

Notice

Milwaukee County  
Federated Library System  
Library Directors Advisory Council

Regular Meeting  
Thursday, February 4<sup>th</sup>, 2021  
9:00 – 11:30 AM

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

Meeting URL: [CLICK HERE](#)

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 January 7<sup>th</sup>, 2021 LDAC meeting

Action [Attachment A](#)

Topics Requiring Action or Discussion

4. Discussion: Sharing Current COVID-19 Response
  - a. Current updates from your library. Please update your [current status here](#).
  - b. DPI updates
5. Discussion: Options to expend additional funding provided by Milwaukee County. Please [click the link here](#) to view options under consideration.

Technology.

6. West Milwaukee resident access to OverDrive/Libby titles. [Attachment B](#)
7. Formation of MCFLS ILS Evaluation task force. [Attachment C](#)
8. RBDigital Magazines transition to Libby app. [Attachment D](#)
9. Proposal for system wide patron card renewal form. [Attachment E](#)

Informational reports.

10. Annual report follow up. Signed reports are due to DPI no later than 03/01/2021.
11. Libraries Step Up marketing campaign.
12. Update on Network Administrator/PC Support Specialist search

Additional BusinessMember Library UpdatesSub-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

Scheduled for Thursday, March 4<sup>th</sup> at 9:00 am via Zoom meeting room software.

Milwaukee County Federated Library System  
Library Directors Advisory Council  
Regular Monthly Meeting held Thursday, January 7, 2021  
Online Zoom Meeting

Present: Jill Lininger, Chair, Oak Creek Public Library  
Dana Anderson-Kopczyk, Brown Deer Public Library  
Kim Boldt, Milwaukee Public Library  
Rachel Collins, Shorewood Public Library  
Michael Koszalka, West Allis Public Library  
Amy Krahn, St. Francis Public Library  
Shirley Langebartels, Interim Director, South Milwaukee Public Library  
Pat Laughlin, Hales Corners Library  
Jennifer Loeffel, Franklin Public Library  
Peter Loeffel, Franklin Public Library  
Sheila O'Brien, Greenfield Public Library  
Alyssa Pisarski, Interim Director, North Shore Library  
Nyama Reed, Whitefish Bay Public Library  
Rebecca Roepke, Cudahy Family Library  
Brian VanKlooster, Greendale Public Library

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

Others: Emily Vieyra, Shorewood Public Library

Call to Order. Chair Lininger called the regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees Library Directors Advisory Council to order at 9:02 a.m. and expressed her sorrow in hearing of MCFLS Network Administrator Hieu Tran's recent death.

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

- Vaccines for Public Library Staff – Pat Laughlin
- End of Access to SAM Database – Steve Hesar

Amy Krahn moved and Rachel Collins seconded a motion to adopt the agenda as modified with the suggested topics added. Unanimously approved.

Approval of Minutes for the December 3, 2020 LDAC meeting. Chair Lininger referred to the minutes of the December 3, 2020 meeting which are shown as Attachment A of the agenda packet. Hearing no corrections, Amy Krahn moved and Sheila O'Brien seconded a motion to approve the minutes as presented. Unanimously approved.

TOPICS REQUIRING ACTION OR DISCUSSION

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

Discussion: Sharing Current COVID-19 Response.

Current Updates from your Library. Steve Hesel asked that updates be noted on the shared document as changes are made at member libraries. Oak Creek is using an app that patrons can use to notify library staff when they have arrived to pick up materials curbside which is proving beneficial which is called Curbside Communicator by Unique Management Services. On January 19 all Milwaukee locations will be opening limited hours to the public. Shorewood will be opening limited hours beginning January 18 and will be sanitizing less per their health department advice. Oak Creek will be opening its doors to the public beginning February 1.

Additional LDAC Update Meetings for 2021. Steve Hesel questioned whether these COVID update meetings should continue and for how long. Pat Laughlin indicated she would like to see them continue until library staff are vaccinated and when libraries are again open normal hours. It was determined that Steve will schedule the third Thursdays of each month for the first six months of 2021 and in March a review of that decision can be held.

DPI Updates. Steve Hesel reported that DPI mentioned a potential project with the State Department of Health and the possibility of libraries being asked to be distribution points for COVID self-tests which the public would pick up and administer themselves and then send back to a lab through the mail. While this could be a good additional role for public libraries during the pandemic, Steve would like input from directors regarding concerns and these were noted: responding to questions from the public by frontline staff; make sure DHS will have the capacity themselves to respond to patrons in a timely manner, how will tests be delivered to libraries—directly or through MCFLS delivery? How will tests and pick-up be accounted for? Not interested in inviting sick people into the libraries as the rules are not to come in if they are sick and don't want sick people using library computers to administer tests online. MPL could use drive-up window but that could become very busy/overwhelmed. Directors not comfortable putting staff in harm's way and if staff can't assist then libraries will look ill-prepared and bad to the community. Tests distributed by appointment or on a first-come-first-served basis? Don't want to see long lines of sick people in the library. Some libraries would allow local health departments to use a room to do that work and that would not affect library staff. It was noted that some local health departments have not allowed sick residents to visit their office since COVID started so this is complicated.

Steve Hesel noted that DPI needs more help with statewide messaging, images for social media and website posts and he will send that out when it is received. The DPI internet speed tests are important and MCFLS member library participation is helpful to set benchmarks for the rest of the State.

Discussion: Options to Expend Additional Funding Provided by Milwaukee County. Steve Hesel shared a few ideas that he came up that would be easy to administer: extra funding for OverDrive Advantage; extra funding for Hoopla and then allowing increased usage from 4-6 borrows per month; placing half of the funds in OverDrive Advantage and half in Hoopla; purchasing Brainfuse JobNow/HelpNow for all member libraries. Sheila O'Brien suggested a new database option that could be helpful to the small business/entrepreneur segment of patrons having difficulty during the pandemic and suggested a Gale Business database for economic recovery from the COVID situation. Steve Hesel referred to Attachment B of the agenda packet which projects cost for 2021 Hoopla. The 2021 budget for Hoopla is \$220,000 which is what the report reflects could be the 2021 annual cost. Steve Hesel noted that the carryover to Hoopla from 2020 to 2021 was \$30,000 and with the decrease in usage and usage of bonus borrows by patrons, he feels MCFLS libraries could safely go from 4-6 monthly borrows for patrons Pete Loeffel expressed his feeling of not increasing and then needing to decrease borrows as it is confusing for patrons and staff. Alyssa Pisarski noted that North Shore is seeing very low usage of the Brainfuse

databases which requires lots of staff time. Amy Krahn noted that St. Francis is seeing pretty good usage of the Brianfuse HelpNow database since it was promoted at their schools and JobNow is also seeing good usage. Nyama Reed noted that she has used Gale Business in the past and it is extremely staff intensive and with it being a new item staff will need training and then working with local Chamber of Commerces would be helpful to promote its use. After further discussion, it was agreed to look further into the Business Database idea as well as the idea of using the funding for Hoopla or the Brianfuse databases. Brian VanKlooster suggested asking small businesses if the database would serve useful and to work with the Marketing & Advocacy Committee. Steve Hesel agreed to seek a quote from Cengage for the Business database and pass that along to the LDAC for further discussion at the next LDAC meeting.

[Emily Vieyra arrived at 9:45 a.m.)

Discussion: MCFLS Member Library Participation in Statewide Magazine Collection. Steve handed out a document showing possible costs, which is shown as Exhibit 1 attached to these minutes which came from Melody Clark of WILS as it relates to the WPLC Digital Library Steering Committee pursuing the magazine package offered by OverDrive who purchased RBDigital/Zinio; the package includes simultaneous use of 3,000 titles for the whole state for \$75,000. It looks to be that regardless of how many library systems in the State participate that MCFLS will not pay more than budgeted and could even pay less and the only downside would be that MCFLS would be locked into OverDrive magazines. Chair Lininger moved and Amy Krahn seconded a motion to move forward with being part of the Statewide purchase for one year as shown on the spreadsheet and to revisit for 2022 when that renewal is discussed. Unanimously approved.

Jen Schmidt did note that due to the acquisition of RBDigital Magazine to OverDrive, that a change is coming soon with access being through the Libby App which is found to be easy to navigate.

Guidelines for Reconsideration Requests or Library Materials Challenges. Steve Hesel reported that after the discussion on this topic at last month's meeting he wanted to share some guidelines he feels would be in good practice after consulting with DPI. Discussion ensued relative to Attachment C of the agenda packet and it was felt this information would be helpful to be added to LibGuides. A slightly revised Attachment C is shown as Exhibit 2 attached to these minutes.

## TECHNOLOGY

MCFLS Technology Support for the Near Term. Steve Hesel expressed his feeling that Hieu Tran's passing will affect all member libraries that Hieu serviced and while he will be difficult to replace, MCFLS will do its best and that patience from member libraries will be appreciated during this transition period. While special projects will be delayed a bit, the Brown Deer move to their new building along with two libraries that have already received equipment to be installed will be addressed, most likely with the assistance of DigiCorp who has a working knowledge of MCFLS operations to some extent having worked with Hieu in the past on other projects and utilizing Hieu's documentation. Steve noted he has already begun working on getting the job posted and he will be looking for a candidate with technical and people skills.

TBS Scanning Station Costs. Steve Hesel referred to Attachment D of the agenda packet which is a price quote available to all member libraries and which is being installed at the new Brown Deer Public Library building; MCFLS will pay the \$240 translation service fee for all member libraries. This quote takes into

consideration that Brown Deer already had a coin tower and a desktop printer. Any member library interested in this option, reach out to MCFLS or TBS directly.

New MCFLS System Website. Jen Schmidt reported that she is nearly done with the new MCFLS website and she showcased a few highlights. Jen would welcome feedback before going live with it and she will send out an email with a link to view. Steve Hesel thanked Jen for all of her hard work and time she put into this project and the goal is to release it later this month.

#### INFORMATIONAL REPORTS

Annual Report and Follow-Up on Online Patron Records. Steve Hesel reported that MCFLS staff are busy collecting data and the plans are to distribute to directors before DPI releases the forms on January 25 and noted that as usual, signed reports are due to DPI no later than 03/01/2021. An email was sent out by DPI in mid-December 2020 providing information for responding to COVID-19 and programming questions; that email is shown as Exhibit 3 attached to these minutes. Steve also provided an update regarding current MCFLS online patron records by patrons that self-registered to allow themselves online access to databases and DPI does not consider them registered borrowers since they have restricted access and cannot checkout materials at libraries with those but instead patrons need to upgrade those records to acquire a full-access library card. Those 4,600 records will not be included in the registered patron statistics MCFLS provides.

Library Legislative Day Virtual Options for 2021. Pete Loeffel reported that Library Legislative Day is February 16 and the event will be held virtually this year so attendees are urged to register early to receive appointments with Legislators spread over three days. There will be a morning program and the WLA talking points will be out soon. Pete noted that while funding for the traditional contracts and Recollection Wisconsin are already in the budget this year it is still important to participate in this important event.

#### ADDITIONAL BUSINESS

Vaccines for Public Library Staff. Pat Laughlin reported that she had sent an email to her local health department requesting that library staff get consideration to be vaccinated earlier in the statewide list. Steve Hesel reported that DPI's recommendation is for libraries to work with their local health departments. Rachel Collins reported that the next wave, 1B, includes municipal staff and it is undetermined whether library staff are included but it is based on when the vaccines arrive and how many there are. Pat Laughlin added that some of her staff will want to go to their own doctors due to medical situations.

End of Access to SAM Database. Steve Hesel reported that no member library is using the SAM database servers and he is proposing that they be turned off at the end of February, 2021. Hearing no objection, Rachel Collins moved and Pat Laughlin seconded a motion to turn off the two SAMS servers on 2/29/21. Unanimously approved.

#### MEMBER LIBRARY UPDATES.

North Shore – Alyssa Pisarski reported that Bayside has passed a resolution to withdraw from the North Shore joint library on 12/31/23 but has until 12/31/22 to rescind that decision if negotiations warrant that. Glendale has also approved the same resolution. Bayside continues to negotiate with all

communities in the hopes of an acceptable agreement. A job posting for the North Shore Library Director position was posed this week; Alyssa's interim directorship expires on March 31, 2021

Milwaukee – Kim Boldt reported that her last day working for Milwaukee Public Library is tomorrow and she wanted to express her pleasure in having worked with the LDAC. She will be going to Oklahoma to be the Director of Outreach; she is looking forward to warmer weather.

Shorewood – Rachel Collins reported that she has just completed the six-month process of developing a HVAC Master Plan to outline renovations and costs. The next step will be a RFP, budget and renovation project.

Brown Deer – Dana Anderson-Kopczyk reported that the move to their new building will occur either February 8 or 22 with construction completion anticipated the third week in January. Shelving will be installed Jan. 25 and furniture arriving February 1 and then signage moving over to the new building. Opening to the public in March or April.

SUB-COMMITTEE AGENDAS AND MINUTES. Links are provided on the agenda for Circulation Services, Youth Services, Young Adult Services and Adult & Reference Services agendas and minutes.

NEXT MEETING. Scheduled for Thursday, February 4, 2021 beginning at 9:00 a.m. via Zoom meeting room software.

ADJOURNMENT. With no further business to be addressed, Rachel Collins moved and Nyama Reed seconded a motion to adjourn the meeting at 11:05 a.m. Unanimously approved. The next COVID update meeting is set for January 21.

2020 Wisconsin RB Digital Customer List

	2021 OD Renewal Price	Circulation rate (from OD)
Brookfield Public Library	\$12,500	700,000
Brown County Library	\$40,000	1,967,938
InfoSoup*	\$40,000	3,164,270
Kenosha County Public Library	\$25,000	
McMillan Memorial Library	\$12,500	391,866
Middleton Public Library	\$25,000	799,235
Milwaukee County Federated Library System	\$40,000	
Monarch Library System/MCLS joint subscription	\$40,000	
Monona Public Library	5,000	248,321
Oregon Public Library	\$12,500	272,068
Verona Public Library	\$12,500	620,677
Waunakee Public Library	\$12,500	263,381
TOTAL	\$277,500	

Quote for WPLC entire group	\$75,000
-----------------------------	----------

\* Infosup Circ is total of OWLS and Nicolet without Brown County



2019 DPI Circ Data	Percent of Circ	COST if ALL Contribute	Interseted in coop purchase	Cost of Interested respondents
705,600	3%	\$2,496.46	Yes	\$4,067.53
1,925,105	9%	\$6,811.15	No Response	\$0.00
3,601,515	17%	\$12,742.39	No Response	\$0.00
1,035,135	5%	\$3,662.37	Yes	\$5,667.36
358,957	2%	\$1,270.01	No Response	\$0.00
704,692	3%	\$2,493.25	No Response	\$0.00
6,511,104	31%	\$23,036.71	Yes	\$37,314.55
4,913,444	23%	\$17,384.08	Yes	\$27,950.56
247,793	1%	\$876.71	No Response	\$0.00
275,605	1%	\$975.11	No Response	\$0.00
625,020	3%	\$2,211.36	No Response	\$0.00
294,061	1%	\$1,040.41	No Response	\$0.00
21,198,031	100%	\$75,000.00		\$75,000.00

## Guidelines for Managing Requests for Reconsideration or Challenges to Library Materials

The information provided below is meant to help directors and member library staff manage requests for reconsideration or challenges to library materials within their collection. If you have any questions regarding any of this information, please reach out to the system director at 414-286-8149.

### Preparation

Library staff should anticipate requests for reconsideration or challenges to materials by having a robust collection development policy that includes a thorough reconsideration process. A thoughtful reconsideration process will help defuse the situation and establish expectations for both patrons and staff. Some examples of collection development policies and reconsideration procedures are available on the DPI website: <https://dpi.wi.gov/pld/boards-directors/policy-resources#Materials>. Member libraries are also encouraged to review information from the ALA Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries available here: <http://www.ala.org/tools/challengesupport/selectionpolicytoolkit>.

### Process

When a request for reconsideration or challenge is made MCFLS recommends the following course of action:

- Staff should immediately notify their direct supervisor or director of the request or challenge. Keep in mind that not every encounter is a challenge and could just be a matter of curiosity or concern. Library staff should be prepared for all encounters.
- Follow the steps outlined in your collection development policy to address the request. DPI recommends that the material in question should remain available for checkout rather than removing it immediately or checking it out to a staff account.
- Notify the MCFLS Director or Library Systems Administrator as soon as possible. System staff can consult on next steps if necessary and put you in contact with the correct people at either the state or national level.
- Notify the ALA Office of Intellectual Freedom (OIF) and fill out the form available here to report the details: <http://www.ala.org/tools/challengesupport/report>. More guidance is available from the ALA website on [Challenge Support](#).
- If the materials in question are written for children or YA audiences, contact the Cooperative Children's Book Center (CCBC) at UW-Madison. The CCBC confidentially assists Wisconsin librarians and teachers when they are facing potential or actual materials challenges. Contact information and details are available at <https://ccbc.education.wisc.edu/intellectual-freedom-2/intellectual-freedom/>

### Resources

The DPI also recommends the following resources to assist with challenges and requests for reconsideration.

- CCBC Resources
  - [Steps to Take When Materials Are Challenged](#)
  - [Be Prepared: What to Do Before, During, and After a Materials Concern of Challenge](#)
  - [Materials Concern Checklist](#)
- [Trustee Essential 22: Freedom of Expression and Inquiry](#)
- [Trustee Essential 23: Dealing with Challenges to Library Materials or Policies](#)

Steve Heser

---

From: Michael.Dennison@dpi.wi.gov <wissysdir@lists.dpi.wi.gov>  
Sent: Wednesday, December 16, 2020 12:51 PM  
To: Wisconsin Public Library System Directors  
Subject: [wissysdir] 2020 Annual Report Updates - COVID-19 Questions and Programming

Follow Up Flag: Follow up  
Flag Status: Completed

Good afternoon, System Directors,

Below is information on the questions that will be added to the 2020 Wisconsin Public Library Annual Report related to COVID-19 and programming. This does not preclude the addition of other data elements. The detailed instructions on these items, as well as worksheets, and a guide to what exactly was added for 2020 will be available on the [Public Library Annual Report Instructions and Forms page](#) in January 2021. I am also sending this information to public library directors via the "wispubdir" listserv.

#### COVID-19 related questions

The Institute of Museum and Library Services (IMLS) added 15 COVID-19 data elements to the Federal Public Libraries Survey. These questions will also be asked in 2021 and potentially beyond. The following links contain more information about how those data elements will be reflected on the 2020 Wisconsin Public Library Annual Report.

- [2020 Wisconsin Public Library Annual Report COVID-19 Questions](#) video
- [2020 Wisconsin Public Library Annual Report: COVID-19 Questions Google Slideshow with speaker notes](#)

#### Live, virtual and pre-recorded programs

In order to better capture the virtual environment of much public library programming during the COVID-19 pandemic, the Division for Libraries and Technology has added reporting to explicitly allow for live, virtual programming and viewers as well as pre-recorded programming and viewers.

- [2020 Wisconsin Public Library Annual Report Virtual Programming and Recording Views](#) video
- [2020 Wisconsin Public Library Annual Report: Virtual Programming and Recording Views Google Slideshow with speaker notes](#)
- [Programming and Activity Count tracker Excel workbook](#) (downloads Excel file) updated to reflect live, virtual and pre-recorded programs
- [Programming and Activity Count tracker workbook Google Sheet](#) updated to reflect live, virtual and pre-recorded programs
- Forthcoming Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views available in January 2021. Provides guidance on which metric to use for each format from some of the more commonly used platforms (e.g., Facebook, YouTube, Zoom, etc.).

If you have any questions, please don't hesitate to let me know. You can also submit questions to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

Thank you,

Michael Dennison  
Public Library Consultant – Library Data, Funding, and Compliance  
Wisconsin Department of Public Instruction  
Division for Libraries and Technology  
(608) 266-5196

West Milwaukee OverDrive Costs 2021			
System OverDrive Usage 10/1/19 - 09/30/20			
Library	Total OverDrive Costs	% Costs	WM Reimbursement
Brown Deer	\$ 2,246	1.4%	\$ 6.54
Cudahy	\$ 3,153	2.0%	\$ 9.19
Franklin	\$ 8,699	5.6%	\$ 25.34
Greendale	\$ 4,194	2.7%	\$ 12.22
Greenfield	\$ 5,983	3.9%	\$ 17.43
Hales Corners	\$ 1,452	0.9%	\$ 4.23
Milwaukee	\$ 69,588	44.8%	\$ 202.70
North Shore	\$ 9,347	6.0%	\$ 27.23
Oak Creek	\$ 7,196	4.6%	\$ 20.96
St. Francis	\$ 2,117	1.4%	\$ 6.17
Shorewood	\$ 6,383	4.1%	\$ 18.59
South Milwaukee	\$ 3,203	2.1%	\$ 9.33
Wauwatosa	\$ 16,604	10.7%	\$ 48.37
West Allis	\$ 9,007	5.8%	\$ 26.24
Whitefish Bay	\$ 6,018	3.9%	\$ 17.53
TOTAL	\$ 155,190	100.0%	\$ 452.05
Total OverDrive Costs 2021	\$ 155,190		
OverDrive Usage 10/1/19 - 09/30/20	630305		
West Milwaukee Usage 10/19/19 -09/30/20	1836		
West Milwaukee % 10/19/19 -09/30/20	0.29%		
2021 West Milwaukee OverDrive Costs	\$ 452.05		

## MCFLS Integrated Library System (ILS) Evaluation

As was identified in the [MCFLS 2020-2024 Strategic Plan](#) under Service Goal B: User Experience (page 6), one objective for the system is to develop a plan to evaluate the current integrated library system (or ILS). Below are the specific initiatives and activities tied back to that goal:

Initiatives and Activities 3. Assess the ILS and discovery of all available online resources

- a.) Develop an ILS evaluation plan that studies how well Sierra is or is not serving member libraries and/or patron expectations, and gather information about other ILS options
- b.) Insure the discovery layer is relevant and fully functioning

The plan for a 2021 ILS Evaluation consists of the following components.

A. Preliminary evaluation to isolate only those vendors able to meet functionality requirements of the system and member libraries.

List currently includes: Innovative (Sierra or Polaris); SirsiDynix (Symphony or BLUEcloud) and The Library Corporation.

B. MCFLS oversees a task force that includes library staff from different departments.

Purpose of the task force:

- 1) Create a set of functionality and evaluation criteria by area and check it against each ILS product;
- 2) Encourage staff feedback and create a set of questions for vendor demos
- 3) Meet after all demos to debrief
- 4) Perform side research as needed
- 5) Write a final recommendation for LDAC on the best candidate

Makeup of the task force:

- 1) 2-3 from MPL working in CCDM or technical services (at least one from acquisitions and one from IT)
- 2) 1-2 other staff from suburban members especially working in the area of circulation
- 3) 1 other staff from any member library working in the area of reference or youth services
- 4) 1-2 library directors

Time commitment (March 2021-February 2022):

- 2 times/month from April-Dec 2021 with the possibility of a monthly meeting being needed in early 2022.
- All members need to attend each online vendor demo.

C. Identify any other WI Public Library Systems wanting to collaborate where possible.

- a.) systems staff around the state are [filling out an online questionnaire at this time](#);
- b.) Collaboration can take the form of sharing experiences on past migrations, sharing evaluation criteria, or mutual participation in online vendor demos in 2021
- c.) MCFLS will have a listening session with OWLS and hopefully, Winnefox along with any other system willing to share their experiences

D. Construct an ILS Evaluation timeline to include dates when

- a) Task force finishes its ILS evaluation criteria
- b) MCFLS identifies key ILS and related CONTRACT dates that impact any ILS change beyond 2021
- c) Task force completes collection of vendor questions as well as any staff/public survey (if decided on)
- d) Vendor demos take place
- e) MCFLS identifies method for scoring candidates
- f) Task force discusses and votes on ILS candidates then writes a final recommendation for LDAC

E. Make interview appointments or site visits with other libraries for ILS clarifications

F. LDAC formally discusses and makes a decision about an ILS

G. MCFLS develops a plan of action for the ILS 2022 and presents to LDAC for approval

- a) Details for maintenance and implementation costs for system and for members
- b) Detailed data migration plan for bib, circ, item, patron, serial, authorities if applicable

## RBdigital E-Magazines Move to the Libby App, Feb 2021

The MCFLS RBdigital e-magazine collection moves to the Libby app in February 2021, with the exact date still pending. This change is due to the fact that RBdigital was acquired by OverDrive in 2020. Patrons will be able to view and access magazines both through the [Wisconsin Digital Library](#) from the WPLC and through the Libby app.

### [Staff should read the RBdigital to OverDrive FAQ.](#)

#### **Below are important points to help patrons transition to this format.**

- All the same magazine titles will be available to MCFLS patrons. There are no changes to the subscription. Go to the **list of titles** at [https://static.od-cdn.com/OverDrive\\_Magazine\\_Title\\_List\\_11.16.2020.pdf](https://static.od-cdn.com/OverDrive_Magazine_Title_List_11.16.2020.pdf)
- Patrons have access to check out more than 3,000 magazine titles and there continues to be a three-year backlist of issue. What is different is that the backlist will be a continuous three years, so as the months move forward, the oldest issues will drop off.
- As with RBdigital, there is no wait time for accessing e-magazines.
- MCFLS has no user limit on the checkout of specific titles such as The Economist.
- The auto-checkout feature in RBdigital will not migrate over to Libby for patrons having that feature enabled. **It is not yet available.**
- The RBdigital app will become unavailable to patrons for e-magazine content by March 31, 2021.
- The [MCFLS Libguides page](#) has an OverDrive [marketing toolkit](#) of image files on this topic.
- If patrons really want to access magazines they previously borrowed through RBdigital, they need to download the free Zinio app or use zinio.com. Once in Zinio, the patron needs to register a new Zinio account using the same email used in RBdigital. After registering, previously borrowed Zinio magazine loans will be available on the Zinio app or web site.
- MCFLS is working to set up access for OverDrive e-magazines within the CountyCat Mobile app. It is unclear what will happen to e-magazine issues previously checked out which display under the app's MY CHECKOUTS area.
- MCFLS will load MARC records into CountyCat representing these e-magazines to increase their findability.
- A MCFLS public news item will go out in advance of the transition.

#### **PART OF THE FAQ DOCUMENT**

##### **Will back issues continue to accumulate in my collection?**

*We will supply a "rolling" 3 years of back issues wherever available. This means that all partners who subscribe to magazines through OverDrive will have access to the same titles and issues. Issues will be dynamically removed from library collections based on their date of publication.*

##### **On the RBdigital platform, only the most recent issue of a magazine appears in search results, with links to previous issues from the details page. Is that how magazines will display in OverDrive?**

*Yes. At the time of your transfer, we plan to display only the most recent issues of every magazine, with links to previous issues from a magazine's title details page.*

##### **Will there be an option for users to automatically borrow new issues of a magazine?**

*No. We do not currently have plans to support auto-checkout of magazine titles.*

##### **Will there be a lending period for magazines?**

*Yes. Your library will be able to select the available lending periods for magazines in your collection. Options will include 7, 14, or 21 days.*



## Renew Your Library Card

Every two years, your library card must be renewed to ensure that your contact information is up-to-date. Adults, who are 16 years of age and older, may fill out the below form to renew their library card. If you have fees on your account in excess of \$5, you may have limited access to some library services such as checking out materials.

You may check your account status and pay any outstanding fines or fees [through your library record in CountyCat](#). Login and go to the Fines/Fees tab. pay any outstanding fees through the online payment system found on CountyCat.

Your Residence: (required)

Make a selection

First Name: (required)

Middle Initial:

Last Name: (required)

Street Address: (required)

City: (required)

Make a selection

Zip Code: (required)

0/5

Telephone with area code (no spaces or dashes): (required)

0/10

Your Email: (required)

How would you like us to notify you? (required)

☐ Email ☐ Text ☐ Phone

Birthdate (MM/DD/YYYY):

**NOTE TO PATRONS 16 YEARS & OLDER:** If your most recent library card was issued when you were a minor, you will need to come into any MCFLS library location to create a new online signature for this card. (required)

MM/DD/YYYY



**Please upload one image file or a document to show proof of your legal name**

*Examples for LEGAL NAME include current employer or student picture ID, valid Driver's license or State ID, current military ID, valid WI fishing or hunting license, passport, birth certificate, signed social security card.* (required)



Choose a file or drag it here.

Maximum file size: 20.0 MB

Supported File Types: .pdf,.doc,.docx,.odt,.txt,.jpeg,.jpg,.bmp,.gif,.png,.svg,.ico,.zip,.rar,.7z,.pkg,.tar

**Please upload one image file or a document to show proof of your Milw County residency.**

*Examples include current insurance card, current school report card, utility bill from the past month, rental lease agreement, paycheck stub from the past month, vehicle registration from the current year, checkbook with address pre-printed.*

(required)



Choose a file or drag it here.

Maximum file size: 20.0 MB

Supported File Types: .pdf,.doc,.docx,.odt,.txt,.jpeg,.jpg,.bmp,.gif,.png,.svg,.ico,.zip,.rar,.7z,.pkg,.tar

Please add any specific concerns or questions here regarding your card renewal:

**A NOTE REGARDING YOUR PRIVATE INFORMATION:**

*After reviewing the uploaded documents used to prove residency, library staff immediately delete*

Review