as are required in accomplishing fulfillment of the obligations under the terms and conditions of this Contract as an independent contractor and not as an employee of the SYSTEM,

NOW, THEREFORE, the parties hereto do mutually agree as follows:

- I. REQUIREMENTS - The CONTRACTOR is required to:
 - A. Do, perform, and carry out in a satisfactory, timely, and proper manner the services delineated in this Contract.
 - B. Comply with requirements listed with respect to reporting on progress of the services, additional approvals required, and other matters relating to the performance of the services.
 - C. Comply with time schedules and payments terms.
- II. SCOPE OF SERVICES: (To include specific duties and responsibilities, deliverables, time schedules, deadlines, and approval requirements).
 - A. CONTRACTOR agrees to provide delivery services for the inter-library loan program of the SYSTEM which will include all necessary labor, two (2) delivery vehicles and related expenses. A specific delivery person will be assigned solely to this contract for each of the two vehicles. Service times are estimated to be from 5:30 a.m. to 6:00 p.m. Drivers will be supplied the following items in order to perform their services: MPL card pass (activated from 5:30 AM to 6 PM-Monday through Friday), sorting room key and MPL key.

B. CONTRACTOR shall complete background checks at Contractor's expense on all personnel prior to starting any activity for the SYSTEM. CONTRACTOR shall confirm in writing to the SYSTEM that they have successfully conducted the background checks prior to the commencement of work and that CONTRACTOR will not use any personnel for whom background checks have revealed factors that make them unsuitable for the activity to be undertaken for the SYSTEM. This includes replacement personnel.

At a minimum, resources to be checked should include, but are not limited to, civil (<http://wcca.wicourts.gov/index.xsl>) and criminal records (<https://recordcheck.doj.wi.gov/>) Department of Transportation motor vehicle/licensing records (<http://www.dmv.org/wi-wisconsin/departments-motor-vehicles.php>). In order to do so, CONTRACTOR must obtain certain information for each of the CONTRACTOR'S employees/independent contractors expected to be performing work for the SYSTEM. At a minimum, the information shall include full name, date of birth and social security information. Additional information that is helpful in completing background checks includes maiden name, sex, race, driver's license number and issuing state and places of residence for the last three years.

NOTE: If the individual has resided outside of the State of Wisconsin within the last three (3) years, CONTRACTOR will have to do similar research within the state they resided in. All costs associated with the background checks are to be borne by the CONTRACTOR. All records are to be retained by the CONTRACTOR for a period of three (3) years after contract expiration.

The SYSTEM reserves the right to request the results of the background checks and/or to do additional background checks on their own.

C. The delivery personnel of the CONTRACTOR will arrive at SYSTEM headquarters at the MPL Central Library dock area (9th Street west side entrance at 833 West Wells Street) to load the delivery vehicles between 5:30 AM and 6:00 AM daily. Both drivers will have access badges to enter the 12 MPL locations between 5:30 AM and 6 PM. All items picked up, other than bins presorted for Central Library (1) will be sorted in the sorting area at the Milwaukee Public Library in downtown Milwaukee. Some libraries may presort items into bins for libraries on route that have not yet been serviced for the day.

D. CONTRACTOR agrees to keep in effect a Certificate of Insurance as specified in Attachment A for the duration of this contract.

III. SPECIFIC CONDITIONS OF PAYMENT:

The CONTRACTOR will invoice the SYSTEM biweekly for all services provided from the first through the last working day of the previous period. Included with the invoice, shall be a printout, if needed, of the weekly "Regular Gasoline Retail Prices (Cents per Gallon)" Midwest (PADD 2) region, as documentation for any additional fuel surcharge. The document of reference is found at the Energy Information Administration office of the Department of Energy at https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r20_w.htm.

The invoice must be received by the SYSTEM shortly after the previous period activities. All invoices are to be sent electronically to the Milwaukee County Federated Library System. The SYSTEM's responsibility in this regard is to process the invoices and payment will be made within 10 days after receipt.

IV. NOTICES

Any notices shall be in writing and deemed served upon depositing it with the United States Postal Services addressed to the CONTRACTOR at:

Winning Solutions, Inc.
ATTENTION: Ryan Brown, Owner
N56w15184 Silver Spring Drive
Menomonee Falls, WI 53051-5940

And to the SYSTEM at:

Milwaukee County Federated Library System Board
ATTENTION: Steve Heser, Director
709 North Eighth Street
Milwaukee WI 53233

V. CONDITIONS OF PERFORMANCE AND COMPENSATION:

A. PERFORMANCE:

The CONTRACTOR agrees that the performance of the CONTRACTOR'S work, services and the results therefrom, pursuant to the terms, conditions, and agreements of this Contract, shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services.

B. TAXES, SOCIAL SECURITY, INSURANCE, AND GOVERNMENT COMPLIANCE

Personal income tax payments, social security contributions, insurance, and all other governmental reporting and contributions required because of the CONTRACTOR receiving payment under this Contract shall be the sole responsibility of the CONTRACTOR. CONTRACTOR agrees to comply with all applicable federal, state, and local laws and regulations.

C. SUBCONTRACTING:

The CONTRACTOR shall not subcontract for the performance of any of the services herein set forth without prior written approval obtained from the SYSTEM.

VI. INDEMNIFICATION AND DEFENSE OF SUITS:

The CONTRACTOR agrees to indemnify, hold harmless, and defend the SYSTEM and all SYSTEM member libraries, its officers, agents, and employees from all liability including claims, demands, damages, actions or causes of action; together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the CONTRACTOR, its employees, agents or subcontractors.

VI. REGULATIONS:

The CONTRACTOR agrees to comply with all of the requirements of all federal, state and local laws related thereto.

VII. TERMINATION OF CONTRACT FOR CAUSE:

If through any cause, the CONTRACTOR shall fail to fulfill in timely and proper manner

its obligations under this Contract, or if the CONTRACTOR shall violate any of the covenants, agreements, or stipulations of the Contract, the SYSTEM shall thereupon have the right to terminate this Contract by giving written notice to the CONTRACTOR of such termination and specifying the effective date thereof, at least five (5) days before the effective date of termination.

Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the SYSTEM for damages sustained by the SYSTEM by virtue of any breach of the Contract by the CONTRACTOR, and the SYSTEM may withhold any payments to the CONTRACTOR for the purpose of set off until such time as the exact amount of damages due to the SYSTEM from the CONTRACTOR is determined.

IX. CHANGES:

The SYSTEM may, from time to time, request changes in the scope of services of the CONTRACTOR to be performed hereunder. Such changes, including any increase or decrease in the amount of the CONTRACTOR'S compensation which are mutually agreed upon by and between the SYSTEM and the CONTRACTOR, shall be incorporated in written amendments to the contract.

X. WAIVER:

One or more waivers by any party of any term of this contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent act by such party.

XI. PERSONNEL:

The CONTRACTOR represents that he has or will secure at his own expense all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the SYSTEM.

All the services required hereunder will be performed by the CONTRACTOR or under his supervision and all personnel engaged in this work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

XII. CONFLICT OF INTEREST:

A. INTEREST IN CONTRACT:

No officer, employer or agent of the SYSTEM who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Contract pertains shall have any personal interest, direct or indirect, in this Contract.

B. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS:

No public official who exercises any functions or responsibilities in the review or approval of the carrying out of this Contract shall have any personal interest, direct or indirect, in this Contract.

C. INTEREST OF CONTRACTOR AND EMPLOYEES:

The CONTRACTOR covenants that no person described in Paragraph XII.A. and XII.B. above, who presently exercises any functions or responsibilities in connection with the Contract has any personal financial interest, direct or indirect, in this Contract. The CONTRACTOR further covenants that it has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The CONTRACTOR further covenants that in any performance of this Contract no person having any conflicting interest shall be employed. An interest on the part of the CONTRACTOR or its employees must be disclosed to the System.

XIII. DISCRIMINATION PROHIBITED:

In all hiring or employment made possible by or resulting from this Contract there (1) will not be any discrimination against any employee or applicant for employment because of race, color, sexual orientation, religion, gender, or national origin, and (2) affirmative action will be taken to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sexual orientation, gender, or national origin.

XIV INSURANCE:

The CONTRACTOR shall provide to the SYSTEM an affidavit or other satisfactory proof which the SYSTEM may require evidencing that the CONTRACTOR has obtained Worker's Compensation Insurance or Occupational Hazardous Insurance for all persons performing any work or services under the Contract as is required by the Worker's Compensation Act of the State of Wisconsin.

The CONTRACTOR will during the term of the Contract keep in force and effect other insurance policies as required by the contract.

No payments or disbursements under the Contract shall be made if such proof has not been furnished. Failure to submit an insurance certificate, as required, can make the contract void at the SYSTEM'S discretion.

XV. FORCE MAJEURE:

If the performance of any part of this Contract by either party is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the party who has so been affected shall immediately give notice to the other party of such conditions and the extent of delay and shall do everything possible to resume performance. Upon receipt and acceptance of such notice, all obligations under this Contract shall immediately be suspended. If the period of nonperformance exceeds twenty-one (21) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected nay, by giving written notice, terminate this contract.

IN WITNESS WHEREOF, the CONTRACTOR and the SYSTEM have caused this Contract to be executed for and on their respective behalf as of the dates hereinafter set forth.

XVI. SIGNATURES:

MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

By _____
Paul M. Ziehler, President

Date _____

By _____
Steve Hesel, Director

Date _____

CONTRACTOR

By _____
Ryan Brown, Winning Solutions, Inc.

Date _____

AMENDMENT TO ATTACHMENT A
SPECIFICATIONS, GENERAL TERMS AND CONDITIONS FOR THE MILWAUKEE COUNTY FEDERATED
LIBRARY SYSTEM (MCFLS) 2024-25 DELIVERY SERVICES.

Pricing and Contract Term: This contract will be effective for a two-year period and pricing will be firm with the CONTRACTOR ready to assume operation of the delivery service on January 2, 2024.

Fixed Daily Rate: Flat fixed daily rate of \$759.00 for the term of this contract (the fuel will be addressed separately). Should the volume increase or decrease by more than 25% over a three-month period (compared to the previous year), the SYSTEM will evaluate the need to renegotiate the daily rate with the CONTRACTOR.

Fuel Surcharge: The SYSTEM will allow a fuel surcharge based on the following chart. The rate will be determined on a weekly basis referencing the Energy Information Administration office of the Department of Energy at https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r20_w.htm. The weekly rate will be based on regular gasoline cost for the Midwest (PADD 2) region.

Fuel Cost (price per gallon)	Total Bill – Flat rate per day
2.50 and under	759.00
2.51 to 2.60	761.00
2.61 to 2.70	763.00
2.71 to 2.80	765.00
2.81 to 2.90	767.00
2.91 to 3.00	769.00
3.01 to 3.10	771.00
3.11 to 3.20	773.00
3.21 to 3.30	775.00
3.31 to 3.40	777.00
3.41 to 3.50	779.00
3.51 to 3.60	781.00
3.61 to 3.70	783.00
3.71 to 3.80	785.00
3.81 to 3.90	787.00
3.91 to 4.00	789.00
4.01 to 4.10	791.00
4.11 to 4.20	793.00
4.21 to 4.30	795.00
4.31 to 4.40	797.00
4.41 to 4.50	799.00
4.51 to 4.60	801.00
4.61 to 4.70	803.00
4.71 to 4.80	805.00
4.81 to 4.90	807.00
4.91 to 5.00	809.00
5.01 to 5.10	811.00
5.11 to 5.20	813.00
5.21 to 5.30	815.00
5.31 to 5.40	817.00
5.41 to 5.50	819.00
5.51 to 5.60	821.00
5.61 to 5.70	823.00

5.71 to 5.80	825.00
5.81 to 5.90	827.00
5.91 to 6.00	829.00

Amendments to Contract: This contract may be modified only by written amendment to the contract, signed by both parties.

Workers' Compensation and Employer's Liability Insurance: Workers' compensation insurance providing statutory work's compensation benefits and employer's liability with a limit not less than \$100,000.

Worker's Compensation Waiver of Subrogation: The SYSTEM and SYSTEM Member Libraries shall not be liable to CONTRACTOR or its employees for any injuries to CONTRACTOR'S employees arising out of the performance of work under this agreement. CONTRACTOR and its worker's compensation insurance carrier agree to waive all rights of recovery from the SYSTEM and SYSTEM Member Libraries for worker's compensation claims made by its employees. The CONTRACTOR agrees that any indemnification and hold harmless provision within the contract extends to any claims brought by or on behalf of any employee of the CONTRACTOR.

Commercial General Liability Insurance: Policy shall provide coverage for premises and operations, products and completed operations, blanket contractual, personal injury. Limits of liability not less than \$500,000 each occurrence and aggregate.

Automobile Liability: Business automobile policy covering all owned, hired and non-owned private passenger autos and commercial vehicles. Limits of liability not less than \$500,000.

Fidelity/Crime Coverage: Coverage for employee fidelity/dishonesty related to insured's employees and agents, including but not limited to theft or embezzlement of vehicles, materials, supplies, equipment, tools, money, securities, etc., which result in loss to the SYSTEM and/or SYSTEM Member Libraries. Insurance shall protect the interests of the SYSTEM. Limit of liability not less than \$25,000 per occurrence.

Late or Missed Delivery Charge: The SYSTEM will invoke monetary charges to the CONTRACTOR in the event of failure to make deliveries as required, which shall be deducted from the next monthly payment to the CONTRACTOR. 1) Each day no deliveries are made – The SYSTEM reserves the right to hire another courier service or utilize SYSTEM employees (total cost to include wages plus benefits) and deduct the total costs incurred from the next invoice. 2) Each time a delivery site is missed – Full daily rate and gas surcharge divided by 27 stops multiplied by the number of missed sites. These costs will be deducted from the next monthly invoice. Additionally, continued failure to make scheduled deliveries may result in contract termination.

Delivery Incentive: The SYSTEM will pay the CONTRACTOR two (2.0) days of the daily cost of delivery service, where there have been no significant complaints or problems for a three-month period. It will be the responsibility of the CONTRACTOR to request the payment of the incentive on a quarterly basis and mutually agreed upon by the SYSTEM.

System Bulk Mail Delivery: The SYSTEM agrees to pay the CONTRACTOR an additional \$75 for each delivery of SYSTEM bulk mail made to the Milwaukee Business Mail Entry Unit (BMEU) located at 300 W Mt Vernon Ave, Milwaukee, WI 53204. The mail will be made available to drivers on Tuesday and Friday mornings unless notified by SYSTEM staff.

General Operational Requirements: The CONTRACTOR will be responsible for the pickup and delivery of library materials for the System as specified below from the Central Library of the Milwaukee Public Library to and from SYSTEM member libraries:

The daily requirements Are:

The CONTRACTOR undertakes and agrees to carry and deliver library materials consisting of books, magazines, audio-visual materials, mail envelopes, etc., as well as boxes, tubs, etc., to the regular delivery locations shown on ATTACHMENT B.

All items to be delivered will have an initial daily pickup point at the dock area of the Central Library of the Milwaukee Public Library, 833 West Wells St. Milwaukee WI 53233. All undelivered items shall be returned to the Central Library dock/sorting area at the end of each day and stored in space designated for this purpose.

The CONTRACTOR will have the use of delivery bins that are the property of the SYSTEM. The SYSTEM will provide additional or replacement bins as needed.

Some preliminary sorting (presorting of Central Library items #1) of materials occurs at each individual library site excluding Wauwatosa and West Allis.

Delivery Requirements: The CONTRACTOR shall provide delivery services every Monday through Friday, 5 days per week, and 52 weeks per year, to the 15-member, 27 public library sites listed in ATTACHMENT B. The exceptions would be on the following major Holidays (12) and Other Exceptions, listed below. CONTRACTOR will receive no compensation for the 11 designated Holiday days and any Other Exceptions, as defined below...

Holidays (12) and Other Exceptions:

New Year's Eve - last normal workday before New Year's Day Holiday

New Year's Day

Martin Luther King Day

Good Friday

Memorial Day

Juneteenth Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve – last normal workday before Christmas Day Holiday

Christmas

Other exceptions include days when a significant number of library buildings are unable to accept delivery, defined as the City of Milwaukee and 9 or more additional municipalities. This could be caused by such reasons as inclement weather or furlough days. If this circumstance occurs, sorting and delivery by CONTRACTOR will not take place and CONTRACTOR will receive no compensation for that day.

Delivery Routes and Sorting: There will be two (2) routes, a North Route and a South Route. The initial pickup point for each route is the dock/sorting room area of the Central Library of the Milwaukee Public Library, 833 West Wells St. Milwaukee WI 53233. Each route will be serviced once daily. Each route will be serviced by a 15-foot box truck with Gross Vehicle Weight Limit of 14,400 pounds.

Deliveries are Monday through Friday, excepting Holidays. Deliveries should not leave the dock/sorting room before 5:30 a.m. Routes are normally completed by 12:30 p.m. with drivers returning to the dock/sorting room area of the Milwaukee Public Library. All materials picked up at the libraries are unloaded at the dock/sorting room area. The sorters then sort and organize this material for the next day of service and store the items overnight. Work is normally completed by 6:00 p.m.

The drivers shall load and unload all such library materials at the locations within each library designated by the System. The delivery location at the Central Library is the System Sorting Room. Changes in the delivery schedule

will be negotiated by both parties to this contract.

In the event of conveyance breakdown, the CONTRACTOR shall remain responsible for deliveries according to the established schedule. Consistent failure to meet contract delivery schedules may result in monetary penalties and/or termination of contract.

The CONTRACTOR shall protect said library materials from damage from the weather and/or loss by theft or otherwise. Should such damage and/or loss occur, the CONTRACTOR assumes full responsibility for these damages.

The CONTRACTOR shall indemnify and hold harmless the SYSTEM and SYSTEM Member Libraries from all claims for damage and personal injury, including death to an employee of the CONTRACTOR or other persons, or injury to property that may arise, in any manner from carrying out this contract whether by the CONTRACTOR or by any Subcontractor, or by anyone directly or indirectly employed by either the CONTRACTOR or his/her subcontractor or his/her employee.

The SYSTEM shall not be liable to any act or acts of the CONTRACTOR, nor shall the CONTRACTOR bind, or attempt to bind the SYSTEM in any manner, and nothing herein contained shall be construed as creating the relationship of employer and employee between the parties, but the CONTRACTOR shall always be deemed as an Independent Contractor.

The CONTRACTOR is limited to a vehicle height in the Central Library garage of 11'6" feet or less. CONTRACTOR must ensure that when said vehicle is loaded, it is capable of entering and leaving the garage. The CONTRACTOR'S use of the loading dock is on a first come, first served basis.

The CONTRACTOR shall name the SYSTEM and SYSTEM Member Libraries as additional insured with respect to liability coverage and will give 30 days notice in advance of cancellation, non-renewal, or material change in any coverage. The CONTRACTOR shall convey to the SYSTEM a certificate of insurance evidencing such coverage.

The CONTRACTOR will be allowed to leave 2 cube trucks, which service this CONTRACT, to be stored overnight at the Milwaukee Public Library's dock bay area next to the hydraulic dock lift.

ATTACHMENT B
DELIVERY LOCATIONS FOR THE
MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM (MCFLS)
2024-25 DELIVERY SERVICES CONTRACT

Milwaukee Public Library Central Library:

Central Library (MPL) – 833 W. Wells St., Milwaukee WI

North Route (Delivery begins at 6 AM):

Martin Luther King Library (MPL) – 310 W. Locust St., Milwaukee WI

Center Street Library (MPL) – 2727 W. Fond du Lac Ave., Milwaukee WI

Atkinson Library (MPL) – 1960 W. Atkinson Ave., Milwaukee WI

Villard Square Library (MPL) – 5190 N. 35th Street., Milwaukee WI

Capitol Library (MPL) – 3969 N. 74th St., Milwaukee WI

Good Hope Library (MPL) 7715 W. Good Hope Road., Milwaukee WI

Brown Deer Public Library – 4301 W. Brown Deer Road., Brown Deer WI

North Shore Library – 6800 N. Port Washington Rd., Glendale WI

Whitefish Bay Public Library – 5420 N. Marlborough Dr., Whitefish Bay WI

Shorewood Public Library – 3920 N. Murray Ave., Shorewood WI

East Library (MPL) - 2320 N. Murray Ave., Milwaukee WI

DRIVER THEN RETURNS TO MPL TO DROP OFF BINS PICKED UP TO BE SORTED.

DRIVER THEN DELIVERS TO THE FOLLOWING LIBRARIES (AFTER 8:30 AM):

West Allis Public Library – 7421 W. National Ave., West Allis WI

Wauwatosa Public Library – 7635 W. North Ave., Wauwatosa WI

Washington Park Library (MPL) – 2121 N. Sherman Blvd., Milwaukee WI

South Route (Delivery begins at 6 AM):

Mitchell Street Library (MPL) – 906 W. Historic Mitchel Street., Milwaukee WI

Bay View Library (MPL) – 2566 S. Kinnickinnic Ave., Milwaukee WI

Zablocki Library (MPL) – 3501 W. Oklahoma Ave., Milwaukee WI

Tippecanoe Library (MPL) – 3912 S. Howell Ave., Milwaukee WI

Saint Francis Public Library – 4230 S. Nicholson Ave., Saint Francis WI

Cudahy Family Library – 3500 Library Dr., Cudahy WI

South Milwaukee Public Library – 1907 10th Ave., South Milwaukee WI

Oak Creek Public Library – 8040 South 6th Street., Oak Creek WI

Franklin Public Library – 9151 W. Loomis Rd., Franklin WI

Hales Corners Public Library – 5885 S. 116th St., Hales Corners WI

Greendale Public Library – 5647 Broad St., Greendale WI

Greenfield Public Library – 5310 W. Layton Ave., Greenfield WI

Note: It is possible that during the term of the contract a municipality (ies) could move locations of library buildings by closing existing buildings and/or opening new library buildings. Routes may be adjusted (amended) as circumstances dictate through mutual agreement between SYSTEM and CONTRACTOR, but monetary terms of the contract will remain the same.

RESOLUTION OF APPRECIATION

Sheila O'Brien is retiring from the Greenfield Public Library after over 30 years of dedicated and exemplary service to libraries; and

WHEREAS, Sheila O'Brien has served with distinction as Director of the Greenfield Public Library since March, 2007; and

WHEREAS, Sheila O'Brien has provided exceptional leadership to the Milwaukee County Federated Library System and continually offered engagement and expertise to fellow directors; and

WHEREAS, Sheila O'Brien has revitalized the Greenfield Public Library and oversaw the construction of a new library building in 2009 that expanded access and services to all Greenfield and Milwaukee County residents; and

WHEREAS, Sheila O'Brien has tirelessly worked to enhance library programs, services, and resources, ensuring that the Greenfield Public Library remains a vital and dynamic institution for all residents; and

WHEREAS, Sheila O'Brien has engendered strong partnerships within the system and has helped create a culture of sharing and innovation that has greatly benefited the system and member libraries; and

BE IT NOW RESOLVED, that the Milwaukee County Federated Library System Board of Trustees do herewith express heartfelt thanks to Sheila O'Brien for her remarkable leadership and service, and wishes her well in retirement and all future endeavors.

FURTHERMORE, BE IT RESOLVED, that a copy of this resolution be framed and sent to Sheila and that a copy be printed as an attachment to the agenda of the regular meeting of the MCFLS board of Trustees held November 27, 2023.

AUDIT 2022 REVIEW ITEMS

INADEQUATE SEGREGATION OF DUTIES

Audit text: A properly designed system of internal control includes adequate staffing as well as policies and procedures to properly segregate duties. This includes systems that are designed to limit the access or control of any one individual to your government's assets or accounting records, and to achieve a higher likelihood that errors or irregularities in your accounting processes would be discovered by your staff in a timely manner.

Audit finding: At this time, due to staffing and financial limitations, the proper internal controls are not in place to achieve adequate segregation of duties. As a result, errors, irregularities or fraud could occur as part of the financial reporting process that may not be discovered by someone in your

PROPOSED SOLUTION

QuickBooks Online allows for multiple users to access accounting records simultaneously. This allows for supervision of accounts and ability to find errors, if any, in a timely fashion. Changes have been made to achieve the following controls:

- Director is able to review and approve invoices before and after payment processing.
- Director and other approved users able to review all financial reports in real time.

MISSING KEY CONTROLS

Audit text: There are certain controls that are not currently in place related to significant transaction cycles. As a result, there is a risk that erroneous or unauthorized transactions or misstatements could occur without the knowledge of management or the governing body.

Audit finding: Our recommendations for strengthening controls are listed below. Controls over payroll:

- *Persons preparing the payroll should be independent of other personnel duties or restricted from access to the payroll account.*
- *Year-end accrued payroll is recorded to ensure proper cutoff between fiscal year, but this calculation should be reviewed and approved by an appropriate supervisor.*

PROPOSED SOLUTION

Director reviews and approves payroll matrix before submission of bi-weekly payroll on Paychex Payroll System. Director will approve and sign off on year-end accrued payroll calculation before submission of payroll.

CONTROLS OVER MONTHLY AND YEAR-END ACCOUNTING

Audit text: Account reconciliations prepared throughout the year should be performed by someone independent of processing transactions in the account.

Audit finding: Since the controls listed above or other compensating controls are not currently in place, errors or irregularities could occur as part of the accounting processes that might not be discovered by management or the governing body. Therefore, the absence of these controls is considered to be a material weakness.

PROPOSED SOLUTION

With the addition of QuickBooks Online, the Director will be trained and able to complete reconciliations monthly starting January 2024 as well as year-end accounting for 2024. This process will be tracked through time stamped data on QuickBooks reporting.

M.C.F.L.S
Financial Report
For the Month Ending September 30, 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	<u>General Revenues</u>							
4	State Aid Revenue	\$3,568,561	\$ 3,568,561		\$ 3,568,565	(100.00)	\$ (4)	0.00
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		\$ 17,645	(882.27)	\$ (15,645)	782.25
8	Member Forms/Supplies Rev (57)	\$21,000	\$ 21,000		\$ 14,878	(70.85)	\$ 6,122	(29.15)
9	Member Postage Revenue (56)	\$16,100	\$ 16,100		\$ 13,294	(82.57)	\$ 2,806	(17.43)
10	Member OCLC Revenue (68)	\$127,336	\$ 127,336		\$ 127,336	(100.00)	\$ -	0.00
11	Member Telecomm. Revenue (66)	\$16,800	\$ 15,900	\$ (900)	\$ 15,900	(100.00)	\$ -	0.00
12	Member Softwre Maint-Basic (64)	\$156,391	\$ 156,391		\$ 156,392	(100.00)	\$ (1)	0.00
13	Member Softwre Maint-Other (64)	\$41,572	\$ 41,572		\$ 41,571	(100.00)	\$ 1	(0.00)
14	Member Tech. Assist.-Time Rev.	\$20,000	\$ 20,000		\$ 14,815	(74.08)	\$ 5,185	(25.93)
15	Member Special Projects Rev (72)	\$70,000	\$ 70,000		\$ 15,285	(21.84)	\$ 54,715	(78.16)
16	Member Catalog Contract Rev (79)	\$162,822	\$ 162,822		\$ 162,825	(100.00)	\$ (3)	0.00
17	Member Database Rev (54)	\$14,651	\$ 24,353	\$ 9,702	\$ 24,353	(100.00)	\$ -	0.00
18	Member EcomTransaction Fees (43)	\$7,900	\$ 7,900		\$ 5,198.64	(65.81)	\$ 2,701	(34.19)
19	Carryover Revenue	\$15,000	\$ 116,784	\$ 101,784	\$ -	0.00	\$ 116,784	(100.00)
20	Staff Benefits/Co-Pay Revenue	\$62,061	\$ 48,740	\$ (13,321)	\$ 34,999	(71.81)	\$ 13,741	(28.19)
21	LSTA Technology Grant Revenue	\$3,000	\$ 264,690	\$ 261,690	\$ 264,690	(100.00)	\$ -	0.00
22	Member Digital Content Rev (84)	\$233,385	\$ 233,385		\$ 253,384	(108.57)	\$ (19,999)	8.57
23	Member PC Mngmt License Rev	\$2,545	\$ 2,545		\$ 1,803	(70.83)	\$ 742	(29.16)
24	Member Replace Fines Rev (90)	\$7,000	\$ 17,000	\$ 10,000	\$ 3,862	(22.72)	\$ 13,138	(77.28)
25	Member Overdrive Adv Rev (91)	\$15,000	\$ 15,000		\$ 15,001	(100.01)	\$ (1)	0.01
26	Member Collection Dev Tool Rev	\$18,023	\$ 18,023		\$ 36,046	(200.00)	\$ (18,023)	100.00
27	<u>Total General Revenues</u>	\$4,678,976	\$ 5,047,931	\$ 368,955	\$ 4,885,642	(96.79)	\$ 162,289	(3.21)
28								
29	<u>Special Revenues</u>							
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		\$ 89,458	(59.64)	\$ 60,542	(40.36)
33	MCFLS Reciprocal Borrowing Reserve	\$48,144	\$ 48,144					
34	<u>Total Special Revenues</u>	\$241,158	\$ 241,158	\$ -	\$ 131,164	(54.39)	\$ 109,994	(45.61)
35								
36	<u>Total Revenues</u>	\$4,920,134	\$ 5,289,089	\$ 368,955	\$ 5,016,806	(94.85)	\$ 272,283	(5.15)

M.C.F.L.S
Financial Report
For the Month Ending September 30, 2023

37								
38		Original Budget	Revised Budget	+/-	Year to Date	%	Balance	%
39								
40	General Expenditures							
41	Fringe Benefits Expense	\$298,612	\$ 223,634	\$ (74,978)	\$ 166,856	(74.61)	\$ 56,778	(25.39)
42	Salaries Expense	\$505,071	\$ 437,571	\$ (67,500)	\$ 320,420	(73.23)	\$ 117,151	(26.77)
43	Member Ecom Transaction Exp (18)	\$7,900	\$ 7,900		\$ 5,176	(65.52)	\$ 2,724	(34.48)
44	TNS Calls/Renewal Line Expense	\$2,064	\$ 2,300	\$ 236	\$ 1,467	(63.80)	\$ 833	(36.22)
45	Conference/Training Expense	\$6,500	\$ 10,000	\$ 3,500	\$ 8,469	(84.69)	\$ 1,531	(15.31)
46	Memberships Expense	\$9,300	\$ 9,300		\$ 6,483	(69.71)	\$ 2,817	(30.29)
47	Continuing Education Expense	\$9,000	\$ 9,000		\$ 7,579	(84.21)	\$ 1,421	(15.79)
48	Office Supplies Expense	\$1,500	\$ 1,500		\$ 696	(46.40)	\$ 804	(53.60)
49	Copy Machine Maint. Expense	\$1,000	\$ 1,000		\$ 171	(17.13)	\$ 829	(82.90)
50	MCFLS WI Pub Lib Consortium Ex	\$6,953	\$ 6,953		\$ 6,953	(100.00)	\$ -	0.00
51	MCFLS Buying Pool	\$175,000	\$ 225,000	\$ 50,000	\$ 175,000	(77.78)	\$ 50,000	(22.22)
52	MCFLS Database Expense	\$98,110	\$ 98,110		\$ 98,110	(100.00)	\$ -	0.00
53	MCFLS Catalog Enhancement Exp	\$189,642	\$ 194,998	\$ 5,356	\$ 155,591	(79.79)	\$ 39,407	(20.21)
54	Member Database Expense (17)	\$14,651	\$ 24,353	\$ 9,702	\$ 24,353	(100.00)	\$ -	0.00
55	MCFLS Postage Expense	\$600	\$ 600		\$ 444	(74.00)	\$ 156	(26.00)
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		\$ 24,246	(115.46)	\$ (3,246)	15.46
58	Telephone Expense	\$6,000	\$ 6,000		\$ 5,882	(98.04)	\$ 118	(1.97)
59	Meetings Expense	\$1,000	\$ 1,000		\$ 797	(79.67)	\$ 203	(20.30)
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		\$ 9,137	(71.94)	\$ 3,563	(28.06)
63	Payroll Service Expense	\$5,400	\$ 8,000	\$ 2,600	\$ 4,362	(54.53)	\$ 3,638	(45.48)
64	III Software Support Expense (12,13)	\$197,963	\$ 197,963		\$ 188,301	(95.12)	\$ 9,662	(4.88)
65	III Telephone Notification Subscr Exp	\$12,530	\$ 12,530		\$ 11,136	(88.87)	\$ 1,394	(11.13)
66	Member Telecomm. Expense (11)	\$16,800	\$ 15,900	\$ (900)	\$ 8,100	(50.94)	\$ 7,800	(49.06)
67	MCFLS Telecomm. Maint. Expense	\$45,000	\$ 55,000	\$ 10,000	\$ 48,888	(88.89)	\$ 6,113	(11.11)
68	OCLC Expense (10)	\$145,631	\$ 144,251	\$ (1,380)	\$ 144,251	(100.00)	\$ -	0.00
69	MCFLS Computer Room Equipment	\$10,000	\$ 10,000		\$ 3,343	(33.43)	\$ 6,657	(66.57)
70	MCFLS Software Expense	\$10,000	\$ 10,000		\$ 9,067	(90.67)	\$ 933	(9.33)
71	MCFLS Equipment Expense	\$10,000	\$ 10,000		\$ 2,803	(28.03)	\$ 7,197	(71.97)
72	Member Special Projects Exp (15)	\$70,000	\$ 70,000		\$ 31,029	(44.33)	\$ 38,971	(55.67)
73	Sorting and Delivery Expense	\$305,000	\$ 305,000		\$ 188,845	(61.92)	\$ 116,155	(38.08)
74	South Central Delivery Expense	\$21,894	\$ 21,894		\$ 21,894	(100.00)	\$ -	0.00
75	MPL Resource Contract Expense	\$223,035	\$ 223,035		\$ 111,518	(50.00)	\$ 111,518	(50.00)
76	MPL Rent Lease Contract Exp.	\$95,387	\$ 95,387		\$ 47,694	(50.00)	\$ 47,694	(50.00)
77	ILS Expense	\$36,450	\$ 36,450		\$ 20,117	(55.19)	\$ 16,333	(44.81)
78	MCFLS Catalog Cont Exp to MPL	\$321,170	\$ 321,170		\$ 201,291	(62.67)	\$ 119,880	(37.33)
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		\$ 26,972	(100.00)	\$ -	0.00
81	Member Collection Dev Tool Exp	\$18,023	\$ 18,023		\$ 18,023	(100.00)	\$ -	0.00
82	Internet Expense	\$21,635	\$ 26,286	\$ 4,651	\$ 28,872	(109.84)	\$ (2,586)	9.84
83	Contingency Expense	\$43,958	\$ 134,950	\$ 90,992	\$ 6,917	(5.13)	\$ 128,033	(94.87)
84	Member Digital Content Exp (22)	\$233,385	\$ 233,385		\$ 178,181	(76.35)	\$ 55,204	(23.65)
85	Marketing	\$60,000	\$ 60,000		\$ 36,001	(60.00)	\$ 23,999	(40.00)
86	Cooperative Purchasing Sub Exp	\$2,500	\$ 2,786	\$ 286	\$ 2,786	(100.00)	\$ -	0.00
87	Member PC Management License Exp	\$1,875	\$ 1,875		\$ 1,006	(53.65)	\$ 869	(46.35)
88	LSTA Technology Grant Expense	\$3,000	\$ 143,621	\$ 140,621	\$ 125,329	(87.26)	\$ 18,292	(12.74)
89	MCFLS MKE Mixer Expense	\$1,400	\$ 1,400		\$ 1,693	(120.93)	\$ (293)	20.93
90	Member Replacement Fines Exp (24)	\$7,000	\$ 17,000	\$ 10,000	\$ 3,862	(22.72)	\$ 13,138	(77.28)
91	Member OverDrive Adv Exp (25)	\$15,000	\$ 15,000		\$ -	0.00	\$ 15,000	(100.00)
92	Youth Services Exp	\$10,000	\$ 10,000		\$ 236	(2.36)	\$ 9,764	(97.64)
93	Inclusive Services Exp	\$10,000	\$ 10,000		\$ -	0.00	\$ 10,000	(100.00)
94	Total General Expenditures	\$3,540,034	\$ 3,723,220	\$ 183,186	\$ 2,555,031	(68.62)	\$ 1,168,188	(31.38)
95								
96	Special Expenditures							
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	Member Catalog Contract Reserve		\$ 185,769	\$ 185,769	\$ -	0.00	\$ 185,769	(100.00)
101	Ecommerce Expense (32)	\$150,000	\$ 150,000		\$ 96,433	(64.29)	\$ 53,567	(35.71)
102	Total Special Expenditures	\$1,380,100	\$ 1,565,869	\$ 185,769	\$ 1,326,893	(84.74)	\$ 238,976	(15.26)
103								
104	Total Expenditures	\$4,920,134	\$ 5,289,089	\$ 368,955	\$ 3,881,924	(73.39)	\$ 1,407,165	(26.61)
105								
106	Revenue/Expenditures +/-				\$ 1,134,882			

M.C.F.L.S
Financial Report
For the Month Ending October 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	<u>General Revenues</u>							
4	State Aid Revenue	\$3,568,561	\$ 3,568,561		\$ 3,568,565	(100.00)	\$ (4)	0.00
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		\$ 17,645	(882.27)	\$ (15,645)	782.25
8	Member Forms/Supplies Rev (57)	\$21,000	\$ 21,000		\$ 14,878	(70.85)	\$ 6,122	(29.15)
9	Member Postage Revenue (56)	\$16,100	\$ 16,100		\$ 13,294	(82.57)	\$ 2,806	(17.43)
10	Member OCLC Revenue (68)	\$127,336	\$ 127,336		\$ 127,336	(100.00)	\$ -	0.00
11	Member Telecomm. Revenue (66)	\$16,800	\$ 15,900	\$ (900)	\$ 15,900	(100.00)	\$ -	0.00
12	Member Softwre Maint-Basic (64)	\$156,391	\$ 156,391		\$ 156,392	(100.00)	\$ (1)	0.00
13	Member Softwre Maint-Other (64)	\$41,572	\$ 41,572		\$ 41,571	(100.00)	\$ 1	(0.00)
14	Member Tech. Assist.-Time Rev.	\$20,000	\$ 20,000		\$ 14,815	(74.08)	\$ 5,185	(25.93)
15	Member Special Projects Rev (72)	\$70,000	\$ 70,000		\$ 15,285	(21.84)	\$ 54,715	(78.16)
16	Member Catalog Contract Rev (79)	\$162,822	\$ 162,822		\$ 162,825	(100.00)	\$ (3)	0.00
17	Member Database Rev (54)	\$14,651	\$ 24,353	\$ 9,702	\$ 24,353	(100.00)	\$ -	0.00
18	Member EcomTransaction Fees (43)	\$7,900	\$ 7,900		\$ 5,198.64	(65.81)	\$ 2,701	(34.19)
19	Carryover Revenue	\$15,000	\$ 116,784	\$ 101,784	\$ -	0.00	\$ 116,784	(100.00)
20	Staff Benefits/Co-Pay Revenue	\$62,061	\$ 48,740	\$ (13,321)	\$ 38,868	(79.75)	\$ 9,871	(20.25)
21	LSTA Technology Grant Revenue	\$3,000	\$ 264,690	\$ 261,690	\$ 264,690	(100.00)	\$ -	0.00
22	Member Digital Content Rev (84)	\$233,385	\$ 233,385		\$ 253,384	(108.57)	\$ (19,999)	8.57
23	Member PC Mngmt License Rev	\$2,545	\$ 2,545		\$ 1,803	(70.83)	\$ 742	(29.16)
24	Member Replace Fines Rev (90)	\$7,000	\$ 17,000	\$ 10,000	\$ 3,862	(22.72)	\$ 13,138	(77.28)
25	Member Overdrive Adv Rev (91)	\$15,000	\$ 15,000		\$ 415,001	(2,766.67)	\$ (400,001)	2,666.67
26	Member Collection Dev Tool Rev	\$18,023	\$ 18,023		\$ 36,046	(200.00)	\$ (18,023)	100.00
27	<u>Total General Revenues</u>	\$4,678,976	\$ 5,047,931	\$ 368,955	\$ 5,289,511	(104.79)	\$ (241,581)	4.79
28								
29	<u>Special Revenues</u>							
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		\$ 104,943	(69.96)	\$ 45,057	(30.04)
33	MCFLS Reciprocal Borrowing Reserve	\$48,144	\$ 48,144					
34	<u>Total Special Revenues</u>	\$241,158	\$ 241,158	\$ -	\$ 146,649	(60.81)	\$ 94,509	(39.19)
35								
36	<u>Total Revenues</u>	\$4,920,134	\$ 5,289,089	\$ 368,955	\$ 5,436,160	(102.78)	\$ (147,072)	2.78

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

37								
38		Original Budget	Revised Budget	+/-	Year to Date	%	Balance	%
39								
40	General Expenditures							
41	Fringe Benefits Expense	\$298,612	\$ 223,634	\$ (74,978)	\$ 191,824	(85.78)	\$ 31,810	(14.22)
42	Salaries Expense	\$505,071	\$ 437,571	\$ (67,500)	\$ 351,850	(80.41)	\$ 85,721	(19.59)
43	Member Ecom Transaction Exp (18)	\$7,900	\$ 7,900		\$ 5,176	(65.52)	\$ 2,724	(34.48)
44	TNS Calls/Renewal Line Expense	\$2,064	\$ 2,300	\$ 236	\$ 1,652	(71.83)	\$ 648	(28.17)
45	Conference/Training Expense	\$6,500	\$ 10,000	\$ 3,500	\$ 9,747	(97.47)	\$ 253	(2.53)
46	Memberships Expense	\$9,300	\$ 9,300		\$ 6,483	(69.71)	\$ 2,817	(30.29)
47	Continuing Education Expense	\$9,000	\$ 9,000		\$ 7,579	(84.21)	\$ 1,421	(15.79)
48	Office Supplies Expense	\$1,500	\$ 1,500		\$ 1,065	(71.00)	\$ 435	(29.00)
49	Copy Machine Maint. Expense	\$1,000	\$ 1,000		\$ 184	(18.40)	\$ 816	(81.60)
50	MCFLS WI Pub Lib Consortium Ex	\$6,953	\$ 6,953		\$ 6,953	(100.00)	\$ -	0.00
51	MCFLS Buying Pool	\$175,000	\$ 225,000	\$ 50,000	\$ 205,257	(91.23)	\$ 19,743	(8.77)
52	MCFLS Database Expense	\$98,110	\$ 98,110		\$ 98,110	(100.00)	\$ -	0.00
53	MCFLS Catalog Enhancement Exp	\$189,642	\$ 194,998	\$ 5,356	\$ 155,591	(79.79)	\$ 39,407	(20.21)
54	Member Database Expense (17)	\$14,651	\$ 24,353	\$ 9,702	\$ 24,353	(100.00)	\$ -	0.00
55	MCFLS Postage Expense	\$600	\$ 600		\$ 444	(74.00)	\$ 156	(26.00)
56	Member Postage Expense (9)	\$16,100	\$ 16,100		\$ 15,500	(96.27)	\$ 600	(3.73)
57	Member Forms/Supplies Expense (8)	\$21,000	\$ 21,000		\$ 25,675	(122.26)	\$ (4,675)	22.26
58	Telephone Expense	\$6,000	\$ 6,000		\$ 5,819	(96.98)	\$ 181	(3.02)
59	Meetings Expense	\$1,000	\$ 1,000		\$ 803	(80.30)	\$ 197	(19.70)
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		\$ 9,137	(71.94)	\$ 3,563	(28.06)
63	Payroll Service Expense	\$5,400	\$ 8,000	\$ 2,600	\$ 4,809	(60.11)	\$ 3,191	(39.89)
64	III Software Support Expense (12,13)	\$197,963	\$ 197,963		\$ 188,301	(95.12)	\$ 9,662	(4.88)
65	III Telephone Notification Subscr Exp	\$12,530	\$ 12,530		\$ 11,136	(88.87)	\$ 1,394	(11.13)
66	Member Telecomm. Expense (11)	\$16,800	\$ 15,900	\$ (900)	\$ 8,100	(50.94)	\$ 7,800	(49.06)
67	MCFLS Telecomm. Maint. Expense	\$45,000	\$ 55,000	\$ 10,000	\$ 48,888	(88.89)	\$ 6,113	(11.11)
68	OCLC Expense (10)	\$145,631	\$ 144,251	\$ (1,380)	\$ 144,251	(100.00)	\$ -	0.00
69	MCFLS Computer Room Equipment	\$10,000	\$ 10,000		\$ 3,943	(39.43)	\$ 6,057	(60.57)
70	MCFLS Software Expense	\$10,000	\$ 10,000		\$ 9,067	(90.67)	\$ 933	(9.33)
71	MCFLS Equipment Expense	\$10,000	\$ 10,000		\$ 2,803	(28.03)	\$ 7,197	(71.97)
72	Member Special Projects Exp (15)	\$70,000	\$ 70,000		\$ 33,164	(47.38)	\$ 36,836	(52.62)
73	Sorting and Delivery Expense	\$305,000	\$ 305,000		\$ 222,163	(72.84)	\$ 82,837	(27.16)
74	South Central Delivery Expense	\$21,894	\$ 21,894		\$ 21,894	(100.00)	\$ -	0.00
75	MPL Resource Contract Expense	\$223,035	\$ 223,035		\$ 167,276	(75.00)	\$ 55,759	(25.00)
76	MPL Rent Lease Contract Exp.	\$95,387	\$ 95,387		\$ 71,540	(75.00)	\$ 23,847	(25.00)
77	ILS Expense	\$36,450	\$ 36,450		\$ 29,229	(80.19)	\$ 7,221	(19.81)
78	MCFLS Catalog Cont Exp to MPL	\$321,170	\$ 321,170		\$ 281,583	(87.67)	\$ 39,587	(12.33)
79	Member Catalog Contract Exp. (16)	\$162,822	\$ 162,822		\$ 81,411	(50.00)	\$ 81,411	(50.00)
80	MCFLS Collection Dev Tool Exp	\$26,972	\$ 26,972		\$ 26,972	(100.00)	\$ -	0.00
81	Member Collection Dev Tool Exp	\$18,023	\$ 18,023		\$ 18,023	(100.00)	\$ -	0.00
82	Internet Expense	\$21,635	\$ 26,286	\$ 4,651	\$ 28,872	(109.84)	\$ (2,586)	9.84
83	Contingency Expense	\$43,958	\$ 134,950	\$ 90,992	\$ 7,239	(5.36)	\$ 127,711	(94.64)
84	Member Digital Content Exp (22)	\$233,385	\$ 233,385		\$ 178,181	(76.35)	\$ 55,204	(23.65)
85	Marketing	\$60,000	\$ 60,000		\$ 37,323	(62.21)	\$ 22,677	(37.80)
86	Cooperative Purchasing Sub Exp	\$2,500	\$ 2,786	\$ 286	\$ 2,786	(100.00)	\$ -	0.00
87	Member PC Management License Exp	\$1,875	\$ 1,875		\$ 1,006	(53.65)	\$ 869	(46.35)
88	LSTA Technology Grant Expense	\$3,000	\$ 143,621	\$ 140,621	\$ 126,079	(87.79)	\$ 17,542	(12.21)
89	MCFLS MKE Mixer Expense	\$1,400	\$ 1,400		\$ 1,693	(120.93)	\$ (293)	20.93
90	Member Replacement Fines Exp (24)	\$7,000	\$ 17,000	\$ 10,000	\$ 3,862	(22.72)	\$ 13,138	(77.28)
91	Member OverDrive Adv Exp (25)	\$15,000	\$ 15,000		\$ -	0.00	\$ 15,000	(100.00)
92	Youth Services Exp	\$10,000	\$ 10,000		\$ 236	(2.36)	\$ 9,764	(97.64)
93	Inclusive Services Exp	\$10,000	\$ 10,000		\$ -	0.00	\$ 10,000	(100.00)
94	Total General Expenditures	\$3,540,034	\$ 3,723,220	\$ 183,186	\$ 2,898,512	(77.85)	\$ 824,708	(22.15)
95								
96	Special Expenditures							
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	Member Catalog Contract Reserve		\$ 185,769	\$ 185,769	\$ -	0.00	\$ 185,769	(100.00)
101	Ecommerce Expense (32)	\$150,000	\$ 150,000		\$ 140,714	(93.81)	\$ 9,286	(6.19)
102	Total Special Expenditures	\$1,380,100	\$ 1,565,869	\$ 185,769	\$ 1,371,174	(87.57)	\$ 194,695	(12.43)
103								
104	Total Expenditures	\$4,920,134	\$ 5,289,089	\$ 368,955	\$ 4,269,686	(80.73)	\$ 1,019,403	(19.27)
105								
106	Revenue/Expenditures +/-				\$ 1,166,475			

November 27, 2023

709 North Eighth Street
Milwaukee, WI 53233

PH: 414-286-8149

FAX: 414-286-3209

October/November 2023 Director's Report

Summary of activities

System Activities

- Staff self-assessment process. I've initiated a new, more formal process for staff performance reviews that include self-assessment of 2023 goals, planning for 2024, and a one-on-one meeting with supervisors. We are aiming to get all reviews completed by mid-December.
- Strategic planning. Our patron satisfaction survey resulted in over 10,000 responses over the course of three weeks. Both Rachel Arndt and I are pleased with the response and overall positive reception. The results will be used as part of the visioning session taking place in January.
- Internet redundancy project. Eric Henry and I reached out to MPL to see if we could assist one another in the event that internet service is disrupted on either of our networks. After meeting with Digicorp, we are waiting on their SOW (statement of work) to see what the costs might be.
- Diversity in Librarianship initiative. Joan Johnson and I have reached out to Ben Miller at DPI (head of the Library Services team) and directors at both Marquette and UWM libraries to talk about how we can increase recruitment and representation of minority students to become librarians. We are meeting in the first quarter of 2024 to explore this concept and what shape it might take.
- Shorewood consultation. I have met with and assisted the acting director of the Shorewood Public Library to help her navigate the departure of the director and two trustees in October.

State activities

- Data dashboard demonstrations. Our data dashboard investigative committee is reviewing demonstrations of dashboard products including Tableau, Google Looker Studio, LibInsights and PowerBI. The hope is to get a proof of concept by July 2024.

Grant activities

- All of Us grant MKE Mixer project. I met with representatives from the All of Us program that work with the Medical College of Wisconsin to demonstrate the equipment we've purchased through the grant and determine next steps. The current plan is to meet with the MKE Mixer committee to talk about programming in December and go live with the boxes in January 2024.

Upcoming Activities

1. Continue activities related to strategic planning.
2. Initiate annual report activities in January.
3. Launch All of Us program in January.