MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

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Notice

Milwaukee County
Federated Library System
Library Directors Advisory Council

Regular Meeting
Thursday, February 2nd, 2023
10:00 AM – 12:00 PM

This meeting will be held:

Online at
Meeting URL: CLICK HERE
Meeting ID: 878 7080 9068
Passcode: Djbm8LW8
Telephone Passcode: 47632933

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

   Action

3. Approval of minutes for the January 5th, 2023 LDAC meeting

   Action   Attachment A

Guest Presentation

4. Mary Carian from the Milwaukee County Jail Library will join us to talk about collaborating with member libraries on donations of materials.

   Attachment B

Topics Requiring Action or Discussion.

5. Possible Marcus Cinema/United Way collaboration with member libraries.

6. Proposal to remove the MBLOCK code as a factor in preventing access to hoopla.

[Attachment C](#)

7. SRLAAW Compensation Study will be live February 1st

[Attachment D](#)

8. Proposal to move forward and recommend to the MCFLS Board the use of SQL reporting for reciprocal borrowing calculations.

Data will be presented at the meeting

Technology.

9. The Economist will no longer be available on OverDrive Magazines due to publisher restrictions.

[Attachment E](#)

10. System-wide interest in a Creative Bug subscription.

Informational.

11. Library Legislative Day is February 7th.

12. 2022 annual report update. Annual reports are due to the system by Wednesday, March 1st, 2023.

13. Worker Connection and Job Center update.

[Attachment F](#)

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
Scheduled for Thursday, March 2nd, 2023 at 10 am via Zoom

Adjournment

Milwaukee County Federated Library System
Library Directors Advisory Council
Regular Monthly Meeting held Thursday, January 4th, 2023
10:00am –12:00pm
Zoom Meeting Software

Present: Tristan Marshall, South Milwaukee Public Library
                Amy Krahn, Chair and St. Francis Public Library
                Jill Lininger, Oak Creek Public Library
                Jennifer Gerber, Shorewood Public Library
                Tony Frausto, Milwaukee Public Library
                Sheila O'Brien, Greenfield Public Library
                Dana Andersen-Kopczyk, Brown Deer Public Library
                Rhonda Gould, North Shore Library
                Nyama Reed, Whitefish Bay Public Library
                Rebecca Roepke, Cudahy Family Library
                Jennifer Loeffel, Franklin Public Library
                Karli Pederson, Milwaukee Public Library
                Pete Loeffel, Wauwatosa Public Library
                Stephanie Lewin-Lane, Hales Corners Public Library

Excused: Jenny Davies, Oak Creek Public Library
                Michael Koszalka, West Allis Public Library
                Brian Van Klooster, Greendale Public Library

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

Call to Order.
Chair Marshall 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 Marshall inquired whether there were and additions to the agenda. Director Heser added Shelfie
Week, Legislative Day and Staffing with Sicknesses to the agenda. Nyama Reed motioned and Tony
Frausto seconded a motion to adopt the additional agenda items and approve the agenda as presented.
Unanimously approved.

Approval of Minutes for the December 1st, 2022 LDAC Meeting. Chair Marshall referred to the minutes
of the December 1st, 2022 meeting shown as Attachment A of the agenda packet. Sheila O'Brien
motioned and Dana Anderson seconded the motion to approve the minutes as presented. Unanimously
approved.

TOPICS REQUIRING ACTION OR DISCUSSION

<u>2022 Annual Report overview and draft instructions</u>

Director Heser reviewed the annual report timeline and changes for the 2023 Annual report. The pre-filled spreadsheet is due to DPI on the 18th of January and instructions to member libraries will be sent out by January 20th. The report officially opens on January 24th and closes on March 1st, this is a tight turnaround so it is suggested to schedule board meetings for later in February. Director Heser reviewed the changes in the report and highlighted them in yellow for later review as well.

<u>Update: Owning/Home report and comparison to new SQL reporting for reciprocal borrowing</u>

Director Heser reviewed findings of comparisons for the Owning/Home report and SQL report that are shown as Attachment B of the agenda packet. The blank codes that keep popping up each month have been found to be miscoding when entering the residence field by staff. MCFLS staff will be reviewing these weekly to try to find these discrepancies, please also ask circulation staff to be careful when coding records.

<u>Staffing with sickness</u>

Director Heser asked about illness in the libraries and how everyone is handling the shortage of staff with recent sick leaves. Amy Krahn shared that she is currently out with the flu and has had multiple staff members out with Covid-19. They have been trying to operate with bare minimum staff and will be looking at closing sections of the library early or closing the library early. Dana Anderson and Nyama Reed also have been experiencing short staffing with sickness. Nyama Reed shared that she has been keeping her Board updated so they understand any closures and why any desk work may not be getting completed. Discussion about minimum staffing between the libraries ensued.

TECHNOLOGY

<u>Update on Sierra downtime causes/issues</u>
Jen Schmidt discussed the recent downtime with Sierra in 2022. Everyone is feeling the strain of this issue so it is being looked into by MCFLS and Innovative. Some of the reasons why there has been downtime were found and are being looked into or already fixed. Jen discussed the different issues present in 2022 and things that are being worked on now that we are hosted by Innovative. Jen will write up a formal account of everything that has happened so far and what is being done to fix it going forward.

<u>ARPA Grant Updates</u>
Director Heser gave an update on the Materials lockers. All lockers have been received and paid for. All receipts have been received so expect a check in the mail if you recently sent in a reimbursement for the ARPA Grant. There will also be a meeting for libraries with lockers at Cudahy. Nyama Reed brought up difficulty in trying to schedule training for the lockers with Smiota.

<u>DPI ACP Broadband Enrollment Grant Opportunity</u>
Bill Herman is applying for an Affordable Connectivity Program broadband enrollment grant. The ACP provides a discount of up to $30 per month toward internet service for eligible households and they can also receive a one-time discount of up to $100 to purchase a laptop, desktop computer, or tablet from

participating providers. The grant is set up to provide funding for a designated navigator to reach out to libraries and community organizations and guide residents on how to apply for the ACP funding.
If we did move forward with this, Director Heser would reach out to surrounding systems to see what their interest level is. After introduction and discussion, there doesn't seem to be enough interest to pursue this grant.

INFORMATIONAL

Director Goals for 2023

Director Heser reviewed his goals for 2023 shown as Attachment C in the agenda packet.
After review, if there are any changes or feedback to the goals please reach out via email.

SRLAAW Compensation Study progress and timeline

SRLAAW is meeting with Carlson Dettmann Consulting on January 9th to discuss job descriptions and titles to be used in the compensation study. The consultant has added their own titles and descriptions to line up with municipalities they've worked with to the current revised list of ALA titles. There is a total of 47 positions with brief descriptions in the current list. It's not going to be perfect, but this process is viewed as iterative, meaning we'll revise future surveys to reflect feedback from directors and the library community to make it a more useful tool for compensation comparisons. There will be a final distribution plan revision meeting on January 27th which will likely get the survey out in the first weeks of February. The goal for everything to be completed is June 1st.

WPLC Steering Committee representatives
Director Heser discussed the new suburban representative for the steering committee who was interviewed recently. The new WPLC digital library Steering committee representative will be Lizzie Hjella from Shorewood who has a great background and is excited to participate. There is a brief meeting scheduled for January 19th to talk about the WPLC and issues concerning MCFLS.

ADDITIONAL AGENDA ITEMS

Legislative Day
Legislative Day will be in Madison and can be registered for in advanced. There will be a shuttle taking everyone to Madison around 7:00am and will be returning around 6:30pm. If there is interest in participating please register and let MCFLS know as soon as possible. This is very important as there is a large budget increase ask and the more participation there is, the better chance there is in receiving this amount. Peter Loeffel spoke to how important this day is as there is discussion on intellectual freedom and library censorship also meeting with legislators to promote libraries.

Shelfie Week
Expanding Shelfie day to a week, January 21st- 29th, to give patrons more time to participate. There will be a photo contest patrons can participate in on a hosted website. Patrons can upload photos to the site and vote on their favorite ones. There will be fun prizes for the most popular photos. Deb will be making flyers and posters to put up in the libraries and will also be posting online to get the word out. There should not be any extra work on the library staff as the contest is mainly through the website and

patrons taking photos on their own. Deb will send out the rules and regulations document for further review and any other questions or corrections can be sent to her via email.

MEMBER LIBRARY UPDATES

White Fish Bay- Received a 26% budget increase and successfully got new wage ranges. Some staff are receiving 40% wage increase.
MPL- Undergoing another intense budget year. Trying to do a robust community engagement
Franklin- Started new hours of 9:00am to 8:00pm and patrons have expressed gratitude.
Hales Corner- Are now closing a half hour early this year at 8:00pm due to budget cuts. This allowed for employee merit increase which they had not received for three years.

SUB-COMMITEE 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
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With there no further business, Nyama Reed motioned and Amy Krahn seconded to adjourn the meeting at 11:47 am. Unanimously approved.

Magazines and Books Needed at the Milwaukee County Jail

First - A huge thanks to Milwaukee, North Shore, Shorewood and Whitefish Bay Libraries for their regular donations of surplus and discarded library materials.

Second - The Jail Library is completely dependent on donated materials.

Magazines are always a high demand item.
Car magazines are requested most frequently.

People and National Geographic are widely popular

A wide range of other magazines is also enjoyed. Some like GQ are requested spontaneously, others like the Economist or Milwaukee Magazine are requested after people become familiar with them.

With the exception of car magazines and National Geographic, we only stock magazines that are 6 to 12 months old.

BOOKS MUST BE PAPERBACK -
Thrillers are the most popular genre. James Patterson is the most frequently requested author. David Badacci, Lee Child, Michael Connelly, Clive Cussler, John Grisham, Stephen King, and Dean Koonz are all popular. For some reason Ken Follett's and Robert Ludlum's books are seldom read. Black authors like Donald Goines, James McBride, Walter Mosley, Sister Souljah, and Colson Whitehead are appreciated.
YA Books with Black or Brown protagonists are much needed.

Self-help books are often requested.

A variety of other nonfiction relatively current and not too long would also be appreciated.

The jail population is predominantly Black and more than 90% male.

2023 Proposal to Remove the MBLOCK Restriction Set for Hoopla.

The Sierra library system has a patron field called MBLOCK which stands for Manual Patron Block. It is a field in the library patron record which staff can use to designate a reason to manually block a person from using the card. The MBLOCK codes include the following:

Right now in our shared Hoopla administrative account, if a patron has any type of MBLOCK code in his/her record, access to the resource is blocked. Given that Hoopla is a digital resource where checkouts are automatically returned, may we remove this restriction on our MCFLS contract? This restriction is not in place for OverDrive.

Such a change would impact all patrons. The request has come from the Milwaukee Public Library. While working with school districts via the MPL LibraryNow program, the Education and Outreach staff have noticed some upgraded student cards not being allowed access to Hoopla. In running a list of any LibraryNow patron having an MBLOCK in CountyCat, there are 899 people currently impacted. That count is only for MPL patrons. It doesn't include patron records from other member libraries who could also be impacted.

MBLOCK code options

1	REG. PROBLEM
5	BAD CHECKS
7	STOLEN CARD
9	LOST CARD
d	CITY ATTORNEY
m	MAIL RETURNED
s	SBRBN CITATION
c	COLL AGENCY

OK   Cancel

2. Patron Category Restrictions:

a. Reciprocal Cards

Does your library have reciprocal cards?   Yes ☑ No ☐

Example: If you allow library cards to be issued to patrons who reside outside your normal servicing district, then your library offers reciprocal cards.

If you do NOT want reciprocal cards to have access to hoopla, how should we identify those reciprocal patrons? Please answer below.

Interlibrary borrower should not have access and are identified by residence code. Non-MCFLS library patrons shouldn't have access and are identified by MBlocks.

Test Card: _____   PIN (if applicable): _____

Block Value: RESIDENCE[p53] = 255
MBLOCK[p56] = 1, 5, 7, 9, m, c, d, s

The other Hoopla restrictions include:
-$100 fine threshold
-No access for FEE CARDS
-No access for intersystem borrows
SEE:
https://mcfls.libguides.com/ld.php?content_id=62189167

b. Patron Type

Are there patron types defined by your ILS that should be excluded from h

Yes ☑ No ☐

Test Card: _____   PIN (if applicable): _____

Blocked Patron Types: P TYPE[p47]= 9, 49, 59, 69, 79, 89, 99, 119, 129. 139, 149, 159, 169, 179, 249

Example: Block p-type 2 and 3

c. Juvenile Restrictions

Does your library have Juvenile cards? Yes ☑ No ☐

Do you want to restrict content for Juvenile Cards? Yes ☑ No ☐

If yes, test card: _____   PIN (if Applicable): _____

Juvenile patron type value(s): P TYPE[p47]= 1, 2, 3, 20, 30, 61, 94 (see description in section 3. d)

Block **MOVIES** rated PG13 or worse

Block **TV** rated TVPG or worse

Block **COMICS** rated N/A or worse

Block **MUSIC** with Parental Advisory Yes ☑ No ☐

Public Library Staff Compensation Study

Wednesday, January 25, 2023

On February 1, 2023, all Wisconsin public library directors will be sent an email regarding a Public Library Staff Compensation Survey. This survey is part of a Library Services Technology Act-funded (LSTA) library staff compensation study coordinated by the System and Resource Library Administrators Association of Wisconsin (SRLAAW) and is being performed by Carlson Dettmann Consulting.

The Compensation Survey supports the DPI's 2023-2027 LSTA goal to support the recruitment and retention of library staff, including administrative, professional, and support roles, reflecting their diverse communities. Results of this study, anticipated to be completed in June 2023, will be shared with all Wisconsin libraries. Here is more information about the survey:

- The survey will be sent to the email address of the Library Director on file with the DPI as of January 1, 2023, by the Qualtrics survey platform, so please do not discard. If you do not get the survey, please first check your spam folder. If you have not received the survey by February 3, you may reach out to alyssa.woltring@carlsondettmann.com ✉.

- The survey will ask for responses regarding position classifications that exist at your library and 2023 compensation information related to those classifications.

- While completion of the survey can be delegated to another staff person other than the library director, please provide only one survey response per library. If a library has more than one location, i.e. a central library with branches, please still only provide one response by including all position classifications that exist at the central library and branch locations.

- The **survey will be open from February 1 through March 17** and should take most libraries around 20 minutes to complete. It may take some libraries with a larger number of position classifications up to 45 minutes.

- Detailed instructions, including a video demonstration on how to fill out the survey, will be sent with the survey.

The DPI understands libraries are completing their annual reports at the same time as this survey request. Please know that your time is greatly appreciated and it is why this survey will be open for 6 weeks, with a **due date of March 17**. Periodic reminders will be provided to those libraries that have not submitted a survey response. Given the staffing challenges libraries throughout the

state have been facing through the pandemic, a comprehensive response to this survey will

provide a strong foundation of data and information that will help libraries recruit and retain staff

to best meet the needs of their communities. Thank you for your time and your participation.

Tags

- Administration & Data (/tax/tags-wi-libraries-everyone/administration-data)
- Resource Sharing (/tax/tags-wi-libraries-everyone/resource-sharing)
- Services & Programs (/tax/tags-wi-libraries-everyone/services-programs)

For questions about this information, contact Bruce Smith (https://dpi.wi.gov/user/23086 /contact) (608) 225-5391

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Information Technology (Select all positions that you occupy at your library.)

Computer Lab Assistant: Monitors the operation of adult and/or youth computer labs. Assists patrons with questions and problem resolution. Enforces computer lab rules. May assist with installation, operation, and configuring of personal computer hardware and software. Investigates reoccurring problems and recommend a course of action to the supervisor. May perform backup operations and print reports. Help maintain day-to-day operations of the Library's makerspace. *(Alternate Job Titles: Makerspace Assistant)*

Technical Support/Computer Technician: Installs, maintains, repairs computers, peripheral devices, and software. May conduct training. Troubleshoots and resolves problems associated with local and wide area network environments. Has responsibilities for dealing with hardware and software vendors and technical support issues. Troubleshoots PC software, coordinates with help desk and sets connections to broadband/baseband networks. May conduct training.

Web Content Administrator: Develops, provides, and authorizes website content to increase traffic, support and promote services, and gain content visibility. Manages and performs website editorial activities including gathering and researching information that enhances the value of the site. May oversee data control technicians and writers dedicated to website.

Information Technology (IT) Manager: Manages day-to-day IT operations including systems analysis, programming, and computer and auxiliary operations. Directs the development and maintenance of systems. Determines and recommends department budgets and analyzes controllable expenditures. May plan and coordinate the evaluation and effectiveness of existing data processing applications and the feasibility and potential value of new applications. May assist staff and patrons with troubleshooting equipment or software problems. *(Alternate Job Titles: Technical Services Lead Worker or Supervisor)*
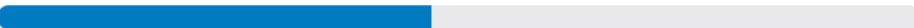
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Please indicate the following hourly base pay and structure data for each of the positions listed below, as of January 2023.

- **Organization Job Title:** Compare the survey job description with the existing job in your organization. If a majority of the main functions match, consider this a match and complete the questionnaire regarding such job. If you have a different title, but the duties are essentially the same, indicate your title.
- **Annual Full Time Work Hours (eg. 2080):** the number of annual hours scheduled for a full-time employee in the position.
- **Range Minimum:** if your library has a formal pay range, the position's hourly range minimum.
- **Range Midpoint:** if your library has a formal pay range, the position's hourly range midpoint.
- **Range Maximum:** if your library has a formal pay range, the position's hourly range maximum.
- **# of Incumbents:** The total number of employees in the position, including part-time employees.
- **MLS Requirement:** Indicate "Yes" if this position requires an MLS degree; "No", if it is not a requirement.
- **Benefit Eligibility:** Indicate "Yes" if the majority of employees in this role are benefit eligible; "No", if they are not.
- **Paid Leave Eligibility:** Indicate "Yes" if the majority of employees in this role receive paid leave benefits; "No", if they do not.

	Organization Job Title	Annual Full Time	Range Hourly Minimum	Range Hourly Midpoint	Range Hourly Maximum	# of Incumbents	MLS Requirement?	Benefit Eligible?	Paid Leave Eligible?
	Title	Work Hours	$	$	$	#			
Technical Support/Computer Technician									
Information Technology (IT) Manager									

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OverDrive®

In December 2022, we received notice of a required digital lending model change for *The Economist*.

New requirements by *The Economist* restrict readers who borrow a title to a maximum 24-hour lending period. After 24 hours, a reader who wants to continue to read the same issue can no longer access it remotely. For a reader to continue access to the issue, they must visit the library to renew access.

OverDrive has decided not to support this change in access. As a result, all editions of *The Economist* will be removed from OverDrive Magazine collections effective February 1, 2023. The last issue available for readers to borrow will be January 28, 2023. All back issues will also be removed from collections on February 1.

We are adding new magazines to the collection regularly, including ***Fortune*** which is coming soon. We will continue to find ways to increase the value of your always available OverDrive Magazine collection.

If you have any other questions, please contact your OverDrive Account Manager.

Worker Connection

SERVICES AVAILABLE

NAVIGATIONAL SERVICES

Activate your skills and explore career paths that match your interests and needs with good jobs in your area.

REFERRALS

Expand opportunities with referrals to organizations, employers, and local training providers.

CAREER ADVANCEMENT

Grow your career by focusing on transferring your skills to high paying, in-demand jobs.

STATE OF WISCONSIN
DWD
Department of Workforce Development

Worker Connection

DET-19366-P (N. 04/2022)

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Central Library - 2nd Floor Computer Room

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➢ Assistance with Resume Writing
➢ Job Search Techniques
➢ Assistance with Online Applications
➢ Interviewing Tips
➢ Onboarding for new jobs
➢ Basic Computer Skills

The Worker Connection program is **free** to participate in and open to everyone.

Contact us today: **wcp@dwd.wisconsin.gov**   **414-250-6632**

Available in the following counties: Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Milwaukee, Oconto, Shawano, and Sheboygan

This program is made available by a grant from the American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

ATT F - Worker Connection
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