

Notice

Milwaukee County  
Federated Library System  
Library Directors Advisory Council

Regular Meeting  
Thursday, October 1<sup>st</sup>, 2020  
9:00 – 11:30 AM

This meeting will be held online using Zoom meeting room software:

Meeting URL:

<https://us02web.zoom.us/j/87057841443?pwd=OFVYd2pYaUVrSkZxRGJvRFp2VmhXZz09>

Download Zoom: <https://zoom.us/download>

Instructions: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

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 September 3<sup>rd</sup>, 2020 LDAC meeting

Action [Attachment A](#)

4. Milwaukee Mixers – Presentation of 2020-2021 Activities

Action

Topics Requiring Action or Discussion

5. Discussion: Sharing Current COVID-19 Response

- a. Current updates from your library
- b. Tabled motion: Enact a system-wide 5 day quarantine on all returned library materials
- c. DPI updates

6. MCFLS 2021 Budget

[Attachment B](#)

7. Discussion: Student access to library resources.

Technology.

8. Hoopla rollover to one account planned for January 1st

9. Brainfuse cost distribution survey results

10. 2020/21 MCFLS Training Schedule

[Attachment C](#)

Informational reports.

11. Marketing services consultant and next steps

Additional Business

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>

Next Meeting

Thursday, November 5<sup>th</sup>, 2020 at 9:00 am via Zoom meeting room software.

Milwaukee County Federated Library System  
Library Directors Advisory Council  
Regular Monthly Meeting held Thursday, September 3, 2020  
Online Zoom Meeting

- Present: Rachel Arndt, Co-Chair, Milwaukee Public Library  
Judy Pinger, Co-Chair, Milwaukee Public Library  
Dana Anderson-Kopczyk, Brown Deer Public Library  
Rachel Collins, Shorewood Public Library  
Susan Draeger-Anderson, North Shore Library  
Jill Lininger, Oak Creek Public Library  
Jennifer Loeffel, Franklin Public Library  
Peter Loeffel, Wauwatosa Public Library  
Kathy Manning, South Milwaukee Public Library  
Sheila O'Brien, Greenfield Public Library  
Pat Laughlin, Hales Corners Library  
Nyama Reed, Whitefish Bay Public Library  
Rebecca Roepke, Cudahy Family Library  
Brian VanKlooster, Greendale Public Library
- Excused: Michael Koszalka, West Allis Public Library  
Amy Krahm, St. Francis Public Library
- MCFLS Staff: Steve Hesel, Director  
Judy Kaniasty, Business Manager  
Jen Schmidt, Library Systems Administrator
- Others: Briony Beckstrom, Youth Services Committee Chair, Franklin Public Library  
Sarah Bublitz, Youth Services Committee, Franklin Public Library  
Sarah Corso, Circulation Services Committee Chair, Oak Creek Public Library  
Shirley Langebartels, Incoming Interim Director, South Milwaukee Public Library  
Lizzy Lowrey, Young Adult Services Committee Chair, North Shore Library  
Amy Waldman, Adult & Reference Services Committee Chair, Good Hope Library

Call to Order. Chair Arndt called the regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees Library Directors Advisory Council to order at 9:00 a.m.

Additional Agenda Items/Adoption of Agenda. Chair Arndt inquired whether there were any additions to be added to the agenda and the following suggestion was made:

- LSTA Cares Funding Grant/Steve Hesel

Pa Laughlin moved and Sheila O'Brien seconded a motion to approve the agenda as modified with the suggested topic added. Unanimously approved.

Approval of Minutes for the August 6, 2020 LDAC Meeting. Chair Arndt referred to the minutes of the August 6, 2020 LDAC meeting which are shown as Attachment A of the agenda packet. Rachel Collins noted one correction under Local Library Updates, Shorewood – the second sentence: The Technical

Services Librarian instead of Technology Manager position will be vacant at the end of the month. Sheila O'Brien moved and Rachel Collins seconded a motion to approve the minutes with the one correction as noted. Unanimously approved.

#### GUESTS AND PRESENTATIONS

Youth Services Committee – Presentation of 2020-2021 Program Schedule. Briony Beckstrom reviewed her report which was distributed just prior to the meeting started by Steve Hesel and is shown as Exhibit 1 attached to these minutes. It was noted that the annual CCBC Book Talk this year will not be held. Kathy Manning noted that she is experiencing publishers pulling back on permissions to allow virtual programs featuring their titles and it was noted that some publishers are extending but 2021 is uncertain at this time. Pat Laughlin and Rachel Collins are happy with the meeting lineup and are happy the meetings are continuing for staff.

[Brian VanKlooster arrived at 9:12 a.m.]

Young Adult Services Committee – Presentation of 2020-2021 Program Schedule. Lizzy Lowrey reviewed her report which is shown as Attachment B of the agenda packet. When asked what programs worked well over the summer, it was noted that make and take craft kits for patrons were well received as well as anything allowing, social distancing interaction among attendees.

Adult and Reference Services Committee – Presentation of 2020-2021 Program Schedule. Amy Waldman reviewed her report which was distributed just prior to the meeting by Steve Hesel and is shown as Exhibit 2 attached to these minutes. Jen Schmidt added that she is waiting to hear Spotlight topic suggestions from committee members to complete the meeting schedule outline.

Circulation Services Committee – Presentation of 2020-2021 Program Schedule. Sarah Corso reviewed her report which is shown as Attachment C of the agenda packet. Chair Arndt commented that she appreciates that the many topics discussed by the members make the meetings complex since everyone does things a bit differently.

#### TOPICS REQUIRING ACTION OR DISCUSSION

##### Discussion: Sharing Current COVID-19 Response.

- a. Current Updates from Your Library. Chair Arndt requested that directors continue to update the spreadsheet as things change so all members are kept informed when they also make decisions on matters. Kathy Manning noted that her Library Board still is not mandating face coverings and a few staff are concerned; Chair Arndt suggested purchasing face shields for those staff as an added protection measure to the face shield.
- b. Tabled Motion: Enact a System-wide 5 Day Quarantine on All Returned Library Materials. Chair Arndt noted that this topic was brought forward from last week's meeting and a motion to move to a five-day quarantine was tabled for time for LDAC members to discuss with staff and to get more attendance for the discussion and possible action. The newest Battelle test results shows that five days of quarantine would be safer than four days, especially for plastic and plastic covered library materials. It was noted that some libraries have already moved to five-days. Discussion ensued and as a compromise, perhaps an agreement of at least four days might be workable by all since libraries are using safe protocols. Steve Hesel noted that MCFLS is the only System that is trying to reach a system-

wide decision and perhaps keeping with the DPI recommendations has merit. It was decided to table the motion and revisit the topic when DPI recommendations are released now that the most recent recommendations are available.

- c. Hoopla Fines Threshold Discussion. Steve Hesel referred to Attachment D of the agenda packet which shows how many patrons per community have fines on their cards at the different amounts. Currently patrons under the \$100 amount can access Hoopla. Discussion ensued regarding the desire by some libraries to increase the amount so patrons can continue to utilize the online resources, especially since usage has not exploded and it looks like the cost will remain within budget for the year. There is a desire to also discuss all fine thresholds at some point. Nyama Reed noted that Hoopla costs are based on per use and that is thought of as different by her Board; Rachel Arndt noted that Hoopla can't be stolen and a personal device is needed and access fits their mission. Kathy Manning expressed her concern that \$1,000 is much too high and honestly budgets are tight and fine collection revenue is needed. Nyama Reed requested financial statistics for 2020 and recommendations from MCFLS based on what other Systems are doing and Steve Hesel agreed to put something together for the LDAC to discuss again at a future meeting.
- d. DPI Updates. Steve Hesel reported that timelines are being developed for top PLSR initiatives with delivery hubs and professional development portal first on the list and then securing a consultant to work on the discover layer down the road a bit. 2021 State Aid funding level not set yet but Steve is working on various scenarios so to be ready when information is forthcoming.
- e. Future LDAC Weekly/Biweekly Updates. Discussion ensued regarding continuation or not of weekly meetings to discuss COVID topics as they arise. Sheila O'Brien moved and Rachel Collins seconded a motion to change to a schedule of the first and third Thursday of the month meetings unless circumstances become stressed then move back to weekly meetings. The first Thursday of the month meeting will remain the official meeting from 9:00 a.m.-12 noon and the third Thursday of the month meeting will be from 11:30 a.m.-12:30 p.m. Unanimously approved.

MCFLS 2021 System Plan. Steve Hesel referred to the 2021 System Plan, which is shown as Attachment E of the agenda packet which is required by October 15 to indicate intent to comply with mandates to release the final 25% of 2020 State Aid in early November. The MCFLS Board will take action at their September 21 meeting since their October meeting is scheduled after the deadline. Pandemic realities changed some of the narrative, but other than that it is similar to past year's report and the Strategic Plan initiatives. The Technology Plan is being revised and a Youth Services and Inclusive Services formal process is being added. Steve Hesel welcomes input by September 15.

## TECHNOLOGY

Brainfuse Cost Distribution Proposal. Steve Hesel commented that this topic was discussed last month with the understanding that he would come back with a funding proposal, which is shown as Attachment F of the agenda packet which is developed using the criteria the vendor uses—community population and registered borrowers. The HelpNow product is a similar product to Tutor.com which Whitefish Bay just purchased. There seemed to be much interest and both Wauwatosa and Milwaukee would like to see a price quote for their communities. It was agreed that LDAC members would consider this product for 2021 and a formal motion would be taken whether to move forward or not at the October 1 meeting which will allow for funding options to be considered by individual member libraries.

Steve Hesper commented that he would like to see all libraries agree to the same platform for ease in administering the database system-wide.

#### INFORMATIONAL REPORT

Marketing Services Update. Steve Hesper reported that the Marketing & Advocacy Committee met to review the six RFP proposals that were received and the top three vendors will be interviewed on September 14 with the goal of arriving at a finalist to check references and enter into negotiations for a contract.

SEWI Continuing Education Meeting. Jen Schmidt summarized the SEWI CE meeting, which is shown as Attachment G of the agenda packet. Kathy Manning noted that great programs are offered and the archives provides an excellent resource for staff. Any suggestions for programs should be forwarded to Steve Hesper or Jen Schmidt.

#### ADDITIONAL BUSINESS

LSTA Cares Funding Grant – Steve Hesper reported that funding for the LSTA Cares Act Grant has been approved and he will be sending out an email indicating that invoices for wireless projects can now be forwarded to Judy Kaniasty who will send out reimbursement checks to libraries.

#### MEMBER LIBRARY UPDATES

South Milwaukee – Kathy Manning introduced the Interim Director, Shirley Langebartels, who will taking over for her shortly as she has resigned.

Franklin – Jennifer Loeffel noted that as of September 8, they will be at pre-pandemic open hours.

Shorewood – Rachel Collins thanked everyone for keeping the Pandemic Spreadsheet of Operations up-to-date and in particular she is interested in libraries open on Sunday this fall. Rachel Collins also noted that an article in the New York Times mentioned some libraries will be housing ballot boxes for the November election and Milwaukee is one of those so noted. Judy Pinger noted that Paula Kiely is now officially retired and Joan Johnson is in transition to the Director position.

North Shore – Susan Draeger-Anderson commented that she has not received any public questions regarding the matter of Glendale voting to leave the North Shore Library in three years.

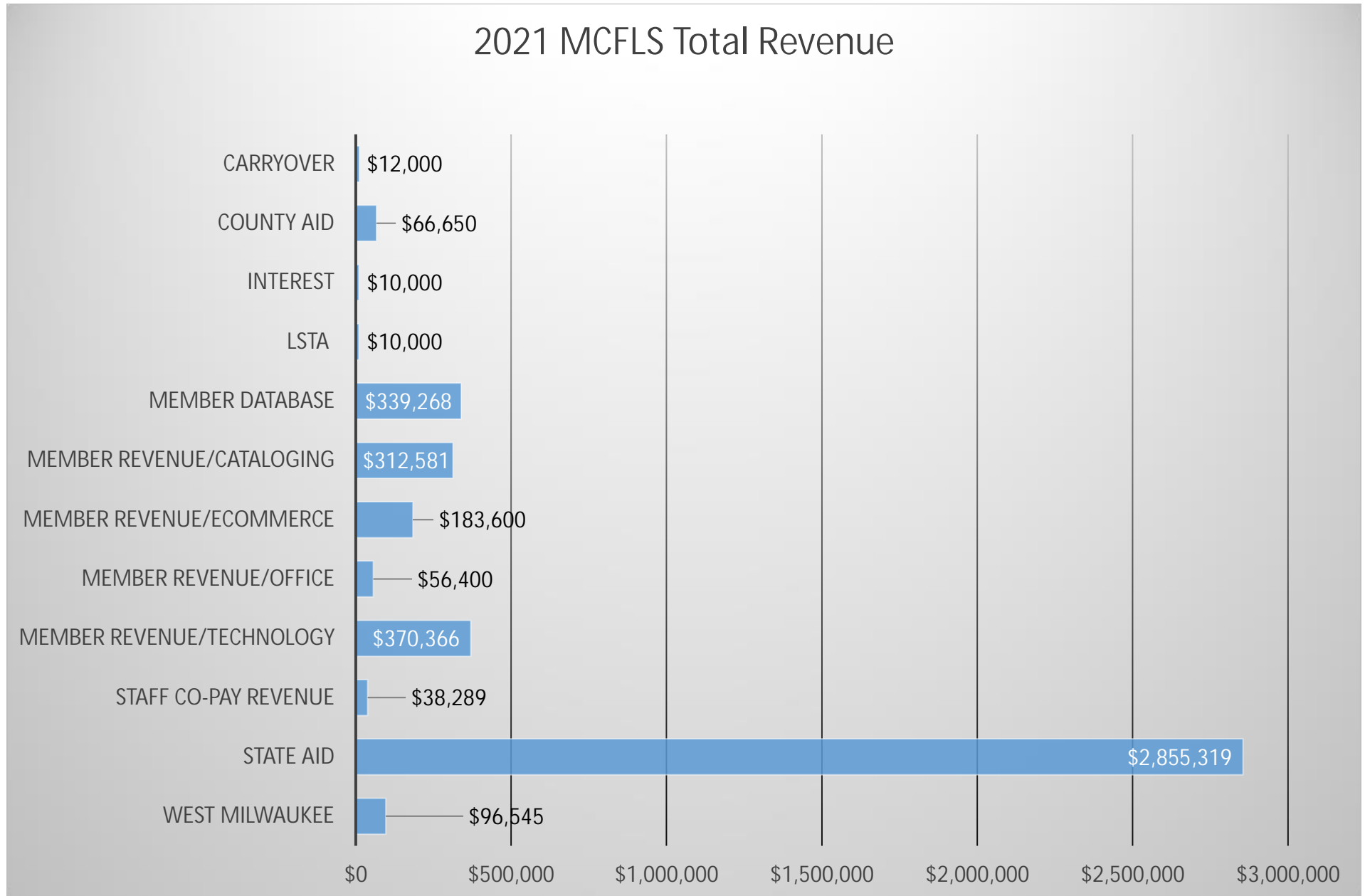
Milwaukee – Rachel Arndt reported that Mitchell St. branch library will open next week after receiving Health Department approval and then all libraries will be open to the public.

SUB-COMMITTEE AGENDAS AND MINUTES. Links are listed for the agendas and minutes of the Circulation Services, Youth Services, Young Adult Services and Adult & Reference Services Committees.

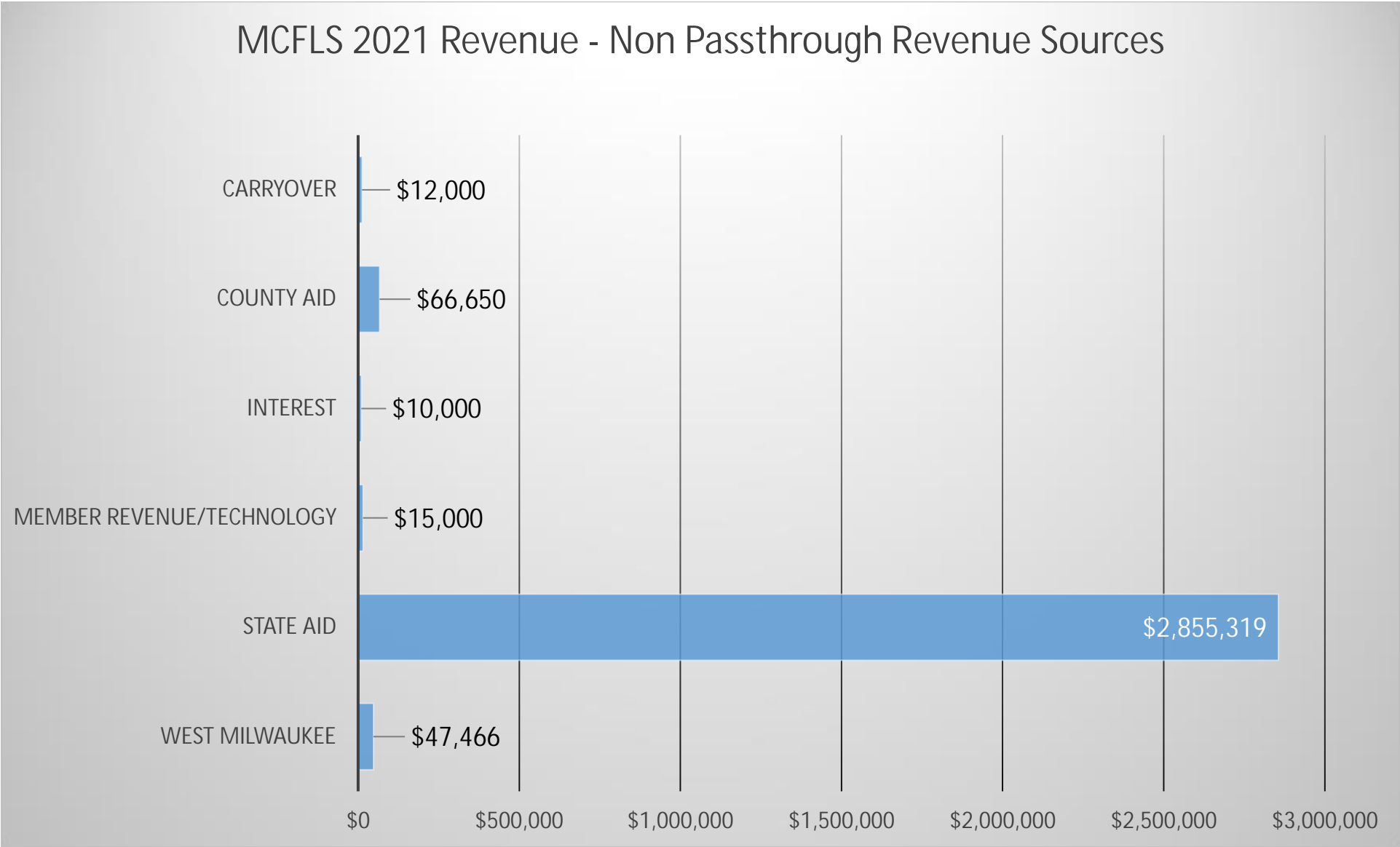
NEXT MEETING. The next official monthly meeting is scheduled for Thursday, October 1, 2020 beginning at 9:00 a.m. via Zoom meeting room software.

ADJOURNMENT. With no further business to be addressed, Kathy Manning moved and Susan Draeger-Anderson seconded a motion to adjourn the meeting at 11:02 a.m. Unanimously approved.

## MCFLS Budget 2021

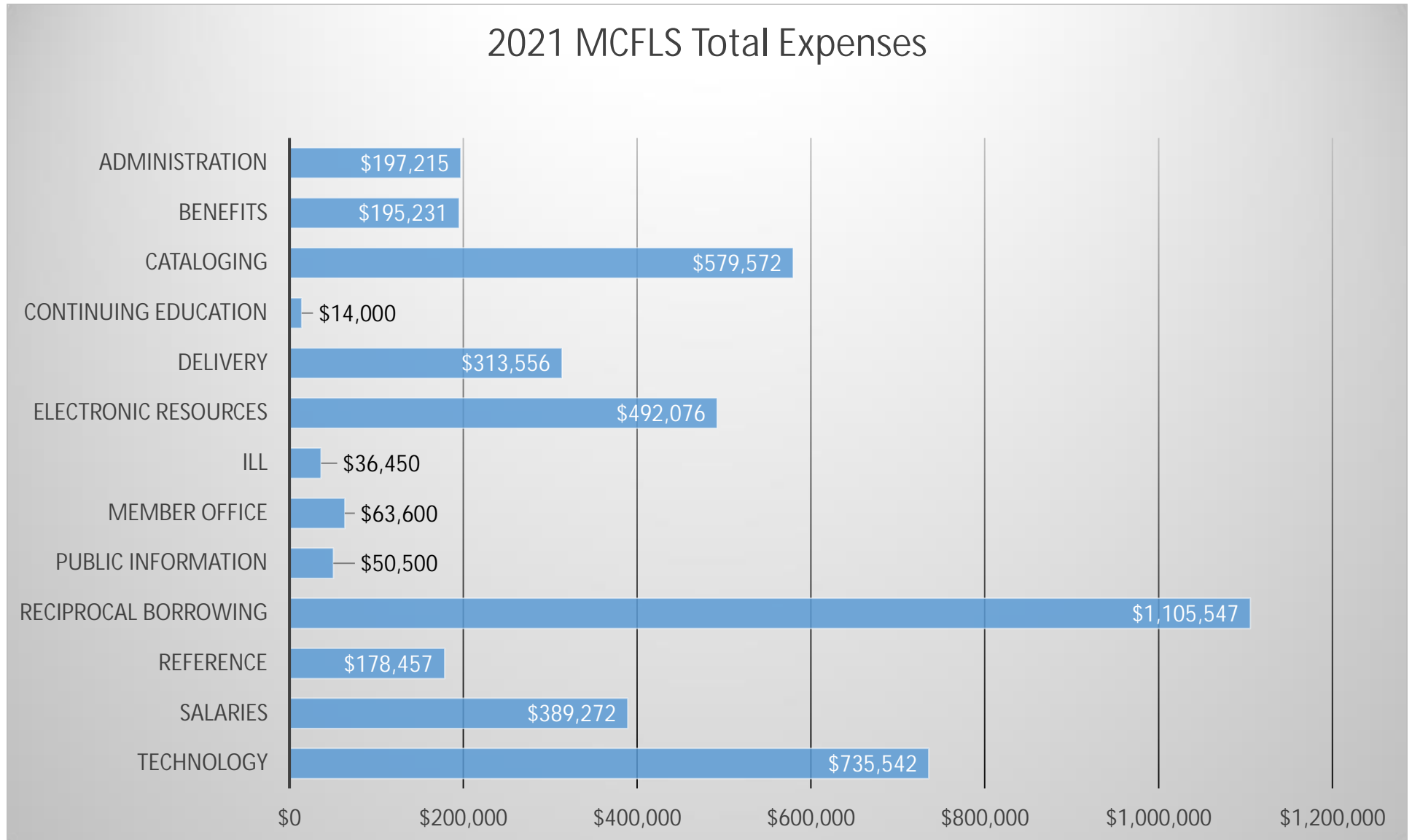


MCFLS Budget 2021



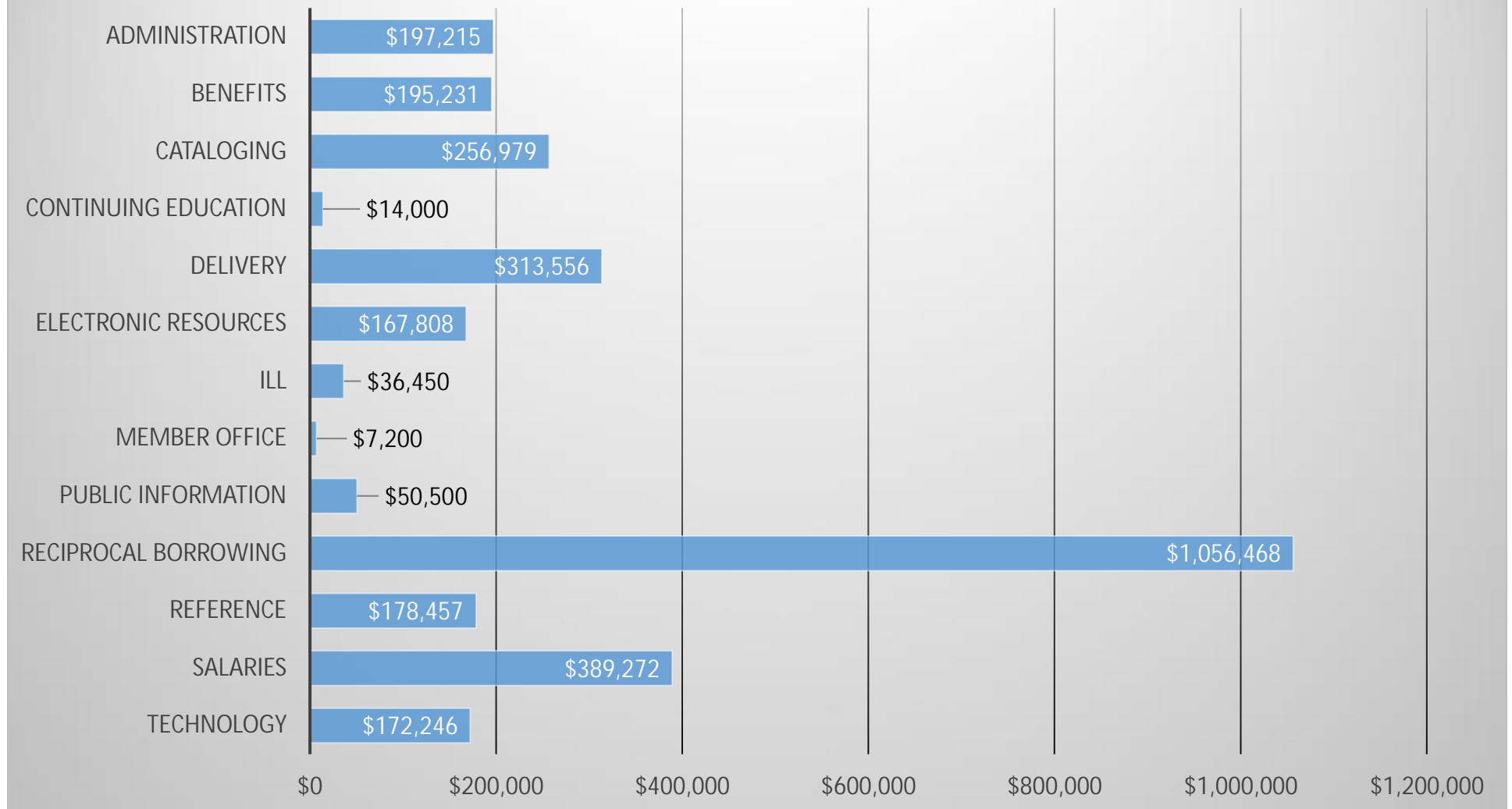
## MCFLS Budget 2021

### 2021 MCFLS Total Expenses



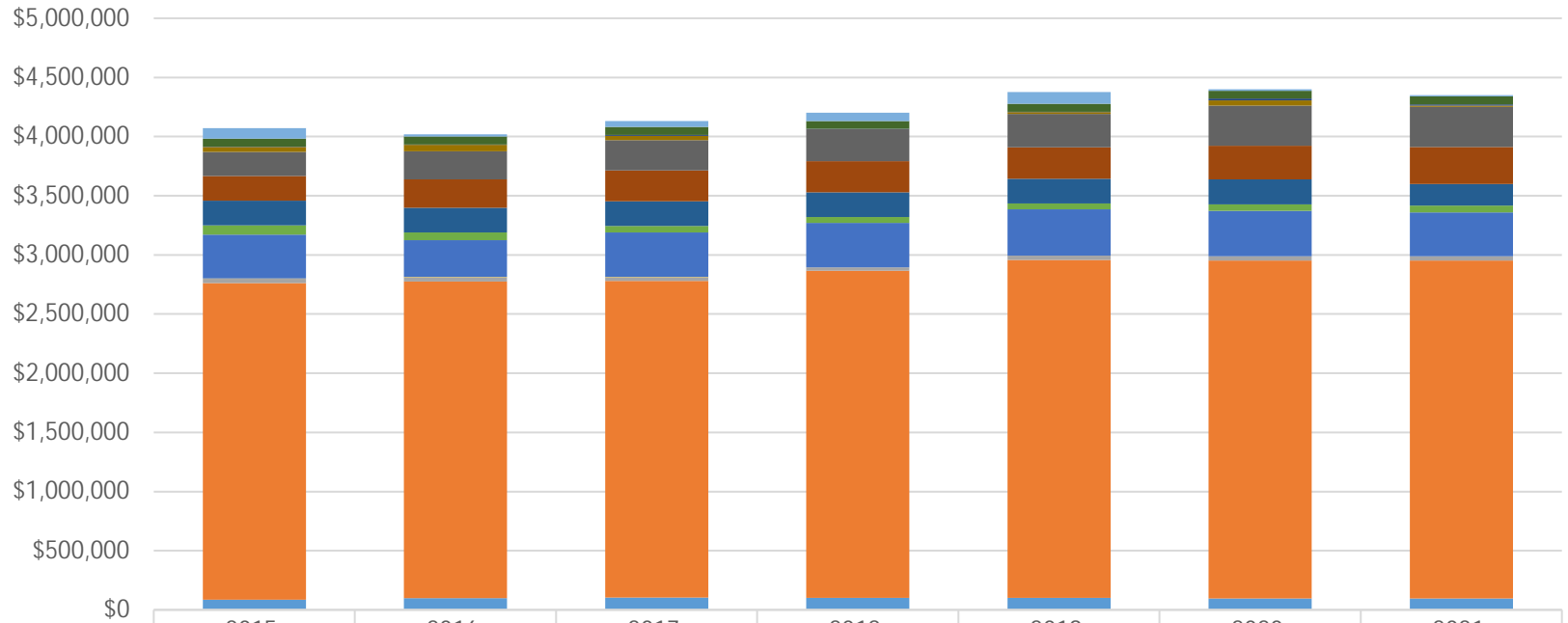
## 2021 MCFLS Budget

### 2021 MCFLS Expenses - Non Passthrough Expenditures



## 2021 MCFLS Budget

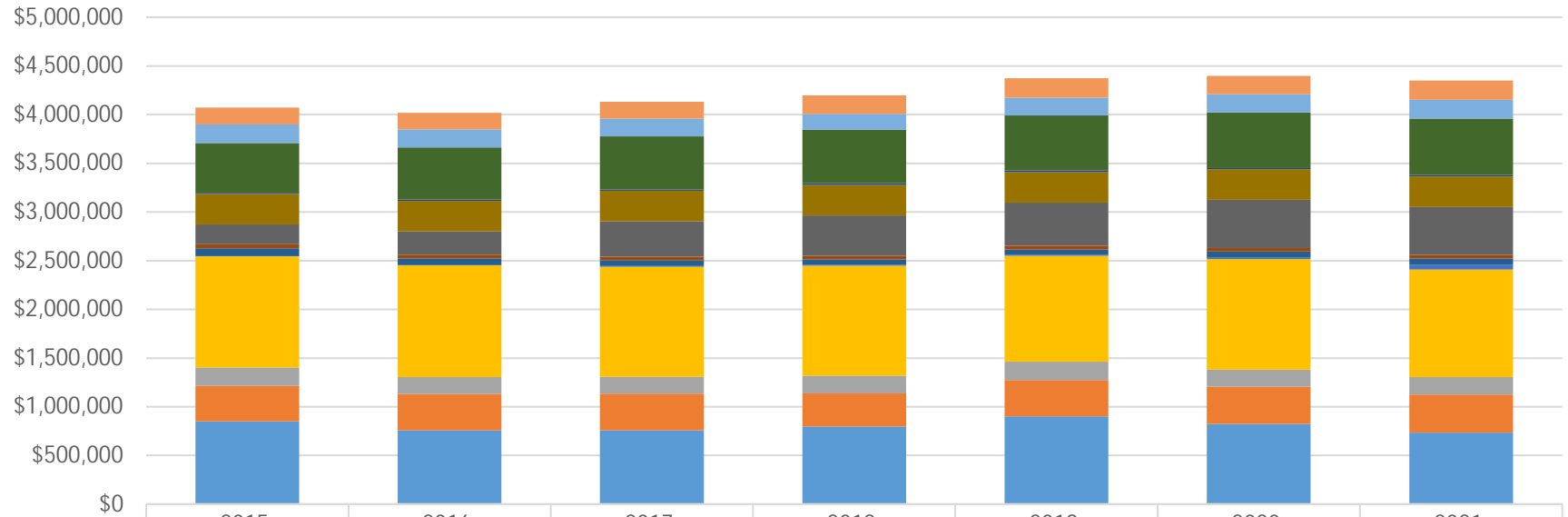
MCFLS Total Revenues  
2015 - 2021



	2015	2016	2017	2018	2019	2020	2021
Carryover	\$89,421	\$18,700	\$51,089	\$68,403	\$98,582	\$12,184	\$12,000
County Aid	\$66,650	\$66,650	\$66,650	\$66,650	\$66,650	\$66,650	\$66,650
Interest	\$4,000	\$4,000	\$7,000	\$2,000	\$2,000	\$15,000	\$10,000
LSTA	\$40,200	\$53,716	\$37,080	\$0	\$17,107	\$43,266	\$10,000
Member Database	\$204,586	\$238,687	\$254,798	\$271,311	\$280,614	\$338,573	\$339,268
Member Revenue/Cataloging	\$207,889	\$238,722	\$261,247	\$262,238	\$266,143	\$285,307	\$312,581
Member Revenue/Ecommerce	\$209,000	\$209,000	\$209,000	\$209,000	\$209,000	\$210,000	\$183,600
Member Revenue/Office	\$77,500	\$65,000	\$55,000	\$50,000	\$50,000	\$55,500	\$56,400
Member Revenue/Technology	\$370,957	\$311,157	\$375,107	\$376,298	\$390,683	\$383,057	\$370,366
Other	\$2,342	\$2,969	\$2,031	\$0	\$0	\$0	\$0
Staff Co-Pay Revenue	\$36,734	\$34,935	\$31,225	\$28,082	\$36,641	\$37,991	\$38,289
State Aid	\$2,677,006	\$2,677,006	\$2,677,006	\$2,766,162	\$2,855,319	\$2,855,319	\$2,855,319
West Milwaukee	\$85,524	\$98,825	\$104,447	\$100,597	\$102,793	\$96,545	\$96,545

## 2021 MCFLS Budget

### MCFLS Total Expenses 2015 - 2021



	2015	2016	2017	2018	2019	2020	2021
Administration	\$172,509	\$171,770	\$174,030	\$190,437	\$200,731	\$188,944	\$197,215
Benefits	\$190,160	\$183,833	\$181,586	\$161,845	\$179,610	\$189,891	\$195,231
Cataloging	\$512,127	\$533,656	\$545,618	\$551,143	\$565,543	\$570,018	\$579,572
Continuing Education	\$11,300	\$15,400	\$13,400	\$16,750	\$16,750	\$12,000	\$14,000
Delivery	\$312,442	\$313,037	\$312,779	\$312,950	\$313,397	\$313,766	\$313,556
Electronic Resources	\$204,359	\$241,091	\$362,798	\$414,795	\$443,669	\$493,879	\$492,076
ILL	\$40,675	\$36,450	\$36,450	\$36,450	\$37,000	\$36,450	\$36,450
Member Office	\$83,000	\$70,500	\$60,500	\$55,000	\$58,000	\$60,200	\$63,600
Other	\$2,342	\$2,969	\$2,031	\$0	\$0	\$0	\$0
Public Information	\$0	\$0	\$5,000	\$10,000	\$10,000	\$17,000	\$50,500
Reciprocal Borrowing	\$1,140,426	\$1,146,379	\$1,128,752	\$1,131,243	\$1,087,526	\$1,134,099	\$1,105,547
Reference	\$187,390	\$174,005	\$174,005	\$179,801	\$185,596	\$178,457	\$178,457
Salaries	\$364,339	\$371,627	\$377,019	\$340,208	\$374,158	\$381,639	\$389,272
Technology	\$850,740	\$758,650	\$757,712	\$798,101	\$901,533	\$823,049	\$735,542

1		<u>2020 Approved</u>	<u>2020 Revised</u>	<u>2021 Draft</u>
2	<b><u>General Revenues</u></b>			
3	State Aid Revenue	\$ 2,855,319	\$ 2,855,319	\$ 2,855,319
4	Milwaukee County Allocation	\$ 66,650	\$ 66,650	\$ 66,650
5	West Milwaukee Contract -Other	\$ 47,466	\$ 47,466	\$ 47,466
6	Interest on Invested Funds	\$ 7,500	\$ 15,000	\$ 10,000
7	Member Forms/Supplies Revenue	\$ 20,000	\$ 20,000	\$ 20,600
8	Member Postage Revenue	\$ 25,000	\$ 25,000	\$ 23,800
9	Member OCLC Revenue	\$ 121,591	\$ 121,591	\$ 125,035
10	Member Telecomm. Revenue	\$ 16,800	\$ 16,800	\$ 16,800
11	Member III Softwre Maint-Basic	\$ 179,267	\$ 179,267	\$ 181,188
12	Member III Softwre Maint-Other	\$ 46,709	\$ 47,137	\$ 47,561
13	Member Tech. Assist.-Time Rev.	\$ 15,000	\$ 25,000	\$ 15,000
14	Member Special Projects Revenu	\$ 80,000	\$ 80,000	\$ 75,000
15	Member Cataloging Contract Rev	\$ 163,716	\$ 163,716	\$ 187,546
16	Member Database Revenue	\$ 62,174	\$ 62,160	\$ 61,685
17	Member Catalog Enhancement Rev	\$ 29,648	\$ 29,648	\$ 29,648
18	Member Ecommerce Transaction	\$ 10,000	\$ 10,000	\$ 8,600
19	TNS Calls/Notices Revenue	\$ 1,260	\$ 1,260	\$ 1,224
20	Carryover Revenue	\$ 35,000	\$ 12,184	\$ 12,000
21	Staff Benefits/Co-Pay Revenue	\$ 37,967	\$ 37,991	\$ 38,289
22	Member Digital Content Rev	\$ 256,414	\$ 256,413	\$ 262,583
23	Member PC Management License Rev	\$ 2,545	\$ 2,545	\$ 2,545
24	LSTA Technology Grant Revenue	\$ 11,200	\$ 43,266	\$ 10,000
25	MemberMKE Mixers Revenue	\$ 1,400	\$ 1,400	\$ 1,400
26	Member Replacement Fines Revenue	\$ -	\$ 10,500	\$ 12,000
27	Member OverDrive Advantage Rev	\$ -	\$ 20,000	\$ 15,000
28	<b><u>Total General Revenues</u></b>	\$ 4,092,626	\$ 4,150,313	\$ 4,126,939
29				
30	<b><u>Special Revenues</u></b>			
31	W. Milwaukee Borrowing Revene	\$ 49,079	\$ 49,079	\$ 49,079
32	Ecommerce Revenue	\$ 200,000	\$ 200,000	\$ 175,000
33	<b><u>Total Special Revenues</u></b>	\$ 249,079	\$ 249,079	\$ 224,079
34				
35	<b><u>Total Revenues</u></b>	\$ 4,341,705	\$ 4,399,392	\$ 4,351,018
36				
37				
38		<u>2020 Approved</u>	<u>2020 Revised</u>	<u>2021 Draft</u>
39				
40	<b><u>General Expenditures</u></b>			
41	Fringe Benefits Expense	\$ 183,573	\$ 189,891	\$ 195,231
42	Salaries Expense	\$ 381,639	\$ 381,639	\$ 389,272
43	Telephone Renewal Expense	\$ 612	\$ 612	\$ 608
44	Member Ecommerce Transaction E	\$ 10,000	\$ 10,000	\$ 8,600
45	TNS Calls/Notices Expense	\$ 1,260	\$ 1,260	\$ 1,224
46	Mileage/Auto Maint Expense	\$ 700	\$ 700	\$ 700
47	Conference/Training Expense	\$ 6,500	\$ 3,000	\$ 5,000
48	Memberships Expense	\$ 5,000	\$ 5,000	\$ 5,000
49	Continuing Education Expense	\$ 9,000	\$ 9,000	\$ 9,000
50	Office Supplies Expense	\$ 1,000	\$ 1,500	\$ 1,500
51	Copy Machine Maint. Expense	\$ 2,500	\$ 1,750	\$ 2,500
52	MCFLS Printing Expense	\$ 500	\$ 500	\$ 500
53	MCFLS Printing for Mem Expense	\$ 5,000	\$ 2,500	\$ 5,000
54	MCFLS WI Pub Lib Consortium Ex	\$ 5,605	\$ 5,605	\$ 5,855
55	MCFLS Buying Pool	\$ 135,000	\$ 148,000	\$ 140,000

56	MCFLS Database Expense	\$ 21,700	\$ 21,700	\$ 21,953
57	Member Database Expense	\$ 62,174	\$ 62,160	\$ 61,685
58	MCFLS Catalog Enhancement Expe	\$ 84,790	\$ 84,799	\$ 81,119
59	Member Catalog Enhancement Exp	\$ 29,648	\$ 29,648	\$ 29,648
60	MCFLS Postage Expense	\$ 600	\$ 600	\$ 600
61	Member Postage Expense	\$ 25,000	\$ 25,000	\$ 20,600
62	Member Forms/Supplies Expense	\$ 20,000	\$ 20,000	\$ 23,800
63	Telephone Expense	\$ 5,000	\$ 5,000	\$ 5,000
64	Meetings Expense	\$ 500	\$ 500	\$ 500
65	Insurance Expense	\$ 11,700	\$ 11,429	\$ 11,700
66	Legal Expense	\$ 500	\$ 3,450	\$ 500
67	Audit Expense	\$ 12,250	\$ 13,000	\$ 13,000
68	Payroll Service Expense	\$ 5,200	\$ 5,200	\$ 5,400
69	III Software Support Expense	\$ 225,976	\$ 231,298	\$ 228,749
70	III Telephone Notification Subscr Exp	\$ 12,224	\$ 12,224	\$ 12,224
71	Member Telecomm. Expense	\$ 16,800	\$ 16,800	\$ 16,800
72	MCFLS Telecomm. Maint. Expense	\$ 5,000	\$ 3,250	\$ 5,000
73	OCLC Expense	\$ 135,047	\$ 135,047	\$ 135,047
74	MCFLS Computer Room Equipment	\$ 5,000	\$ 3,500	\$ 5,000
75	MCFLS Software Expense	\$ 3,000	\$ 1,500	\$ 3,500
76	MCFLS Equipment Expense	\$ 6,000	\$ 8,000	\$ 16,000
77	Member Special Projects Expens	\$ 80,000	\$ 80,000	\$ 75,000
78	Sorting and Delivery Expense	\$ 291,700	\$ 291,700	\$ 291,700
79	South Central Delivery Expense	\$ 22,066	\$ 22,066	\$ 21,856
80	Auto Payment/Maintenance Exp.	\$ 1,000	\$ 1,000	\$ 1,000
81	MPL Resource Contract Expense	\$ 178,457	\$ 178,457	\$ 178,457
82	MPL Rent Lease Contract Exp.	\$ 129,815	\$ 129,815	\$ 129,815
83	ILS Expense	\$ 36,450	\$ 36,450	\$ 36,450
84	MCFLS Catalog Cont Exp to MPL	\$ 271,255	\$ 271,255	\$ 256,979
85	Member Catalog Contract Exp.	\$ 163,716	\$ 163,716	\$ 187,546
86	MCFLS Collection Dev Tool	\$ 23,800	\$ 24,752	\$ 25,935
87	Internet Expense	\$ 20,500	\$ 20,500	\$ 21,635
88	Contingency Expense	\$ 29,451	\$ 37,865	\$ 20,725
89	Member Digital Content Exp	\$ 256,414	\$ 256,414	\$ 262,583
90	Marketing	\$ 10,000	\$ 5,000	\$ 10,000
91	Marketing Consultant/Contract Exp	\$ 40,500	\$ 12,000	\$ 40,500
92	Cooperative Purchasing Sub Exp	\$ 2,000	\$ 2,200	\$ 2,200
93	Member PC Management License Exp	\$ 1,875	\$ 1,875	\$ 1,875
94	LSTA Technology Grant Expense	\$ 11,200	\$ 43,266	\$ 10,000
95	Member MKE Mixer Expense	\$ 1,400	\$ 1,400	\$ 1,400
96	Member Replacement Fines Exp	\$ -	\$ 10,500	\$ 12,000
97	Member OverDrive Advantage Exp	\$ -	\$ 20,000	\$ 15,000
98	<b>Total General Expenditures</b>	\$ 3,007,606	\$ 3,065,293	\$ 3,070,471
99				
100	<b>Special Expenditures</b>			
101	W. Milwaukee Borrowing Expense	\$ 49,079	\$ 49,079	\$ 49,079
102	RB - MCFLS Payment Expense	\$ 1,085,020	\$ 1,085,020	\$ 1,056,468
103	Ecommerce Expense	\$ 200,000	\$ 200,000	\$ 175,000
104	<b>Total Special Expenditures</b>	\$ 1,334,099	\$ 1,334,099	\$ 1,280,547
105				
106	<b>Total Expenditures</b>	\$ 4,341,705	\$ 4,399,392	\$ 4,351,018
107				
108				
109	<b>Revenue/Expenditures +/-</b>	\$ -	\$ -	\$ 0

October 1, 2020

To: LDAC

From: Steve Hesel, MCFLS Director

Re: 2021 proposed MCFLS Budget

An explanation of some of the changes in 2021:

#### Revenues

- Lines 3, 4—State and county revenue expected to remain flat for 2021.
- Lines 5, 31—West Milwaukee lines are using 2020 numbers until calculations can be made in early October. Lower circulation is almost certain.
- Line 11—Member III Software Basic line will be in year 2 of 3 of 0% maintenance increase for members.
- Line 15—Member cataloging contract amount increasing from 2020 and will then remain flat through 2024.
- Line 20—Estimate lower carryover amount for 2021.
- Line 24—LSTA grant availability is unknown at this time. Using a \$10,000 estimate.

#### Expenditures

- Line 55— Buying pool for hoopla increases to \$140,000. Member share for hoopla will remain at \$85,000.
- Line 73— OCLC costs to remain flat for 2021.
- Line 76—Equipment expense increased to pay for Fortinet firewalls replacing gateway routers at five member libraries in 2021.
- Line 91—Marketing consultant and contract worker line restored to 2020 level.

Plans for changes to these areas may be made if state aid is cut by 5% or 10%. Deeper cuts to administration and other system budget areas will be sought first. If state aid is reduced by 10%, the system may, at the discretion of the MCFLS Board, seek renegotiation of the 2021 reciprocal borrowing payout and reduced costs for other contracts, including cataloging and delivery.

Category	Proposed Budget	5% cut to state aid	10% cut to state aid
State Aid	\$2,855,319	\$2,712,553	\$2,569,787
Member Cataloging	\$187,546	\$200,395	\$213,244
Administration	\$197,215	\$181,215	\$181,215
Electronic Resources	\$497,076	\$477,076	\$467,076
Technology	\$1,315,114	\$1,277,197	\$1,272,350
Reciprocal Borrowing	\$1,056,468	\$1,056,468	5% or 10% reduction

## MCFLS Training Schedule 2020-21

[Link to the MCFLS Calendar](#)

Join Zoom Meeting URL is <https://zoom.us/j/4149876543> - Meeting ID is 414-987-6543

MCFLS will explore the possibility of a face-to-face option later in 2021

### Overview to the MCFLS Dashboard & Staff Support Site : Finding What You Need

[REGISTRATION SIGN UP](#)

Zoom Online

**Wednesday October 21, 2020**

11:30 AM – 12:30 PM

### Create Lists Training & Q/A Session

[REGISTRATION SIGN UP](#)

Zoom Online

**Tuesday January 19, 2021**

10:00 AM – Noon

### Create Lists Refresher

[REGISTRATION SIGN UP](#)

Zoom Online

**Thursday October 29, 2020**

1:00 PM – 2:30 PM

### Web Management Reports, Sierra Statistics & the MCFLS Dashboard

[REGISTRATION SIGN UP](#)

Zoom Online

**Wednesday February 24, 2021**

1:00 PM – 3:00 PM

### Online Q & A / MCFLS Office Hours

[REGISTRATION SIGN UP](#)

Zoom Online

Ask about any aspect of Sierra, a shared digital resource or something else!

**Friday November 13, 2020**

9:30 AM – 10:30 AM

### Online Q & A / MCFLS Office Hours

[REGISTRATION SIGN UP](#)

Zoom Online

Ask about any aspect of Sierra, a shared digital resource or something else!

**Tuesday March 23, 2021**

3:30 PM – 4:30 PM

### Sierra Holds Management & Handling Damaged Items

[REGISTRATION SIGN UP](#)

Zoom Online

**Thursday December 17, 2020**

12:30 PM – 2:00 PM

### OverDrive and the Libby app / hoopla

[REGISTRATION SIGN UP](#)

Zoom Online or Option for In-Person

**Friday April 2, 2021**

10:00 AM – Noon