

NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Thursday, March 21, 2024

5:00 P.M.

This meeting will be held online at

Meeting URL: [CLICK HERE](#)
Meeting ID: 869 1526 0562
Meeting Passcode: KM4SjHrw
Telephone Passcode: 75086058

AGENDA

1. Call to order

2. Adoption of agenda

Action

3. Approval of minutes: the MCFLS Board of Trustees meeting on February 26, 2024

Action

[Attachment A](#)

4. Public comment

MCFLS Standing Committee Reports

5. Library Directors Advisory Council.

a. Report of the March 7 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. Recommendation to approve changes to a revised job description for the position of Library Systems Support Specialist (formerly Administrative Assistant).
Action [Attachment C](#)
- b. Recommendation to approve proposed hourly rate increases for Library Systems Support Specialist and Public Information Coordinator positions.
Action [Attachment D](#)
- c. Review of the 2023 MCFLS Directory survey results and evaluation will take place in closed session as part of the MCFLS Board meeting today.

7. MCFLS Legislative and System Services.

- a. Draft of the 2023 MCFLS System Annual Report.
Action [Attachment E](#)
- b. The next meeting is scheduled for Thursday, April 11 to discuss a draft of the 2025-2028 MCFLS Strategic Plan with Rachel Arndt.

Administrative reports requiring action

- 8. 2023 Resource Library Report
Action Report distributed prior to meeting
- 9. Financial report for February 2024.
Action [Attachment F](#)

Administrative Informational Items

- 10. Revised MCFLS Board meeting schedule for the remainder of 2024.
[Attachment G](#)
- 11. Director's Report.
[Attachment H](#)

Executive Session—System Director Evaluation

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

Next meeting date: Thursday, April 18 at 5:00 pm via Zoom.

Milwaukee County Federated Library System
Board of Trustees
Regular Monthly Meeting held Monday, February 26th, 2024
Zoom and in person Meeting

ROLL CALL

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

Excused: Howard Snyder, Trustee

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

Others:

CALL TO ORDER. President Ziehler called the adjusted scheduled 2:30pm monthly meeting of the Milwaukee County Federated Library System Board of Trustees to order at 2:32 p.m.

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

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the January 22nd, 2024 shown as the Attachment A of the agenda packet. Being no corrections noted, Treasurer Shea moved and Trustee Deluhery seconded the motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT.

No comment made.

MCFLS STANDING COMMITTEE REPORTS.

Library Directors Advisory Council

Director Hesper gave an introduction of new 2024 LDAC Chair, Nyama Reed of the Whitefish Bay Public Library. Nyama Reed shared the report of the February 1st LDAC meeting shown as Attachment B of the agenda packet. There was a review of the strategic planning meeting and next steps for this plan. The idea of allowing holds on magazines was reviewed and will be reviewing this again after Aspen competition. There was discussion on ideas and presenters for a MCFLS director's retreat July 25th at the Milwaukee County Zoo. Technology updates include the extension of Beanstack until April 2025 through the state, and a presentation on Aspen details and catalog enhancements that will be coming with this new catalog.

Other updates include a reminder of the Annual report submission date and changes and MCFLS phone changes. Treasurer Shea moved to accept the report and place it on file, Vice President Johnson seconded the motion. Unanimously approved.

MCFLS Finance and Personnel Committee

- a. Update on the MCFLS Director Evaluation process.
President Ziehler confirmed the Director Evaluation process which will be at the next scheduled MCFLS Board meeting. Director Hesper asked what the completion rate has been so far, Brittney Hornung confirmed 13 submissions in total.
- b. The next meeting of the Finance and Personnel Committee is scheduled for March 6, 2024.
Director Hesper shared that additions to the agenda are changes to MCFLS staff title change and possible pay rate changes.

MCFLS Legislative and System Services

- a. The Legislative and System Services Committee met with Rachel Arndt on February 2, 2024 to provide a debriefing on the strategic planning retreat.

Director Hesper gave a brief overview of the meeting with Rachel Arndt. After this retreat debrief was a System Staff retreat to go over what came out of the retreat and what the staff would like to see on the Strategic Plan.

- b. The next meeting is scheduled for March 7, 2024 to review the 2023 system annual report and discuss additional information provided by Rachel Arndt.

ADMINISTRATIVE REPORTS REQUIRING ACTION.

Financial Reports

- a. Revised 2023 December financial report and explanation of corrections made.
Director Hesper gave a review of adjustments made to the December 2023 Financial Report and reasons for the adjustments. There was one error that a number was not moved over to the correct column. There also had been higher revenue from LSTA grant funds distributed in 2023 that were spent in 2022. Lastly some of the expenses for

December had not been accounted for yet as they were paid in January. These include Hoopla, Delivery and Sorting. There was also \$123, 786 unspent contingency leftover at the end of the year. This higher revenue did allow for the system to cover more expenses for the libraries and will hopefully allow for this to be the case again next year. Trustee Deluhery motioned to approve the revised December 2023 financial report, Trustee Suelzer seconded. Unanimously approved.

b. January 2024 financial report.

Director Hesper presented to January 2024 financial report. Director Hesper pointed out the state aid that has already been received and some of the Milwaukee County revenue has also come in which helps with the amount of annual bills due at the beginning of the year. Trustee Suelzer moved to approve the January 2024 Financial Report, Treasurer Shea seconded. Unanimously approved.

Results of MCFLS Board meeting schedule survey.

Director Hesper shared the results of the MCFLS Board meeting schedule survey. Discussion ensued. The MCFLS Board agreed to the availability of Thursday at 5:00pm during the third week of the month beginning March 21st. The preference for online meetings only for now with a discussion of 1-2 in person meetings to come after the appointment of the new Board member.

Revised draft of 2024 System/Director Goals

Director Hesper shared a revised 2024 System/Director Goals based on feedback at the previous MCFLS Board meeting. Director Hesper shared a revision for discussion is the bid for Delivery contract. WPLC has been discussing statewide contracts for delivery which would control full delivery statewide and local. With this change, Director Hesper proposed delaying the bid contract until WPLC makes a decision on statewide delivery.

Vice President Johnson questioned the goal to create an organizational value statement that defines MCFLS and whether this is needed with the current mission and vision statement.

President Ziehler explained that with Strategic planning processes, there is mission, vision and value statements included in this process.

Vice president Johnson moved to accept the 2024 System/Director Goals, Treasurer Shea seconded. Unanimously passed.

ADMINISTRATIVE INFORMATION ITEMS.

2023 Marketing report.

Director Hesper shared the 2024 Marketing plans for 2024 that Deb Marett has previously presented to LDAC. The campaigns running currently are print ads, bus ads, radio station advertising, and community magazine ads. Going into 2024 some campaigns that will be presented are literacy programs with online reading platforms and continuing video tours of each library. The focus will be on family literacy and pushing more towards adult literacy. Some libraries are already partnering with community literacy service and this will be brought up again to LDAC to get more participation. Lastly the "Living Libraries" passport program is a

passport book that will be stamped as patrons visit each library with prizes for most visits at the end of that campaign.

Peter Loeffel will provide a review of pending legislation affecting library services.

With the Wauwatosa Public Library experiencing network connection difficulties, Pete Loeffel is unable to attend so Director Heser will present the pending bills.

Director's Report

Director Heser shared the director's report shown as attachment H of the Agenda Packet. There was a meeting last Friday with the Community Reintegration Center and how libraries can help support services for incarcerated residents.

Library Legislative Day was successful and shared a bus again with Bridges out to Madison.

Director Heser will be presenting at the WAPL conference on the compensation study.

NEXT MEETING. Scheduled for Thursday March 21st, 2024 at 5:00 p.m. via Zoom.

Treasurer Shea requested an earlier start time. Director Heser will poll the MCFLS Board members to consider a new meeting time.

ADJOURNMENT. With no further business to be addressed, Vice President Johnson motioned to adjourn the meeting at 3:42 p.m., Treasurer Shea seconded. Unanimously approved.

To: MCFLS Board of Trustees
From: Nyama Y. Reed, 2024 LDAC Chair
Date: March 15, 2024
Re: Summary of March 7, 2024 LDAC meeting



WFB Public Library Mission Statement

The Whitefish Bay Public Library, as a cornerstone of the community, is dedicated to connecting all people, inspiring a love of learning, and providing access to ideas, information, and resources.

WiLS update on cooperative purchasing and developments with a possible NY Times subscription.

- Director Hesel introduced Sara Gold from WiLS. Ms. Gold explained WiLS' services for libraries, including discounts on purchases and subscription management. She mentioned potential new subscriptions like the NY Times.
- Mr. Hesel asked about the recent cancellation of Learning Express.
- WiLS will check pricing for individual libraries to subscribe to that service and also Beanstack.

Topics of Action or Discussion

- LearningExpress Library is being discontinued through Badgerlink as of July 1. Review of statistics and discussion of possible alternatives.
 - Director Hesel presented usage statistics for LearningExpress Library. He also suggested other options for libraries to consider. Discussion ensued about other options, some free and some paid.
 - Director Hesel said he would find out how much other options cost.
- Review of the 2023 MCFLS Annual Report.
 - Director Hesel shared the first draft of the annual report for MCFLS. He discussed various aspects of the report, such as grant reimbursements and collaboration activities.
 - Amy Krahn (SF) inquired about sharing the report with library boards. Director Hesel offered to send a copy to anyone who needs it for sharing purposes.

Technology

- Collection HQ integration into workflows
 - Director Hesel shared info regarding utilizing Collection HQ (CHQ) for more efficient workflows at each library. There are some power users of CHQ at some member libraries, but most use it for only basic reports. Director Hesel plans to offer training to help other members learn how to use CHQ more.
 - Beth Henika (MPL) shared how responsive CHQ is and how helpful they have been to MPL. Chair Reed asked power users to share information on *how* they utilize CHQ so other members can better understand *why* it is helpful to use it more. Discussion ensued.
 - Training scheduled for October 9.
- Automatic card renewal with Patron Point Verify
 - Went live as of late February.

- Director Hesper shared a performance review of the new automatic card renewal process. It has been utilized by many patrons so far. A handful of patrons unsubscribed from the process.
- There is a report that shows the use of the service for each municipality and how many patrons have been renewed, this will be shared with everyone.
- So far approximately 2,300 patrons total were renewed.
- Tristan Boswell (SM) shared that they have not heard any feedback but they worked to prepare their patrons ahead of time that this would be happening and what to look for.

Informational

- All of Us Virtual Library Center update
 - Director Hesper updated everyone on the All of Us Virtual Library Center. "Mixer" boxes are available for member libraries to use. The MKE Mixer group is preparing information for the website, and a meeting will be arranged to discuss programming.
 - Amy Krahn mentioned the need for new Mixer committee members, emphasizing that it's not a big time commitment. Staff members interested in joining are encouraged to do so. (<https://www.mkemixers.org>)
- Collaboration with Milwaukee County Community Reintegration Center
 - Director Hesper discussed updates from meeting with center staff to explore collaboration options. Another meeting is set for March 19th at 11:00 a.m. at the County Department of Corrections Facility in Franklin. It is open to any library staff interested in assisting the reintegration center.
 - Topics include workforce development, financial aid for new materials, and electronic resources for incarcerated residents.
 - Marion Royal (MPL) shared that someone from their Education and Outreach team may be joining. Stephanie Lewin-Lane (HC) also is hoping to attend.
- Marketing: Update on Adult Literacy Campaign
 - Literacy Services of Wisconsin is looking for library host sites.
 - Director Hesper showed the landing page for the adult literacy campaign, highlighting The Juice and Reading Horizons. Currently, there are 60 sign-ups for The Juice, driven by advertising on social media.
 - A representative from The Juice will visit Central Library on March 18th at 1:00 p.m. to provide demos and promotional information.

Additional Agenda Items

- Use of legal name vs chosen name for patrons
 - Chair Reed brought up the use of legal name vs chosen name or nickname in patron records. Chair Reed stated that for transgender patrons, receiving notices in their "dead name" can be upsetting and disenfranchising. Her goal is to find a more supportive approach to using the various name fields in Sierra, allowing patrons to receive notices in their chosen name while retaining legal information.
 - Of note, use of any name other than legal name may result in Patron Point not be able to automatically renew cards for those patrons. Patrons may choose to renew in person if it means being able to have their chosen name on their account.

Amy Krahn (SF) shared sentiment on the importance of this topic for staff members as well. Discussion ensued.

- Jen Schmidt will look into this change and what this might also look like when switching to Aspen. Director Hesel will add this topic to the next scheduled LDAC meeting in April.
- Marcus Theater and United Way donation collaboration
 - Director Hesel announced that the collaboration between Marcus Theater, United Way, and MCFLS for donation of menstrual products won an award from United Way. Amy Krahn (SF) expressed excitement about the drive's success and how surprised their staff were by patron participation.
 - A representative from MCFLS is invited to attend the ceremony to accept the award. Dana Anderson (BD) requested Nicole Garrett from Brown Deer Library attend and receive the award since the idea for the donation drive was hers.
- Discussion on bomb threat procedures
 - Director Hesel informed the group that North Shore Library received a bomb threat the previous Friday. Rhonda Gould of NSL is seeking information on how other libraries handle such situations. Discussion followed.
 - Tristan Boswell (SM) stated they have an emergency preparedness procedure covering such topics and agreed to distribute it to the other libraries.
(<https://www.jsonline.com/story/communities/north/2024/03/01/police-in-glendale-respond-to-the-north-shore-library-for-bomb-threat/72807063007/>)

Member Library Updates

- Milwaukee Public Library
 - Is taking applications for the Entrepreneur in Residence program. The selected person will work with other local entrepreneurs at the library's Business Commons to support and mentor them.
(https://www.mpl.org/content/pdfs/2024_March_EntrepreneurInResidence.pdf)
 - Also, there's a "I am not invisible" display for Women's History Month.
(<https://www.mpl.org/services/events/?eid=144174>)
 - open house on March 9th in the Rare Books Room featuring rare Japanese art.
(<https://www.mpl.org/services/events/?eid=144145>)
- Hales Corners
 - Received a WiLS grant for a learning garden which is being followed on their blog post.
(<https://halescornerslibrary.org/author/halescornerslibrary/>)
- Whitefish Bay
 - Offering current circulation assistants the option to cross train as reference assistants to help cover shifts on a substitute basis for illness or vacations.
 - Staff will have two job titles and wages.

March 2024

Milwaukee County Federated Library System

Job Description

Title: **Library Systems Support Specialist**

Reports to: Library System Administrator

Purpose of Position: Performs a variety of administrative support tasks related to the integrated library system (ILS) functionality. Provides help desk assistance for member libraries and patrons, maintains documentation of system policies and procedures, fulfillment of member library supply orders and support for email services. Assists with other direct service programs and special projects provided to MCFLS member libraries.

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

40% Integrated Library System (ILS) Software- perform various tasks related to key centralized aspects of the ILS, including but not limited to; preparing and distributing a variety of circulation notices (in multiple formats), compiling statistical reports, updating the days closed table, creating global lists of records, and maintaining a number of Automated System files- calendar staff passwords/authorizations, and login information.

35% System Help Desk- using telephone and email, serves as first point of contact for MCFLS member library staff and patrons. Provides analysis and troubleshooting of basic software/hardware issues. Able to troubleshoot basic issues related to system-provided electronic resources. Documents and refers more complex concerns, as appropriate, to either Library Systems Administrator, Library Systems Technician or Network Administrator/PC Support Specialist.

10% MCFLS documentation- updates the Staff Support web site using content management software which relates back to organizational policies and procedures and/or MCFLS Committee activities.

5% Attends LDAC subcommittees as assigned and communicates issues to the group.

5% Supply Orders- Coordinates the bulk purchasing of supplies such as library cards, item barcodes, and printed system forms as well as other special projects such as coupons for the Annual Summer Reading Program. Fills supply orders from member libraries for these bulk purchased items and keeps track of orders for billing purposes regularly.

5% Outreach and training for staff/patrons. Other duties as assigned.

March 2024

Physical Demands of Position:

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

Mental Requirements:

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

Time Management:

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

March 2024

Environmental/Working Conditions:

- Candidate will work in a traditional office environment with remote work hours

Qualifications

Required:

- High School diploma or equivalency is required.
- Three years minimum of progressively advanced clerical experience.
- Excellent communication skills needed. Must be able to work comfortably, patiently, and helpfully with people whose computer skills range from negligible to advanced.

Preferred:

- Public library experience preferred, including; working knowledge of basic library procedures and policies; experience with electronic resources such as Libby and hoopla.
- Some training in computer systems operation and/or repair and maintenance is desirable.

PROPOSAL FOR HOURLY RATE INCREASE FOR LIBRARY SYSTEMS SUPPORT SPECIALIST AND PUBLIC INFORMATION COORDINATOR

Background. The System Director has been asked to consider an hourly rate increase for two system staff positions to bring them in line with other similar roles in the state of Wisconsin.

The Library Systems Support Specialist currently makes \$21.10/hour, working 25 hours per week. The Public Information Coordinator currently makes \$27.05/hour working 30 hours per week.

Market Analysis. Data collection has been done to justify the request for a rate increase for both positions.

Library Systems Support Specialist. Using data from the Technical Support/Computer Technician table in the SRLAAW Library Compensation Study report.

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
All Responses	10	\$23.58	\$26.29	\$29.48	0	8	8
Region							
Central	1	\$24.65	\$27.61	\$34.51	0	1	1
Northern	2	\$18.14	\$19.31	\$20.48	0	1	1
South Central	1	\$25.61	\$28.52	\$31.81	0	1	1
Southeast	4	\$25.10	\$28.79	\$32.47	0	4	3
Western	2	\$24.44	\$26.49	\$28.83	0	1	2
Municipal/Resident Population							
3,001 – 5,000	1	\$15.00	\$15.00	\$15.00	0	0	0
5,001 – 10,000	1	\$21.28	\$23.62	\$25.96	0	0	1
30,001 – 40,000	1	\$20.66	\$20.66	\$20.66	0	1	1
50,001 – 100,000	4	\$25.81	\$29.73	\$33.79	0	4	3
Over 100,000	3	\$25.21	\$28.23	\$32.68	0	3	3

Public Information Coordinator. Using data on current comparable positions in the Midwest.

Position Title	Organization	Hourly Rate/Salary	Notes
Public Communications Coordinator	Bridges Library System	\$29.14 – 33.84	Depending on qualifications; full range extends to \$38.52
Library Communications Manager	Highland Park IL	Starting at \$70,000 per year	
Marketing Coordinator - Media Relations	Toledo Lucas County Public Library, OH	\$59,972.84 - \$81,062.09 per year	

Proposal. The System Director is proposing incremental increases to raise the hourly rates for both positions on April 1, 2024 and January 1, 2025.

Position	Current Hourly Rate	Rate on April 1, 2024	Rate on January 1, 2025
Library Systems Support Specialist	\$21.10	\$24.24	\$27.36
Public Information Coordinator	\$27.05	\$28.53	\$30.00

We calculate total additional costs for the system in 2024 to be \$5,693.04. Additional costs beginning in 2025 would be \$15,474.30.

Rationale. We are proposing hourly rate increases for these positions to allow the system to keep pace with other employers in our region and industry. The proposed increase for the Library Systems Support Specialist dovetails with an expanded role described in the revised position description. An increase to the hourly rate for the Public Information Coordinator will put MCFLS in line with an identical position at the Bridges Library System. By increasing the hourly rate for both positions we can foster a positive workplace culture, increase the likelihood of retaining employees that we've invested in, and contribute to the long-term success of the system.



Wisconsin Department of Public Instruction
**2023 PUBLIC LIBRARY SYSTEM
ANNUAL REPORT**
PI-2404-A (Rev. 1-24)

INSTRUCTIONS: Complete and return a signed, scanned copy of the original board-approved system annual report by **FEBRUARY 29, 2024**, to:
LibraryReport@dpi.wi.gov

Required by Wis. Stat. §§ 43.05(4) and 43.58(6)

I. GENERAL INFORMATION							
1. System Name Milwaukee County Federated Library System		2. System Director Name Steve Heser		3. Certification Grade Grade 1	4. Date Certification Expires 2028-02-29		
5. Street Address 709 N. 8th St.				6. Phone Area/No. (414) 286-8149	7. Fax Number Area/No. (414) 286-3209		
8. Mailing Address PO Box		9. System Website URL www.mcfls.org		10. Director System Email Address steve.heser@mcfls.org			
11. City / Village / Town Milwaukee			12. County Milwaukee		13. ZIP Code 53233-2414		
14. Number of Public Libraries Participating in the System 15		15. Does System Operate a Books-by-Mail Program No	16. Number of Book-mobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 224,590		18. UEI Number H9GMN96YZFM5	
II. SYSTEM COLLECTION							
	No. Owned / Leased	Number Added		No. Owned / Leased		No. Owned / Leased	
1. Books in Print	0	0	4. Electronic Collections <i>Number available to members</i>	0	7. Licensed Electronic Video Materials <i>Units (copies) available to members</i>	0	
2. Audio Materials	0	0	5. Licensed E-books <i>Units (copies) available to members</i>	0	8. Subscriptions <i>Exclude those in electronic format</i>	0	
3. Video Materials	0	0	6. Licensed Electronic Audio Materials <i>Units (copies) available to members</i>	0			
III. SYSTEM SERVICES							
Circulation Transactions <i>Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.</i>				1. Total Circulation 0		2. Interlibrary Loans <i>System interlibrary loan transactions</i>	
						a. Items Loaned 0	
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i>							
a. E-book 121,102		b. E-audio 183,767		c. E-video 11,467		d. Electronic Collection Retrievals -1	

IV. SYSTEM BOARD AND ORGANIZATION

List the members of the system board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP Code	Email Address
1. President Paul	Ziehler	8103 W. Raymond Ln.	West Allis	53219	paulziehler@gmail.com
2. Howard	Schneider	3269 N. Summit Ave.	Milwaukee	53211	hisnyder84@gmail.com
3. Elizabeth	Suelzer	2144 S. 76th St.	West Allis	53219	esuelzer@gmail.com
4. Guy	Johnson	3942 N. Oakland Apt 230	Shorewood	53211	gwj2423@gmail.com
5. Steven	Shea	901 N. 9th St, Room 201	Milwaukee	53233	n.Shea@milwaukeecountywi.gov
6. Monica	Deluhery	8848 Jackson Park Blvd.	Wauwatosa	53226	monica.deluhery@gmail.com
7. Vacant					
8.					
9.					
10.					
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22.					
23.					

V. PUBLIC LIBRARY SYSTEM INCOME						
1. County Government						
a. System Member County Appropriations Received by Library System				b. Other County Payments Received		
County Name	Amount	County Name	Amount	County Name	Amount	
Milwaukee	\$66,650					
			Subtotal 1a	\$66,650	Subtotal 1b	
2. State Aid to Public Library Systems						\$3,568,565
3. Other State Funded Programs <i>List individually. Attach listing if necessary.</i>						
a.						
b.						
c.						
					Subtotal 3	
4. Federal Aid <i>Program name and project number. List each program individually. Attach listing if necessary.</i>						
a.	All of Us - Virtual Library Center Grant	\$62,615	f.			
b.	ARPA LSTA 2022 - 409933 - DPI - ARPALSTA - 251	\$126,731	g.			
c.	LSTA 2024 - 409933 - DPI - LSTA - 251	\$16,924	h.			
d.	LSTA 2023 - 409933 - DPI - LSTA - 251	\$3,000	i.			
e.			j.			
					Subtotal 4	\$209,270
5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. <i>List names individually. Attach listing if necessary.</i>						
a.	Revenue received from member libraries	\$621,880	f.	WiLS Ideas to Action grant	\$2,796	
b.	West Milwaukee	\$72,855	g.			
c.	Member database contract	\$692,738	h.			
d.	ARPA LSTA Reimbursement from WRLS	\$69,548	i.			
e.	LSTA - Coop Cataloging Grant NWLS	\$28,636	j.			
					Subtotal 5	\$1,488,453
6. Other Income						
Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
\$0	\$26,417	\$116,784	\$0	\$0	\$186,932	\$330,133
7. Total Income <i>Add 1 through 6</i>						\$5,663,071

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES Report system expenditures from all sources.				
	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$434,856	\$0	\$0	\$434,856
2. Employee Benefits	\$245,274	\$0	\$0	\$245,274
3. System Collection Expenditures				
a. Printed Material	\$0	\$0	\$0	
b. Electronic Material	\$313,456	\$0	\$400,000	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$0	\$0	\$0	
Subtotal Collection Expenditures	\$313,456	\$0	\$400,000	\$713,456
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$2,216,017	\$0	\$1,354,831	\$3,570,848
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$0	\$0	\$0	\$0
6. All Other Operating Expenditures	\$102,164	\$132,326	\$11,164	\$245,654
7. Total Operating Expenditures	\$3,311,767	\$132,326	\$1,765,995	\$5,210,088
8. System Capital Expenditures	\$0	\$0	\$0	\$0

* Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.

** Report expenditures from report year public library system state aid, state aid funds carried forward to report year, and any interest earned from those funds.

*** Report expenditures from county appropriations, contract income, gifts and endowments, and any carryover from those sources. Also include expenditures from interest earned from those sources.

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE					
Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for the report year. Attach the page(s) of each county budget that show the amounts below.					
County Name	Amount	County Name	Amount	County Name	Amount
1. Milwaukee	\$66,650	5.		8.	
2.		6.		9.	
3.		7.		10.	
4.					

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

The following statement certifies that your public library system complied with all statutory requirements for public library systems for the report year. Indicate your system's compliance with each of the system requirements.

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

Membership Agreements

☒ (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4. with all member libraries.

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Resource Library Agreement

☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.

☒ Signed copies of the report year and current year resource library agreements have been filed with the division.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Reference Referral and Interlibrary Loan

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

- | | |
|--|---|
| <input type="checkbox"/> Reimbursed member libraries for ILL | <input checked="" type="checkbox"/> Maintained a shared database of member library bibliographic records and holdings |
| <input type="checkbox"/> Maintained ILL Clearinghouse | <input checked="" type="checkbox"/> Utilized WISCAT to promote interlibrary loan |
| <input checked="" type="checkbox"/> Contracted for ILL Clearinghouse | <input type="checkbox"/> Maintained a system interlibrary loan plan |

Inservice Training

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

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Conducted workshops for member library staff and trustees | <input checked="" type="checkbox"/> Provided scholarships and grants for member library staffs |
| <input checked="" type="checkbox"/> Maintained a calendar of CE events | <input type="checkbox"/> Maintained a professional collection for system and member library staffs. |

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

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Public library administration and governance | <input checked="" type="checkbox"/> Technical services | <input checked="" type="checkbox"/> Legal issues |
| <input checked="" type="checkbox"/> Adult services | <input checked="" type="checkbox"/> Interlibrary loan and resource sharing | <input checked="" type="checkbox"/> Public relations |
| <input checked="" type="checkbox"/> Youth services | <input checked="" type="checkbox"/> Staff development (certification, CE, etc.) | <input checked="" type="checkbox"/> Reference and information services |
| <input checked="" type="checkbox"/> Library automation | <input checked="" type="checkbox"/> Planning and evaluation, standards | <input checked="" type="checkbox"/> Inclusive services |
| <input checked="" type="checkbox"/> Building and remodeling | <input checked="" type="checkbox"/> Collection development | |

Delivery and Communication

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

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Had regular courier or van delivery service | <input type="checkbox"/> Used fax for document delivery/communication |
| <input type="checkbox"/> Provided an 800 number, phone credit card, or accepted collect calls | <input type="checkbox"/> Used mail as primary delivery system |
| ILL transactions sent by: | |
| <input type="checkbox"/> Email | <input checked="" type="checkbox"/> Published a newsletter |

- | | | | |
|--------------------------------|--|---|--|
| <input type="checkbox"/> Email | <input checked="" type="checkbox"/> OCLC | <input checked="" type="checkbox"/> Regional automated system | <input checked="" type="checkbox"/> WISCAT |
|--------------------------------|--|---|--|

Service Agreements

☒ **Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.**

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check those services provided for in the adjacent library system agreements for the report year.

- | | | |
|--|---|--|
| <input type="checkbox"/> Reciprocal borrowing between systems | <input type="checkbox"/> Delivery | <input type="checkbox"/> Audiovisual services |
| <input type="checkbox"/> Cash payments in cross-system lending | <input type="checkbox"/> Newsletter exchange | <input checked="" type="checkbox"/> Cooperative purchasing |
| <input checked="" type="checkbox"/> Continuing education | <input checked="" type="checkbox"/> Cooperative planning/information exchange | |

Inclusive Services

☒ **Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.**

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

Briefly summarize the most significant specific inclusive services initiatives carried out by your system in the report year. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

Since 2021 the system has arranged with Milwaukee Public Library (MPL) to provide leadership on Inclusive Services through the Resource Library contract. MPL has assigned a qualified staff member to act as Inclusive Services liaison for the system, attending state-wide meetings with other system staff and DPI as well as bringing back ideas and best practices to MCFLS. In 2023, this liaison led meetings with interested member libraries to form an Inclusive Services work group and is focusing efforts on these areas: providing guidance to MCFLS member libraries on matters of inclusivity, including to the Inclusive Services Assessment and Guide for Wisconsin Public Libraries; delivering inclusive services tangibles for MCFLS in the form best practices and recommendations, staff training opportunities, and/or patron programming; recommending materials related to inclusive services for purchase by MCFLS or member libraries; and seeking grants and other funding opportunities as appropriate. The MCFLS Board of Trustees adopted the DPI Statement on Inclusive Services to direct the work of this committee and Milwaukee Public Library adopted the statement soon after. MCFLS has participated in the LibraryNow project (Milwaukee Public Library) since its inception. This project puts access to library resources into the hands of all Milwaukee Public School students, including many under served or marginalized young people.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Inclusive Services (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support inclusive library service efforts.

Milwaukee Public Library, Employ Milwaukee, DWD Worker Connection

If the system provided any inclusive services continuing education programs in the report year, identify the topic(s) and speaker(s).

Other Types of Libraries

☒ **Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.**

☒ An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.

☒ The system has agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate system services provided to other types of libraries in the report year.

- | | | |
|---|--|---|
| <input type="checkbox"/> Consultation | <input type="checkbox"/> Union list of serials | <input type="checkbox"/> Back-up reference services |
| <input type="checkbox"/> Continuing education / workshops | <input checked="" type="checkbox"/> Directory of libraries | <input type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> ILL (Direct) | <input type="checkbox"/> Delivery services | <input type="checkbox"/> Technical services |

Library Technology and Resource Sharing Plan

☒ **Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.**

☒ Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.

☒ The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

Other Service Programs

☐ **Wis. Stat. § 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library board after consultation with participating public libraries.**

List and evaluate each service program carried out under this statute in the report year. Do not lump miscellaneous activities under a single "other" program.

Administration

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

IX. COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's report year resource library contract.*

In 2023 MCFLS partnered with the All of Us outreach team at the Medical College of Wisconsin on a Virtual Library Center (VLC) grant offered through the Network of the National Library of Medicine (NNLM). The purpose of the VLC grant is to promote participation in the All of Us research program, a nationwide effort to build a dataset of one million or more volunteers who reflect the diversity of the United States and will sign up to share their health information over time. The grant established funding and infrastructure for two MKE Mixer boxes to promote All of Us and facilitate health literacy programming at member libraries. Our Public Information Coordinator, Deb Marett, has provided additional collaboration opportunities throughout the state, both locally with Bridges and also the marketing cohort of other system staff that meets regularly. Deb has benefited greatly and brought back a number of ideas including the popular passport campaign and marketing newsletters for staff. She has also led cohort discussions on adult literacy campaigns which are being brought to fruition in MCFLS starting in 2024. In 2023 MCFLS led a group of library systems to provide cybersecurity training through a program called InfoSec IQ and paid through LSTA funding for three years. The current contract allowed other systems to participate this year and now includes just over half of the library systems in the state. Staff are tested and trained regularly each month to be better aware of malicious threats through email. MCFLS benefited greatly from LSTA funding that provided us the opportunity to do a wholesale authority control project and modernize subject headings and thesauri for the system. Through the cooperative cataloging grant managed by NWLS and working closely with Milwaukee Public Library, we completed the work in 2023 and now have budgeted system funding for regular updates to the database. The system's participation in the Dell purchasing group statewide has saved our members a great deal of money on the purchase of new computers and hardware. We've seen more investment by libraries in technology as a result, improving their ability to serve patrons with up-to-date resources. MCFLS continues to contribute to statewide projects through the WLA. The system funded multiple scholarships to the WLA Leadership Institute and offered continued financial support for WLA activities at the state level. The system will continue to collaborate with other systems to provide support for Trustee Training Week which continues to grow in popularity. The system also offers financial support for the Wild Wisconsin Winter Web Conference. The collaboration with SEWI to provide high quality continuing education for our member libraries is extremely valuable and a model for the state. The system also collaborates and offers tech support and assistance for Tech Days each September.

Cost Benefit. <i>For each activity above, list the activity name and estimated cost benefit realized.</i>	
Activity	Amount
1. WPLC OverDrive Collection	1,618,916
2. All of Us Virtual Library Center grant	62,615
3. InfoSec Cybersecurity Training	13,424
4. LSTA Authority control project	28,636
5. Wild Wisconsin Winter Webinar Series	5,000
6. Marketing collaboration	5,000
7. Tech Days	2,500
8. WLA Projects	10,000
9. Trustee training week	1,500
10.	
Cost Benefit Total	1,747,591

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

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

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan <i>See note</i>				
1. Technology	1,036,750	310,250	601,042	1,948,042
2. Reference	223,035	0	0	223,035
3. Interlibrary Loan	36,450	0	0	36,450
4.				
5. Electronic Resources	320,409	0	677,533	997,942
Subprogram Total	1,616,644	310,250	1,278,575	3,205,469
Continuing Education and Consulting Service <i>See note</i>				
1. Continuing Education	44,953	0	0	44,953
2. Consulting	88,776	0	0	88,776
Subprogram Total	133,729	0	0	133,729
Delivery	306,623	0	0	306,623
Inclusive Services	7,258	0	0	7,258
Library Collection Development	0	0	0	0
Direct Payment to Members for Nonresident Access	1,188,395	0	42,065	1,230,460
Direct Nonresident Access Payments Across System Borders	0	0	0	0
Library Services to Youth	1,913	0	0	1,913
Public Information	139,349	0	0	139,349
Administration	308,772	0	0	308,772
Other System Programs				
1. Multi-type	9,083	0	0	9,083
2. Member Office	0	0	45,355	45,355
3.				
4.				
Grand Totals	3,711,766	310,250	1,365,995	5,388,011
Estimated Expenditures for Technology-Related Services Provided by the System	1,036,750	310,250	601,042	1,948,042

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

XI. SYSTEM STAFF

1. Personnel Listing

a. Employees Holding the Title of Librarian as of December 31 of the report year. *Include vacancies if they will be filled within one year*

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
Steven	Heser	Director	<input checked="" type="checkbox"/>	\$110,319	40.00
Jennifer	Schmidt	Library Systems Administrator	<input checked="" type="checkbox"/>	\$84,429	40.00
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

b. Other Paid Staff *Include plant operation, maintenance, and security.*

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
Network Administrator	\$79,560	40.00			
Business Manager	\$65,000	40.00			
Administrative Assistant	\$26,892	25.00			
Public Information Coordinator	\$41,371	30.00			
Library Systems Technician	\$30,000	40.00			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian

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

b. All Other Paid Staff FTE incl. maintenance, plant operation, and security

4.38

c. Total Library Staff Full Time Equivalents Add Subtotal 2a and 2b

6.38

XII. SYSTEM MEMBERSHIP

Attach a listing of all current public library and county members of the system.

Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines). A check indicates that all members have indicated compliance with the requirement.

- ☒ The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [Wis. Stat. § 43.15(4)(c)1]
- ☒ The public library members are authorized by the municipal governing board to participate in the public library system. [Wis. Stat. § 43.15(4)(c)3]
- ☒ The public library members have entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program or from providing remote access to a library's online resources only to residents. [Wis. Stat. § 43.15(4)(c)4]
- ☒ The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [Wis. Stat. § 43.15(4)(c)6 and Administrative Code Rules PI 6.03]
- ☒ All counties participating in the system have entered into written agreements with the system as required under [Wis. Stat. § 43.15(4)(b)3]
- ☒ All counties participating in the system have adopted and maintained the plan of library service submitted and approved under Wis. Stat. § 43.11(3) and Wis. Stat. § 43.13(1). [Wis. Stat. § 43.15(4)(b)1]. **On the attached membership listing, indicate the year of the last plan revision.**
- ☒ Each public library member, beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer. [Wis. Stat. § 43.15(4)(c)7]
- ☒ Each public library member, beginning in 2008, annually spends at least \$2,500 on library materials. [Wis. Stat. § 43.15(4)(c)8]

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

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

Indicate compliance with the requirements below with a checkmark. Unchecked statutes indicate noncompliance.

- ☒ Library system board is constituted and operated in compliance with Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).
- ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. § 43.17(4)]
- ☒ Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.

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

- ☒ (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)(4). with all member libraries.
- ☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
- ☒ (e) Inservice training for participating public library personnel and trustees.
- ☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.
- ☒ (g) Service agreements with all adjacent library systems.
- ☒ (h) Professional consultant services to participating public libraries.
- ☒ (i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.
- ☒ (k) Promotion and facilitation of library service to users with special needs.
- ☒ (L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

I CERTIFY that to the best of my knowledge the information provided in this annual report and any attachments are true and accurate.

Signature of Public Library System Director ➤	Name of Public Library System Director Steve Hesel	Date Signed
Signature of Public Library System Board President ➤	Name of Public Library System Board President Paul Ziehler	Date Signed

COMMENTS

a. Uses of E-Books By Users of Your System

Includes hoopla and OverDrive advantage use limited to Milwaukee County residents.--2024-02-28

b. Uses of E-Audio by Users of Your System

Includes hoopla and OverDrive advantage use limited to Milwaukee County residents.--2024-02-28

c. Uses of E-Video by Users of Your System

Includes hoopla and OverDrive advantage use limited to Milwaukee County residents.--2024-02-28

Amount

The reimbursement from WRLS was placed on the 2022 annual report in error.--2024-02-29

DRAFT

M.C.F.L.S.
Financial Report
For the Month Ending February 29, 2024

		<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	\$3,925,188	\$ 3,925,188		\$2,943,891.00	(75.00)	\$ 981,297	(25.00)
5	Milwaukee County Allocation	\$66,650	\$ 66,650		\$33,325.00	(50.00)	\$ 33,325	(50.00)
6	West Milwaukee Contract -Other	\$49,752	\$ 49,752			0.00	\$ 49,752	(100.00)
7	Interest on Invested Funds	\$2,000	\$ 2,000			0.00	\$ 2,000	(100.00)
8	Member Forms/Supplies Rev (57)	\$19,500	\$ 19,500		\$5,251.65	(26.93)	\$ 14,248	(73.07)
9	Member Postage Revenue (56)	\$15,100	\$ 15,100		\$5,611.59	(37.16)	\$ 9,488	(62.83)
10	Member OCLC Revenue (68)	\$129,883	\$ 129,883			0.00	\$ 129,883	(100.00)
11	Member Telecomm. Revenue (66)	\$15,600	\$ 15,600			0.00	\$ 15,600	(100.00)
12	Member Softwre Maint-Basic (64)	\$163,498	\$ 163,498			0.00	\$ 163,498	(100.00)
13	Member Softwre Maint-Other (64)	\$43,462	\$ 43,462			0.00	\$ 43,462	(100.00)
14	Member Tech. Assist.-Time Rev.	\$20,000	\$ 20,000		\$1,830.00	(9.15)	\$ 18,170	(90.85)
15	Member Special Projects Rev (72)	\$70,000	\$ 70,000		\$9,664.92	(13.81)	\$ 60,335	(86.19)
16	Member Catalog Contract Rev (79)	\$0	\$ -			0.00	\$ -	0.00
17	Member Database Rev (54)	\$42,715	\$ 42,715			0.00	\$ 42,715	(100.00)
18	Member EcomTransaction Fees (43)	\$7,100	\$ 7,100		\$2,125.66	(29.94)	\$ 4,974	(70.06)
19	Carryover Revenue	\$15,000	\$ 15,000			0.00	\$ 15,000	(100.00)
20	Staff Benefits/Co-Pay Revenue	\$53,276	\$ 53,276			0.00	\$ 53,276	(100.00)
21	LSTA Technology Grant Revenue	\$3,000	\$ 3,000			0.00	\$ 3,000	(100.00)
22	Member Digital Content Rev (84)	\$254,169	\$ 254,169			0.00	\$ 254,169	(100.00)
23	Member PC Mngmt License Rev	\$2,545	\$ 2,545		\$251.72	(9.89)	\$ 2,293	(90.10)
24	Member Replace Fines Rev (90)	\$17,000	\$ 17,000		\$2,513.83	(14.79)	\$ 14,486	(85.21)
25	Member Overdrive Adv Rev (91)	\$15,000	\$ 15,000			0.00	\$ 15,000	(100.00)
26	Member Collection Dev Tool Rev	\$0	\$ -			0.00	\$ -	0.00
27	<u>Total General Revenues</u>	\$4,930,438	\$ 4,930,438	\$ -	\$3,004,465.37	(60.94)	\$ 1,925,973	(39.06)
28								
29	<u>Special Revenues</u>							
30	W. Milwaukee Borrowing Rev (97)	\$41,706	\$ 41,706			0.00	\$ 41,706	(100.00)
31	InfoPass Project Mgmnt Rev	\$1,308	\$ 1,308			0.00	\$ 1,308	(100.00)
32	Ecommerce Revenue (100)	\$150,000	\$ 150,000			0.00	\$ 150,000	(100.00)
33	Member Cataloging Contract Reserve	\$185,769	\$ 185,769					
34	<u>Total Special Revenues</u>	\$378,783	\$ 378,783	\$ -	\$0.00	0.00	\$ 378,783	(100.00)
35								
36	<u>Total Revenues</u>	\$5,309,221	\$ 5,309,221	\$ 0	\$3,004,465.37	(56.59)	\$ 2,304,756	(43.41)
37								

M.C.F.L.S.
Financial Report
For the Month Ending February 29, 2024

		<u>Original Budget</u>	<u>Revised Budget</u>	<u>+/-</u>	<u>Year to Date</u>	<u>%</u>	<u>Balance</u>	<u>%</u>
38								
39								
40	<u>General Expenditures</u>							
41	Fringe Benefits Expense	\$247,256	\$ 247,256		\$53,023.89	(21.44)	\$ 194,232	(78.56)
42	Salaries Expense	\$482,023	\$ 482,023		\$88,408.83	(18.34)	\$ 393,614	(81.66)
43	Member Ecom Transaction Exp (18)	\$7,100	\$ 7,100			0.00	\$ 7,100	(100.00)
44	TNS Calls/Renewal Line Expense	\$2,300	\$ 2,300		\$190.38	(8.28)	\$ 2,110	(91.74)
45	Conference/Training Expense	\$10,000	\$ 10,000		\$1,084.70	(10.85)	\$ 8,915	(89.15)
46	Memberships Expense	\$9,300	\$ 9,300		\$705.00	(7.58)	\$ 8,595	(92.42)
47	Continuing Education Expense	\$10,000	\$ 10,000			0.00	\$ 10,000	(100.00)
48	Office Supplies Expense	\$1,500	\$ 1,500		\$217.17	(14.48)	\$ 1,283	(85.53)
49	Copy Machine Maint. Expense	\$1,000	\$ 1,000		\$61.43	(6.14)	\$ 939	(93.90)
50	MCFLS WI Pub Lib Consortium Ex	\$7,848	\$ 7,848			0.00	\$ 7,848	(100.00)
51	MCFLS Buying Pool	\$275,600	\$ 275,600		\$33,599.82	(12.19)	\$ 242,000	(87.81)
52	MCFLS Database Expense	\$127,453	\$ 127,453		\$38,771.66	(30.42)	\$ 88,681	(69.58)
53	MCFLS Catalog Enhancement Exp	\$208,121	\$ 208,121		\$92,539.14	(44.46)	\$ 115,582	(55.54)
54	Member Database Expense (17)	\$42,715	\$ 42,715		\$45,524.00	(106.58)	\$ (2,809)	6.58
55	MCFLS Postage Expense	\$600	\$ 600			0.00	\$ 600	(100.00)
56	Member Postage Expense (9)	\$15,100	\$ 15,100			0.00	\$ 15,100	(100.00)
57	Member Forms/Supplies Expense (8)	\$19,500	\$ 19,500		\$1,847.38	(9.47)	\$ 17,653	(90.53)
58	Telephone Expense	\$6,000	\$ 6,000		\$999.12	(16.65)	\$ 5,001	(83.35)
59	Meetings Expense	\$1,000	\$ 1,000			0.00	\$ 1,000	(100.00)
60	Insurance Expense	\$12,000	\$ 12,000		\$7,612.00	(63.43)	\$ 4,388	(36.57)
61	Legal Expense	\$1,500	\$ 1,500			0.00	\$ 1,500	(100.00)
62	Audit Expense	\$12,800	\$ 12,800		\$1,505.51	(11.76)	\$ 11,294	(88.23)
63	Payroll Service Expense	\$4,740	\$ 4,740		\$1,246.80	(26.30)	\$ 3,493	(73.69)
64	III Software Support Expense (12,13)	\$206,960	\$ 206,960		\$101,950.94	(49.26)	\$ 105,009	(50.74)
65	III Telephone Notification Subscr Exp	\$15,811	\$ 15,811		\$4,661.54	(29.48)	\$ 11,149	(70.51)
66	Member Telecomm. Expense (11)	\$15,600	\$ 15,600			0.00	\$ 15,600	(100.00)
67	MCFLS Telecomm. Maint. Expense	\$45,000	\$ 45,000		\$15,244.80	(33.88)	\$ 29,755	(66.12)
68	OCLC Expense (10)	\$148,579	\$ 148,579		\$149,660.73	(100.73)	\$ (1,082)	0.73
69	MCFLS Computer Room Equipment	\$25,000	\$ 25,000		\$131.89	(0.53)	\$ 24,868	(99.47)
70	MCFLS Software Expense	\$10,000	\$ 10,000		\$1,497.03	(14.97)	\$ 8,503	(85.03)
71	MCFLS Equipment Expense	\$10,000	\$ 10,000			0.00	\$ 10,000	(100.00)
72	Member Special Projects Exp (15)	\$70,000	\$ 70,000			0.00	\$ 70,000	(100.00)
73	Sorting and Delivery Expense	\$305,000	\$ 305,000		\$46,721.00	(15.32)	\$ 258,279	(84.68)
74	South Central Delivery Expense	\$21,806	\$ 21,806			0.00	\$ 21,806	(100.00)
75	MPL Resource Contract Expense	\$245,324	\$ 245,324			0.00	\$ 245,324	(100.00)
76	MPL Rent Lease Contract Exp.	\$95,387	\$ 95,387			0.00	\$ 95,387	(100.00)
77	ILS Expense	\$36,450	\$ 36,450			0.00	\$ 36,450	(100.00)
78	MCFLS Catalog Cont Exp to MPL	\$353,267	\$ 353,267			0.00	\$ 353,267	(100.00)
79	Member Catalog Contract Exp. (16)	\$0	\$ -			0.00	\$ -	0.00
80	MCFLS Collection Dev Tool Exp	\$46,345	\$ 46,345			0.00	\$ 46,345	(100.00)
81	Member Collection Dev Tool Exp	\$0	\$ -			0.00	\$ -	0.00
82	Internet Expense	\$20,178	\$ 20,178			0.00	\$ 20,178	(100.00)
83	Contingency Expense	\$77,098	\$ 77,098		\$6,474.63	(8.40)	\$ 70,623	(91.60)
84	Member Digital Content Exp (22)	\$254,169	\$ 254,169			0.00	\$ 254,169	(100.00)
85	Marketing	\$60,000	\$ 60,000		\$10,329.41	(17.22)	\$ 49,671	(82.79)
86	Cooperative Purchasing Sub Exp	\$2,786	\$ 2,786			0.00	\$ 2,786	(100.00)
87	Member PC Management License Exp	\$1,875	\$ 1,875			0.00	\$ 1,875	(100.00)
88	LSTA Technology Grant Expense	\$3,000	\$ 3,000			0.00	\$ 3,000	(100.00)
89	MCFLS MKE Mixer Expense	\$1,400	\$ 1,400			0.00	\$ 1,400	(100.00)
90	Member Replacement Fines Exp (24)	\$17,000	\$ 17,000		\$3,422.19	(20.13)	\$ 13,578	(79.87)
91	Member OverDrive Adv Exp (25)	\$15,000	\$ 15,000			0.00	\$ 15,000	(100.00)
92	Youth Services Exp	\$10,000	\$ 10,000			0.00	\$ 10,000	(100.00)
93	Inclusive Services Exp	\$10,000	\$ 10,000			0.00	\$ 10,000	(100.00)
94	<u>Total General Expenditures</u>	\$3,628,491	\$ 3,628,491	\$ -	\$707,430.99	(19.50)	\$ 2,921,060	(80.50)
95								
96	<u>Special Expenditures</u>							
97	W. Milw Borrowing Exp (30)	\$41,706	\$ 41,706		\$40,401.00	(96.87)	\$ 1,305	(3.13)
98	RB - MCFLS Payment Expense	\$1,284,682	\$ 1,284,682		\$1,284,682.00	(100.00)	\$ -	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		\$32,613.20	(21.74)	\$ 117,387	(78.26)
102	<u>Total Special Expenditures</u>	\$1,662,157	\$ 1,662,157	\$ -	\$1,357,696.20	(81.68)	\$ 304,461	(18.32)
103								
104	<u>Total Expenditures</u>	\$5,290,648	\$ 5,290,648	\$ -	\$2,065,127.19	(39.03)	\$ 3,225,521	(60.97)
105								
106	<u>Revenue/Expenditures +/-</u>				\$939,338.18			

2024 MCFLS Board Meeting Dates

The MCFLS Board of Trustees approved a change to hold board meetings on the third Thursday of month as of 2/26/24. 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).

Date	Time	Location
Thursday, March 21	5:00 pm	Zoom online meeting
Thursday, April 18	5:00 pm	Zoom online meeting
Thursday, May 16	5:00 pm	Zoom online meeting
Thursday, June 20	5:00 pm	Hybrid meeting (Franklin)
Thursday, July 18	5:00 pm	Hybrid meeting (Cudahy)
Thursday, August 15	5:00 pm	Hybrid meeting (Whitefish Bay)
Thursday, September 19	5:00 pm	Hybrid meeting (West Allis)
Thursday, October 10	5:00 pm	Zoom online meeting
Thursday, December 12	5:00 pm	Zoom online meeting



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March 21, 2024

February/March 2024 Director's Report

Summary of activities

System Activities

- Strategic planning. Vice President Johnson and I met with Rachel Arndt on March 7 to discuss outcomes from the staff planning retreat and identify goals and activities to be included on the system strategic plan. The Legislative and System Services committee will meet April 11 to consider a draft of the plan.
- Meeting with the Community Reintegration Center staff. On March 19, staff from member libraries met with coordinators at the Community Reintegration Center to talk about ways to support their mission and collaborate on bringing library services to residents.
- System annual report. I put together budget numbers, narrative sections and reporting for the system annual report that is now due every March 31.
- Adult Literacy initiative. Deb Marett has been hard at work promoting the adult literacy project in conjunction with resources (The Juice and Reading Horizons) that can be used to support it. The Juice has gotten the attention of the Journal Sentinel and we will be working with them on a possible news story.

Grant activities

- All of Us grant MKE Mixer project. I met with representatives from the Network of the National Library of Medicine (NNLM) to report on the status of our project on March 12. I've also arranged planning meetings with our MKE Mixer group and Medical College of Wisconsin outreach staff to discuss programming options for use with the Mixer box.
- Authority control project. Jen and I met with MPL staff and Backstage representatives to talk about regular maintenance of our database moving forward. In November we concluded our first ever authority control project that updated subject headings and authority records with inclusive and modern terms to better reflect our holdings and communities.

Upcoming Activities

1. Continue activities related to strategic planning.
2. Attend the Public Library Association (PLA) meeting from April 1-3 in Columbus, OH.
3. Begin work on contracts with assistance from the Board.