

Notice

Milwaukee County  
Federated Library System  
Library Directors Advisory Council

Regular Meeting  
Thursday, August 1<sup>st</sup>, 2019  
9:00 – 11:30 AM

This meeting will be held in a meeting room of the  
Milwaukee Public Library, Central Branch  
814 W. Wisconsin Avenue  
Milwaukee, WI 53233

Agenda

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 June 6<sup>th</sup>, 2019 LDAC meeting
4. Annual Report to DPI
  - a. March 1<sup>st</sup> deadline and compliance plan
  - b. Proposal for MCFLS to purge patron records annually

Action

[Attachment A](#)

[Attachment B](#)

5. MCFLS agreements and proposed changes to fund strategic planning objectives

[Attachment C](#)

6. 2020-2024 ILS, Resource Sharing and Technology DRAFT

Action

[Attachment D](#)

7. CountyCat Mobile contract with Communico. Costs and Implementation Schedule.

[Attachment E](#)

8. Formation of a working group to determine membership and structure of the new marketing and advocacy subcommittee

9. Decision on Flipster subscription

Action

[Attachment F](#)

10. Discussion on PLA Webinar “Unreturned Materials as Barriers to Access” presented on July 11<sup>th</sup> by MPL, MCFLS and UWM staff.

11. Additional business

12. Member library updates

#### Sub-committee agendas and minutes

Circulation Services—Agenda and minutes available at <https://mcfls.libguides.com/circulation/meetings>

Youth Services—Agenda and minutes available at <https://mcfls.libguides.com/youth/meetings>

Young Adult Services—Agenda and minutes available at <https://mcfls.libguides.com/youth/yameetings>

Adult and Reference Services—Agenda and minutes available at <https://mcfls.libguides.com/adult/meetings>

The next meeting is scheduled for Thursday, September 5<sup>th</sup>, at the Shorewood Public Library, 3920 N. Murray Ave., Shorewood, WI 53211

Milwaukee County Federated Library System  
Library Director's Advisory Council  
Regular Monthly Meeting held Thursday, June 6, 2019  
Cudahy Family Library  
3500 Library Drive  
Cudahy, WI 53110

Present: Susan Draeger-Anderson, Chair, North Shore Library  
Rachel Arndt, Milwaukee Public Library  
Rachel Collins, Shorewood Public Library  
Jenny Davies, Oak Creek Public Library  
Amy Krahm, St. Francis Public Library  
Pat Laughlin, Hales Corners Library  
Jennifer Loeffel, Franklin Public Library  
Pete Loeffel, Wauwatosa Public Library  
Kathy Manning, South Milwaukee Public Library  
Judy Pinger, Milwaukee Public Library  
Nyama Reed, Whitefish Bay Public Library  
Rebecca Roepke, Cudahy Family Library  
Brian VanKlooster, Greendale Public Library

Excused: Dana Anderson-Kopczyk, Brown Deer Public Library  
Sheila O'Brien, Greenfield Public Library

Absent: Michael Koszalka, West Allis Public Library

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

Call to Order. Chair Draeger-Anderson called the regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees' Library Directors Advisory Council to order at 9:05 a.m. It was noted that Jenny Davies was filling in for Jill Lininger today.

Additional Agenda Items/Adoption of Agenda. Chair Draeger-Anderson inquired whether there were any additions to the agenda. The following topics were suggested:

- WPLC Budget Update/Steve Hesel
- LSTA Projects Update/Steve Hesel
- Uniformity in PC Profiles, Software Settings/Brian VanKlooster
- Extending items on Hold Shelf/Rachel Collins

Brian VanKlooster moved and Rachel Arndt seconded a motion to modify the agenda to add the suggested topics. Unanimously approved.

Approval of Minutes for the April 18, 2019 LDAC Meeting. Chair Draeger-Anderson referred to the minutes of the April 18, 2019 meeting which are shown as Attachment A of the agenda packet. Pat

Laughlin moved and Brian VanKlooster seconded a motion to approve the minutes as presented. Unanimously approved.

MCFLS Agreements and Proposed Timeline. Steve Hesar referred to Attachment B of the agenda packet noting that he is unsure at this time how many years the terms of the ILS/Technology, Cataloging and Resource Contracts may be however he is hoping for five years. The current Member Agreement is not up for renewal since it only contains statutory language which is required to be a member of a System and allows the system to remain in compliance for state aid funding. Steve Hesar distributed and reviewed a document listing possible new services derived from the strategic plan, which is shown as Exhibit 1 attached to these minutes. Pat Laughlin shared that she spoke with her Board that the possibility of less reciprocal borrowing monies for increased services is sure to be discussed during the next round of contract negotiations. It was noted that only print material circulations are used to base reciprocal borrowing imbalances and electronic resources should be included. Steve Hesar reviewed Attachment B; Brian VanKlooster commented regarding the aggregation tool that thought should be made on what data should be collected before thinking about how to visualize it. Rachel Collins noted that nowhere is the PLSR process mentioned and Steve Hesar noted that COLAND has not announced any plans that will impact MCFLS yet but he is mindful to keep watch on any information that is forthcoming.

2019 MCFLS Marketing Plan and System Collaboration. Steve Hesar reviewed Attachment C of the agenda packet. Kathy Manning suggested that if libraries were interested in an amnesty period during the library card sign-up project that uniformity would be helpful and time to plan would be real soon; after discussion it was agreed that there wasn't enough time to get a System-wide effort underway in the midst of Summer Reading Program activities but that libraries should aim to plan for a planned uniform amnesty period next year and that a Committee should be established so everything necessary could be addressed in a timely fashion.

Proposed Change to Hoopla Subscription moving from 6 to 4 max Checkouts and adding additional System funds. Steve Hesar referred to Attachment D of the agenda packet and reviewed a document, shown as Exhibit 2 attached to these minutes, which projects costs for 2019 if circulations are capped at 4, 5 and remains at 6 checkouts per month per patron utilizing the service. Steve noted that the MCFLS Board did look at this topic too and is agreeable to increasing MCFLS funding an additional \$20,000 and capping max checkouts to 4 if the LDAC concurs. Pete Loeffel wanted everyone to be aware that since Wauwatosa did offer Hoopla to its residents before MCFLS began service that they had allowed patrons 8 checkouts and he would be agreeable to decreasing their max down by 2 circulations to 6 at this time. Rachel Collins moved and Rachel Arndt seconded a motion to proceed with lowering the maximum Hoopla checkouts to 4 for patrons and to increase funding by MCFLS of an additional \$20,000 as agreed by the MCFLS Board. Unanimously approved. Pete Loeffel agreed to share a document with the LDAC that he produced for his staff to address any patron questions about lowering the maximum holds per month to sustain the service within budget. Steve Hesar noted he would send out an email to all libraries as soon as details are worked out as to when the change would occur.

Discussion of 2020 Hoopla plan and costs was discussed and a motion was made by Rachel Collins and seconded by Judy Pinger to offer four circulations per patron per month System-wide. Unanimously approved.

BREAK

CountyCat Mobile. Jen Schmidt reviewed Attachment E of the agenda packet and asked for any additional feedback. It was the feeling that Boopsie is not the best product available and having a more robust option for patrons and staff is highly desirable. Steve Hesel stated that it is his plan to have MCFLS pay half of the cost and the members to share in the other half of the cost so he believes the cost to members should be basically no more than they have been paying in the past even if the most expensive product is chosen. Pat Laughlin moved and Jennifer Loeffel seconded a motion to negotiate with Communico and to offer pricing with and without the calendar option for libraries. Unanimously approved.

Review of feedback to proposed elimination of cash bag process in favor of an accounting procedure. Steve Hesel reviewed Attachment F of the agenda packet which describes the proposed elimination of the cash bag process in favor of an annual accounting procedure which is slated to become effective July 1, 2019 and he distributed a handout which reflects the refund policies at member libraries, which is shown as Exhibit 3 attached to these minutes and welcomed discussion on how to handle refunds; after discussion it was agreed to handle refunds as they are currently done (handled by owning library) so not to confuse staff. The topic of including all fines, not just those over \$5 was mentioned and since some libraries now do not charge overdue fines the playing field is not equal and Steve Hesel agreed to run a report to look at the amount of money in question and to talk about whether all refunds should be included in the annual reconciliation process. A few libraries are considering eliminating overdue fines for children's items. Nyama Reed moved and Rebecca Roepke seconded a motion to approve the new annual accounting procedure regarding funds for replacement, lost and manual charges over \$5 received at non-owning libraries with the refund process added as discussed. Unanimously approved. Steve Hesel will send out an email announcing the change.

Future of digital magazines and possible Flipster subscription for 2020. Steve Hesel reported that due to the loss of the Meredith titles he reached out to Flipster and based on the amount being spent on Hoopla, Attachment G of the agenda packet shows what similar and possible additional titles MCFLS member libraries could have access to for patron loaning. It was noted that People could be added but the Economist would be lost. There are three years of back issues and materials can be renewed in Flipster. Consumer Reports could be added, but it is expensive. The question of how many unique users currently view the Economist was raised as it is popular and that information will be researched and brought back next month for discussion. Whether National Geographic is available will be researched. Jen Schmidt will request a trial and compile an easier to understand listing of what Hoopla offers vs. what Flipster offers and the lost titles that would result if a change in vendors were to be pursued.

Discussion Topic: INFOPASS and multi-type cooperative lending. Chair Draeger-Anderson referred to Attachment H of the agenda packet. Pat Laughlin just wanted to remind everyone that INFOPASS still exists and wanted to call attention to the program which is paperless and uses a portal. Rachel Arndt noted that calling the INFOPASS partnering library is usually very helpful and necessary for a smooth transaction. Rachel Collins reported that Shorewood still performs INFOPASS requests about once a month and if anyone has questions she would be happy to have staff respond to questions.

#### ADDITIONAL BUSINESS

WPLC Budget Update. Steve Hesel reported that the WPLC Budget will see a five percent increase in 2020 with half of the monies going to the statewide OverDrive buying pool and half going to OverDrive Advantage accounts.

LSTA Projects Update. Steve Hesel reported that the security awareness project starts next Tuesday and staff will be contacted regarding training soon. Steve will send out an email with detailed information. The 2019 LSTA project being considered is a joint collaboration with Bridges and Lakeshores for RFID tags for materials owned by libraries without RFID; more information will be shared once the project is being developed and discussed.

Uniformity in PC Profiles, Software Settings. Brian VanKlooster asked whether there was any interest in talking about uniformity on how computers are set up so when patrons visit more than one library the computers look the same and also security settings, etc? Brian will send out an email and Steve Hesel was agreeable to having Hieu Tran attend as the work done would be done by him.

Extending items on Hold Shelf. Rachel Collins questioned whether libraries allow extending an item on the hold shelf for a patron if there are no other holds on an item? There was a feeling to allow such a transaction instead of returning the item and making a patron wait.

#### MEMBER LIBRARY UPDATES.

Milwaukee – Judy Pinger reported that Virginia Birlem of Technical Processing has retired after 49 years of service.

Franklin – Jennifer Loeffel reported that Reference Librarian Bev Polaski was not doing well and is in hospice. A new full-time Technology & Social Media librarian will be hired soon.

Cudahy – Rebecca Roepke reported that staff had won a Sisters In Crime Mystery Writers \$1,000 grant which will be used to purchase materials.

South Milwaukee – Kathy Manning announced that the Director interviews will be held in July.

St. Francis – Amy Krahn reported that Summer Reading Programming began last Saturday.

Shorewood – Rachel Collins reported that the Joint Finance Committee budget is funding the Talking Books & Braille Library and funded Newsline with raising postage and people costs.

North Shore – Susan Draeger-Anderson reported that the Share Shed opens today which is a program whereby non-traditional library items will be loaned to patrons which is funded by the Friends Group; items cannot be sent through delivery.

SUB-COMMITTEE AGENDAS AND MINUTES. Links were provided to access Circulation Services, Youth Services, Young Adult Services and Adult & Reference Services agenda and minutes.

NEXT MEETING. Scheduled for Thursday, August 1 at Milwaukee Public Library Central Branch, 814 W. Wisconsin Ave., Milwaukee, WI 53233.

ADJOURNMENT. With no further business to be addressed, Rachel Arndt moved and Judy Pinger seconded a motion to adjourn the meeting at 12:30 p.m. Unanimously approved.

### Summary of Proposed New or Expanded Services through the 2020-2024 MCFLS Strategic Plan

Services identified based on strategic plan directives and feedback from member libraries:

- Purchase of new CountyCat Mobile app
  - Addresses strategic plan directive for technology to improve the user experience.
  - Members currently pay \$16,000/year for the Boopsie for Libraries app and it is in dire need of replacement.
  - The replacement would provide an updated and modern app that provides better searching and features over the current obsolete version.
  - Estimated cost: Max \$42,000/year (Cost split in half by member libraries and MCFLS)
    - Communico: \$42,000/year
    - BlueCloud Mobile: \$27,690/year
    - Capira: \$22,000 - \$33,000/year (single app vs consortium model)
  - Value proposition: MCFLS would pay half the cost of the new app and any initial installation fees (@\$10,500 for Communico). Members would pay roughly \$5,000 more total to get a vastly improved mobile application. Provides a way to enhance buy-in and continuity of system resources for all Milwaukee County residents.
- MCFLS increases amount paid into the system electronic resources buying pool
  - Addresses strategic plan directive for technology to improve the user experience and shift financial resources to increase continuity of online resources across the system.
  - Estimated cost: Additional \$50,000-\$85,000/year from 2020-2024. Current funding is \$110,000.
  - Value proposition: The electronic resources buying pool is currently used to purchase popular streaming content through hoopla and needs additional funding to be sustainable. Libraries would save costs over providing these resources on their own and with hoopla only pay for those titles that their patrons use.
- Additional staff capacity and consulting services for data collection and marketing/advocacy plan development. Additional marketing and advocacy resources.
  - Addresses strategic plan directive for communication to provide improved and consistent marketing and advocacy for member libraries and system resources.
  - Additional assistance required through outside expertise for marketing and advocacy plan development and implementation, including data collection.  
Estimated cost: \$25,000/year for three years.
  - Recruit a half-time marketing intern to assist with implementation of the system marketing plan and library marketing support development.  
Estimated cost: \$17,680/year (20 hours/week at \$17/hour)
  - Value proposition: Member libraries expressed a strong desire during strategic plan discussions to get assistance with marketing for both resources shared by all libraries as well as help in developing their own marketing plans. The consultant would provide the high level planning and data collection necessary while the intern would provide the system staff capacity to implement the plans and toolkits for members.

- Data visualization and aggregation tool
    - Addresses strategic direction on member library management and services support to investigate options to enhance the MCFLS Dashboard or data visualization tools.
    - The current dashboard tool is functional, but limited in its ability to provide all the reporting necessary to fulfill the activities laid out in the strategic plan. In addition, it may not be sustainable if the software or hardware requirements change.
    - The DPI may be providing a common dashboard for systems out of WISE funding, but nothing has been developed yet.
    - Estimated cost: Could vary in price from \$0 to over \$35,000/year. Most are large scale enterprise business intelligence solutions.
- Possibilities include:
- Tableau (\$35,000/year)
  - Power BI (\$12,000/year)
  - Qlik (\$10,000/year)



hoopla  
Usage from 6/1/2018 - 05/31/2019

Library	Circs	%	2018/19		2020 Est.		
			Actual Cost	Cost Per Circ	4 CIRC'S Amount	5 CIRC'S Amount	6 CIRC'S Amount
Brown Deer Public Library	1414	1.8%	\$2,615	\$1.85	\$ 1,449	\$ 1,993	\$ 2,355
Cudahy Family Library	1236	1.6%	\$2,803	\$2.27	\$ 1,267	\$ 1,742	\$ 2,059
Franklin Public Library (WI)	3852	4.9%	\$8,114	\$2.11	\$ 3,948	\$ 5,429	\$ 6,416
Greendale Public Library	1611	2.1%	\$3,317	\$2.06	\$ 1,651	\$ 2,271	\$ 2,683
Greenfield Public Library (WI)	3953	5.1%	\$8,341	\$2.11	\$ 4,052	\$ 5,572	\$ 6,585
Hales Corners Library	953	1.2%	\$2,117	\$2.22	\$ 977	\$ 1,343	\$ 1,587
Milwaukee Public Library	34672	44.4%	\$71,131	\$2.05	\$ 35,541	\$ 48,868	\$ 57,753
North Shore Library (WI)	4760	6.1%	\$10,341	\$2.17	\$ 4,879	\$ 6,709	\$ 7,929
Oak Creek Public Library	3271	4.2%	\$7,276	\$2.22	\$ 3,353	\$ 4,610	\$ 5,449
Shorewood Public Library	3201	4.1%	\$7,151	\$2.23	\$ 3,281	\$ 4,512	\$ 5,332
South Milwaukee Public Library	1337	1.7%	\$3,833	\$2.87	\$ 1,370	\$ 1,884	\$ 2,227
St. Francis Public Library (WI)	1194	1.5%	\$2,613	\$2.19	\$ 1,224	\$ 1,683	\$ 1,989
Wauwatosa Public Library	10944	14.0%	\$24,072	\$2.20	\$ 11,218	\$ 15,425	\$ 18,229
West Allis Public Library	2399	3.1%	\$5,202	\$2.17	\$ 2,459	\$ 3,381	\$ 3,996
Whitefish Bay Public Library	3248	4.2%	\$7,089	\$2.18	\$ 3,329	\$ 4,578	\$ 5,410
Total member costs	78,045	100.0%	\$ 166,014	\$2.19	\$ 80,000	\$ 110,000	\$ 130,000
MCFLS Est 2020 Contribution					\$ 160,000	\$ 160,000	\$ 160,000
TOTAL 2020 hoopla estimates					\$ 240,000	\$ 270,000	\$ 290,000

Starting July 1, 2019, MCFLS will retire the Cash Bag payment procedure and move to a different system-wide **accounting procedure that is detailed in R-22**. Since refunds had not gone through cash bags between libraries, nothing is different there. Refunds will continue to be handled and paid out as detailed below, and according to the library owning the title and will require the patron working with that library (holding library).

No Refunds	Libraries with Refund Policies
<p><b>Brown Deer</b> <b>Cudahy</b> <b>Greenfield</b> <b>Wauwatosa</b></p> <p><b>St. Francis (No refund only for periodicals and mass-market paperbacks)</b></p> <p><b>West Allis (No refund if the combined fine and the amount of the lost item is \$5.00 or less)</b></p>	<p>Refund of replacement cost minus \$5.00 processing fee (except South Milwaukee) can be requested if the item is <b>returned within 90 days</b>, in good condition.</p> <p><b>Greendale</b> <b>Milwaukee</b> <b>North Shore</b> <b>Oak Creek</b> <b>Shorewood</b> <b>South Milwaukee</b> <b>West Allis</b></p>
	<p>Refund of replacement cost minus \$5.00 processing fee can be requested if the item is <b>returned within 60 days</b>, in good condition. No refunds for periodicals or mass-market paperbacks.</p> <p><b>St. Francis</b></p>
	<p>Refund of replacement cost minus \$5.00 processing fee can be requested if the item is <b>returned within 30 days</b>, in good condition.</p> <p><b>Franklin</b></p>
	<p>Refund of replacement cost minus \$5.00 processing fee can be requested if the item is <b>returned within 14 days</b>, in good condition.</p> <p><b>Hales Corners</b></p>
	<p>Refund of replacement cost minus \$5.00 processing fee and less any overdue fines can be requested if the item is <b>returned within 10 days</b>, in good condition.</p> <p><b>Whitefish Bay</b></p>



Carolyn Stanford Taylor, State Superintendent

May 14, 2019

Paul Ziehler, President  
Milwaukee County Federated Library System  
709 N. 8th St.  
Milwaukee WI, 53233

Dear Mr. Ziehler:

I am pleased to notify you that Milwaukee County Federated Library System's second payment for operations in 2019 in the amount of \$713,830 has been electronically transmitted. This payment will allow you to continue to carry out this year's system plan as approved earlier by the Division for Libraries and Technology (DLT). Public library system funding is provided from the Universal Service Fund. A listing of this year's payments is enclosed, as well as a list of your system's mid-year duties and responsibilities.

Additionally, Milwaukee County Federated Library System shall submit a plan to DLT specifically addressing how the Milwaukee Public Library, Hales Corners Public Library, and West Allis Public Library will correct the library's non-compliance with Wis. Stats. § 43.58 (6) because of the delayed submission of the 2018 Wisconsin Public Library Annual Report. The system board's plan shall address each library's specific actions to ensure the libraries submit future Public Library Annual Reports by the statutory deadline including addressing any hurdles to achieve compliance that are identified by the member libraries. The plan shall be submitted electronically to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov) on or before the deadline for the Public Library System Plan and Certification of Intent to Comply for Calendar Year 2020. For questions about the compliance plan or the Wisconsin Public Library Annual Report, please contact Michael Dennison, public library consultant, at [michael.dennison@dpi.wi.gov](mailto:michael.dennison@dpi.wi.gov) or call (608) 266-5196.

I would like to take this opportunity to thank you and your fellow board members for all your efforts to bring excellence in public library service to the residents of the Milwaukee County Federated Library System area. The Department of Public Instruction looks forward to joining with your board and staff to ensure that adequate resources are provided to support the important services your system provides.

Sincerely,

Kurt J. Kiefer  
Assistant State Superintendent  
Division for Libraries and Technology

KJK/mjd

c: Steve Heser, System Director, Milwaukee County Federated Library System  
John DeBacher, Director, Public Library Development

## Proposal to Purge Patron Records Annually

Regarding the count of registered borrowers, the Wisconsin Public Library Annual Report Instructions state:

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Do not report this figure unless the library has purged its files at least once within the last three years. If a current count is not available, please check the "not available" checkbox to the right of the data field.

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### Current practice

MCFLS reports and pre-populates the number of registered borrowers who have been active in the last three years using the CIRCACTIVE date field.

### Proposal

MCFLS staff would perform an annual purge of patron records using an agreed upon set of criteria for all member libraries. This would allow us to (1) be in line with reporting as directed by DPI, and (2) remove patron records which have long been unused from the database.

### Proposed Criteria

All patron records purged would have:

- \$0.00 in fines
- Zero checkouts
- Been expired at least 3 years

(Continued, over)

If we were to create such a list now this is the number of affected patron records by library, with variations on 3, 4 and 5 years expired:

Patron Records with Zero Checkouts and \$0 in Fines

LIBRARY	3 YR EXP	4 YR EXP	5 YR EXP
BROWN DEER	1145	802	417
CUDAHY	1692	1082	460
FRANKLIN	2	1	1
GREENDALE	5	3	3
GREENFIELD	0	0	0
HALES CORNERS	0	0	0
MILWAUKEE	90581	71505	53810
NORTH SHORE	7	4	4
OAK CREEK	522	8	8
SHOREWOOD	389	1	0
SOUTH MILWAUKEE	510	0	0
ST. FRANCIS	0	0	0
WAUWATOSA	1181	7	7
WEST ALLIS	11231	9509	7829
WHITEFISH BAY	413	1	0

## Summary of Proposed Changes to MCFLS Agreements 2020-2024

The MCFLS Strategic Plan 2020-2024 identified several areas that will require additional funding to implement:

- Purchase of a new CountyCat Mobile app
  - Addresses strategic plan directive for technology to improve the user experience. Members currently pay \$16,000/year for the Boopsie for Libraries app. The replacement would provide an updated and modern app that provides better searching and features over the current obsolete version.
  - Cost: \$36,500/year for Communico. (Base cost split in half by member libraries and MCFLS)
  - Value proposition: MCFLS would pay half the base cost of the new app and any initial installation fees (@\$7,300 for Communico). Members together would pay roughly \$4,000 more each year to get a vastly improved mobile application. Provides a way to enhance buy-in and continuity of system resources for all Milwaukee County residents.
- MCFLS increases amount paid into the system electronic resources buying pool
  - Addresses strategic plan directive for technology to improve the user experience and shift financial resources to increase continuity of online resources across the system.
  - Estimated cost: Additional \$25,000-\$45,000/year from 2020-2024. Current funding is \$110,000.
  - Value proposition: The electronic resources buying pool is currently used to purchase popular streaming content through hoopla and needs additional funding to be sustainable. Libraries would save costs over providing these resources on their own and with hoopla only pay for those titles that their patrons use.
- Additional staff capacity and consulting services for data collection and marketing/advocacy plan development. Additional marketing and advocacy resources.
  - Addresses strategic plan directive for communication to provide improved and consistent marketing and advocacy for member libraries and system resources.
  - Additional assistance required through outside expertise for marketing and advocacy plan development and implementation, including data collection.  
Estimated cost: \$25,000/year for three years.
  - Recruit a half-time marketing intern to assist with implementation of the system marketing plan and library marketing support development.  
Estimated cost: \$16,793/year (20 hours/week at \$15/hour)
  - Value proposition: Member libraries expressed a strong desire during strategic plan discussions to get assistance with marketing for both resources shared by all libraries as well as help in developing their own marketing plans. Advocacy for libraries was also deemed a high priority.

## How to Pay for the New Services

The MCFLS Board is proposing changes to agreements over a five year period from 2020-2024 to support strategic planning initiatives over the same period. Please note: The MCFLS Board met in June and July and reached consensus on each of these three areas, but have not yet formally voted on the proposed changes to the MCFLS agreements.

- Cataloging Contract.
  - Current contract: MCFLS contributes 10% of state aid toward payment of the contract. Of the total remainder, each library pays 1%. The remaining 85% owed is billed back to members based on their percentage of titles added in the previous year.
  - New contract: MCFLS contributes 9.5% of state aid in 2020 and 9% in 2021-2024 toward payment of the contract. The remaining difference is paid by member libraries as in the current contract.
- Resource Library.
  - Current agreement: MCFLS pays 6.5% of state aid toward resource contract in 2019.
  - New agreement: MCFLS will pay resource contract at a rate of 6.25% of state aid for all five years. This is a 4% reduction compared to continuing the resource contract at the current level, or \$35,690 over five years.
- Reciprocal Borrowing.
  - Current agreement: MCFLS will pay 38% of state aid toward reciprocal borrowing in 2020.
  - New agreement: Percentage of state aid will be 37% (2021 and 2022), 36% (2023 and 2024) and 35% (2025).

State Aid Percentage	State Aid Year	Distribution
37%, estimated to be \$1,056,467	2020	Feb. 2021
37%, estimated to be \$1,056,467	2021	Feb. 2022
36%, estimated to be \$1,027,914	2022	Feb. 2023
36%, estimated to be \$1,027,914	2023	Feb. 2024
35%, estimated to be \$999,361	2024	Feb. 2025

The ILS, Resource Sharing and Technology agreement will include language to guarantee net lenders would not see a \$10,000 increase or decrease year to year to allow for more annual budget certainty. Members will see a 5% decrease over five years.

## Revised Timeline for Agreements

- August 1st LDAC—present budget changes to directors and the ILS agreement draft.
- August—MPL and MCFLS work on Resource agreement draft.
- August 19<sup>th</sup> MCFLS Board meeting—Board to approve ILS agreement to present to member libraries. Review Resource agreement draft.
- August/September—MCFLS Director attempts to meet individually with each member library director to explain context of agreement and cost benefit for their library.
- September 5th LDAC—continue presentation (as necessary) of ILS agreement and budget changes; present Resource agreement draft.
- September—MPL and MCFLS work on cataloging contract.
- September 16<sup>th</sup> MCFLS Board meeting—approve Resource agreement and cataloging contract.
- September through December—Member libraries present agreement(s) to their board for signatures.



## 2020 Member Agreements

### Summary of Additional Service Costs

Additional Services	2020	2021	2022	2023	2024
CountyCat Mobile app	\$ 16,500	\$ 17,000	\$ 17,750	\$ 18,500	\$ 19,250
Electronic resources	\$ 25,000	\$ 30,000	\$ 35,000	\$ 40,000	\$ 45,000
Marketing	\$ 45,100	\$ 50,600	\$ 50,600	\$ 30,600	\$ 30,600
ILS Capital Fund	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
Staff 2% Increase	\$ 5,500	\$ 5,600	\$ 5,700	\$ 5,800	\$ 6,000
Total increase over 2019	\$ 92,100	\$ 103,200	\$ 109,050	\$ 114,900	\$ 120,850

### How to Pay for New Services

Additional Funding	2020	2021	2022	2023	2024
Resource Library	\$ 7,138	\$ 7,138	\$ 7,138	\$ 7,138	\$ 7,138
Reciprocal Borrowing	\$ -	\$ 28,553	\$ 28,553	\$ 57,106	\$ 57,106
Cataloging	\$ 14,277	\$ 28,553	\$ 28,553	\$ 28,553	\$ 28,553
Sierra server line	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Total increase over 2019	\$ 121,415	\$ 164,244	\$ 164,244	\$ 192,797	\$ 192,797
Service cost increases	\$ 92,100	\$ 103,200	\$ 109,050	\$ 114,900	\$ 120,850

<b>2020 Member Agreements</b>									
<b>Service Costs - By Member Library</b>									
	<b>2019</b>					<b>2020</b>			
Library	Resource Library (paid to MPL)	Reciprocal Borrowing (paid to net lenders)	Cataloging Contract (paid to MCFLS)	2019 Total	Resource Library (paid to MPL)	Reciprocal Borrowing (paid to net lenders)	Cataloging Contract (paid to MCFLS)	2020 Total	
Milwaukee	\$ 185,595		\$ (33,660)	\$ 151,935	\$ 178,457		\$ (39,586)	\$ 138,871	
Brown Deer		\$ 84,988	\$ (5,900)	\$ 79,088		\$ 94,833	\$ (5,966)	\$ 88,867	
Cudahy		\$ 137,547	\$ (7,816)	\$ 129,731		\$ 151,784	\$ (7,779)	\$ 144,005	
Franklin		\$ 68,068	\$ (10,723)	\$ 57,345		\$ 48,136	\$ (11,267)	\$ 36,869	
Greendale		\$ 9,380	\$ (6,181)	\$ 3,199		\$ 7,928	\$ (6,942)	\$ 986	
Greenfield		\$ 40,705	\$ (7,973)	\$ 32,732		\$ 41,358	\$ (9,035)	\$ 32,323	
Hales Crns.		\$ 67,892	\$ (5,892)	\$ 62,000		\$ 74,510	\$ (6,105)	\$ 68,405	
North Shore			\$ (5,761)	\$ (5,761)			\$ (6,245)	\$ (6,245)	
Oak Creek		\$ 9,701	\$ (7,266)	\$ 2,435		\$ 29,294	\$ (8,058)	\$ 21,236	
St. Francis		\$ 36,707	\$ (6,264)	\$ 30,443		\$ 43,437	\$ (6,663)	\$ 36,774	
Shorewood		\$ 74,155	\$ (8,143)	\$ 66,012		\$ 86,657	\$ (8,337)	\$ 78,320	
South Milwaukee			\$ (6,435)	\$ (6,435)			\$ (7,082)	\$ (7,082)	
Wauwatosa		\$ 235,226	\$ (14,837)	\$ 220,389		\$ 236,824	\$ (17,684)	\$ 219,140	
West Allis		\$ 210,045	\$ (16,648)	\$ 193,397		\$ 206,132	\$ (17,126)	\$ 189,006	
Whitefish Bay		\$ 60,195	\$ (6,346)	\$ 53,849		\$ 64,127	\$ (6,245)	\$ 57,882	
<b>TOTAL:</b>	<b>\$ 185,595</b>	<b>\$ 1,034,609</b>	<b>\$ (149,846)</b>	<b>\$ 1,070,358</b>	<b>\$ 178,457</b>	<b>\$ 1,085,020</b>	<b>\$ (164,123)</b>	<b>\$ 1,099,354</b>	
					Resource library reduced from 6.5% to 6.25% of state aid				
					Reciprocal borrowing--38% of state aid				
					Cataloging Contract--MCFLS pays 9.5% of state aid.				

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ATT C - pt2 - 2020 Member Agreements - Costs  
4 of 4

MCFLS ILS, Resource Sharing, and Technology Agreement 2020-2024

Milwaukee County Federated Library System ILS, Resource Sharing, and Technology Agreement, 2020-2024

RECITALS

WHEREAS, MCFLS is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS, the \_\_\_\_\_ Library is organized under Sections 43.52 or 43.53, Wis. Stats, is a member in good standing of MCFLS and agrees to share resources in accordance with the requirements of Chapter 43, and

WHEREAS, the \_\_\_\_\_ Library has signed the agreement to be a member of MCFLS, and

WHEREAS, the \_\_\_\_\_ Library and System have determined that cooperative efforts to provide a fully functioning library catalog will permit more efficient library service and will provide great and lasting benefits to its patrons; and

WHEREAS, the \_\_\_\_\_ Library and System have determined that with a shared library come additional rights and responsibilities for both Library and System in order to ensure the maximum benefit of technological cooperation, these additional rights and responsibilities in relation to well-organized lending of materials and sharing with other libraries in the system; and

WHEREAS, the \_\_\_\_\_ Library and System are partners in providing library service and, as such, have a shared responsibility to maximize the effectiveness and integrity of the various technology systems;

NOW, THEREFORE, BE IT RESOLVED that MCFLS and the \_\_\_\_\_ Library, for and in consideration of mutual covenants and undertakings herein contained, do agree to the provision of library services in accordance with the following:

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1. Integrated Library System (ILS)

MCFLS shall provide, troubleshoot, and manage an integrated library system for member libraries through Basic and Add-on Software products, catalog enhancements, and new interfaces. Member libraries benefit from and pay for maintenance on different categories of software, as follows.

A. Basic: Items in this category are products related to the basic functions of the integrated library system that are available to all members and used by most, if not all, members. Ongoing maintenance costs are prorated back to all members based on the percentage of overall MCFLS-

MCFLS ILS, Resource Sharing, and Technology Agreement 2020-2024

wide circulation attributable to the residents of each member community. During the term of this Agreement, new items or items from other service categories may be moved into the Basic category only by agreement of MCFLS and of all members. A listing of all products and associated maintenance charges is distributed each year on or before May 15 as part of projected automation costs.

B. Add-On Software: Items in this category are products related to additional functions of the integrated library system that are available only to and used by one or more specific members. Initial purchase costs and ongoing maintenance costs are the responsibility of members that use the products. (Examples include Third Party Self-Check, Accounting Interface, Teleforms System Messages, Fines Payment API, SIP2 License). A listing of all products and associated maintenance charges is distributed each year on or before May 15 as part of projected automation costs.

C. Catalog Enhancements and new interfaces: From time to time MCFLS or member libraries may suggest the enhancement of the library catalog or a different interface for the staff or public to access the ILS. Examples include, CountyCat Mobile, Shoutbomb, Encore, and Novelist Select. These services will be budgeted through consultations between and among MCFLS and member libraries.

Note: In addition to the integrated library system services above, MCFLS, in consultation with the members, may also assist members in providing new services and programs that the members may define as particularly needed to satisfy their communities and which cannot be as practicably satisfied by the members individually. Unless State regulations or the Wisconsin Statutes require these new services and programs, they are voluntary. Members that participate in these "New Services" will enter into a mutual agreement for such services. Any member that subsequently agrees to participate in "New Services" must enter into the same agreement on the same terms. If a shared cost formula will be part of the agreement it likely will include reimbursement for original participants. An example of a New Service is the MyPC public computer management software.

Charges

A. Integrated Library System Costs. Members shall pay for all software maintenance costs associated with the integrated library system.

B. Calculation of Integrated Library System Costs.

Each member library shall pay 1% of total ILS maintenance (15% of total maintenance costs). The remaining 85% of maintenance costs shall be calculated based upon the total number of circulation transactions attributable to the member's residents, regardless of the library in which said transactions occur, as a percentage of the total number of circulation transactions of members. The circulation period for each contract year shall be two years previous.

C. Reimbursement Payment Schedule. Such reimbursements to MCFLS to be paid by the members as follows: 100% of applicable costs. Notwithstanding the foregoing statement, under no circumstances will costs begin to accrue to members prior to the actual date upon which the costs begin to accrue to MCFLS.

MCFLS ILS, Resource Sharing, and Technology Agreement 2020-2024

D. Annual Statement of Automation Costs: To facilitate local budgeting, on or before May 15 of each year MCFLS shall provide to each member a statement of all applicable costs for the following year.

E. Add-On Software Maintenance. Maintenance costs related to additional functions purchased by and available only to and used by one or more specific members. Under no circumstances will maintenance costs begin to accrue to a member prior to the actual date upon which the costs begin to accrue to MCFLS.

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## 2. Bibliographic Database Development and Maintenance

In order to most effectively utilize the ILS, MCFLS shall provide directly or contract with a vendor all activities and functions deemed to be essential to the creation and oversight of a clean and consistent system-wide collection of title level records.

MCFLS shall:

- Provide accurate and complete MARC bibliographic records.
- Provide full MARC cataloging for all new titles in the following materials formats:
  - Adult, children, and young adult fiction and non-fiction hardcover books except, optionally, board books;
  - Large print books;
  - Fiction and non-fiction paperbacks;
  - Sound recordings except LPs and ephemeral CDs and cassettes;
  - Book and cassette kits;
  - Scores;
  - Maps except those designated Pamphlet File (PF) material;
  - Government documents except those designated PF and except, optionally, local government documents such as minutes, annual reports, etc;
  - Software;
  - Video recordings except those designated ephemeral;
  - Serials.
- Create new formats as they become available and members add them to their collections, as requested by the Member.
- Construct MARC records according to national standards, Format Guidelines and Bibliographic Input Standards, and Library of Congress Rules Interpretations.
- Download MARC records into the local Innovative database from the Cataloging Utility by means of a bibliographic interface.
- Set MCFLS holdings in the Cataloging Utility.
- Provide original cataloging if a record is unavailable from the Cataloging Utility for any member-held title that requires a full MARC record.

MCFLS ILS, Resource Sharing, and Technology Agreement 2020-2024

- Include appropriate and liberal use of access points for MARC records added to the local database.
- Provide full MARC records for short bibliographic entries, which have been entered into MCFLS and flagged for full MARC cataloging by the member.
- Not flag material types, which are mutually agreed upon to receive brief cataloging, for full MARC cataloging.
- Provide ongoing Bibliographic Database Maintenance for records in the MCFLS database including:
  - Merging of duplicate bibliographic records.
  - Moving copies inappropriately placed on a bibliographic record to an appropriate bibliographic record.
  - Acting upon requests for additional access points and bibliographic information; e.g., uniform titles, added author entries, added title or serials tracings, added subject headings, contents notes, etc.
  - Acting upon requests for corrections of errors or discrepancies of a bibliographic nature.
  - Generating periodic reports of bibliographic records with no item holdings and evaluating the records for suppression or deletion.
  - Performing delete transactions on both the System Innovative database and cataloging utility in order to remove those items marked for deletion.
  - Establishing and maintaining the database of Library of Congress Authority controlled headings with related cross references for personal/corporate names; uniform titles; subject headings (name, topical, and geographic); and series headings.
  - Processing and taking appropriate action on system reports of new headings and heading to effectively maintain the authority control module of the System database.
  - Utilizing the Library of Congress and other authority files as new headings are added to the System database during the cataloging procedure in order to locate an established authority record and download the authority record into the System database.
  - Acting on requests for needed additional cross references.
  - Making appropriate changes to bibliographic headings and the authority records as headings change notifications are received from the Library of Congress Cataloging Distribution Service or an authority vendor.
- Provide access to an online cataloging utility vendor for the contract period.
- Contribute to the fulfilment of the contract through the use of State Aid for library systems.

The Member Library shall:

- Respond in a reasonable amount of time to requests for information for specific bibliographic records.
- Maintain all item level records for items owned by the library, including the accurate provision of location codes, call numbers, and other item-level data.
- Reimburse MCFLS for Bibliographic Database Development and Maintenance Charges as described below.

Under no circumstances will costs begin to accrue to a member prior to the actual date upon which the costs begin to accrue to the System.



MCFLS ILS, Resource Sharing, and Technology Agreement 2020-2024

Charges

Cataloging Utility (e.g. OCLC) charges:

- Invoiced amount in any contract year shall be based on the “titles added” two years previously (i.e. 2020 invoice will be based on 2018 titles added) as a percentage of total titles added by all members, and applied to MCFLS calendar year cataloging utility costs.

Bibliographic Database Development and Maintenance Charges

- Members will pay any charges that exceed the MCFLS contribution toward the contractual cost of this service.
- Each member’s individual cost will be determined in the same manner as costs for the cataloging utility (percentage of titles added).
- Invoiced amount in any contract year shall be based on the “titles added” two years previously (i.e. 2020 invoice will be based on 2018 titles added) as a percentage of total titles added by all members.
- In 2020, MCFLS will contribute 9.5% of State Aid toward the contract. Each member library will pay 1% of the amount remaining after the MCFLS contribution. The remaining 85% of the contract amount will be determined by the number of titles added by a member library as a percentage of all titles added in a calendar year.
- From 2021-2024 MCFLS will contribute 9% of State Aid toward the contract. Each member library will pay 1% of the amount remaining after the MCFLS contribution. The remaining 85% of the contract amount will be determined by the number of titles added by a member library as a percentage of all titles added in a calendar year.

Such reimbursements to MCFLS are to be made, in the form of a cash payment, by July 1 of the calendar year in which they are invoiced.

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3. Circulation

MCFLS encourages member libraries to develop strong collections and make them readily available to all Milwaukee county residents. MCFLS embraces the following goals aimed at facilitating the development and sharing of strong materials collections:

- To encourage MCFLS member libraries to develop collections that directly serve local clientele with material that meets their demand for particular subjects, titles, authors, and formats in a timely manner.
- To allow member libraries full latitude—within the technical limitations of the CountyCat system—to determine loan periods, fines, fees, etc, as the member library determines best meet local needs.
- To have all holdings included in the CountyCat database.
- To have member libraries lend materials to other member libraries without restriction.
- To provide all residents of the MCFLS area the same opportunity to access the resources of member libraries, e.g., view holdings or place holds.

MCFLS ILS, Resource Sharing, and Technology Agreement 2020-2024

- To increase standardization of policies, procedures, and practices among member libraries reducing the need for patrons and library staff to learn and remember variations.

In providing for the interlibrary loan of library resources, members will observe loan rule policies of the owning library.

In providing interlibrary loan of library resources among member libraries, libraries may make some copies of titles non-holdable to be used as “browsing” or “lucky day” collections. Libraries agree to interloan a reasonable portion of copies of total library copies. The only exceptions to the interloan requirement are those material types, as determined by consensus of the Library Directors Advisory Council, considered inappropriate for delivery, such as electronic devices, puzzles, toys, magazines, puppets, etc.

Member libraries shall:

- Share circulating materials freely with other member libraries.
- Accept system-wide holds for all circulating and holdable materials.
- Process the paging list (holds) as quickly as practical. Paging lists should be processed at least daily on days the library is open.
- Run the “clear the holds” process daily on days the library is open.
- Route items trapped at check-in to the pickup point on the next available delivery.

Borrower’s Card: It is recommended that a library card include the MCFLS logo and the words Milwaukee County Federated Library System.

Loan Period:

Loan periods and fines are determined solely at the discretion of the member library. Where possible, member libraries should strive for commonality in loan periods and fines to provide a uniform experience for the public. MCFLS shall implement loan rules as determined by the member up to the limits of the CountyCat system. The borrowing library shall observe the loan period of the owning library. (See the [Circulation Periods and Fines](#) MCFLS Libguides page for an updated list of loan periods and fines.)

Member libraries are encouraged to strive for common circulation policies. The majority of libraries currently use the following circulation loan periods:

a)	General Collection	3 Weeks
b)	New Books/Non-Fiction	3 Weeks
c)	New Books/Fiction	7 Days or 3 Weeks
d)	Music CDs	7 Days
e)	Entertainment DVDs	3 or 7 Days
f)	Educational DVDs	7 Days
g)	Periodicals	7 Days
h)	Audio Books (CD or Cassette)	3 Weeks
i)	Pamphlets/Vertical File	3 Weeks
j)	Kits	3 Weeks
k)	CD-ROM & Computer Software	7 Days

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Loan Period Changes: Members wishing to change their loan periods must notify MCFLS of intent and may be required to observe a minimum waiting period of 1 month. Other members are notified of change no less than seven days prior to change.

Fines and Fees: Members cannot waive fines for material or fees from other member libraries. Under extenuating circumstances, libraries can call the owning libraries to seek the waiving of a fine for a patron. Member libraries act as agents for the rest of the member libraries and library policies should be defended.

Grace Period: The standard grace period shall be three (3) days.

New Borrower Limit: A member library may establish its own New Borrower Limit for its own material.

Renewals:

- a) Two renewals shall be allowed for all 3 week material.
- b) At the discretion of the owning library, two renewals may be allowed for 7 day material.
- c) No renewals are allowed for 3 day materials.

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#### 4. Reciprocal Borrowing

##### Membership Requirement

A MCFLS library who is a recipient of a reciprocal borrowing payment will have signed the MCFLS Membership Agreement and the ILS, Resource Sharing, and Technology Agreement before any payment is made.

##### Reciprocal Borrowing Payments

MCFLS will contribute an amount equal to the following percentages of State Aid for the life of this agreement as the sum of all Reciprocal Borrowing payments. Distribution schedule is based upon the timeline below.

State Aid Percentage	State Aid Year	Distribution	Circulation Period
37%, estimated to be \$1,056,467	2020	Feb. 2021	10/1/18-9/30/19
37%, estimated to be \$1,056,467	2021	Feb. 2022	10/1/19-9/30/20
36%, estimated to be \$1,027,914	2022	Feb. 2023	10/1/20-9/30/21
36%, estimated to be \$1,027,914	2023	Feb. 2024	10/1/21-9/30/22
35%, estimated to be \$999,361	2024	Feb. 2025	10/1/22-9/30/23

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Circulation Time Periods Used as Basis for Reciprocal Borrowing Payments

In order to allow advance time for local budget cycles, the annual determination of payment is based on a 12-month time period as shown in the table above. The integrated automation system's report that calculates netted transactions, Innovative Interfaces "Owning Library/Home Library Net Circulation" report is the current source used to calculate net circulation among all member libraries.

Reciprocal Borrowing Payments—Compensation for Net Lending Libraries Only

An annual payment will be distributed to net lending libraries only. The actual amount of the payment for each net lending library will be determined by the percentage (%) of positive transactions each of the net lenders accumulates as a percentage of 100% of net positive transactions distributed among all net lending libraries based on the circulation time periods above.

Reciprocal Borrowing Payments—Limit to Annual Financial Losses or Gains

To provide more budget certainty over the course of the agreement, net lenders will not experience more than a \$10,000 loss or gain from reciprocal borrowing year over year. MCFLS will supply documentation showing the calculations (or necessary adjustments) and share this annually with member libraries after September 30<sup>th</sup>.

Payment Reductions if Library Does Not Sign Agreements

If a member library(ies) does not sign the MCFLS Membership Agreement and the MCFLS ILS, Resource Sharing, and Technology Agreement as stated above, said library(ies) forfeits any rights to the reciprocal borrowing payments beginning with year 1 distribution (distributed in February, 2021). The sum total of MCFLS reciprocal borrowing payments for all libraries who will have signed these Agreements would be decreased by 37% payable in 2021 and 2022, 36% in 2023 and 2024, and 35% in 2025 of any actual reduction in state aid that the System experiences due to the library(ies) non-signing of the MCFLS Member Agreement.

Payment Schedule

Reciprocal borrowing payments shall be made by MCFLS no later than February 28 of the year of distribution as indicated in the chart above.

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5. Delivery Services

MCFLS shall:

- Provide physical delivery of library materials via pickup, sorting, and delivery five days per week exclusive of the following 11 holidays : New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day. (Holidays are scheduled on the day designated by common business practice). Delivery service will not occur when at least 22 of 28 library locations are unable to accept delivery.
- Provide physical delivery free of charge for member libraries.

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- Act as intermediary between member libraries and the contracted delivery service, as necessary, in situations such as:
  - Materials damaged in delivery.
  - Personnel issues with contracted delivery staff.

Member libraries shall:

- Provide consistent location for drop off and pick up of delivery bins.
- Communicate with contracted delivery service or MCFLS Offices when a situation would prevent or change scheduled delivery service.

Charges

MCFLS pays for 100% of delivery charges.

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6. Non-member No Library (West Milwaukee)

Non-Member Community That Does Not Operate a Public Library (West Milwaukee) – Borrowing. Each circulation transaction attributable to residents of a non-member community that does not operate a public library (West Milwaukee) shall be calculated as a net negative transaction. Reimbursement for these transactions shall be made to the System by the non-member community that does not operate a public library (West Milwaukee) under terms specified in a separate agreement between that community and the System. Said reimbursement at actual cost per transaction - Per Unit Circulation Rate Worksheet, (see below) shall be paid by the System to the relevant lending member libraries based upon the timeline noted in the Payment Schedule section below.

Per Unit Circulation Rate Worksheet: For the purpose of calculating the actual cost of service rendered to citizens of a non-member community, each member library shall calculate its per-circulation rate. The per unit circulation rate is derived based upon the total expenditures by the member library for personnel and fringe benefits (exclusive of maintenance personnel), library materials (books, AV, and periodicals), supplies, circulation related postage, and telephone notification service (TNS) costs, divided by the total circulation of the member library. In the tabulation of the per unit circulation rate, the personnel and fringe benefits, as well as library materials expenditures associated with the reference services of the Resource Library, which is the Milwaukee Public Library's Central Library, shall be excluded. No other expenditures shall be included. All expenditures shall be based upon the previous calendar year period. Per unit circulation rate shall be calculated annually.

Payment Schedule

Payment to member libraries shall be made by MCFLS no later than February 28.

Member Services to Adjacent Systems

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Neither party, System Board nor Member Board, will enter into any contracts with adjacent systems which obligates the other party to provide services, without the prior approval of the other party.

Member Services to Non-Adjacent Systems

At its discretion, the System Board may enter into agreements with non-adjacent systems. However, if said agreement obligates the Member to provide services, the System assumes the financial obligation to compensate the Member for those services, at a rate that is mutually agreed upon prior to the initiation of service provision. Also, if any compensation is owed to the non-adjacent system for services provided to Milwaukee County residents, the System assumes the financial obligation to compensate the non-adjacent systems for those services.

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7. Court-ordered or Subpoenaed Data

Because of the cross-jurisdictional nature of library use in Milwaukee County and because of the proprietary role that MCFLS has traditionally played in the retention and custody of borrower records and commitment to database integrity, the System shall be the sole point of contact for any court-ordered or subpoenaed compilation and/or surrender of user information or borrowing data. Such single point of contact shall ensure consistency in the collection, preparation, and packaging of said information and data. In fulfilling this obligation, the System shall provide a mutually agreeable procedure that ensures that the retention and custody of all borrower records and system collection database integrity is maintained, and that statutory confidentiality requirements are observed.

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8. Equipment and Services—Maintenance and Support

MCFLS supplies products or services that are not directly related to the integrated library system that are available to all members. Most are purchased with funds from MCFLS grants or the MCFLS operating budget. Ongoing support costs are paid entirely by MCFLS. (Examples include Wide Area Network (WAN) services, Internet access, email services, and web services).

Central Site Equipment and Services:

MCFLS shall provide insurance coverage on all computer system equipment housed at the central site. The System will be responsible to maintain and support the following central site equipment and services, at no cost to the member:

1. Equipment: All equipment in the System's Computer Room and offices, including:
  - a. Servers: A Server delivers the integrated library system (CountyCat) software application. A variety of Microsoft Windows servers deliver a number of other applications including, email, web hosting, etc.

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- b. Firewall: Protects the resources of MCFLS private network from users from the Internet and other networks.
- c. Routers: Determines the next network point to which a packet should be forwarded toward its destination, routing data from a member local area network (LAN) to MCFLS wide area network (WAN) or the Internet and vice versa.
- d. Switches: Provides a place of convergence where data arrives from one or more directions and is forwarded out in one or more other directions, connecting network and computing equipment in the MCFLS LAN.

2 Microsoft Windows Server Services:

- a. DHCP: Provided by MCFLS Primary Domain Controller -- assigns dynamic IP addresses for all member workstations connected to the System Wide Area Network (WAN).
- b. DNS and WINS: Provided by MCFLS Primary Domain Controller -- provides Domain name resolution and Windows name resolution to member workstations connected to the System Wide Area Network (WAN).
- c. User Authentication: Provided by MCFLS Primary Domain Controller -- authenticates login to all MCFLS Network services and shared resources from any member workstations connected to the System Wide Area Network (WAN).
- d. Internet Information Service: Provided by MCFLS Web Server -- Hosts MCFLS and, upon request, hosts any member web sites.
- e. Cloud-based email service: provides email accounts for any interested member library using the MCFLS domain.

Remote Site Network Equipment

MCFLS shall maintain and support, at no cost to the member, MCFLS-controlled network equipment at the participating library site. A list of this equipment will be annually transmitted to the participating library no later than May 1.

Exclusion: Network equipment added to a remote site for a special project (such as wireless access) is the member's sole responsibility via a member paid maintenance contract between member library and vendor.

Wide Area Network

Prior to the installation of a new physical network connection, to or from another network or computer not owned or controlled by the member, MCFLS staff will coordinate with the member library staff to ensure that the new external connection does not compromise network integrity or performance. An example of this type of connection would be the use of a member library's municipal network. Members with currently existing physical connections to external networks will provide information to MCFLS staff on the evaluation points below, and will work with MCFLS staff to correct any security or performance problems identified with those connections. MCFLS evaluation of the proposed new or existing connection will be based on the following information, to be supplied by the member

- Name of connecting network and purpose of the connection.
- Technical contact for the external network.
- Description of the connection, including type of connection, end equipment used, and network diagrams of how the connection will be integrated into the existing network.

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- Anticipated traffic, protocols and volume.
- Description of the member resources that will be allowed access by users on the network. Pass through traffic and access to resources provided by MCFLS or another member may not be enabled without express permission from MCFLS and any affected member.
- Description of security and access limitation measures (i.e. filtering router or firewall) that will be implemented to ensure that MCFLS network and members will not be adversely affected, and to ensure only permissible access is granted.

Because networks can change over time, if a subsequent problem develops because of an external connection to the member's network, staff in that library will work cooperatively with MCFLS and any MCFLS designated technical consultants to diagnose the problem and implement corrective action, up to and including temporary or permanent disconnection of the external network.

#### Reporting

MCFLS staff will produce an annual report that includes a summarization of activities related to technology along with current equipment hardware lists and recommended settings. The report will be produced by June 30<sup>th</sup> of each year.

#### Planning and Scheduling Upgrades

Relative to hardware and software upgrades, the scheduling of which are determined by MCFLS and which have a certain or potential fiscal impact on the member, MCFLS will provide as much advance notice as possible.

#### Insurance Coverage

Members shall provide insurance coverage in their city/village policy on all MCFLS controlled computer equipment at their respective location(s).

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### 9. Telecommunications

#### Minimum Connection Bandwidth

The member shall execute an individual agreement with a qualified telecommunications vendor for point-to-point data line service and pay the full cost of that line. The minimum connection bandwidth between the member and MCFLS shall be T1. Upon request, MCFLS shall provide consultation and technical assistance.

#### Trouble Incident Technical Contact

For the purposes of data line trouble calls and in accordance with TEACH Wisconsin policy, the member shall designate MCFLS as the technical contact to its telecommunications vendor. The member agrees to follow the troubleshooting procedure, outlined by MCFLS on the [MCFLS Helpdesk Assistance page](#). In all cases, MCFLS will, as called upon, work cooperatively with the member and the telecommunications vendor to resolve difficulties and/or conflicts.

#### Other Bandwidth Sources



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The member agrees to directly involve MCFLS in all plans related to its data transmission functionality.

Charges

Telecommunications data line charges invoiced in 2020 through 2024 shall be equal to the site-specific charges invoiced to MCFLS for each member for each of those years.

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10. Conflict resolution

The mission of the Milwaukee County Federated Library System is to help its member libraries provide the best possible service to the public. Working in cooperation with MCFLS and each other permits member libraries to provide more efficient library service and makes each participant stronger. Such close cooperation requires finding agreement on a variety of policies and procedures. In any such close working relationship, misunderstandings and tensions may arise from time to time. MCFLS recognizes and respects every member library's authority to make local decisions.

If a member library takes actions that another member library or MCFLS feels are contrary to previously agreed upon policy, or that negatively impact the ability of other member libraries or the MCFLS staff to provide services, it may become necessary for the System to pursue action to resolve the issue.

The following procedure will be followed:

1. The parties involved in the dispute will meet to try to come to a resolution.
  2. MCFLS management and staff will make every effort to resolve the issue working directly with the library(ies).
  3. If the efforts of MCFLS management fail to result in a satisfactory resolution, the matter will be referred to the MCFLS Board of Trustees, and may include a joint recommendation for action. The MCFLS Board will endorse and support the recommended action or propose a different solution.
  4. If there continues to be a disagreement, the MCFLS Board of Trustees will propose a mutually agreed upon third party mediator to work with the parties to try to resolve the dispute.
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11. Annual Report to DPI.

MCFLS system staff will prepare documentation and reporting each year to assist member libraries in completing the annual report for the Wisconsin Department of Public Instruction. MCFLS will make every effort to provide this information to members before the reporting interface is made available to libraries each January. Member libraries will use this information

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to complete the annual report and gain approval from their boards to ensure the report is submitted by March 1<sup>st</sup> each year in accordance with Wis. Stats. § 43.58 (6).

Disclaimer: In the event that any provision of this agreement conflicts with any provision of law as it now exists or is hereafter amended such provision of law shall be controlling.

Term of Agreement. The term of this Agreement shall be four years commencing on January 1, 2020, and ending on December 31, 2024.

- Prior to the end of the term, the Agreement and all accompanying attachments may be modified at any time by the written agreement of both parties.
- Either party to this Agreement may at any time request amendment of the Agreement, based upon a substantial change in circumstances.
- This Agreement may be amended based on significant changes to finances, such as a ten percent increase or decrease in MCFLS State Aid or state-mandated changes that affect system service delivery.
- In the event of such a request, the other party will in good faith consider the requested amendment.

These provisions being hereby individually and mutually acceptable to the system and member library, their authorized representatives do hereby approve this agreement, effective this 1<sup>st</sup> day of January 2020.

FOR THE MILWAUKEE COUNTY  
FEDERATED LIBRARY SYSTEM

FOR THE \_\_\_\_\_ Library

\_\_\_\_\_

\_\_\_\_\_

Board President

Board President

\_\_\_\_\_

\_\_\_\_\_

Date

Date

COMMUNICO APP - GROUP PURCHASE PRICING (ANNUAL SUBSCRIPTION)				
2019/20 Subscription				
Shares		Population	2019 Boopsie Cost	Communico Cost
40	Milwaukee	594,833	\$7,990	\$10,000
1	Brown Deer E	11,690	\$200	\$250
2	Cudahy D	18,267	\$400	\$500
4	Franklin B	35,451	\$800	\$1,000
2	Greendale D	14,046	\$400	\$500
4	Greenfield B	36,720	\$800	\$1,000
1	Hales Corners E	7,692	\$200	\$250
3	North Shore C	25,470	\$600	\$750
4	Oak Creek B	34,451	\$800	\$1,000
1	St. Francis E	9,365	\$200	\$250
2	Shorewood D	13,162	\$400	\$500
3	South Milw C	21,156	\$600	\$750
5	Wauwatosa A	46,396	\$1,000	\$1,250
6	West Allis A+	60,411	\$1,200	\$1,500
2	Whitefish Bay D	14,110	\$400	\$500
	TOTAL		\$15,990	\$20,000
		2020 SHARE	1/80th of TOTAL	\$250
	BASE COST: \$33,000			
	CALENDAR FEEDS (DISCOUNTED FROM \$7,000): \$3,500			
	TOTAL COST: \$36,500			
	MCFLS pays 50% of BASE cost (\$16,500)			
	Remainder paid by member libraries based on population shares			
	POPULATION			
	Milwaukee pays 50% of cost			
	More than 50,000 = A+ West Allis 6 shares			
	40,000 to 50,000 = A Wauwatosa 5 shares			
	30,000 to 40,000 = B Franklin, Greenfield, Oak Creek 4 shares			
	20,000 to 30,000 = C North Shore, South Milwaukee 3 shares			
	12,000 to 20,000 = D Cudahy, Greendale, Shorewood, Whitefish Bay 2 shares			
	Less than 12,000 = E Brown Deer, Hales Corners, St. Francis 1 share			
	MCFLS pays one time implementation fee - \$7300			

RB Rank (blank means not available)	Title	Publisher	Model	Category	Net Price
65	Allrecipes	Meredith Corporation	100 SIMUsers	Food & Cooking	\$314.74
6	AppleMagazine	AppleMagazine	Unlimited	Science & Technology	\$612.41
58	Astronomy	Kalmbach Publishing Co.	Unlimited	Science & Technology	\$375.81
60	Backpacker	Active Interest Media, Inc.	Unlimited	Lifestyle	\$130.81
19	Better Homes & Gardens	Meredith Corporation	100 SIMUsers	Home & Garden	\$393.50
61	Bicycling	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Sports	\$131.24
	Birds & Blooms	Trusted Media Brands, Inc.	Unlimited	Hobbies, Interests & DIY	\$218.74
	Black Enterprise	Earl G. Graves Publishing Co.	Unlimited	Business	\$313.94
69	Car & Driver	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Automotive	\$524.73
70	Chicago	Chicago Magazine, a Tribune Publishing Corporation	Unlimited	Travel & Regional	\$87.41
41	Clean Eating	Active Interest Media, Inc.	Unlimited	Food & Cooking	\$218.50
78	Conde Nast Traveler	Conde Nast Publications	Unlimited	Travel & Regional	\$174.91
28	Cosmopolitan	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Lifestyle	\$524.73
50	Country Living	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Home & Garden	\$524.73
	Diabetic Living	Meredith Corporation	100 SIMUsers	Fitness & Health	\$419.74
45	Discover	Kalmbach Publishing Co.	Unlimited	Science & Technology	\$174.57
51	Do It Yourself	Meredith Corporation	100 SIMUsers	Hobbies, Interests & DIY	\$419.74
38	Eating Well	Meredith Corporation	100 SIMUsers	Fitness & Health	\$262.24
	Ebony	Ebony Media Operations, LLC	Unlimited	Lifestyle	\$314.78
	Essence	Essence Communications Inc.	Unlimited	Women's Interest	\$462.00
	Food & Wine	Meredith Corporation	100 SIMUsers	Food & Cooking	\$777.00
	Entertainment Weekly	Meredith Corporation	100 SIMUsers	Entertainment	\$1,258.94
49	Bon Appetit	Conde Nast Publications	Unlimited	Food & Cooking	\$174.91
15	Good Housekeeping	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Home & Garden	\$524.73
72	GQ: Gentlemen's Quarterly	Conde Nast Publications	Unlimited	Men's Interest	\$174.91
	Health	Meredith Corporation	100 SIMUsers	Fitness & Health	\$629.36
22	HGTV Magazine	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Hobbies, Interests & DIY	\$524.73
92	Highlights	Highlights for Children, Inc.	Unlimited	Family & Kids	\$349.91
	Hola	Hola SL	Unlimited	Spanish	\$831.24
64	House Beautiful	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Home & Garden	\$524.73
7	In Touch Weekly	American Media LLC	Unlimited	Entertainment	\$677.94
	InStyle	Meredith Corporation	100 SIMUsers	Women's Interest	\$630.00
62	iPhone Life	Mango Life Media LLC	Unlimited	Science & Technology	\$174.57
17	Kiplinger's Personal Finance	Kiplinger Washington Editors Inc.	Unlimited	Business	\$209.57
	Ladybug	Cricket Media	Unlimited	Family & Kids	\$157.41
37	Macworld	IDG Communications, Inc.	Unlimited	Science & Technology	\$174.74
14	Martha Stewart Living	Meredith Corporation	100 SIMUsers	Home & Garden	\$393.50
29	Men's Health	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Fitness & Health	\$209.91
33	Midwest Living	Meredith Corporation	100 SIMUsers	Travel & Regional	\$262.24
	Milwaukee Magazine	Milwaukee Magazine	Unlimited	Travel & Regional	\$560.00
66	Motor Trend	Motor Trend Group, LLC	Unlimited	Automotive	\$78.66
11	National Enquirer	American Media LLC	Unlimited	Lifestyle	\$524.91
10	National Geographic	National Geographic Partners LLC	200 SIMUsers	Travel & Regional	\$149.93
52	National Geographic Traveler	National Geographic Partners LLC	200 SIMUsers	Travel & Regional	\$119.93
3	Newsweek Global	Newsweek LLC	Unlimited	News & Politics	\$875.00
21	O, The Oprah Magazine	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Lifestyle	\$524.73
4	OK!	American Media LLC	Unlimited	Entertainment	\$174.91
56	Outside	Mariah Publications Corp.	500 SIMUsers	Lifestyle	\$210.00
	OZ Magazine	MLH Global Com SA de CV	Unlimited	Spanish	\$262.50
99	Parents	Meredith Corporation	100 SIMUsers	Family & Kids	\$262.24
44	PCWorld	IDG Communications, Inc.	Unlimited	Science & Technology	\$174.74
	People	Meredith Corporation	100 SIMUsers	Entertainment	\$2,437.48
	People en Espanol	Meredith Corporation	100 SIMUsers	Spanish	\$419.36
48	Popular Mechanics	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Science & Technology	\$524.73
67	Popular Science	Bonnier Corporation	Unlimited	Science & Technology	\$174.57
16	Prevention	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Fitness & Health	\$210.00
39	Rachael Ray Every Day	Meredith Corporation	100 SIMUsers	Women's Interest	\$393.50
24	Reader's Digest	Trusted Media Brands, Inc.	Unlimited	Lifestyle	\$218.74
	Real Simple	Meredith Corporation	100 SIMUsers	Lifestyle	\$607.94
34	Rolling Stone	Rolling Stone LLC	500 SIMUsers	Entertainment	\$262.07

71	Runner's World	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Hobbies, Interests & DIY	\$175.00
47	Shape	Meredith Corporation	100 SIMUsers	Fitness & Health	\$393.50
23	Soap Opera Digest	American Media LLC	Unlimited	Entertainment	\$262.41
	Sports Illustrated	Meredith Corporation	100 SIMUsers	Sports	\$1,867.94
13	Star (US Edition)	American Media LLC	Unlimited	Entertainment	\$174.91
68	Taste of Home	Trusted Media Brands, Inc.	Unlimited	Food & Cooking	\$218.74
	The Family Handyman	Trusted Media Brands, Inc.	Unlimited	Home & Garden	\$218.74
26	The New York Review of Books	New York Review of Books, Inc.	Unlimited	Literary	\$516.24
1	The New Yorker	Conde Nast Publications	Unlimited	News & Politics	\$787.41
8	The Week	Week Publications, Inc.	Unlimited	News & Politics	\$455.00
	TIME	TIME USA, LLC	100 SIMUsers	News & Politics	\$1,598.72
2	Us Weekly	American Media LLC	Unlimited	Entertainment	\$454.91
54	Vanity Fair	Conde Nast Publications	Unlimited	Women's Interest	\$174.91
59	Vogue	Conde Nast Publications	Unlimited	Women's Interest	\$174.91
25	Wired	Conde Nast Publications	Unlimited	Science & Technology	\$174.91
40	Woman's Day	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Women's Interest	\$524.73
5	Woman's World	Bauer Publishing Company, L.P.	Unlimited	Women's Interest	\$542.41
30	Women's Health	Hearst Magazines, a division of Hearst Communications, Inc.	500 SIMUsers	Women's Interest	\$174.91
	Woodcraft Magazine	Woodcraft Supply, LLC	Unlimited	Hobbies, Interests & DIY	\$218.67
55	Yoga Journal	Active Interest Media, Inc.	Unlimited	Fitness & Health	\$174.91

Total Before Discount: \$67,419.29

Discount: \$33,709.86

Total Net of Discount: \$33,709.43

Subscription Service Fee: \$1685

TOTAL: \$35,395 USD

Consumer Reports: additional \$16,269

Total with Consumer Reports: \$49,978

Subscription Service Fee: \$2499

TOTAL w/ Consumer Reports: \$52,477 USD

## RBDigital Titles for MCFLS (May 1, 2019-April 30, 2020)

Blue are the single titles MCFLS newly added in for RBDigital May 2019)

RBDigital Titles (162)		Titles MCFLS Loses with Flipster from Current RBDigital Sub of 162 Titles		(Flipster does offer these) Full Flipster Title List	These Meredith titles were discontinued and removed with RBDigital. Blue bold are available via Flipster
1	30-minute dinners .	1	30-minute dinners .		<b>Bloomberg Businessweek</b>
2	100 best cookies .	2	100 best cookies .		Natural Health
3	\$10 dinners or less / Cathy Cavender, special projects editor.	3	\$10 dinners or less / Cathy Cavender, special projects editor.		Rodale's Organic Life
4	Adult coloring book: dragon world .	4	American patchwork & quilting	Flipster has Love Patchwork & Quilting	Family Fun
5	Adult coloring book: stress relieving flower patterns .	5	Backyard & garden design ideas : New Zealand & Australia	Flipster has Backyard (Universal Magazines also from Australia)	Popular Photography
6	Adult coloring book: stress relieving patterns .	6	Bake from scratch	Flipster has Baking	<b>Forbes</b>
7	The advocate .	7	Best ideas for Christmas		<b>Men's Fitness</b>
8	Allrecipes .	8	Better homes and gardens wood	Flipster has Better Homes and Gardens Australia edition including regular bhg	<b>Spirituality &amp; Health Magazine</b>
9	Allure .	9	Billboard		<b>ART news</b>
10	Amazing Wellness .	10	Budget decorating ideas		<b>Crickit</b>
11	American craft .	11	Christmas baking		<b>The Nation</b>
12	American patchwork & quilting .	12	Cine Premiere Especial	Flipster has American Cinematographer, Cineaste and Cinema Scope	Ladies Home Journal
13	Applimagine .	13	Cloth, paper, scissors		SELF
14	Architectural Digest .	14	Conde Nast house & garden	Flipster has Australian House & Garden	Shutterbug
15	Art nouveau birds: a stress relieving adult coloring book .	15	Cooking Light Bookazines		Foreign Policy
16	Astronomy .	16	Cook's Country	Flipster has BBC Easy Cook, Butternut Kids Cook, Fine Cooking	Running Times
17	The Atlantic .	17	Cook's Illustrated		Zamcofi
18	Audubon .	18	The economist		American Girl Magazine
19	Backpacker .	19	Essential slow cooker		Analog Science Fiction and Fact
20	Backyard & garden design ideas : New Zealand & Australia.	20	Games	Flipster has Casual Game Insider, PC Gamer (US and UK editions)	<b>The New Republic</b>
21	Bake from scratch .	21	Glamour		American PHOTO
22	Best ideas for Christmas .	22	Guideposts		The Beer Connoisseur Magazine
23	Better homes and gardens .	23	Harper's Bazaar Espana		<b>Girls' Life</b>
24	Better homes and gardens wood .	24	KIWI Magazine		chickadee
25	Bicycling .	25	Maxim	Flipster has Maxim (Australia edition)	
26	Billboard .	26	Mental floss		
27	Birds & Blooms .	27	The Mother earth news		
28	Bon Appetit .	28	New scientist	Flipster has American Scientist, BBC Science Focus, Science, Science News, etc.	
29	Budget decorating ideas .	29	PC magazine	Flipster has PC Pro	
30	Car and driver .	30	Redbook : the magazine for young adults		
31	Chicago .	31	Seventeen		
32	Christmas baking .	32	Smithsonian		
33	Cine Premiere Especial .	33	Taste of Home's holiday & celebrations cookbook		
34	Clean eating .	34	Vegetarian times	Flipster has VegNews, Vegan Food & Living, Simply Vegan	
35	Cloth, paper, scissors .	35	TV Guide Magazine	Flipster has What's On TV,	
36	Color the cosmos: a stress relieving adult coloring book .	36	Variedades		
37	Coloring book for adults: stress relieving stained glass .	37	Weight watchers magazine	Flipster has Weight Self Management	
38	Coloring book for grown ups: creative patterns for adults .		The woodworker's Journal	Flipster has Fine Woodworking, Popular Woodworking, Australian Woodworker, Canadian Woodworking & Home Improvement	
39	Conde Nast house & garden .	38			

40	Conde Nast Traveler .				
41	Cooking Light Bookazines .				
42	Cook's Country .				
43	Cook's Illustrated .				
44	Cosmopolitan .				
45	Cosmopolitan .				
46	Country living .				
47	Country woman .				
48	Diabetes self-management .				
49	Diabetic living .				
50	Digital photo .				
51	Discover .				
52	Do it yourself .				
53	Dwell .				
54	Eating well .				
55	The economist .				
56	Elle .				
57	Elle decor .				
58	ESPN .				
59	Esquire .				
60	Essential slow cooker .				
61	Family circle .				
62	The Family handyman .				
63	Fashion forward: a stress relieving adult coloring book .				
64	Fast Company .				
65	Field & stream .				
66	Food network magazine .				
67	Games .				
68	Glamour .				
69	Gluten-free living .				
70	Golf Digest .				
71	Good housekeeping .				
72	GQ .				
73	Guideposts .				
74	Guitar player .				
75	Harper&2019s Bazaar España .				
76	Harper's bazaar .				
77	Health & fitness .				
78	HGTV magazine .				
79	Highlights .				
80	Hola! USA en Español .				
81	House beautiful .				
82	In touch weekly .				
83	Inc. Magazine .				
84	Linked : mindset, style, culture, art .				
85	Interweave knits .				
86	iPhone life .				
87	Kiplinger's personal finance .				
88	KIWI Magazine .				
89	Knitters .				
90	Macworld : the Macintosh magazine .				
91	Marie Claire .				
92	Martha Stewart living .				
93	Maxim .				
94	Men's health .				

95	Men's Journal .				
96	Mental floss .				
97	Midwest living .				
98	The Mother earth news .				
99	Mother Jones .				
100	Motor trend .				
101	National Enquirer .				
102	National geographic .				
103	National geographic traveler .				
104	New scientist .				
105	The New York review of books .				
106	The New Yorker .				
107	Newsweek .				
108	O : the Oprah magazine.				
109	OK! .				
110	Outdoor life .				
111	Outdoor photographer .				
112	Outside .				
113	OZ Magazine .				
114	Parents .				
115	PC magazine .				
116	PC world .				
117	PEOPLE Bookazines .				
118	Poets & writers .				
119	Popular mechanics .				
120	Popular science .				
121	Prevention .				
122	Quilting arts .				
123	Rachael Ray every day .				
124	The Reader's digest .				
125	Reason .				
126	Recoil .				
127	Redbook : the magazine for young adults.				
128	Road and track .				
129	Rolling stone .				
130	Runner's world .				
131	Savour .				
132	Seventeen .				
133	Shape .				
134	Simple and delicious .				
135	Ski .				
136	Smithsonian .				
137	Soap Opera Digest .				
138	Soul of the woodland: a stress relieving adult coloring book .				
139	Star .				
140	Steampunk ocean: a nautical adult coloring book device.				
141	Taste of home .				
142	Taste of Home's holiday & celebrations cookbook .				
143	This Old House .				
144	Traditional home .				
145	TV Guide Magazine .				
146	Us weekly .				
147	Vanidades .				
148	Vanity Fair .				
149	Veg news .				



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2020 Flipster Estimates

Shares	Library	2020	2020 w/ Consumer Reports
1	Brown Deer	\$ 983	\$ 1,458
1	Cudahy	\$ 983	\$ 1,458
2	Franklin	\$ 1,966	\$ 2,915
1	Greendale	\$ 983	\$ 1,458
2	Greenfield	\$ 1,966	\$ 2,915
1	Hales Corners	\$ 983	\$ 1,458
12	Milwaukee	\$ 11,798	\$ 17,492
2	North Shore	\$ 1,966	\$ 2,915
2	Oak Creek	\$ 1,966	\$ 2,915
1	St. Francis	\$ 983	\$ 1,458
2	Shorewood	\$ 1,966	\$ 2,915
1	South Milwaukee	\$ 983	\$ 1,458
3	Wauwatosa	\$ 2,950	\$ 4,373
3	West Allis	\$ 2,950	\$ 4,373
2	Whitefish Bay	\$ 1,966	\$ 2,915
36	TOTAL	\$35,395	\$52,477
	Share: \$	983	\$ 1,458
	2020 est Flipster Costs \$	35,395	\$ 52,477