MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

709 North Eighth Street
Milwaukee, WI 53233
PH: **414-286-8149**
FAX: **414-286-3209**

<u>Notice</u>

Milwaukee County
Federated Library System
Library Directors Advisory Council

Regular Meeting
Thursday, February 7th, 2019
<u>9:00 – 11:30 AM</u>

This meeting will be held in a meeting room of the
Oak Creek Public Library
8040 S 6th Street
Oak Creek, WI 53154

<u>Agenda</u>
The LDAC reserves the right to take action on any of the items listed below.

1. Call to order

2. Additional agenda items/adoption of agenda

3. Approval of minutes for the January 3rd, 2019 LDAC meeting

    Action   Attachment A

4. MCFLS Strategic Planning update. Full day development meeting will be February 28th.

5. Annual report update. Library annual reports are due 03/01/19.

6. Summer reading program and collaboration on UWM-SOIS Intern recruitment

7. Discussion: Library closings and best practices for setting hours, staffing (including compensation), and communication (among libraries and the public)

8. Update: Proposed annual document showing netted amounts for replacement, lost and manual fines (over $5) collected at non-owning libraries. 2018 data is used for the attachment.

Attachment B

9. LSTA Collaborative Grant Opportunity: Increase Capacity for Technology Tools and Resources

Attachment C

10. Details on NewsBank proposal for Milwaukee Journal Sentinel subscription

Attachment D

11. Discussion: Future Participation in the Bucks Reading Program

12. Print Copies of State Statutes

13. Library Development & Legislation Update

Attachment E

14. Additional business

15. Member library updates

Sub-committee agendas and minutes
Circulation Services—Agenda and minutes available at http://www.mcfls.org/staff-circ-services-comm.asp
Youth Services—Agenda and minutes available at http://www.mcfls.org/staff-youth-services-comm.asp
Young Adult Services—Agenda and minutes available at http://www.mcfls.org/staff-young-adult-services-comm.asp
Adult and Reference Services—Agenda and minutes available at http://www.mcfls.org/staff-reference-comm.asp.

The next meeting is scheduled for Thursday, March 7th, 2019 at the Brown Deer Public Library, 5600 West Bradley Road, Brown Deer, WI 53223

Milwaukee County Federated Library System
Library Directors Advisory Council
Regular Monthly Meeting held Thursday, January 3, 2019
Greendale Public Library
5647 Broad Street
Greendale, WI 53129

Present: Susan Draeger-Anderson, Chair, North Shore Library
                 Rachel Arndt, Milwaukee Public Library
                 Nan Champe, South Milwaukee Public Library
                 Rachel Collins, Shorewood Public Library
                 Amy Krahn, St. Francis Public Library
                 Jill Lininger, Oak Creek Public Library
                 Pat Laughlin, Hales Corners Library
                 Jennifer Loeffel, Franklin Public Library
                 Pete Loeffel, Wauwatosa Public Library
                 Sheila O'Brien, Greenfield Public Library
                 Judy Pinger, Milwaukee Public Library
                 Nyama Reed, Whitefish Bay Public Library
                 Brian Williams-VanKlooster, Greendale Public Library

Excused: Dana Anderson-Kopczyk, Brown Deer Public Library
                 Rebecca Roepke, Cudahy Family Library

Absent: Michael Koszalka, West Allis Public Library

MCFLS Staff: Steve Heser, Director
                 Judy Kaniasty, Business Manager
                 Jen Schmidt, Library Systems Administrator

Others: Paula Penebaker, MCFLS Vice President

LDAC Chair 2019 – Susan Draeger-Anderson, North Shore Library. The LDAC welcomed Susan Draeger-Anderson as the 2019 LDAC Chair.

Call to Order. The regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees' Library Directors Advisory Council was called to order by Chair Draeger-Anderson at 9:00 a.m. Greendale was thanked for hosting the meeting.

Additional Agenda Items/Adoption of Agenda. Chair Draeger-Anderson inquired whether there were any additions to the agenda. The following topics were suggested:
- Kanopy Streaming/Steve Heser
- New Agenda Software/Steve Heser
- Transparent Language/Steve Heser
- Library Legislative Day/Steve Heser
- Sharing Patron Information Over the Phone/Brian Williams-VanKlooster

- PLSR Update/Rachel Collins

Amy Krahn moved and Jill Lininger seconded a motion to modify the agenda to add the suggested topics. Unanimously approved.

Approval of Minutes for the December 6, 2018 LDAC Meeting. Chair Draeger-Anderson referred to the minutes of the December 6 meeting which are shown as Attachment A of the agenda packet. Jill Lininger moved and Brian Williams-VanKlooster seconded a motion to approve the minutes as presented. Unanimously approved.

MCFLS Strategic Planning Update. Steve Heser referred to the MCFLS Strategic Planning Survey #1 Results which are shown as Attachment B of the agenda packet and reflects nearly 100 percent participation. The second survey which will be sent to the MCFLS Board, member libraries and MCFLS staff will be sent out January 7 and will be due January 23 and will be the basis for the all-day development meeting on February 28 which will be held at UWM CE Conference Facility at 161 W. Wisconsin Ave, Suite 6000 in the Grand Avenue Mall in downtown Milwaukee.

[Pat Laughlin arrived at 9:05 a.m.]

Rachel Collins questioned the point of cut off for the survey results and Steve Heser will ask Bruce Smith for some explanation to share with the LDAC. [This was subsequently shared with LDAC on January 7th].

[Nyama Reed arrived at 9:07 a.m.]

It was noted that comments would be interesting and helpful for the categories and Steve Heser agreed to seek the top ten comments before the Development session. [This was subsequently shared with LDAC on January 7th].

[MCFLS Board Vice President Paula Penebaker arrived at 9:08 a.m.]

Annual Report Review and Wireless Statistics Information. Steve Heser reminded the group that the annual reports are due by March 1st as usual and this year's form will be available to MCFLS to upload data and to the member library directors on January 15, 2019. The only new area will be statistics for library website visits and Steve noted he can help those that desire assistance with setup of that. Steve Heser reported that he has reached out to DigiCorp regarding Meraki and whether daily, weekly, monthly or every six month statistics is best and Attachment C of the agenda packet contains instructions for reporting wireless internet sessions for Meraki libraries. Discussion ensued and it was noted by a few directors that the counts are very fairly represented compared to what local library staff are doing when keeping their own daily counts. Steve Heser commented that after the annual reports have been submitted he would like to set up a Tableau table for libraries to report information similar to what South Central Library System does and he proposed an LDAC training through the SEWI CE process.

Hoopla Quarterly Evaluation. Steve Heser shared a report from Hoopla showing historical data and projected future usage and spending for discussion purposes shown as Exhibit 1 attached to these minutes and is shown for informational purposes. The 2018 budget was $150,000 and just over $#140,000 was spent. The 2019 budget looks to be in order ($160,000) and will be reviewed on a quarterly basis to make sure the program runs through the entire year.

Summer Reading Program Communication Pilot Proposal. Jen Schmidt reviewed Attachment D of the agenda packet with the hope of having a library or two agree to pilot a text notification project using the Shoutbomb product MCFLS already uses for other text notices for local Summer Reading programs; there will be no additional cost to MCFLS or member libraries for this service is patrons opt into this service. While this is a busy time for staff, a few libraries are interested and Jen will follow-up to get this project set up in a timely manner and Jen will report back on progress being made at a future meeting.

Proposed Quarterly Process for Showing Replacement Fines Collected at Non-Owning Libraries. Steve Heser reported that as an outgrowth of last month's discussion of the collection of non-owned replacement costs at self-check machines that perhaps a quarterly report of all replacement fines of non-owned materials could be generated, Attachment E of the agenda packet being an example, showing which library collected money for other library's materials and then allowing libraries to send money quarterly instead of daily like what is happening now with the cash bag process. Discussion ensued regarding money moving between libraries perhaps once a year and hopefully netted out by MCFLS and this being added to the items MCFLS invoices for or credits libraries perhaps beginning in 2020. This topic will be discussed again after MCFLS discusses with the auditor and most likely a quarterly report done in April after the first quarter will provide more information for discussion purposes. Sharing the report and topic with the Circulation Supervisors might yield another angle of thinking about the process.

System Feedback on OverDrive Instant Digital Card Proposal. Steve Heser noted that Judy Pinger and Jennifer Loeffel need some direction regarding the OverDrive Instant Digital Card proposal and a fact sheet is shown as Attachment F of the agenda packet for further discussion. Discussion ensued and while MCFLS member libraries do not want to be obstructionists, they will not promote within Milwaukee County since MCFLS already has a digital library card application process which allows patrons to use databases. LDAC recommendations: IDC for Free; recommend that the IDC is valid for only a month; recommend allowing checkout of available copies only and not allowing holds.

BREAK

Interest in NewsBank proposal for Milwaukee Journal Sentinel Subscription. Steve Heser referred to information about a subscription to a Milwaukee Journal Sentinel database from NewsBank which is shown as Attachment G of the agenda packet. Many questions arose, such as what is the year span? Are there archival copies going back? If so, to what year? What cost if all 15 member libraries are interested in this product? Steve Heser noted that due to the high cost he didn't ask too many questions but he will go back now and ask for more information.

MCFLS Staff and Library Visits. Steve Heser reported that he would like to arrange to meet with each MCFLS member library director for him and Jen Schmidt to answer any questions that directors might have about services and to give updates on concerns. Pat Laughlin suggested that MCFLs attend local municipal board meetings to share information regarding MCFLS role and library board powers and responsibilities.

ADDITIONAL BUSINESS

Library Legislative Day. Steve Heser encouraged attendance at Library Legislative Day which is February 12; register on the WLA website.

Kanopy Streaming. Steve Heser reported that a couple patrons have asked about this product; Judy Pinger added that the holdings of Kanopy are much like the Criterion collection which MPL had in the past and cancelled.

New Agenda Software. Steve Heser asked how the LDAC liked the new format of the agenda packet and there was a positive response to the change.

Transparent Language. Steve Heser reported that he anticipates that the start date for Transparent Languages will be February 1 which MCFLS will be paying $5,700 for the year which will allow libraries and patrons to try it out to see whether or not to continue going forward and to decide whether or not to continue with Mango Languages into 2020 as well.

Sharing Patron Information Over the Phone. Brian Williams-VanKlooster asked what libraries will share over the phone when a patron calls—it was universal that library card numbers are not given over the phone.

PLSR Update. Rachel Collins asked for an update so she is in a position to share information with her Board. Steve Heser reported that the Executive Summary of the Final Recommendations that will be going to the State Superintendent was included in the December LDAC and MCFLS Board agenda packets. MCFLS will be involved in critical discussion regarding future funding.

MEMBER LIBRARY UPDATES

Shorewood – Rachel Collins reported that increased programming is taking place with an intergenerational pen pal program, teen writing group and adult reading club.

Milwaukee – Judy Pinger reported that the New York Times database is now available.

Milwaukee – Rachel Arndt reported that overdue fines for DVDs has been reduced to 15 cents per day from $1 a day and it is hoped to bring back patrons to use computers.

Franklin – Jennifer Loeffel reported she is working on a Strategic Plan and updating a code of Conduct Policy.

Greenfield – Sheila O'Brien reported that the library is now open at 9 a.m. Monday-Saturday. Staff are receiving a 2.5% COLA and the entry level pay is being raised $2 an hour for those earning under $10 an hour and $1 an hour for those earning under $15 an hour and a $500 bonus for all other staff. 2018 had any unexpected expenses.

Whitefish Bay – Nyama Reed reported that a good amount of new furniture has been purchased to replace old pieces and a five-year replacement program has been established. A first all "reference staff" meeting was held. Some challenges are being seen as to not having enough computers for patrons at peak times.

St. Francis – Amy Krahn reported that pay scales are being reviewed and that many programs are planned. The website has been updated and the South Shore Memory Café participation is growing.

<u>Oak Creek</u> – Jill Lininger reported on staffing changes and that a staff in-service will be held next Friday with the library closing at 1 p.m. Quarterly staff in-service days are being planned and the Thursday before Easter the library will close at 4 p.m.

<u>Hales Corners</u> – Pat Laughlin reported that Eric Branske has been promoted to the new position of Assistant Library Director.

<u>North Shore</u> – Susan Draeger-Anderson reported that a grant has been received to purchase a laptop and microphone to do a podcast called Bookchat and the audience is growing.

SUB-COMMITTEE AGENDAS AND MINUTES. The agenda notice contained web-links to the Circulation Services, Youth Services, Young Adult Services and Adult & Reference Services agendas and minutes.

NEXT MEETING. Scheduled for Thursday, February 7, 2019 at the Oak Creek Public Library, 8040 S. 6th Street, Oak Creek, WI 53154.

ADJOURNMENT. With no further business to be addressed, Sheila O'Brien moved and Rachel Collins seconded a motion to adjourn the meeting at 11:35 a.m. Unanimously approved.

hoopla

Overview: Members of the Milwaukee County Federated Library System launched hoopla in February 2015, with the remaining launching in June 2017, and the system continues to be a strong partner. The library continues to experience growth in patron usage and cost. This report details historical data, and forecasts expected usage based on the historical library data.

Historical Data: The unique hoopla model allows the library to pay for what patrons borrow. The increased spending over time is directly related to the number of patrons borrowing.

Historical Monthly Patron Usage

Historical Monthly Spending
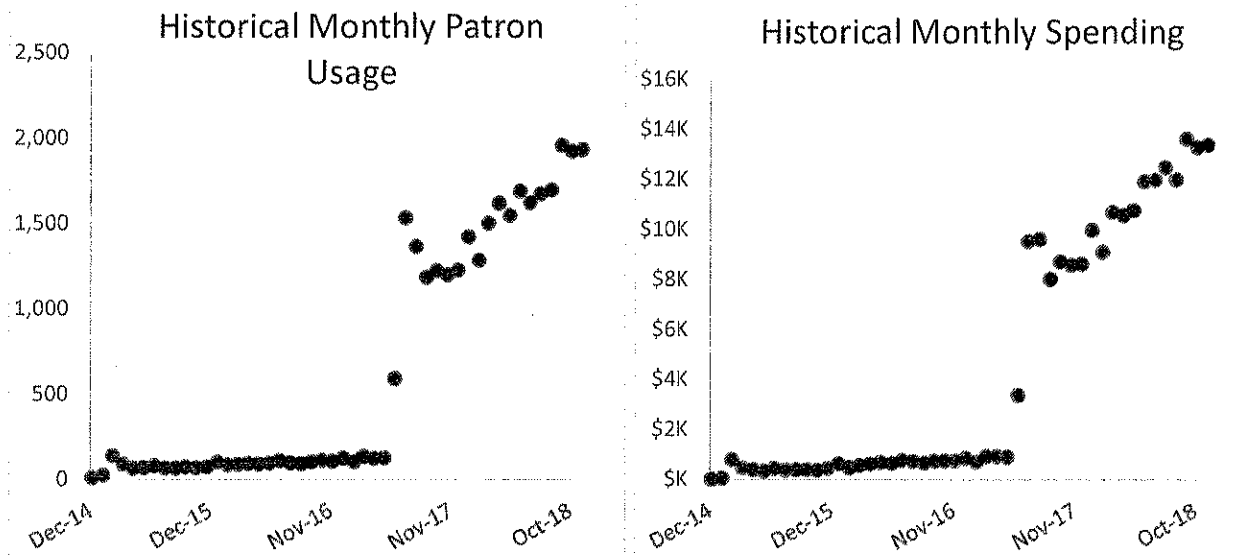
Projecting Future Usage:

- Forecast based on historical data
- Assume no changes to library marketing efforts related to hoopla
- Average Cost Per Circ: $2.11
- Average Monthly Circ Per Patron: 3.4

Patron Usage

● Historical Patron Usage   × Projected Patron Usage

hoopla
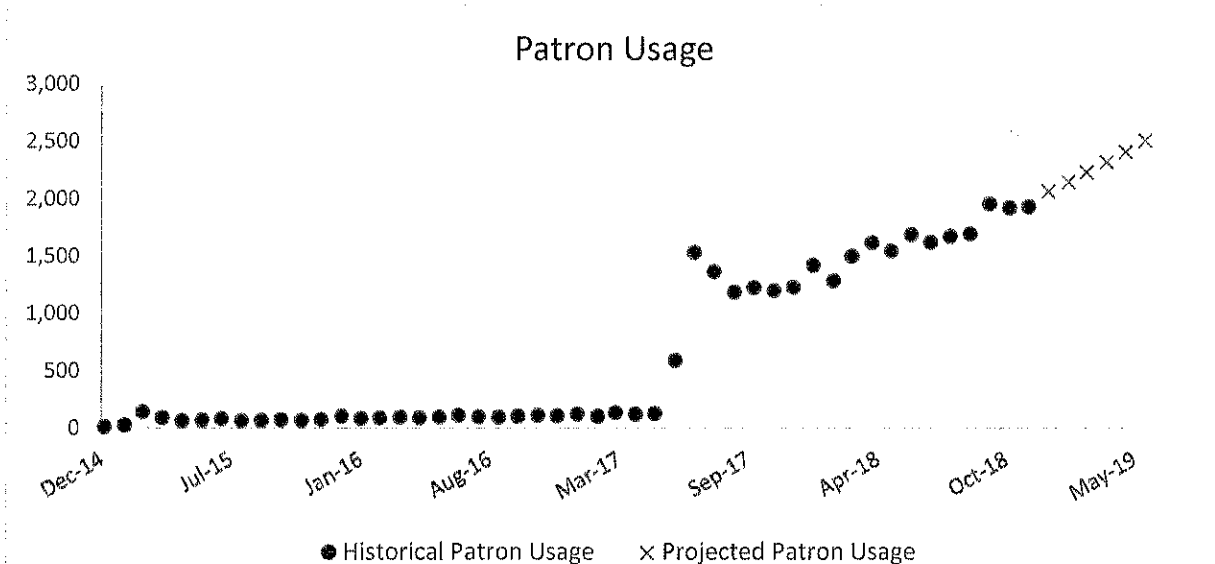
Projecting Future Spending: When providing projections we typically provide an average amount over time. Some months spending will be more than projected and while other less than projected averaging out to the annual total provided. So while November and December the library spent less then projected, we anticipate future months to have spending higher, balancing out spending overtime. Using expected patrons, average cost per circ, and average circ per patron we can project the following monthly spending for the next 9 months

Month	Expected Patrons		Expected Cost = Expected Patrons (X) Avg. Monthly Circ Per Patron (X) Avg. Cost Per Circ	
	Projected	Actual	Projected	Actual (% Difference)
Oct-18	1,830	1,958	$13,200	$13,656 (3%)
Nov-18	1,900	1,923	$13,800	$13,322 (-4%)
Dec-18	1,970	1,933	$14,200	$13,413 (-6%)
Jan-19	2,040	-	$14,800	-
Feb-19	2,120	-	$15,400	-
Mar-19	2,200	-	$15,800	-
Apr-19	2,280	-	$16,400	-
May-19	2,370	-	$17,200	-
Jun-19	2,460	-	$17,800	-
Projected 9 Month Total			$139,000	-
Projected July 2018 – June '19 Total			$176,000	-

We recommend the library actively watch spending.

2018 Replacement/Lost Material/Manual Fee Collection (Sample)

Left vertical label: COLLECTED FOR · Top label: COLLECTED BY

COLLECTED FOR ↓ \ COLLECTED BY →	BROWN DEER	CUDAHY	FRANKLIN	GREENDALE	GREENFIELD	HALES CORNERS	MILWAUKEE	NORTH SHORE	OAK CREEK	SHOREWOOD	SOUTH MILWAUKEE	ST. FRANCIS	WAUWATOSA	WEST ALLIS	WHITEFISH BAY	Grand Total
BROWN DEER		$25.00			$28.50	$33.00	$222.99	$203.16		$70.00		$30.00	$91.00	$68.95		$772.60
CUDAHY			$109.50		$30.00	$49.50	$306.00		$35.00	$22.00	$73.00	$34.00	$78.00	$174.50		$911.50
FRANKLIN	$19.35	$8.00		$82.50		$30.00	$186.00	$17.00	$107.60	$15.00	$30.00	$79.50	$187.50	$106.00	$9.00	$877.45
GREENDALE		$15.00	$106.35		$112.00	$11.00	$163.00			$27.00			$49.00	$67.00		$550.35
GREENFIELD	$24.00	$37.81	$37.86	$22.99		$47.74	$350.79	$21.50	$81.50		$58.20	$28.95	$32.82	$605.33		$1,349.49
HALES CORNERS		$31.00	$24.95	$12.99	$12.95		$123.93		$21.99	$9.99			$15.99	$20.99	$162.90	$437.68
MILWAUKEE	$445.64	$512.91	$452.66	$118.68	$270.94	$112.25		$753.27	$247.46	$448.90	$200.58	$209.90	$1,868.72	$2,212.13	$166.23	$8,020.27
NORTH SHORE	$28.99	$18.95	$38.99	$29.74	$49.98		$198.81			$79.00			$85.97	$68.39	$67.97	$666.79
OAK CREEK		$8.00	$46.00		$24.00	$15.00	$187.55	$80.00			$222.00	$21.00	$9.00	$65.00		$677.55
SHOREWOOD							$467.56	$173.94	$41.00				$29.99		$57.98	$770.47
SOUTH MILWAUKEE		$109.00	$8.00	$23.00	$10.00		$386.00		$32.00	$58.00		$10.00	$40.00	$152.00	$64.00	$892.00
ST. FRANCIS		$96.93	$22.97				$192.61				$30.98		$36.99	$121.95	$16.30	$518.73
WAUWATOSA		$59.99	$59.43	$50.00			$704.79	$131.92	$125.25	$69.23	$24.39	$64.96		$357.18	$111.85	$1,758.99
WEST ALLIS		$116.87	$25.00	$86.96	$56.01	$135.83	$910.44	$37.64	$5.99	$35.90	$6.99	$69.87	$193.00			$1,680.50
WHITEFISH BAY		$30.95					$185.94	$215.63		$58.69			$39.98			$531.19
Grand Total	**$517.98**	**$1,039.46**	**$962.66**	**$426.86**	**$594.38**	**$434.32**	**$4,586.41**	**$1,634.06**	**$724.79**	**$866.71**	**$646.14**	**$597.18**	**$2,708.96**	**$4,019.42**	**$656.23**	**$20,415.56**
AMT TOOK IN	$517.98	$1,039.46	$962.66	$426.86	$594.38	$434.32	$4,586.41	$1,634.06	$724.79	$866.71	$646.14	$597.18	$2,708.96	$4,019.42	$656.23	
AMT OWED	$772.60	$911.50	$877.45	$550.35	$1,349.49	$437.68	$8,020.27	$666.79	$677.55	$770.47	$892.00	$518.73	$1,758.99	$1,680.50	$531.19	
2018 AMT DUE	$254.62	$(127.96)	$(85.21)	$123.49	$755.11	$3.36	$3,433.86	$(967.27)	$(47.24)	$(96.24)	$245.86	$(78.45)	$(949.97)	$(2,338.92)	$(125.04)	NET $0.00
	OWED	OWES	OWES	OWED	OWED	OWED	OWED	OWES	OWES	OWES	OWED	OWES	OWES	OWES	OWES	

Library Services and Technology Act (LSTA) Grant Information and Guidelines 2018

20 U.S.C. §§ 9101-9176 as amended by the Museum and Library Services Act of 2003 and the Museum and Library Services Act of 2010

Developed by
Division for Libraries and Technology

Wisconsin Department of Public Instruction

Carolyn Stanford Taylor, State Superintendent
Madison, Wisconsin

Public Library Development Team
Division for Libraries and Technology
Wisconsin Department of Public Instruction
125 South Webster Street
Madison, WI 53703
(608) 266-9534
https://dpi.wi.gov/pld/lsta
LibraryReport@dpi.wi.gov

© 2019 Wisconsin Department of Public Instruction

Table of Contents

Introduction

The Library Services and Technology Act (LSTA) was signed into law on September 30, 1996. Fiscal year 1997 was a year of transition, marking the end of the Library Services and Construction Act (LSCA) program and the beginning of the new LSTA program. Known originally as the Library Services Act, the LSTA program had been in existence in various forms and with various priorities since 1956. LSTA was most recently reauthorized in 2010.

The LSTA program is administered at the federal level by the Institute of Museum and Library Services (IMLS). IMLS is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. IMLS administers its program according the Office of Management and Budget's (OMB) based formula Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The Division for Libraries and Technology (DLT) in the Wisconsin Department of Public Instruction (DPI) provides the LSTA Grant Guidelines to describe the federal grant subaward program in Wisconsin. LSTA grants from previous years are available for applicants to view abstracts summarizing past projects in order to inspire ideas.

Wisconsin LSTA Goals 2018-2022

Through the IMLS Grants to States program, Wisconsin established its goals based on the federal LSTA priorities and they are described in the LSTA Five-Year Plan for Wisconsin 2018-2022. Below are the state's primary goals and objectives. These purposes are accomplished through the activities implemented by DLT through statewide initiatives, managed projects and resources, or grant subaward projects.

- **Robust and equitable access to technology through statewide infrastructure and consulting services.** Objective: Assist libraries and systems in using technology, providing access and coordinating the use of technology statewide.

- **Statewide sharing of information resources and collaboration among libraries to provide equitable and efficient library services for all Wisconsin residents.** Objectives: Create, maintain and continuously improve on a platform and system to facilitate the sharing of content and resources across the state for all libraries in all locations. Encourage a more informed society by providing access to historical and current civic content.

- **Increased leadership capacity of public libraries through law, finance and data support including governance and service standards.** Objectives: To provide leadership and management training and consultation services for library staff and volunteer leaders. To develop clear and useful library standards and provide an interactive interface to enable real time and consistent measurement and comparisons of progress in meeting state standards.

- **Stronger engagement of public libraries with their communities and utilization of data to actively adapt to community needs.** Objectives: To increase awareness of community engagement as critical to public library sustainability and to provide training and resources to facilitate the effective community engagement practices of libraries with their local communities. To improve local libraries' ability to

1

create, collect and analyze local outcomes as part of ongoing data practices in order to actively adapt to community needs.

- **Increased involvement of youth and under-represented populations in library programs and services through staff training and shelf-ready resources.** Objective: To provide quality training, programs and information regarding identifying, attracting, and effectively serving the needs of youth and all community members, including individuals or groups for whom using the library is difficult or limited.

LSTA Advisory Committee

The LSTA Advisory Committee is comprised of representatives of libraries in Wisconsin appointed by the State Superintendent of Public Instruction to serve staggered three-year terms. The primary responsibilities of the committee are to advise the State Superintendent and the DLT on the development of the long-range plan for LSTA; establishment of the annual grant criteria, priorities, and categories; grant applications and grant awards; and evaluation of the LSTA grant program. Current committee members and contact information are located on the LSTA Advisory Committee page.

LSTA Subaward Timeline

This is a target timeline that is not specific to any particular grant application. The target period of performance for LSTA grants is April 1 through March 30. The following timeline includes lead-up activities, the period of performance, and follow-up items. Contact the DPI consultant assigned to the grant project for a more specific timeline.

Spring Year 1	LSTA Advisory Committee recommends grant categories and budget
August Year 1	Application, Information and Guidelines available
September Year 1	Grant application reviewer pool selected for competitive grants
October Year 1	Reviewers trained and application links distributed for review
October Year 1	Grant applications due to DPI
November Year 1	Reviewer recommendations due
December Year 1	LSTA Advisory Committee meeting to consider subaward recommendations
Feb.-March Year 2	Notification of Federal Grant Subaward announcements (pending federal appropriations)
April 1 Year 2	Projects begin (pending federal appropriations)
October Year 2	Mid-project LSTA evaluations due (online)
February Year 3	Final Budget Revision forms due to PLD
March 31 Year 3	Grant cycle ends
May Year 3	End-of-project evaluations due to PLD
May Year 3	Program Fiscal Reports (claims for reimbursement) due to LSTA accountant

Subaward Consultation

Consultation on grant proposals and the application process for federal grant subaward categories is available from DLT staff upon request. If you desire help, contact one of the staff members listed below.

Michael Dennison   General LSTA Questions, Funding, Data, Compliance
michael.dennison@dpi.wi.gov
(608) 266-5196

Tessa Michaelson Schmidt   Youth and Inclusive Services, Accessibility, Literacy
tessa.schmidt@dpi.wi.gov
(608) 267-5077

Monica Treptow   School Library Media, Future Ready Libraries
monica.treptow@dpi.wi.gov
(608) 224-6161

LSTA Requirements

Acknowledge IMLS for Project Funding

LSTA grant award recipients are required to acknowledge IMLS as the funding agency. All products and informational materials, regardless of format or method of distribution that are supported by an LSTA grant, including Internet websites and databases created totally or in part, must include a logo and an acknowledgement. More information is available on the DPI LSTA FAQ page and the IMLS Acknowledgement Requirements page.

Allowable Costs

Ensuring that costs charged back to a federal award are allowable is important in the planning and implementation of projects. Disregard of allowable costs might affect project status and/or out-of-pocket costs for a grantee. Grant funds must be obligated for the goals and objectives identified in the approved LSTA Five-Year State Plan. Generally, for an LSTA grant award cost to be allowable, the cost must be directly related and necessary to carry out one or more of the approved LSTA Goals. DPI's Allowable Cost Checklist for Federal Funds provides a list of questions to ask to determine if a cost is allowable. DPI follows the *Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Title 2 Subtitle A Chapter II Part 200 Subpart E) which has more details regarding allowable costs.

Allowable cost examples for LSTA projects include, but are not limited to:
- Salaries, wages, fringe benefits
- Travel costs
- Materials and supplies
    - specific attention should be given to purchases of Internet-accessible devices

3

- Consultant fees
- Supplies
- Food is only allowable if obtained in conjunction with training to achieve one of the LSTA purposes. The cost must be reasonable and necessary to achieve LSTA goals. In most cases it is best to use local funds for food expenses.
- Performance costs (only if the performance is primarily for educational purposes)
- LSTA project marketing cost (marketing the library in general is not an allowable cost)

Unallowable Costs

- Purchase of Internet filtering software
- Marketing and public relations of general library services
- Meetings, conventions for non-LSTA grant activities
- Memorabilia or any kind of promotional items
- Gifts, souvenirs, t-shirts, temporary tattoos, toys, stickers, candy
- Parties, games, coloring books
- Incentives and motivators (i.e., rewards, prizes)
- Lobbying or advocacy activities (i.e., attempt to influence government decision-making)

DPI recommends that libraries partner with businesses and organizations to cover the cost of promotional materials. For more information about allowable and unallowable costs, view the FAQ page.

Budget and Activity Changes

DPI notifies grant subrecipients if the submitted budget within the application requires a change before the federal grant subaward is issued. If the grant subaward does not include any special conditions, the budget is approved as stated in the original application. DPI will provide a signed copy of the approved grant application and budget will be provided to the applicant agency along with the notification of federal grant subaward.

During the project performance period, changes to an approved grant budget must be approved by DPI. Changes to the budget details can be made directly to the LSTA application and emailed to the DPI project

Internet-accessible Devices

LSTA funds used to purchase Internet-accessible devices (e.g., computers, tablets, or smartphones) or to pay for costs associated with accessing the Internet by library patrons and/or staff, must comply with the Children's Internet Protection Act (CIPA), passed in December 2000. CIPA mandates the use of Internet filters in libraries. This includes the purchase of computers for job resource centers or other off-site outreach endeavors.

LSTA funding may be used for projects that include use and/or purchase of Internet-accessible devices that are non-CIPA compliant if matching local funds are used for the purchase of the devices. LSTA funds can be used for equipment, training, transportation, or other LSTA allowable costs related to the use of the Internet-accessible devices that are non-CIPA compliant. For example, in a project involving use of iPads that are non-CIPA compliant, the iPads may not be purchased with LSTA funds although security cases, cables, storage cart, or training may be funded through an LSTA grant award. In this example, the grant application would reflect the source of funding for all items purchased as part of the project.

4

Evaluations: Mid-Project and End-of-Project Grant Evaluations

Each recipient of LSTA funds must complete an evaluation of the project. Evaluations are due to DPI mid-project and after the conclusion of the project. The evaluation questions are included in the grant application and will be answered for the project evaluations. In addition, DPI requests grant subrecipients to inform DPI staff of any problems that have arisen.

Mid-Project Evaluation	End-of-Project Evaluation
Progress in achieving Performance Objective(s) Activities to Achieve the Project Goals section	Progress in achieving Performance Objective(s) Activities to Achieve the Project Goals section
DPI will review LSTA funding claims status	DPI will review LSTA funding claims status
Indicate if there are any changes to the staff assigned to the project	Indicate if there were any changes to the staff assigned to the project
Describe any problems that have arisen in implementing the grant as well as any assistance requested from DPI staff.	Project Outcomes – Evaluation
	Additional Materials

Grant Payment – Claim for Reimbursement

Disbursement of grant funds is done on a reimbursement basis. This means the grant recipient makes purchases using local funds and then submits a program fiscal report (PI-1086) (also referred to as a claim for reimbursement) then LSTA funds are directly deposited to a bank account established by the grantee following approval of the form by DPI. DPI recommends that grant subrecipients submit program fiscal reports (PI-1086) at least quarterly during the grant period. Direct all questions regarding financial claims to DPI's LSTA accountant, Mark Rudman, at mark.rudman@dpi.wi.gov or (608) 267-9187. Recipients must complete grant activities and encumber expenses by the end date on the notification of federal grant subaward. The grantee maintains all receipts for purchases.

LSTA applicants that have not registered banking information with DPI must do so before DPI will issue a federal grant subaward or approve claims for reimbursement. This process may take several months, so DPI recommends starting this process as soon as an agency decides to apply for an LSTA grant. Contact Jacqueline Jordee, accountant, at jacqueline.jordee@dpi.wi.gov or call (608) 267-9134 for more information regarding online aids banking for your agency.

Indirect Cost Rate

An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

Indirect costs must be budgeted within the specific dollar amount awarded in the LSTA grant. The awarded agency cannot budget indirect costs in excess of the grant award amount.

5

Applicant agencies can choose to budget indirect costs using one of the following methods.

- **Use a current indirect cost rate already negotiated with a federal agency; or use an indirect cost rate proposed to a federal agency but not yet approved**. Federally negotiated indirect cost rates are negotiated agreements between federal agencies and nonprofit organizations. If the applicant agency already has an existing negotiated indirect cost rate in effect with another federal agency, the agency may use this rate to calculate total project costs and apply the rate in accordance with the terms of the negotiated agreement. A copy of the negotiation agreement will be required as a condition of a grant subaward. DPI will only accept federally negotiated indirect cost rates that are current at the time awards are announced. The applicant agency must notify DPI when using a federally negotiated indirect cost rate.

- **Use a de minimis rate not to exceed 10% of modified total direct costs** (MTDC) if the agency has never had a federally negotiated indirect cost rate and is not subject to other requirements (e.g., for States and Local Governments, and Native American Tribes). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first $25,000 of each subaward or subcontract. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of $25,000. If the agency chooses to use this rate, the agency must exclude from the budget all indirect-cost-type items, such as general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for the applicant's entire organization. If the agency is eligible and has never had a federally negotiated indirect cost rate, the agency may use this rate with no additional documentation required.

- **Not include any indirect costs** (allowing more of granted funds to be used toward actual project costs).

The following example of how to budget indirect costs is from the *DPI Local Educational Agency (LEA) Indirect Cost Plan July 1, 2017 – June 30, 2022* available on the School Management Services team Indirect Cost Information page. This calculation is applicable to public libraries and public library systems in addition to LEAs.

Sum 100% (1.0) + 10% (de minimis rate) (0.1) = 1.1

Grant Award Amount $10,000 / Sum + Indirect (above) 1.1 = MTDC $9,090.91

Direct Cost	$9,090.91		Direct Cost		$9,090.91
Indirect Cost Rate	x .1	**Check →**	Indirect Cost	+	$909.09
Indirect Cost	$909.09		**Total Grant Award**		**$10,000.00**

Partnerships and Collaboration

IMLS defines a partner in the *State Program Report (SPR) Reporting System User Documentation – State Library Administrative Agency View* as, "A cooperating institution, designated through a formal agreement that contributes material resources (i.e., materials, funds, staff) to the activity." IMLS provides the example that a statewide training that staff from several library systems attend is not considered a partnership between DPI and the systems, but if DPI worked with UW–Madison, who agreed to provide their facilities to host the training, that would be considered a partnership. There are many opportunities to collaborate on LSTA projects, but not all of the collaborations are partnerships per the IMLS definition.

IMLS considers partnerships official when there is a formal agreement between the grant applicant and another institution and a contribution of material resources. An agreement may come in the form of signed letter stating the intent of member librarians to offer a program to library users, financial support, or in-kind contribution of

6

staff to teach a workshop/presentation. The formal agreement should include a clear understanding of the responsibilities expected from each institution.

Grants are offered to a single fiscal agent; any project that includes distribution of funds and/or shared activities with additional entities must have a formal partnership agreement. This is an example of a written memorandum of understanding (MOU) and can be modified to formalize a project partnership.

For fiscal relationships, allocating funds to member libraries requires greater documentation of accountability in the LSTA application and final evaluation. For example, library system staff, as grant administrators, need to provide information to member libraries about their responsibility in agreeing to accept funds. IMLS requires that each recipient of funds describe the impact of the federal funds on its community. Each library or organization that receives and expends LSTA money must report the use of the LSTA funds and the outcomes of the project to the original recipient of the grant award.

LSTA Grant Application Instructions

LSTA grant application forms and the LSTA Grant Information and Guidelines will be found on the Public Library Development (PLD) Wisconsin LSTA page. Applicants must use the LSTA application form PI-2440-A to apply for LSTA funds (see the Technology Addendum for the Collaborative Technology application). All grants will be evaluated based on the requirements described below. Receiving an LSTA grant award is dependent on the quality of the submitted application.

The original, completed Microsoft Word document **and** one signed, scanned copy in PDF format must be submitted to LibraryReport@dpi.wi.gov by the application deadline.

Regional public library systems and public libraries are the primary and intended recipients LSTA funds. Public library systems and public libraries must be in compliance with Public Library Services Funding Framework. LSTA funds will not be awarded if these requirements are not met. For a complete review of statutory requirements, see Wis. Stats. § 43.

GRANT INFORMATION

Grant Title – the name of the LSTA project the applicant will conduct activities to achieve performance preceded by "LSTA –". For example: "LSTA – Delivery" or "LSTA – Public Library System Redesign"

GENERAL INFORMATION

Applicant Agency – the name of the public library or public library system that is applying as the fiscal agent for the grant project.

Public Library System Name (if system is not the Applicant Agency) – if the applicant is a public library, provide the public library system of membership. Applicant systems do not have to respond.

Project Administrator Name – the name of the Applicant Agency staff or board person who will be the primary person responsible for grant communication in the agency.

Project Administrator E-Mail – the e-mail address for the Project Administrator that will be the primary method of official DPI communication.

Project Administrator Phone – the telephone number for the Project Administrator that will be a method of DPI communication.

Counties Served by Project (or Statewide) – the names of the Wisconsin counties that are receiving services as part of this LSTA project. If a project is statewide, write "Statewide." If a project is system-wide, the applicant may write the name of the system(s) followed by counties, e.g., "IFLS counties and Northern Waters counties."

Wisconsin Federal Congressional District(s) Served by Project – the number(s) of the Wisconsin Federal Congressional District(s) that are receiving LSTA services as part of this project. Maps of Wisconsin Federal Congressional Districts are available from the Wisconsin Legislative Technology Services Bureau Geographic Information Systems.

Total LSTA Funds Requested – the amount of LSTA dollars requested by the applicant agency necessary and reasonable to perform the activities described in the grant application. DPI will inform applicants of the maximum amount of funding available to be requested for any individual project.

ASSURANCES AND ASSURANCES SIGNATURE

Agencies applying for federal LSTA funding must provide assurance that 1) the application is complete and accurate; 2) the agency is aware of and will comply with all applicable state and federal statutes, rules, and regulations; and 3) the agency is authorized to administer the grant.

Applicant Agency – the name of the public library or public library system that is applying as the fiscal agent for the grant project. Repeated from General Information section.

Name of Authorized Representative of Applicant Agency – the name of the duly appointed representative who is authorized by the Library Board to certify the assurance on behalf of the Applicant Agency.

Title of Authorized Representative – the position title for the staff or board member who signs as the Authorized Representative.

Signature – the Authorized Representative must sign the completed application form.

Date Signed – the date the Authorized Representative signed the completed application form.

PROJECT ABSTRACT

Provide a succinct paragraph of the project, including its purpose and intended outcome based on targeted population(s) and identifiable need. It is a summary of the project. Write for a general audience by avoiding jargon, acronyms, and abbreviations. Also avoid highly technical activity details, numerical lists and bullets.

The abstract will be used throughout the grant process, such as reference point on the mid-project and end-of-project evaluations. In addition, abstracts are posted on the IMLS and DPI websites for publicity purposes and idea generation by future grant applicants. See Abstracts in the FAQ for an example of an abstract and links to other models.

NEEDS ASSESSMENT

The application must demonstrate an understanding of the target audience, including its demographics and barriers to library use. Describe how the project is relevant to library, system, and state planning documents.

Describe how the need for this project was determined and the extent of the current problem(s) for the users. Provide justification of the needs of the targeted audience(s) who would use the library for the grant project. Do not rely on assumptions or perceived needs of a targeted population(s); provide evidence from within the population you plan to serve.

8

Include how this project supplements local efforts in the targeted region or community. If the applicant agency has made other relevant efforts to meeting the identified needs, those efforts should be mentioned here.

Specific groups of current or future library users or non-users (audiences) that may be targeted through this project may include one or more of the following:

- Public library users, students, staff for the library
- Individuals of diverse geographic, cultural, and socioeconomic backgrounds
- Individuals with limited functional literacy or information skills
- Individuals with disabilities
- Persons having difficulty using a library
- Underserved urban and rural communities
- Children from families with incomes below the poverty line.
- Projects should differentiate between primary and secondary targeted population(s) if member **library staff** and the **public** are to be served by the project.

ACTIVITIES TO ACHIEVE PROJECT GOALS

Each applicant is required to describe a minimum of one performance objective and outcomes to be tracked and evaluated during the grant period. There are two additional pages for the applicant two provide additional performance objectives if the applicant's project aims to achieve more than one performance objective. Most projects should focus on no more than three performance objectives. If the applicant agency believes that the project focuses on more than three major performance objectives, the applicant agency should contact Michael Dennison, PLD consultant, at michael.dennison@dpi.wi.gov or call (608) 266-5196 to discuss the performance objectives.

Performance Objective – Set a goal that can be achieved as a part of this project as a whole. Create a goal that is specific to the project, can be measured, evaluated, and assigned to staff.

Baseline – Identify the starting point measure prior to beginning this project's activities. Choose a starting value to measure current conditions that the applicant hopes to affect by the project activities.

Activities to Achieve Objective – Identify how the applicant agency will achieve this result using LSTA funding. Explain what specific actions will be taken by the applicant in order to achieve the performance objective.

Evaluation Method – Identify the methods the applicant agency will use to measure the results. The evaluation method must be able to accurately compare results to the baseline measure.

Person(s) Responsible – Identify the staff or library board member(s) who will be responsible for the activities to achieve the objective.

Progress – Identify the progress the agency made in achieving the Performance Objective. Leave the Progress response blank when submitting the initial application. Complete the Progress response as a mid-project and end-of-project report. Provide a progress update on the success in achieving the Performance Objective using measureable results from the Evaluation Method described above.

LSTA BUDGET DETAILS and SUMMARY

The budget details section requires the applicant agency to list all the budget line item purchases the applicant agency requests to make using LSTA funds as well as any matching funding provided in any of the LSTA categories. The totals from the budget details section will automatically calculate in the budget summary section. Each budget section is described below.

9

All budget items must conform to the LSTA Allowable and Unallowable Costs. DPI may approve a project proposal while requesting that the applicant agency make budget revisions to appropriately and allowably administer the project. The budget and project proposal are approved when the DPI grant program coordinator signs the budget summary page.

Match Funds – the applicant agency should describe any materials, personnel, services, that are directly supporting this project. The applicant agency must select if the funds are sourced from state aid or from any other local fund source including contract income from another agency.

Salaries/Wages/Benefits – All salaries, wages, and fringe benefits paid to Applicant Agency staff directly contributing to the project. Staff members with the title of "Consultant" who are paid from and contributing to this project should be budgeted here and not in the Consultant Fees section.

Consultant Fees – all expenses related to acquiring the expert services of a third-party consultant for a specific activity within the project can be included in this category. Costs may include fees, travel, accommodation, and support services hired directly by the consultant. Do <u>not</u> include costs incurred by an Applicant Agency staff member or the staff of a public library or system who have the title of "Consultant."

Travel – travel costs must be related to the project activities and must be incurred by the Applicant Agency staff working on the project. The costs include airfare, ground transportation, accommodation (lodging), meals, etc. For airfare, economy class must be used at all times. Select the type of travel expenditure and describe the travel selections in the text box next to the selection. Do <u>not</u> include travel expenses by a third party. Reported expenses must be related to the project activities.

Supplies/Materials – costs for supplies and materials including computing devices (if the acquisition cost per unit is less than $5,000) purchased specifically for the project. List the consumable items and quantities of supplies and materials necessary to carry out the project such as print books, e-books, audiobooks, DVDs and/or technology such as computers, laptops, tablets, printers, STEM kits, etc.

Equipment – **Equipment purchases require prior approval from DPI and IMLS.** The Applicant Agency may request to purchase equipment by completing the LSTA Equipment Approval Request form.
Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.

Services – costs of project activities to be undertaken by a third-party contractor or vendor, including a formal partner. Databases should be described here and names of contractors included.

Other Operational Expenses (Indirect) – this description includes allowable indirect costs incurred by the grantee. Briefly describe the indirect costs associated with the indirect cost recovery. The applicant must also make a checkbox selection to inform DPI of the applicant's decision to recover indirect costs.

Applicant Agency and Grant Title – the applicant should repeat these fields from the General Information section.

Rate – provide the indirect rate the applicant chooses to recover.

Other summary fields automatically calculate as budget details are entered.

10

JUSTIFICATION FOR CHANGES

Provide a narrative description of changes to an approved budget. Include a description of why the budget change was necessary and how it will improve the project. A budget revision must be made if the LSTA Budget Category lines on the LSTA Budget Summary page will vary 10% or more from the approved amount when filing a program fiscal report (claim for reimbursement).

PROJECT OUTCOMES - EVALUATION

The responses to the Project Outcomes – Evaluation section are due to DPI following the completion of the project. DPI recommends filling in the responses throughout the course of the project. These responses may be requested throughout the project and will be submitted to DPI following the conclusion of the project as an end-of-project report.

Describe the important findings and outcomes from the project. This is a brief description of any findings or outcomes not reported elsewhere. What changes happened as a direct or indirect result of this project? What are the results for the targeted population or region? Discuss whether people are using or reusing the new services provided through your project; whether knowledge has been gained and shared with others; and whether your users value what you are providing them.

Describe the importance of these outcomes and findings for future program planning. Given the outcomes and findings that resulted from this project, how will this impact the future program planning in the agency? If this program will continue, how will it impact planning for this project?

Based on outputs, outcomes, and other results, explain any significant lesson(s) learned for DPI and others in the library and information sciences field who want to adopt any facets of this project. Provide a response that informs anyone who would want to adopt any facet of this project of the aspects of implementing this project that were successful, the pitfalls to avoid, and things to try differently.

Application Review and Notification

DPI reviews grant applications following the application deadline. Non-competitive categories are restricted to a specific agency or agencies, with funds distributed among the eligible projects. These projects are reviewed by PLD staff and the LSTA Advisory Committee. Competitive federal grant subawards are reviewed by a panel of trained, independent individuals using a rating rubric that is available to applicants during the application process. Not all eligible projects may receive funding.

Division staff review the comments and ratings of the independent reviewers. DPI staff make their recommendations to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses reviewer ratings, and makes recommendations to the State Superintendent of Public Instruction.

The State Superintendent reviews recommendations from the Advisory Committee and Division staff, and makes a final determination regarding all grant applications, both non-competitive and competitive. DPI notifies all applicants is their projects will be funded or not. Funding is dependent on LSTA funding appropriation by the U.S. Congress.

If projects are selected for funding, grantees may be required to attend a virtual information session offered shortly after the grant notifications are issued.

11

Addendum: 2018 LSTA Collaborative Projects Increase Capacity for Technology Tools and Resources

LSTA funding for system technology projects has been restructured beginning in 2018. The October 2017 blog post about LSTA technology block grants outlines the need for changes and the history of our communication of that change.

The Division asked the LSTA Advisory Committee to approve a recommendation for the "Increase Capacity for Technology Tools and Resources" project in the Federal Fiscal Year 2018 budget. The Committee approved the Division's recommendation and allocated $250,000, divided into two sections, each with a corresponding formula and set of stipulations. Any public library system receiving funds is required to complete mid- and end-of-project reporting covering the activities and populations served.

The first category of funds is available to all systems for collaborative system technology projects. Systems must submit a proposal for collaborative projects in any of four areas. Funds may be requested up to a maximum amount per system determined by the formula. The second category of funds is available only to systems experiencing funding challenges due to population sparsity and geography. Individual systems may apply the supplemental sparsity funds to assist with technology needs not met by the four options of the collaborative projects, or apply the funds to a collaborative project. In addition, some or all of the sparsity funds may be applied to offset delivery costs for that system or its member libraries (this is the only exception where funds within this category may offset already established operating costs).

Application
To apply for a collaborative LSTA application to increase capacity for technology tools and resources, use the LSTA 2440-TECH application. Any applications for Sparsity aid not combined with collaborative technology aid should use the LSTA grant application in the LSTA grant application instructions section.

Allocations
The 2018 LSTA Increase Capacity for Technology Tools and Resources and Sparsity Aid allocation table for this project includes total LSTA aid amounts for the two categories. *Column M* (2018 Total LSTA System Funds for Collaborative Projects Rounded) refers to funds for collaborative system technology projects. *Column P* (2018 Sparsity Funds Rounded) refers to funds for individual systems experiencing sparsity. *Column Q* (2018 Total LSTA Collaborative Technology and Sparsity Aid) refers to the total funds for the two categories for each system. A maximum of $250,000 for this project is split between the two categories.

General stipulations for LSTA projects
- Projects shall conform to 2018-2022 LSTA Plan for Wisconsin
- Projects shall *improve users' ability to obtain information resources*
- Projects shall address equity of access to tools, training, or resources
- Funds may be used to underwrite startup costs for new services that can subsequently be sustained
- Any system receiving funds will be required to complete mid-project and end-of-project reporting
- Funds shall **not** be used for licensing products or platforms in categories already provided by DPI
- Funds shall **not** be used for ongoing operational costs, or already established system or member Overdrive or Advantage accounts

12

Collaborative Technology LSTA project stipulations

Collaborative Technology Projects funds may only be used for the following four project areas. This is indicated on the LSTA application. These stipulations do not apply to Sparsity aid.

1. To establish or support *inter-system collaborative agreements* to extend technology support services in order to:
   a. share expertise or technology support services to benefit individual libraries; and
   b. extend technology support or technology services to systems unable to provide those services through aggregated contracts or revised contracts benefiting from economies of scale.

2. To purchase or expand learning or information resources through group contracts
   - Agreements should include single fiscal agent, formal agreements, and designation on how training and support will be cost-shared if new resources are contracted among two or more systems (those resources must be available to all library users throughout the extended region)

3. To digitize local materials that have a statewide or large regional interest for libraries within a multi-system region
   - May include central services, support, and training but must also support local scanning or digital creation, and
   - Must include provisions for local library partnerships with museums or local history services
   - Resulting resources must conform to Recollection Wisconsin practices and principles, and
   - Must include development of a digital and physical preservation plan, if that has not already been addressed for the original items or artifacts

4. To better prepare libraries within a multi-system region for training and support of local libraries in:
   a. digital skills and knowledge for library staff and library users; and/or
   b. digital skills or training to support workforce skills for library users.

13

KnowBe4
Human error. Conquered.

PRODUCTS & SERVICES ▾   FREE TOOLS ▾   PRICING ▾

Features	Silver	Gold	Platinum	Diamond (Most Popular)
Unlimited Phishing Security Tests	✓	✓	✓	✓
Automated Security Awareness Program	✓	✓	✓	✓
Security 'Hints & Tips'	✓	✓	✓	✓
Training Access Level I	✓	✓	✓	✓
Automated Training Campaigns	✓	✓	✓	✓
Phish Alert Button	✓	✓	✓	✓
Phishing Reply Tracking	✓	✓	✓	✓
Active Directory Integration	✓	✓	✓	✓
Industry Benchmarking	✓	✓	✓	✓
Virtual Risk Officer™	✓	✓	✓	✓
Advanced Reporting	✓	✓	✓	✓
Crypto-Ransom Guarantee	✓	✓	✓	✓
Training Access Level II		✓	✓	✓
Monthly Email Exposure Check		✓	✓	✓
Vishing Security Test		✓	✓	✓
Smart Groups			✓	✓
Reporting APIs			✓	✓
Security Roles			✓	✓
Social Engineering Indicators			✓	✓
USB Drive Test			✓	✓
Priority Level Support			✓	✓
Training Access Level III				✓
AIDA™ Artificial Intelligence-driven Agent BETA				✓
PhishER - Optional Add-on	✓	✓	✓	✓

MSRP Pricing By Seat - 1 Year	Silver	Gold	Platinum	Diamond (Most Popular)	PhishER
25-50	$17.00	$20.75	$24.50	$29.50	-
51-100	$15.00	$18.25	$21.50	$26.50	-
101-500	$12.00	$14.50	$17.00	$22.00	$9.00
501-1000	$11.00	$13.25	$15.50	$20.50	$6.00
1001-2000	$10.00	$12.00	$14.00	$19.00	$5.00
2001-3000	$9.00	$10.75	$12.50	$17.50	$4.00
3001-5000	$8.00	$9.50	$11.00	$16.00	$3.50
5001+	Get A Quote	Get A Quote	Get A Quote	Get A Quote	Get A Quote

KnowBe4
Human error. Conquered.

Security Awareness Training and Simulated Phishing Platform
Helps you manage the ongoing problem of **social engineering**

KnowBe4 Security Awareness Training

Old-school security awareness training doesn't hack it anymore. Today, your employees are frequently exposed to sophisticated phishing and ransomware attacks.

Baseline Testing
We provide baseline testing to assess the Phish-prone™ percentage of your users through a free simulated phishing attack.

Train Your Users
The world's largest library of security awareness training content; including interactive modules, videos, games, posters and newsletters. Automated training campaigns with scheduled reminder emails.
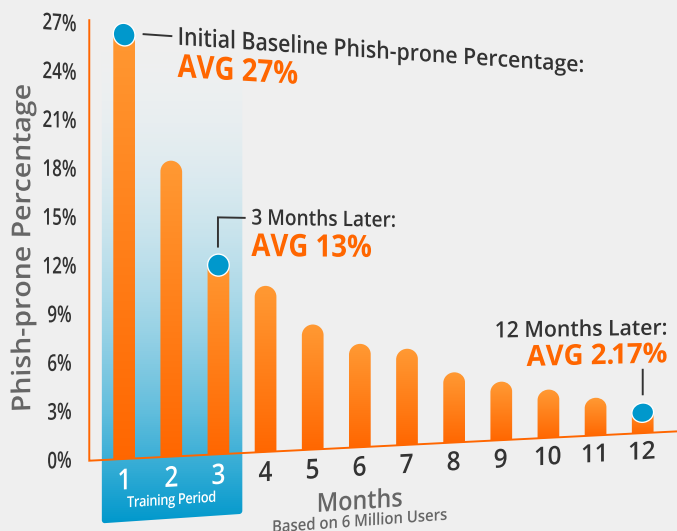
Phish Your Users
Best-in-class, fully automated simulated phishing attacks, thousands of templates with unlimited usage, and community phishing templates.

See the Results
Enterprise-strength reporting, showing stats and graphs for both training and phishing, ready for management. Show the great ROI!

TRAIN · PHISH · ANALYZE

The System Really Works

With KnowBe4's massive database, we analyzed 6 million users over the course of 12 months, and our 2018 research uncovered some surprising results. The overall industry initial Phish-prone percentage benchmark turned out to be a troubling 27%.

Fortunately, the data showed that this 27% can be brought down more than half to just 13% in only 90 days by deploying new-school security awareness training. The 365-day results show that by following these best practices, the final Phish-prone percentage can be minimized to 2.17% on average.

See how your company's phish-prone percentage compares to your peers! **Industry Benchmarking** feature included with your subscription.

Phish-prone Percentage

Initial Baseline Phish-prone Percentage: **AVG 27%**

3 Months Later: **AVG 13%**

12 Months Later: **AVG 2.17%**

Months
Based on 6 Million Users

Training Period: 1 2 3

Find out How **Effective** Our Security Awareness Training is

KnowBe4 is the world's largest integrated platform for awareness
training combined with simulated phishing attacks. Join our tens of thousands of
customers who have mobilized their end users as a last line of defense.

KnowBe4 Security Awareness Training Features

Unlimited Use
We offer three Training Access Levels, giving you access to our content library of 700+ items based on your subscription level. Unlimited access to all phishing features with flexible licensing. No artificial license ceilings and 10% overage allowance. Powerful new features added regularly.

Engaging, Interactive Browser-based Training
The interactive training gives your users a fresh new learner experience that makes learning fun and engaging. With the optional gamification feature, users can compete against their peers on leaderboards and earn badges while learning how to keep your organization safe from cyber attacks.

Custom Phishing Templates and Landing Pages
Apart from the thousands of easy-to-use existing templates, you can customize scenarios based on personal information and include simulated attachments to create your own targeted spear phishing campaigns. Each Phishing Email Template can have its own Custom Landing Page, which allows for point-of-failure education.

Phish Alert Button
KnowBe4's Phish Alert add-in button gives your users a safe way to forward email threats to the security team for analysis, and deletes the email from the user's inbox to prevent future exposure. All with just one click!

Social Engineering Indicators
Patented technology turns every simulated phishing email into a tool IT can use to dynamically train employees by instantly showing them the hidden red flags they missed within that email.

PhishER
As you phish and train your users they will to start reporting potentially dangerous emails to your incident response team. The increase of this email traffic ... can present a new problem! PhishER, is an optional add-on for managing the high volume of messages reported by your users and helps you identify and respond to email threats faster.

Automated Security Awareness Program (ASAP)
ASAP is a revolutionary new tool for IT professionals, which allows you to create a customized Security Awareness Program for your organization that will help you to implement all the steps needed to create a fully mature training program in just a few minutes!

User Management
KnowBe4's **Active Directory Integration** allows you to easily upload user data and saves you time by eliminating the need to manually manage user changes. You can also leverage the **Smart Groups** feature to tailor and automate your phishing campaigns, training assignments and remedial learning based on your employees' behavior and user attributes.

Security Roles
Allows you to define unlimited combinations of level access and administrative ability that you'd like specific user groups to have. With **delegated permissions** you have the ability to limit roles to only display specific data or allow for the phishing, training, and user management of specific groups.

New! Advanced Reporting Feature
Gives you a collection of 60+ built-in reports that provide a holistic view of your entire organization over time, and expands detailed reporting on key awareness training indicators. Additionally, you can leverage **Reporting APIs** to pull data from your KnowBe4 console. If you manage multiple KnowBe4 accounts, **Roll-up Reporting** makes it easy to select reports and compare results in aggregate across accounts.

New! Virtual Risk Officer™
The new innovative Virtual Risk Officer (VRO) functionality helps you identify risk at the user, group and organizational level and enables you to make data-driven decisions when it comes to your security awareness plan.

Did you know that 91% of successful data breaches started with a spear phishing attack?
Get your free phishing security test and f ind out what percentage of your employees are Phish-prone
www.KnowBe4.com/PST

KnowBe4
Human error. Conquered.
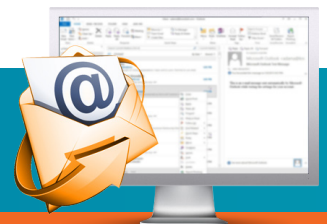
Steve Heser

From:	Howard, Jordan <jhoward@newsbank.com>
Sent:	Thursday, January 31, 2019 2:47 PM
To:	Steve Heser
Subject:	RE: Milwaukee Journal Sentinel Follow Up

Hi Steve,

Hopefully we are in time as I have some approved pricing for you for the group. There was a few changes, as I missed a couple libraries in the overall total.

This total now includes all 14 Suburban libraries and well as the Image Edition for Milwaukee Public.

Milwaukee Journal Sentinel Text Only coverage will be 1990-Current
Milwaukee Journal Sentinel Web Edition Articles will be 2010-Current
Milwaukee Journal Sentinel Blogs (They are now archived in the web edition) will be 2005-2016
Milwaukee Journal Sentinel PDF Image Edition will be November 2nd 2018-Current

This offer also includes access to our entire America's News Collection with titles throughout the state of Wisconsin and the USA for the first year. We will then give a detailed report of what other sources were used by which libraries and how they were used at the end of the year.

When taking into account an entire group purchase the total cost will $39,286. This does factor in 2 member libraries subscription that they will receive credit from us on. In addition, if they would like to start this this year we can do a prorated amount for the year. We can have the resource go live in April, with payment would be due in June and charge a prorated amount of $19,643 for 9 months of access. Then we would lock in the rate and renew January 1 2020 at the $39,286 rate. We can do any variation of this as well, but this would be the best value for a proration.

As we discussed, if the group is not interested as a whole we can arrange for me to come and meet the interested members on site to discuss individual access to this offer.

Please let me know if you have any questions or need any other information. Otherwise, I will plan to touch based on February 8th at 10 AM CST.

Thanks

Jordan Howard
Senior Account Executive
P.800.762.8182

From: Steve Heser <Steve.Heser@mcfls.org>
Sent: Wednesday, January 30, 2019 10:47 AM
To: Howard, Jordan <jhoward@newsbank.com>
Subject: RE: Milwaukee Journal Sentinel Follow Up

Hi Jordan,

I know you guys are probably still working up the pricing for us, but if you can get the proposal to me tomorrow I can get it on our agenda for them to look at and consider ahead of time. Otherwise I can pass out the proposal to them on the 7th. Thanks for your help. Talk to you soon.

Steve Heser
System Director
Milwaukee County Federated Library System
414.286.8149
steve.heser@mcfls.org

From: Howard, Jordan [mailto:jhoward@newsbank.com]
Sent: Friday, January 18, 2019 10:11 AM
To: Steve Heser <Steve.Heser@mcfls.org>
Subject: Milwaukee Journal Sentinel Follow Up

Steve,

I wanted to follow up from our conversation from Tuesday in regards to Milwaukee Public Library joining the group purchase of the Milwaukee Journal Sentinel.

I spoke with my boss, Ren Dimond, who works closely with the folks at Milwaukee Public and we were wondering who the contact is that you work with over there. We were also curious if you had an idea as to why they are looking to join the group deal when they are already under contract for access to the Journal Sentinel.

We are still working up some pricing for you to have by February 7th, but just wanted to button everything up.

Thanks

Jordan Howard
Senior Account Representative
P.800.762.8182

Title	City	County	State	Country	Frequency	Unique to NewsBank	Source Type	Language	NewsBank Backfile Start	Full-Text
Associated Press State Wire: Wisconsin			WI	USA	Daily	No	Newswire	English	7/11/2011	Full Text
Baraboo News-Republic	Baraboo	SAUK	WI	USA	Daily	Yes	Newspaper	English	1/1/2004	Full Text
Brookfield-Elm Grove NOW	Brookfield	Waukesha	WI	USA	Weekly	Yes	Newspaper	English	1/14/2010	Full Text
Brookfield-Elm Grove NOW: Blogs	Brookfield	Waukesha	WI	USA	Monthly	Yes	Blog	English	12/4/2007	Full Text
Capital Times, The	Madison	Dane	WI	USA	Weekly	No	Newspaper	English	3/18/1989	Full Text
Chippewa Herald, The	Chippewa Falls	CHIPPEWA	WI	USA	Daily	Yes	Newspaper	English	1/16/1999	Full Text
Chippewa Herald, The: Blogs	Chippewa Falls	CHIPPEWA	WI	USA	Monthly	Yes	Blog	English	4/19/2011	Full Text
Chronotype, The	Rice Lake	BARRON	WI	USA	Weekly	Yes	Newspaper	English	1/4/2001	Full Text
Columbus Journal	Columbus	Columbia	WI	USA	Weekly	Yes	Newspaper	English	3/16/2011	Full Text
Daily Citizen	Beaver Dam	DODGE	WI	USA	Daily	Yes	Newspaper	English	1/2/2004	Full Text
Daily Jefferson County Union	Fort Atkinson	JEFFERSON	WI	USA	Daily	Yes	Newspaper	English	8/3/2009	Full Text
Daily Register	Portage	COLUMBIA	WI	USA	Daily	Yes	Newspaper	English	1/19/2004	Full Text
Dunn County News	Menomonie	Dunn	WI	USA	Weekly	Yes	Newspaper	English	12/5/2002	Full Text
Fourth Estate, The: University of Wisconsin, Green Bay	Green Bay	Brown	WI	USA	Weekly	Yes	College/University Newspaper	English	05/03/2012	Full Text
Freeman, The	Waukesha	Waukesha	WI	USA	Daily	Yes	Newspaper	English	6/12/2000	Full Text
Green Bay Examiner	Green Bay	Brown	WI	USA	Monthly	Yes	Web-Only Source	English	06/04/2009	Full Text
Jackson County Chronicle	Black River Falls	Jackson	WI	USA	Weekly	Yes	Newspaper	English	2/12/2003	Full Text
Janesville Gazette, The	Janesville	Rock	WI	USA	Daily	No	Newspaper	English	12/14/2006	Full Text
Juneau County Star-Times	Mauston	Juneau	WI	USA	Weekly	Yes	Newspaper	English	1/22/2004	Full Text
La Crosse Examiner	La Crosse	La Crosse	WI	USA	Bi-Annual	Yes	Web-Only Source	English	11/01/2009	Full Text
La Crosse Tribune	La Crosse	La Crosse	WI	USA	Daily	Yes	Newspaper	English	7/11/1989	Full Text
La Crosse Tribune: Blogs	La Crosse	La Crosse	WI	USA	Weekly	Yes	Blog	English	10/11/2010	Full Text
Lakeland Times, The	Minocqua	Oneida	WI	USA	Weekly	Yes	Newspaper	English	3/21/2003	Full Text
Lawrentian, The: Lawrence University	Appleton	Outagamie	WI	USA	Bi-Weekly	No	College/University Newspaper	English	9/30/2013	Full Text
Leader-Telegram	Eau Claire	Eau Claire	WI	USA	Daily	No	Newspaper	English	2/7/2008	Full Text
Madison Examiner	Madison	Dane	WI	USA	Weekly	Yes	Web-Only Source	English	03/08/2009	Full Text
Milwaukee Examiner	Milwaukee	Milwaukee	WI	USA	Daily	Yes	Web-Only Source	English	01/29/2009	Full Text
Milwaukee Journal Sentinel	Milwaukee	Milwaukee	WI	USA	Daily	Yes	Newspaper	English	1/22/1990	Full Text
Milwaukee Journal Sentinel: Blogs	Milwaukee	Milwaukee	WI	USA	Daily	Yes	Blog	English	1/6/2005	Full Text
Milwaukee Journal Sentinel: Web Edition Articles	Milwaukee	Milwaukee	WI	USA	Daily	Yes	Web-Only Source	English	1/5/2010	Full Text
News Graphic	Cedarburg	Ozaukee	WI	USA	Weekly	Yes	Newspaper	English	7/13/2000	Full Text
Northwoods River News, The	Rhinelander	ONEIDA	WI	USA	Weekly	Yes	Newspaper	English	11/15/2000	Full Text

Title	City	County	State	Country	Frequency	Unique to NewsBank	Source Type	Language	NewsBank Backfile Start	Full-Text
Oconomowoc Enterprise	Oconomowoc	Waukesha	WI	USA	Weekly	Yes	Newspaper	English	4/14/2011	Full Text
Reedsburg Times-Press	Reedsburg	Sauk	WI	USA	Weekly	Yes	Newspaper	English	1/5/2004	Full Text
Sauk Prairie Eagle	Sauk City	Sauk	WI	USA	Weekly	Yes	Newspaper	English	1/8/2004	Full Text
Superior Telegram	Superior	Douglas	WI	USA	Weekly	Yes	Newspaper	English	5/19/2006	Full Text
Times Press	Hartford	Washington	WI	USA	Weekly	Yes	Newspaper	English	9/18/2011	Full Text
Tomah Journal, The	Tomah	Monroe	WI	USA	Weekly	Yes	Newspaper	English	3/11/2003	Full Text
Vernon County Broadcaster	Viroqua	Vernon	WI	USA	Weekly	Yes	Newspaper	English	2/12/2003	Full Text
Washington County Daily News	West Bend	Washington	WI	USA	Daily	Yes	Newspaper	English	7/10/2000	Full Text
Wausau Examiner	Wausau	Marathon	WI	USA	Monthly	Yes	Web-Only Source	English	10/09/2009	Full Text
West of the I	Kenosha	Kenosha	WI	USA	Daily	Yes	Web-Only Source	English	3/1/2009	Full Text
Westby Times, The	Westby	Vernon	WI	USA	Weekly	Yes	Newspaper	English	2/7/2003	Full Text
Wisconsin Dells Events	Portage	Columbia	WI	USA	Weekly	Yes	Newspaper	English	1/5/2004	Full Text
Wisconsin State Journal	Madison	Dane	WI	USA	Daily	No	Newspaper	English	3/18/1989	Full Text

Wisconsin Library Association
2019-2021 State Budget Priorities

Improving Wisconsin Public Library Services
Through a Public Library System Funding Increase

An increased investment in **Public Library System Aid** benefits **all the residents of Wisconsin** by improving the state's 381 public libraries' ability to provide programs and resources tailored to **the needs of their communities.**

State aid to Public Library Systems represents a modest--yet vital--investment that generates key value by expanding access to resources made with local investments. Increased funding of the state's public library systems creates more opportunities for shared efficiencies, helps local libraries innovate, and strengthens libraries' abilities to respond to urgent local needs. An increase in state aid will be targeted to:

Develop Wisconsin's Workforce

Wisconsin's public libraries provide valuable support to residents seeking to improve their skills, change careers, and apply for jobs. Funds allow investments in **online courses**, in-person assistance including **resume building and interview coachin**g, **technology training**, and improving **financial literacy**. For many Wisconsin residents the public library is the only gateway to advanced learning at technical colleges and universities leading to higher paying jobs. Libraries also offer key resources for start-up businesses that grow Wisconsin's economy.

Improve Access to Information through Technology

Insufficient technology infrastructure, lack of access and affordability, and slow adoption of innovation place many Wisconsin residents at a disadvantage. Children are particularly at risk when they are unable to access information they need to learn. Public libraries are the only library for homeschooled children. Many families cannot afford internet access at home. Funds will be directed toward **improving technology services** such as offering **Wi-Fi hotspots**, iPads, and maker kits for home use, **digitization services**, **coding initiatives**, in-person **technology training**; improving **Internet access**, **information literacy**, and **technology security** as well as investing in technology equipment for **creative learning labs** where people can learn robotics, 3D modeling, sewing, website design, film editing, and more.

Stimulate Lifelong Learning

Public libraries are a gateway to a better life though lifelong learning. The library is the only learning institution that serves residents in all stages of life. Funds will better address age-specific needs through programming. **Early literacy programs** help young brains develop and gets kids ready for school. **STEM programs** for youth encourage students to consider careers in science, technology and engineering—much needed for Wisconsin's future economic development. **Programs for the elderly** provide social networks and help preserve cognitive function.

Historic State Aid to Public Library Systems

State Fiscal Year	Appropriation	Change from Prior Year	If no budget cut in FY12	Difference
FY08	$16,138,000	4.0%		
FY09	$16,783,500	4.0%		
FY10	$16,165,400	-3.7%		
FY11	$16,681,200	3.2%		
FY12	$15,013,100	-10.0%	$16,681,200	-$1,668,100
FY13	$15,013,100	0.0%	$16,681,200	-$1,668,100
FY14	$15,013,100	0.0%	$16,681,200	-$1,668,100
FY15	$15,013,100	0.0%	$16,681,200	-$1,668,100
FY16	$15,013,100	0.0%	$16,681,200	-$1,668,100
FY17	$15,013,100	0.0%	$16,681,200	-$1,668,100
FY18	$15,513,100	3.3%	$16,681,200	-$1,168,100
FY19	$16,013,100	3.2%	$16,681,200	-$668,100
Total Aid, FY12 through FY19	**$121,604,800**		**$133,449,600**	**-$11,844,800**

Public Library System Aid FY08-FY19

Legend: Actual State Aid — State Aid if No FY12 Cut
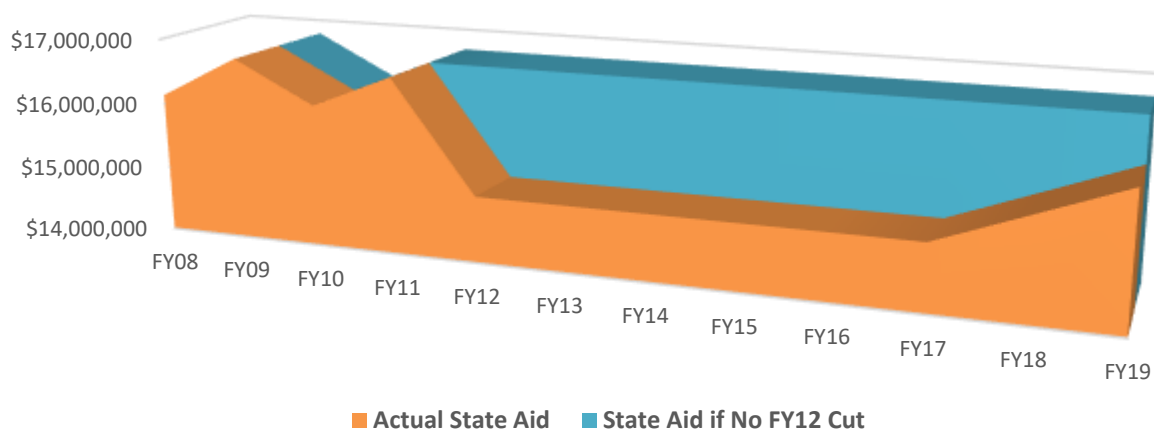
Public Library System Aid Request

CHANGE TO BASE	FY20	FY21
Total Amount	$17,513,100	$19,013,100
Base*	$15,013,100	$15,013,100
Requested Increase	**$2,500,000**	**$4,000,000**

Reverts to the FY17 funding level (one-time increases provided in Act 59)

INCREASE DETAILS	FY20	FY21
Restore to FY19 aid (Act 59)	$1,000,000	$1,000,000
Additional aid	$1,500,000	$3,000,000
Total request	**$2,500,000**	**$4,000,000**

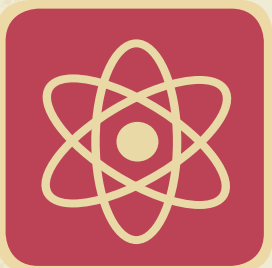# The 2018 increase in state aid allowed Wisconsin library systems to fund:

Hundreds of **online classes** offered free to residents

Technology support staff and **technology improvement** initiatives

Workforce development specialists in libraries

Science, Technology, Engineering, and Math (STEM) **programming kits** for children

Every dollar invested in libraries makes a difference.

Thank you for supporting Wisconsin libraries!

* Information gathered from Wisconsin library system directors in 2018

Wisconsin Library Association
2019-2021 State Budget Priorities

Recollection Wisconsin – Preserving and Making Wisconsin's Historic Treasures Accessible to All

What is Recollection Wisconsin?

Since 2005, Recollection Wisconsin has helped over 200 partners—including libraries, historical societies, universities, and museums — to digitize and share their **one-of-a-kind collections**. Working in partnership with Recollection Wisconsin, libraries and cultural heritage institutions around the state have been able to digitize, curate, and host historic resources making the unique heritage of Wisconsin **discoverable online**. Tens of thousands of photographs, maps, letters, diaries, oral histories, artifacts, and local newspapers are now preserved and made accessible. This treasure trove of resources is made searchable to anyone in the world and the Recollection Wisconsin partnership with the Digital Public Library of America **elevates Wisconsin's unique heritage** to a wider audience.

Why is State Funding So Important?

Recollection Wisconsin was funded initially with grants intended to support piloting innovative programs and to encourage **collaboration** among cultural heritage organizations. The uncertainty of grant funding hampers the ability to plan for the future in the most responsible manner. Investing state funding now **leverages those past investments** by ensuring continuation of a program that has digitized only a fraction of the state's available historical treasures. There is much work remaining to digitize and preserve the wealth of resources that exist in communities large and small throughout the state and to make them freely and readily accessible for future generations.

Details of Digitization

Digitization is far more than simply scanning documents to a computer. It includes copyright considerations, metadata development, storage and preservation, vendor coordination, and ongoing access. **Preserving the past involves thinking about the future**. Rapidly changing technology and the complexity of how people access information requires professionals with expertise in digital project management and the ability to offer appropriate training and support. Funding Recollection Wisconsin at the state level ensures that the state's historical resources, held in institutions of all sizes, are both preserved and made exponentially more accessible.   A map, a diary, a letter, a newspaper, an oral history recording—each offers its own preservation and content management challenges as well as its **unique contributions to Wisconsin's heritage**.

Funding Information

WLA supports a request for $150,000 in FY20 and $300,000 in FY21 enabling program costs to transition from grants to state funding while ensuring that the state's history is preserved and accessible into the future. Anticipated expenditures include project management, content hosting and management, staff training, and technology.

A library is the delivery room for the birth of ideas, a place where history comes to life. ~Norman Cousins