

Notice

Milwaukee County
Federated Library System
Library Directors Advisory Council

Regular Meeting
Thursday, November 4th, 2021
10:00 AM – 12:00 PM

This meeting will be held:

Online at
Meeting URL: [CLICK HERE](#)
Meeting ID: 820 1607 2324
Meeting Passcode: BJB4bDx9
Telephone Passcode: 43297097

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 October 7th, 2021 LDAC meeting

Action [Attachment A](#)

Topics Requiring Action or Discussion

4. Member library updates related to COVID-19
 - a. [Please update MCFLS Member Libraries Current Status Document](#)
 - b. Update on ARPA Grant pre-applications submitted October 25th
 - i. Service desk hearing augmentation devices eligible for infrastructure non-competitive grant
 - c. Delay on CE grants provided by DPI. Money will be released to systems and member libraries in early 2022. [Attachment B](#)
5. [Proposed 2022 LDAC Meeting Dates](#). Proposal to create a full calendar of Zoom meeting dates for next year and revisit when the LDAC deems appropriate.

Technology.

6. ILS Review Update: CARL-X sessions just concluded
7. Possible statewide Kanopy subscription through WPLC. [Notes from WPLC Board 10/25](#). MCFLS would need to submit list of current and interested libraries by December 1st to see pricing.
8. Discussion: management of Sierra notes and messages in patron records [Attachment C](#)

Informational.

9. InfoPass Update. WiLS proposal to be shared November 5th.
10. Reciprocal borrowing trends in light of COVID-19. [Attachment D](#)

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, December 2nd at 10 am via Zoom.

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

Present: Jill Lininger, Chair, Oak Creek Public Library
Annie Bahringer, North Shore Library
Rachel Collins, Shorewood Public Library
Tony Frausto, Milwaukee Public Library
Sandra Haase, Brown Deer Public Library
Michael Koszalka, West Allis Public Library
Amy Krahn, St. Francis Public Library
Pat Laughlin, Hales Corners Public Library
Jennifer Loeffel, Franklin Public Library
Pete Loeffel, Wauwatosa Public Library
Tristan Marshall, South Milwaukee Public Library
Matthew Murphy, Milwaukee Public Library
Sheila O'Brien, Greenfield Public Library
Nyama Reed, Whitefish Bay Public Library
Brian VanKlooster, Greendale Public Library

Excused: Rebecca Roepke, Cudahy Family Library

MCFLS Staff: Steve Heser, Director
Judy Kaniasty, Business Manager
Deb Marett, Public Information Coordinator
Jen Schmidt, Library Systems Administrator

Others: Maria Dietrich, Youth Services Committee, Oak Creek Public Library
Brittany Lee, Adult Services Committee, MPL Washington Park
Lisa Quintro, Youth Services Committee, Shorewood Public Library
Anne Rasmussen, Milwaukee Public Library (Inclusive Services Liaison)
Martha Riel, Hales Corners Interim Director

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 10:00 a.m.

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

- Pat Laughlin's Retirement/Steve Heser
- Hearing Devices for Front Desks/Brian VanKlooster
- Room Reservation Software/Rachel Collins

Sheila O'Brien moved and Tristan Marshall seconded a motion to adopt the agenda as amended adding the suggested topics. Unanimously approved.

Approval of Minutes for the September 2, 2021 LDAC Meeting. Chair Lininger referred to the minutes of the September 2, 2021 meeting which are shown as Attachment A of the agenda packet. Hearing no corrections, Brian VanKlooster moved and Amy Krahn seconded a motion to approve the minutes as presented. Unanimously approved.

GUEST PRESENTATION

2021/2022 Adult and Reference Services Committee Schedule. Chair Brittany Lee reviewed the schedule and meeting topics contained in Attachment B of the agenda packet. The Committee is considering forming sub-groups within the Committee where members can focus on areas of interest.

2021/2022 Young Adult Services Committee Schedule. Chair Maria Dietrich and Recorder Lisa Quintero reviewed the schedule and meeting topics contained in Attachment B of the agenda packet.

MCFLS Inclusive Services Liaison and Plans for 2021/2022. Anne Rasmussen reported that as the new DPI Liaison, a MCFLS Inclusive Services Committee is being formed and she is seeking interested member library staff who will advocate for inclusivity on a system-wide level. Committee goals are to be determined with an over-arching focus on developing best practices and creating welcoming, open, and accessible library services for everyone in Milwaukee County. Progress and advances achieved will be shared with DPI's state-wide Inclusive Services Team. Anne noted that at least six meetings will be held each year. Anne shared a few ideas other libraries are working on and those, along with other ideas from DPI which will be discussed by the Committee. Rachel Collins expressed excitement for this Committee and all the facets it covers. Steve Hesser noted that Anne will report to the LDAC once or twice a year on what activities are being offered at member libraries. Rachel Collins moved and Sheila O'Brien seconded a motion to make the Inclusive Services Committee an ad hoc committee of the LDAC. Unanimously approved

TOPICS REQUIRING ACTION OR DISCUSSION

Member Library Updates Related to COVID-19.

- a. Please Update MCFLS Member Libraries Current Status Document. It was noted that about ten member libraries have their community meeting rooms open at this time and the rest are working to get them open.
- b. ARPA Pre-Application Window is Open until October 25. Steve Hesser reported that there is \$3.3 Million available in competitive grants which the State Superintendent will decide and Systems can apply on behalf of member libraries or in which member libraries can apply individually. The categories are: Library as a Center for Community Resiliency, Hybrid Library Service Model and Library Space and Safety Improvement. A fourth category, which is non-competitive, will give MCFLS \$2,400.92 for each member library and he proposes that each library purchase two OWL Meeting Pro Premium Packs, however he is also willing to hear other suggestions for that money. Discussion ensued regarding a few ideas: paying workforce development staff for patron assistance, digital navigators, social workers, space planning, HVAC improvements, mobile hotspot/printing units, MCFLS RFID sorting system; drinking fountain bottle fillers, charging station benches, UV lights. Steve asked that directors submit ideas to him by October 15 so he can determine what ideas libraries have for him to work with.

Amendment to West Milwaukee Agreement to allow Access to Electronic Resources with Compensation to Member Libraries and System. Steve Hesser referred to Attachment C of the agenda packet noting

that the West Milwaukee Administrator approved the document in concept and their Village Board will discuss on Monday. Steve Hesel asked what the LDAC feels about it? The member libraries will be compensated and there will be an annual assessment of West Milwaukee usage annually. The cost for 2021 will be around \$3,000. Sheila O'Brien commented that West Milwaukee's cost for library services will be around \$88,000 which equals around \$21.50 per capita and Greenfield's costs are around \$41 so that is a big disparity. Nyama Reed suggested West Milwaukee pay 100% of cost instead of 75% which would make the costs more equal. Steve Hesel noted that West Milwaukee does not want to open the current library service contract which is set up in perpetuity at this time.

2022 Proposed MCFLS Budget. Steve Hesel reviewed to the 2022 proposed MCFLS Budget which is shown as Attachment D of the agenda packet. The document is based on discussions and surveys which reflects member library savings and extra services. Pat Laughlin thanked Steve for his proposed savings to member libraries.

- a. Continue with Brainfuse? Steve Hesel stated that he is getting a feeling that there is not a lot of excitement to continue with Brainfuse due to low usage and he wanted to discuss whether to continue for another year or not. There is no obligation to continue another year and members do pay for this product. Discussion ensued for and against the product and it was decided that members will receive an email asking the question and if there are libraries that want it that a new quote be requested from the vendor. Amy Krahn asked for recent stats for all members which would be useful in deciding. Comments were made that with marketing efforts this product might be of interest to more users. This topic will be discussed again after statistics are received and reviewed by all.

2022 MCFLS System Plan. Steve Hesel reviewed the 2022 MCFLS System Plan, which is shown as Attachment E of the agenda packet and noted that the MCFLS Board would take action on it at their meeting on Monday. The document received positive comments.

TECHNOLOGY

ILS Review Update.

- a. Schedule for ILS Demonstrations. Jen Schmidt reviewed with the LDAC that four different ILS vendors will be demonstrating their software over a four-week period of time beginning November 2nd. Each vendor will have two days to showcase their product. Steve Hesel added that arrangements are being made to visit neighboring Systems to see different ILS system in action too which will be valuable in comparing with what we currently have. All staff are welcome to attend; sessions are scheduled at similar times for modules of each vendor for ease of library staff attendance. Jen Schmidt and Matt Murphy noted that MPL and MCFLS are very involved in this process and suburban libraries can be assured all aspects will be carefully reviewed.

Discussion: Resetting MyPC Settings to 2 Hours per Day with a 1 Hour Extension for a Total of 3 Hours Per Day. Steve Hesel reported that Brian VanKlooster has asked that the LDAC consider a system-wide change to the MyPC settings to pre-pandemic times again—2 hours per day with possible a 1 hour extension. Being no controversy on the matter, Brian VanKlooster moved and Nyama Reed seconded a motion to make the change as requested. Unanimously approved. Since libraries will need to make changes to their computer equipment and some have different settings in certain areas of the building, the change will take place on October 18th. Steve Hesel will verify method for making the changes and report back to the LDAC.

Discussion: Use Sierra Settings to Limit Checkouts to 1 Item for Specific Item Types. Jen Schmidt reviewed Attachment F of the agenda packet. Discussion ensued that there are a few items that libraries could see this as being useful for and the comment that libraries can override if desired was noted. Sheila O'Brien moved and Nyama Reed seconded a motion to approve the proposal as requested. Unanimously approved.

INFORMATIONAL

Update on the Status of the North Shore Revised Joint Library Agreement. Steve Hesel reported that all four communities have looked over a proposed agreement and have agreed to "move forward" however Glendale still has questions and has expressed interest in their own municipal library if talks do not move in a direction they find suitable. Of concern is a last minute add-in of it being a 23-year agreement, Glendale residents want it closer than in Bayside and costs.

ADDITIONAL BUSINESS

Pat Laughlin's Retirement. Steve Hesel wanted to recognize Pat Laughlin's last LDAC meeting before she retires at the end of the month. Pat has been working in libraries for over 33 years and he thanked her personally and professionally for all she has done for Hales Corners and the System. Pat Laughlin introduced Interim Director Martha Riel, who shared information about her many library experiences in Minnesota as well as numerous local public libraries.

Hearing Devices for Front Desks. Since Brian VanKlooster had to leave the meeting, this will be on next month's agenda.

Room Reservation Software. Rachel Collins reported that Shorewood is looking to purchase new meeting room reservation software and would welcome any insight others could share with her.

MEMBER LIBRARY UPDATES - None

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

NEXT MEETING. Scheduled for Thursday, November 4, 2021 beginning at 10 a.m. via Zoom.

ADJOURNMENT. With no further business to be addressed, Sheila O'Brien moved and Tristan Marshall seconded a motion to adjourn the meeting at 12:10 p.m. Unanimously approved.

Steve Hesar

From: Judy Kaniasty
Sent: Thursday, October 7, 2021 1:17 PM
To: Steve Hesar
Subject: Exhibit 1 to the LDAC Minutes 10/7/21

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

From: Steve Hesar
Sent: Wednesday, October 6, 2021 4:40 PM
To: LDAC <ldac@mcfls.org>
Subject: ARPA discussion document
Importance: High

Hi everyone,

I wanted to share this document to help guide our ARPA discussion tomorrow.

https://docs.google.com/document/d/18smOO_BgPpg4B-dHg22KDj-S1RknSRYb/edit?usp=sharing&oid=109111637454526307682&rtpof=true&sd=true

I have some ideas for putting in applications at the system level, but I was curious if you are also considering submitting your own applications and what you would like to do. We'll go over it tomorrow, but if you want to add your own thoughts beforehand, please feel free to add them in. Thanks!

Steve Hesar
System Director
Milwaukee County Federated Library System
414.286.8149
steve.hesar@mcfls.org
MCFLS Helpdesk: <https://www.mcfls.org/helpdesk>

MCFLS system-wide ARPA pre-applications

I wanted to provide you with an update on the progress made on the ARPA pre-application process. MCFLS has collaborated on four separate pre-applications:

- Library as Center for Community Resiliency.
 - Proposal to pay 2022 Brainfuse costs for MCFLS (current users + Whitefish Bay), WRLS and Southwest Library Systems including costs for training and promotion (WRLS as fiscal agent). [Full pre-application here.](#)
 - Digital Navigators for Economic Success (MCFLS as fiscal agent). Collaboration with MPL and MCFLS to work with partners (DWD, Employ Milwaukee, Goodwill) and cover salaries/benefits, training, equipment and programming costs for five digital navigators focused on workforce development in Milwaukee County. [Full pre-application here.](#)
- Hybrid Library Service Model
 - Collaboration with Bridges and MCFLS (Bridges as fiscal agent) to cover the costs of 27 solar charging benches (24 Bridges, 3 MCFLS) valued at around \$2,800 a piece, including shipping. [Full pre-application here.](#)
- Library Space and Safety Improvement
 - Collaboration with Bridges and MCFLS (MCFLS as fiscal agent) to cover the costs of eight automated materials pickup lockers (6 MCFLS, 2 Bridges) valued at around \$9,300 a piece including shipping. [Full pre-application here.](#)

Ideas for Non-Competitive Infrastructure Grants.

Each MCFLS member will have \$2,400.92 to spend and expenses can be reimbursed between July 1, 2021 through June 30, 2022. [Additional information is available here.](#) DPI will provide more information on applying for these grants soon.

- Meeting OWLS valued at approximately \$1,000 apiece.
- Service desk hearing augmentation devices. [Example.](#) DPI has approved the use of these devices as part of the grant.
- [Collar microphones for virtual programming](#) that could work with existing MeVo Start cameras.
- Portable sound systems that could be used if programs are held outside.
- Additional wireless access points.
- Additional hotspots for patron use.

From: Jennifer Schmidt
Sent: Wednesday, October 13, 2021 1:35 PM
To: Circulation Services <circ.services@mcfls.org>
Cc: LDAC <ldac@mcfls.org>
Subject: Follow Up from the last Circ Services Mtg
Importance: High

Hello,

At our September 2021 Circulation Services meeting, the group discussed Circulation policy 47 which covers NOTES & MESSAGES IN PATRON RECORDS.

The group voted unanimously to allow any library to delete patron record notes or messages in the database that are five years old or older (based on the date listed in the message or note, not the last updated field of the patron record). Removal of the old note or message is allowed by any staff even if the staffer works at a library different from the patron's home library. The group made an exception to removing old notes and messages: staff may insert the abbreviation DND (which stands for "Do Not Delete" at the very beginning of the given note or message and no library will remove that field.

MCFLS has done the following for the C-47 policy page:

<https://mcfls.libguides.com/circulation/C-47>

- Updated the page with the above information from the 9/2021 meeting to document the change.
- Added descriptive information about NOTES & MESSAGES in C-47 above the policy itself.
- Added DND as a new abbreviation at the bottom of C-47.

The above policy change is effective immediately with the caveat that MCFLS ask LDAC to weigh in on one type of note that currently is deemed to be left on the record indefinitely:

--Any notes that lists a ban or prohibited use of a library or library service [. . .] should remain on the record indefinitely.]

Perhaps these can be removed if they are five years or older? Perhaps these should still be retained in the record regardless of their age?

I will ask for input from LDAC at the November 2021 meeting and then again update C-47 accordingly.

Thanks!

Sincerely,

Jennifer Schmidt

Library Systems Administrator

Milwaukee County Federated Library System (MCFLS)

709 North Eighth Street

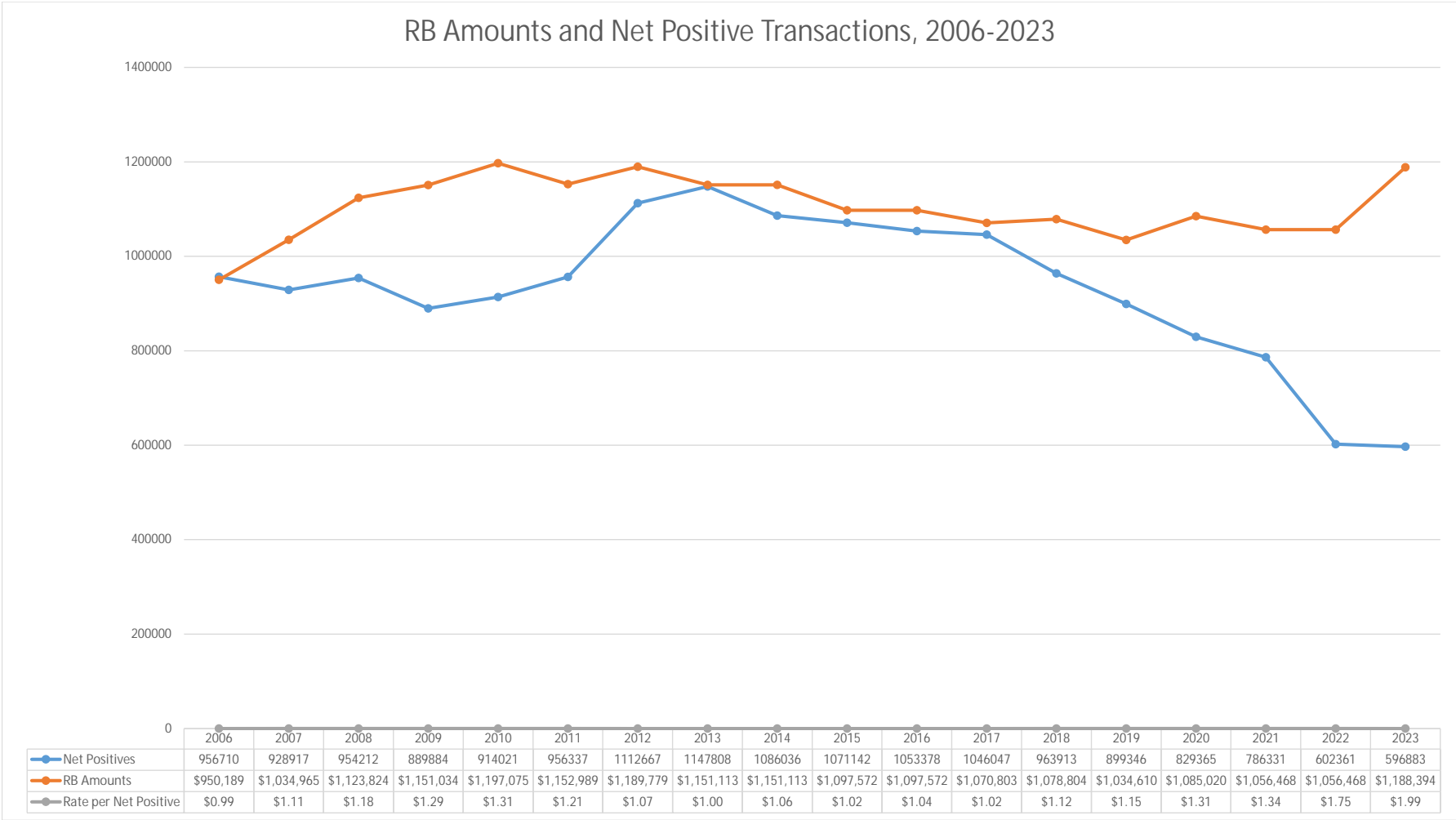
Milwaukee, Wisconsin 53233

414-286-5934

Jennifer.Schmidt@mcfls.org

Reciprocal Borrowing
2006 - 2023

Aid Year	Dist Year	RB Amount	Net Positives	Circulation Oct - Sep	Circ Period	Rate per Net Pos
2005	2006	950189	956710	8200047	2003/04	\$ 0.99
2006	2007	1034965	928917	7958306	2004/05	\$ 1.11
2007	2008	1123824	954212	7776758	2005/06	\$ 1.18
2008	2009	1151034	889884	7455538	2006/07	\$ 1.29
2009	2010	1197075	914021	7688876	2007/08	\$ 1.31
2010	2011	1152989	956337	8150852	2008/09	\$ 1.21
2011	2012	1189779	1112667	8083254	2009/10	\$ 1.07
2012	2013	1151113	1147808	7848686	2010/11	\$ 1.00
2013	2014	1151113	1086036	7951257	2011/12	\$ 1.06
2014	2015	1097572	1071142	7651082	2012/13	\$ 1.02
2015	2016	1097572	1053378	7250446	2013/14	\$ 1.04
2016	2017	1070803	1046047	7006049	2014/15	\$ 1.02
2017	2018	1078804	963913	6816504	2015/16	\$ 1.12
2018	2019	1034610	899346	6633418	2016/17	\$ 1.15
2019	2020	1085020	829365	6199824	2017/18	\$ 1.31
2020	2021	1056468	786331	6014042	2018/19	\$ 1.34
2021	2022	1056468	602361	3774678	2019/20	\$ 1.75
2022	2023	1188394	596883	3866605	2020/21	\$ 1.99



Reciprocal Borrowing - By Library
2006 - 2023

Library	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Brown Deer	\$ 161,565	\$ 155,951	\$ 151,092	\$ 137,731	\$ 140,548	\$ 133,077	\$ 127,851	\$ 113,386	\$ 108,111	\$ 96,852	\$ 87,769	\$ 87,244	\$ 91,600	\$ 84,988	\$ 94,833	\$ 91,973	\$ 86,400	\$ 51,989
Cudahy	\$ 102,429	\$ 133,498	\$ 137,850	\$ 171,844	\$ 181,849	\$ 174,270	\$ 176,918	\$ 172,843	\$ 168,451	\$ 156,306	\$ 150,133	\$ 146,568	\$ 142,489	\$ 137,547	\$ 151,784	\$ 149,052	\$ 172,811	\$ 230,639
Franklin	\$ 43,243	\$ 70,517	\$ 95,363	\$ 106,584	\$ 100,611	\$ 121,588	\$ 121,541	\$ 113,145	\$ 118,756	\$ 100,659	\$ 85,292	\$ 92,880	\$ 88,601	\$ 68,068	\$ 48,136	\$ 48,179	\$ 58,248	\$ 58,058
Greendale	\$ 17,593	\$ 15,269	\$ 15,596	\$ 1,961	\$ 4,689	\$ 2,862	\$ 2,596	\$ 8,713	\$ 6,975	\$ 12,555	\$ 17,119	\$ 23,081	\$ 23,421	\$ 9,380	\$ 7,928	\$ 3,818	\$ 12,382	\$ 34,967
Greenfield	\$ 90,608	\$ 71,687	\$ 63,536	\$ 46,883	\$ 33,545	\$ 20,414	\$ 47,302	\$ 31,117	\$ 21,263	\$ 17,112	\$ 25,117	\$ 21,824	\$ 27,436	\$ 40,705	\$ 41,358	\$ 50,642	\$ 51,997	\$ 59,211
Hales Corners	\$ 48,070	\$ 61,115	\$ 66,399	\$ 82,461	\$ 79,693	\$ 74,138	\$ 69,021	\$ 60,131	\$ 69,319	\$ 64,088	\$ 55,934	\$ 56,303	\$ 64,610	\$ 67,892	\$ 74,510	\$ 71,741	\$ 67,533	\$ 81,519
Milwaukee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
North Shore	\$ 4,983	\$ 6,968	\$ 8,967	\$ 11,041	\$ 19,055	\$ 8,068	\$ 8,813	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oak Creek	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,701	\$ 29,294	\$ 32,600	\$ 5,874	\$ -
Saint Francis	\$ 26,573	\$ 35,064	\$ 42,469	\$ 20,460	\$ 48,924	\$ 48,880	\$ 51,494	\$ 55,106	\$ 49,867	\$ 48,708	\$ 57,968	\$ 56,028	\$ 49,907	\$ 36,707	\$ 43,437	\$ 36,836	\$ 47,449	\$ 66,326
Shorewood	\$ 22,255	\$ 28,684	\$ 42,049	\$ 61,520	\$ 66,685	\$ 72,755	\$ 79,876	\$ 83,898	\$ 71,705	\$ 78,271	\$ 87,342	\$ 74,735	\$ 69,031	\$ 74,155	\$ 86,657	\$ 87,424	\$ 101,127	\$ 73,415
South Milwaukee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,890	\$ 17,217
Wauwatosa	\$ 212,009	\$ 212,723	\$ 233,706	\$ 235,765	\$ 280,695	\$ 278,123	\$ 273,109	\$ 264,602	\$ 270,965	\$ 246,471	\$ 243,886	\$ 222,414	\$ 239,768	\$ 235,226	\$ 236,824	\$ 240,764	\$ 204,946	\$ 240,184
West Allis	\$ 220,862	\$ 243,490	\$ 266,796	\$ 274,784	\$ 240,782	\$ 218,813	\$ 225,156	\$ 221,843	\$ 228,949	\$ 239,798	\$ 243,878	\$ 240,676	\$ 227,321	\$ 210,045	\$ 206,132	\$ 184,920	\$ 207,861	\$ 261,137
Whitefish Bay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,100	\$ 26,330	\$ 36,752	\$ 36,751	\$ 43,133	\$ 49,050	\$ 54,620	\$ 60,195	\$ 64,127	\$ 58,518	\$ 30,949	\$ 13,733

