Notice

Milwaukee County
Federated Library System
Library Directors Advisory Council

Regular Meeting
Thursday, August 3, 2023
10:00 AM – 12:00 PM

This meeting will be held:

In-person at the

Oak Creek Public Library
8040 S 6th Street
Oak Creek, WI 53154

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 June 1, 2023 LDAC meeting

   Action   Attachment A

Topics Requiring Action or Discussion.

4. Tabled proposal: LDAC Subcommittee workgroup recommendations.

Attachment B

5. Tabled proposal: Patron Point Verify service for patron card renewals.

Attachment C

6. Discussion: Talking points for NOT including items that don't meet the standard of your collection development policy.

Attachment D

Technology

7. Discussion: expanding accounting process for replacement, lost and manual fines over $5.00 to include all fees and fines collected at non-owning locations.

Attachment E

8. Topics related to Sierra settings
    a. Activate option to extend time on the holdshelf.
    b. Delay filling of a hold when item is owned by the pickup location.
    c. Loan rule changes to accommodate the new $10.00 threshold for physical materials.

Attachment F

9. Developing a MCFLS clearinghouse for information related to digitization of local collections.

Informational.

10. In-person meeting schedules for the remainder of 2023.
    a. Is there interest in meeting with UWM SOIS staff for the April 2024 meeting?

Attachment G

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, September 7, 2023 at Whitefish Bay Public Library

Adjournment

Milwaukee County Federated Library System
Library Directors Advisory Council
Regular Monthly Meeting held Thursday, June 1st, 2023
10:00am –12:00pm
Zoom Meeting Software

Present: Tristan Boswell, South Milwaukee Public Library
Dana Andersen-Kopczyk, Brown Deer Public Library
Amy Krahn, Chair and St. Francis Public Library
Tony Frausto, Milwaukee Public Library
Sheila O'Brien, Greenfield Public Library
Pete Loeffel, Wauwatosa Public Library
Nyama Reed, Whitefish Bay Public Library
Michael Koszalka, West Allis Public Library
Brian Van Klooster, Greendale Public Library
Karli Pederson, Milwaukee Public Library
Stephanie Lewin-Lane, Hales Corners Public Library
Jennifer Loeffel, Franklin Public Library
Rhonda Gould, North Shore Library

Excused: Rebecca Roepke, Cudahy Family Library
Jennifer Gerber, Shorewood Public Library

MCFLS Staff: Steve Heser, Director
Brittney Hornung, Business Manager
Eric Henry, Network Administrator
Jen Schmidt, Library Systems Administrator

Guests: Bethany Meyer, South Milwaukee Public Library
Maria Dietrich, Oak Creek Public Library

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.
Director Heser added a discussion on in person meetings and update on Library Systems Technician position.
Amy Krahn motioned and Sheila O'Brien seconded the motion to adopt the additional agenda items and approve the agenda as presented. Unanimously approved.

Approval of Minutes for the May 4th, 2023 LDAC Meeting. Chair Marshall referred to the minutes of the May 4th, 2023 meeting shown as Attachment A of the agenda packet.
Sheila O'Brien motioned and Amy Krahn seconded the motion to approve the minutes as presented. Unanimously approved.

TOPICS REQUIRING ACTION OR DISCUSSION

Proposal: LDAC Subcommittee workgroup recommendations.
Brian Van Klooster introduced the discussion on subcommittee functions and governance. To help with the functions of the subcommittees, the workgroup suggests having the Chair for each committee be covered by a Director or be overseen by a Director. Also, organization of the committees would follow the same format for agendas and flow of the meetings to keep it productive and organized. There is also a recommendation for subcommittees that can be dissolved. Nyama Reed asked if the subcommittees have been made aware of these changes or if this should be brought to their attention before making changes. Jen Schmidt shared the discussions that have occurred is some committees but is unsure if all have heard of these discussions or changes. Tristan Boswell suggested extending the leadership for the chairs to Assistant Directors as well as Directors as the coach for the subcommittees. Amy Krahn suggested sending out changes and information to the subcommittees in an email and revisiting the topic again at the next LDAC meeting. Discussion ensued. Communication will be sent to the subcommittees with the recommendations and changes suggested by LDAC. They will be able to make suggestions and changes before reviewing at the next LDAC meeting.

Discussion: MCFLS Strategic Planning for 2023/24 in advance of revised system agreements.
Director Heser presented information on the 2023/2024 Strategic Planning shown as Attachment C of the Agenda Packet. This will be a 4 year plan extending to 2028 as the agreements will need to be re-signed and negotiated in 2024. Director Heser discussed the timeline for activities related to Strategic Planning which is projected to be completed by February 2024 to allow time to discuss and make changes before it is brought to the individual library Boards. Pete Loeffel questioned if this planning would affect costs in 2025 after individual library boards have approved their budgets. Director Heser is unsure as most costs are a direct reflection of staff wages (with regard to the cataloging contract). Sheila O'Brien asked if there will be as much director participation in the strategic planning process as in previous strategic plans. Director Heser explains the direction of looking for different perspectives to be involved which is why the consultant search has been so important. There will be collaboration from all key stakeholders involved.

TECHNOLOGY

Multifactor Authentication (MFA) for MCFLS Microsoft accounts. Update and review of Shorewood experience with hardware tokens
Director Heser discussed the MFA tokens and how they are working currently at Shorewood. The hardware tokens offer an authentication process that does not require and phone or app. The tokens can be attached to keyrings and lanyards that staff keep with them. The token generates a 6 digit code used to authenticate the individual Microsoft accounts. The tokens have already been purchased and can be used at any library that would like them, please contact Steve or Eric to get those installed. Amy Krahn questioned if MFA will be required in the future and if apps can be used in tandem with the tokens. Director Heser suggested all libraries should have some form of MFA by the end of the year as it is unsure whether Microsoft will require this in the future. Hales Corner, St. Francis and Brown Deer are all interested in the MFA tokens.

Review of initial 2024 Member Automation costs.
Director Heser presented the preliminary 2024 Member Automation costs shown as Attachment D of the Agenda Packet. Calculations for the costs presented were based on the 2023 State Aid as it has not

been determined what the 2024 State Aid for MCFLS will be. Sheila O'Brien asked about the reason for the increase in Member Cataloging costs which has increased significantly over 2023 costs. Director Heser explained how these costs are calculated based off of a staff wage increase and State Aid. Cataloging costs may go down if State Aid is increased, assigning 9% of MCFLS State Aid to cover member cataloging costs.

Patron Point
    a. Email hold pickup notices to start with Patron Point on June 13.
    Jen Schmidt discussed the process for hold pickup notices through Patron Point and shared a template for the email notices. Help sheets were created to help staff communicate with patrons easier. These will be sent out via email for all to review and reference.

    b. Verify service for patron card renewals. Update and Proposal.
    Director Heser followed up with other library systems using Verify for patron card renewals on processes and recommendations. Patrons under 18 should not be signed up to use Verify. This process should help patrons easily renew their cards. This will decrease patron interactions but will help staff in the future to have less calls are questions each month about expired cards. Director Heser discussed the process patrons will go through for their card renewal. Verify has been proposed to begin on August 1st. Nyama Reed asked how this would be used for registrations and if patrons would still need to go into a library for a physical card. These card registrations on Verify would give patrons full access to the library through the digital card. Karli Pederson asked if patrons can update their information through Verify on their own without being in the renewal window. This is something the can be looked at going forward as the card registration process is worked through. Shelia O'Brien suggested allowing libraries time to bring this to their Boards for approval before moving forward. This topic will be voted on during the August LDAC meeting.

WPLC Draft Budget for 2024. WPLC Board will approve changes at their June 12 meeting
Director Heser presented the WPLC Draft Budget for 2024 shown as Attachment E of the agenda packet. The WPLC board approved a 5% increase in buying pool costs for year 4 of the 5 contract years. The Magazine costs increased due to formula changes used to calculate costs per system. Director Heser proposed MCFLS cover the magazine costs for 2024 in the budget proposal. The WPLC board will be meeting June 12th to finalize the budget costs.

INFORMATIONAL

MyWisconsin ID and member libraries (TEACH). More information is available here
 https://det.wi.gov/Pages/MyWisconsin_ID.aspx
Director Heser presented the new MyWisconsin ID login access to move users towards having a single login for State applications, which will cover TEACH/Badgernet access. This portal would allow libraries to update or change information for TEACH and Badgernet services. Please still contact MCFLS if changes are made in individual portals.

ADDITIONAL AGENDA ITEMS

In person LDAC meetings

Director Heser is suggesting adding two in person LDAC meetings a year to have more personal contact between the library Directors. Suggested months would be June and December but open to discussion. Discussion on locations and times to meet ensued. Director Heser and Chair Boswell will develop a proposal and share over email.

Library Systems Technician Position Update
There were over 30 applicants with a lot of experience. The candidate who accepted the position is Belinda Lai and will be starting in her position July 10th. Her initial training period would be regular business hours with Jen Schmidt and will move to a later shift to cover the help desk for libraries later in the evening. She currently works for MPL and has a lot of great experience to contribute to this position. Introductions will be made after the initial training period.

Update on DPI budget from Pete Loeffel
Pete Loeffel shared an update on the DPI budget and three legislative items that are currently in discussion that will affect libraries, SB 10, 305, and 306. Member libraries are recommended to be aware of these bills. At this time WLA is opposed but not taking action. The budget for DPI should go through and will hopefully be added to the Joint Finance Committee agenda in the coming week.

MEMBER LIBRARY UPDATES
MPL- The King branch temporary location is officially open.

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
Scheduled for Thursday, August 3rd, 2023 at 10:00 am.

With no further business, Karli Pederson motioned and Pete Loeffel seconded to adjourn the meeting at 11:55 am. Unanimously approved.

Summary of Proposed Changes to LDAC Subcommittees

Governance

Since it's become increasingly more difficult to identify chairs and recorders for some subcommittees, the workgroup recommends these positions be chosen using the same format as LDAC leadership roles. This would mean chair and recorder positions would be chosen in order alphabetically by library name.

Agenda Format

All subcommittee agendas would include the following standing items:

- Programming Efforts (past/present/future). Sharing collaborative opportunities, updates and SEWI topics.
- Inclusive Services. Set goals and allow for discussion of topics related to inclusive services locally and at the state level.
- Databases and eResources. Evaluate and discuss promotion and marketing of new resources.
- Outreach opportunities. Sharing experiences, techniques, ideas.
- MCFLS news and updates. An open forum on items from a monthly email summary.

In addition, we suggest time be set aside for training in each subcommittee at least once a year preferably designating one specific meeting to give staff advance notice.

Subcommittees to Retain

The workgroup proposes to retain the following subcommittees. Our recommendations on how often they meet and which entities assume leadership of each subcommittee is included. We are recommending that the library director for each staff person assuming the position of chair will assume a leadership role in mentoring and counselling their employee on overall leadership and running effective meetings.

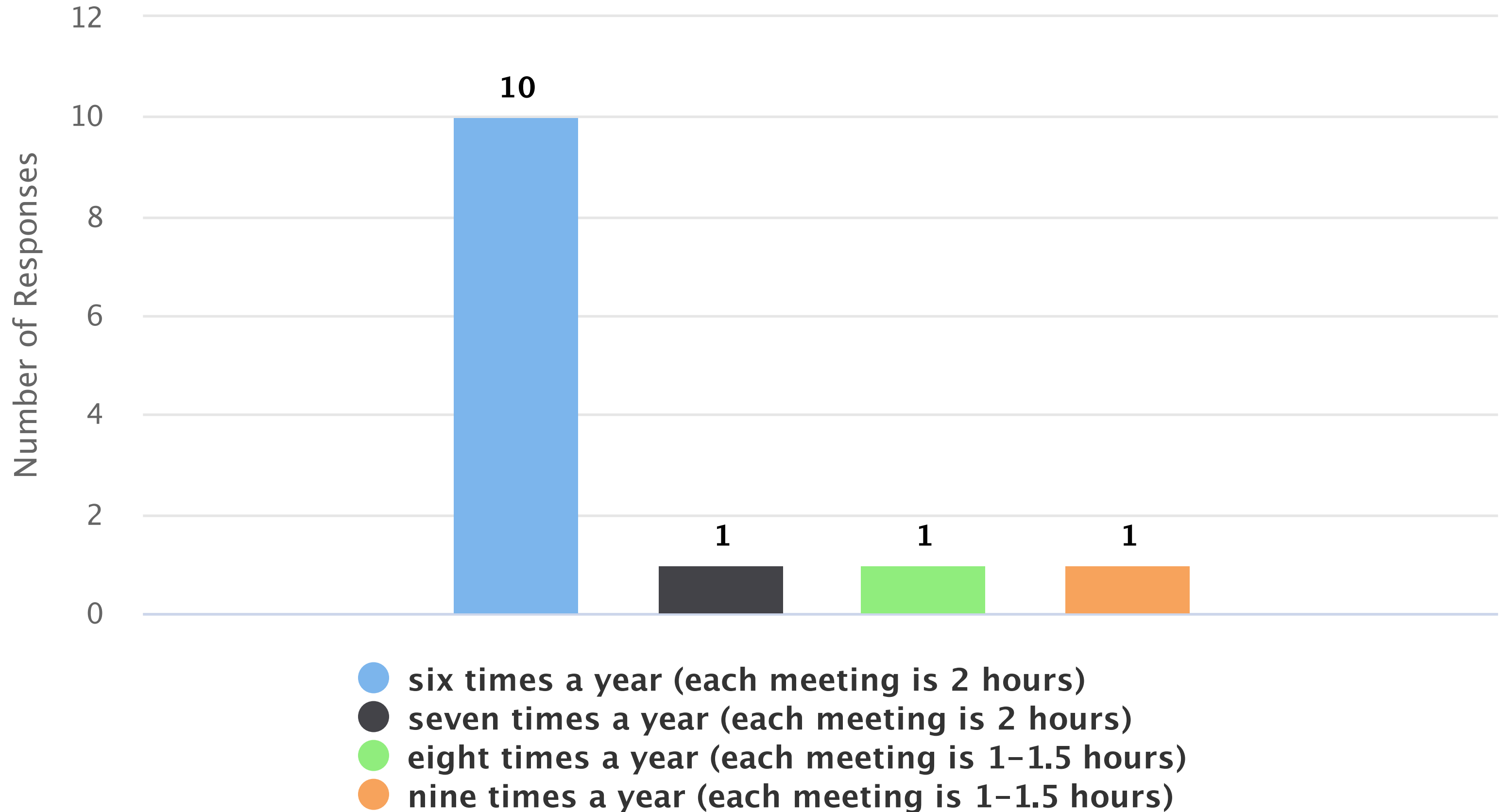| Subcommittee to retain	Frequency	Subcommittee leadership
Circulation Services	9x/year (-June/July/Aug)	MCFLS Lead
Database Maintenance	Retain 2x/year	MCFLS Chair
Youth Services	Retain 6-7x/year	Chair (w/LDAC Director)
Young Adult Services	Retain 3x/year	Chair (w/LDAC Director)
Adult and Reference Services	Retain 3x/year-coordinate w/ April/Spring SEWI programming meetup	Chair (w/LDAC Director)
Inclusive services	4x/year	MCFLS Lead, with the Inclusive Services Liaison to DPI and at least one representative from each MCFLS subcommittee above

Committees changed to Ad Hoc or dissolved

The workgroup recommends changes to the following existing committees:

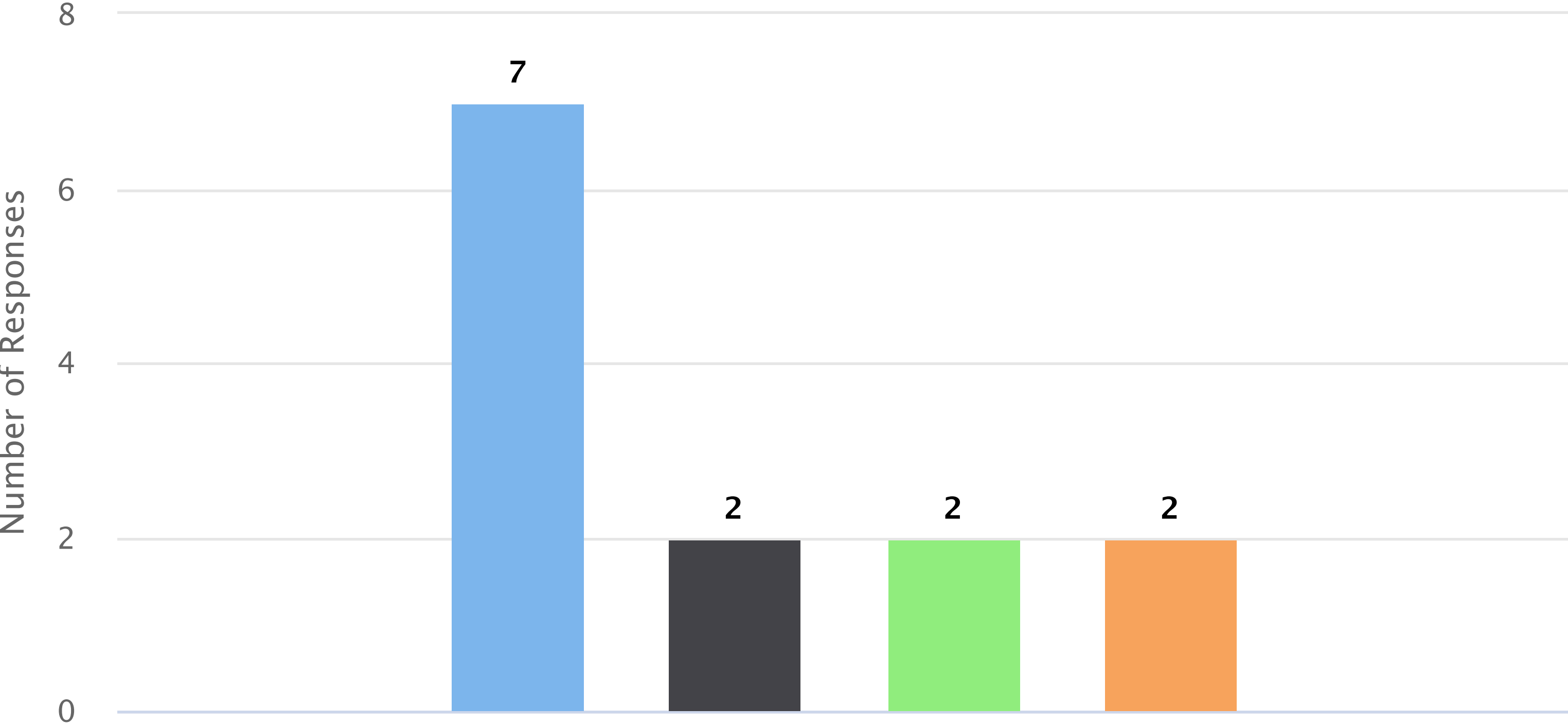| Subcommittee to change	Changes recommended
ILS Functionality	Continue to function as an ad hoc committee and meet as necessary.
Marketing and Advocacy	Change the identity of the committee to that of a cohort made up of member library staff and led by the MCFLS Public Information Coordinator. At least one annual meeting will be held that addresses training and marketing issues.
Periodicals	The Periodicals ad hoc committee will now be dissolved, and activities subsumed under the Database Maintenance subcommittee. Agendas for DBM will be constructed with serials and acquisitions topics moving forward.

Subcommittee Responsibilities

Before Each Committee Meeting		
Chair	Writes agenda and confirms the location of the meeting.	
	Connects with the LDAC mentor where available, and solicits input for the agenda from other	
	Performs all follow-up tasks from the previous meeting working with the MCFLS staff as	
	Works with the MCFLS representative to make sure agenda and any other web links are posted	
	Reviews any/all standing agenda items to check on relevant content for the meeting.	
	Sends out the agenda and draft meeting minutes to the committee via email	
Recorder	Makes sure the minutes from the previous meeting are completed and sent to the Chair in advance of the committee meeting.	
	Confirm that approved minutes from previous meeting have been posted to LibGuides by	
	Work with MCFLS to figure out who will run any Zoom meeting and its chat area.	
MCFLS Representative	Collaborate with chair to help prepare anything tied to the standing agenda topics (Zoom invites should be done already)	
	Make sure the agenda is posted to the committee's Libguides page or SharePoint site.	
	Send out email updates and news for MCFLS.	
During Each Meeting		
Chair	Leads the group; Calls the meeting to order; request approval of meeting minutes; intro/roll call process/keeps the meeting on task	
	At the last meeting of the season, the Chair identifies meeting dates for the next year with hosting locations. (NOTE: Try and use a set day of the week and set numbered week when	
Recorder	Takes minutes during the meeting, making sure to collect the names of all attendees, the start and end times of the meeting.	
MCFLS Representative	May assist with hosting and/or handling Zoom during the meeting.	
After Each Meeting		
Chair		
Recorder	Emails the committee while cc:/ing LDAC with the approved meeting minutes	
	Submits a draft of the meeting minutes to the Chair/Co-Chair and the MCFLS representative	
MCFLS Representative	Post the approved minutes to the committee's Libguides page.	
	Researches training or other opportunities tied back to the committee and brings them to the	
Between July-August Each Year		
ALL	The month before the next round of meetings start, the Chair, the Recorder and the MCFLS representative meet to consider outside speakers, topic ideas, and/or any relevant training sessions	
Recorder	Sends an email request to the committee asking to review the DIRECTORY and report back	
MCFLS Representative	Provides access to the incoming chair/recorder for all shared documents (via SharePoint	
	Reviews the system-wide policies tied to the committee and brings back areas to be addressed	
	Creates Zoom meeting links for all meetings in the upcoming year and submits them to committee members over email	
September-October Each Year		
Chair	The chair or a person designated by the chair gives summary information to LDAC about the upcoming year's committee meetings.	

Our library prefers to now have Circulation Services meetings this many times a year:

Number of Responses

- six times a year (each meeting is 2 hours)
- seven times a year (each meeting is 2 hours)
- eight times a year (each meeting is 1–1.5 hours)
- nine times a year (each meeting is 1–1.5 hours)

Our library's preferred meeting format is

- 🔵 Hybrid with each meeting offering an in-person location
- ⬛ Some meetings only on Zoom, some meetings in-person with an online option
- 🟢 The majority of meetings on Zoom, with 2-3 in-person meetings per year
- 🟠 Five committee meetings in-person with the option of Zoom, all the rest online only

Patron Point Verify Proposal

Purpose

Patron Point Verify provides automatic verification of a patron's identity at the point of card registration or renewal. Once identity is confirmed, Patron Point immediately extends the expiration date on the patron account and sends a confirmation email to the patron. If identity cannot be confirmed, the patron is included within a segment that is sent a series of renewal reminders via email advising them to come into the library to confirm their identity.

Only patrons with email addresses in their record will be included in the Verify process. Of the 259,973 patrons in the Sierra database that have been active in the past three years, 160,189 have email addresses in their record. Based on discussions with other Verify libraries, the system is also recommending that no patrons under the age or 18 would be included in this process. This means that roughly 125,000 patrons would be eligible. If approved by LDAC, system staff could implement the card renewal Verify process starting August 1, 2023.

Cost

Verify was included as part of the system purchase of Patron Point. Each transaction costs an additional $0.30 to process. The cost for the entire system to use Verify has been built into the system budget for 2023 and moving forward. There is no cost to member libraries.

Benefit

System staff believe the ROI for using Verify is significant. Patrons would no longer be required to come to the library to renew their card. The process for card renewal would be transparent to the patron and no disruption in service as the result of expired cards would occur.

The use of this service would free up library staff time currently dedicated to card renewal and registration. In April 2023 1,033 adult patrons with email addresses renewed their existing cards (in March 2023: 861). If we conservatively estimate 10 minutes to interact with or verify each patron using the current registration/ renewal model, we estimate roughly 158 staff hours per month (or nearly 1,900 staff hours annually) could be saved system-wide.

Data Shared with Verify

Patron Point staff report these pieces of data are shared with the Ekata service for verification:

- For card renewal:
    - Patron name
    - Patron email address
    - Patron primary address
- For card registration:
    - All of the above, plus patron primary phone number

If patrons wish not to be included in this process, they can opt out before Verify attempts to confirm their identity. Libraries can also contact MCFLS to remove them from the segment that is submitted to Ekata.

Conversations with Verify Libraries

Poughkeepsie Public Library District

- Serves a population of roughly 80,000 (city and town of Poughkeepsie) and circulation in 2021 was 256,253.
- Overall, they've been happy with how Verify has worked and how responsive Patron Point has been in setting this up for them.
- They have a challenge in separating town and city residents. GIS mapping with Patron Point has helped, but it's a big issue for them.
- Success rates
    - Auto-renewal of patron cards: 65% that were sent to Verify were identified.
    - Registration: 35% of patrons were identified. Staff feel that the low success rate was due to patrons not identifying their residence correctly (town vs city)
- They do not allow any patron under the age of 18 to be included in this process. There were concerns with not including parents in this process that involved minors and the difficulty in transitioning children to adult cards once they turned 18.
- Patron data. When asked about this, they did not have concerns over patron data. They felt Verify was using industry-standard identity verification that you'd find in most areas of daily life.

Chattanooga Public Library

- Serves a population of around 426,000 and circulation in 2021 was 573,260.
- They've been very happy with Verify and the support has been excellent.
- Chattanooga has been a Patron Point customer for over three years and have had Verify in place for just over a year. They originally bought the product to provide them with a newsletter service and marketing tool.
- The ROI for using Verify was a selling point. The comparison in spending 10 minutes with a patron vs. automatically performing verification in 10 seconds sold them.
- Chattanooga staff felt that there was no cleanup necessary and that the accuracy of Verify was very reliable. If anything, they felt that Verify was a little too accurate. Very new patrons that have not been in the area very long could be missed by Verify because there is not enough data available to identify them.
- Patron data. Staff did not express concerns over privacy, stating that Verify uses an already existing electronic trail and that it was far more secure than other methods they had been using during the pandemic.

Talking Points Regarding Materials That
Do Not Meet the Standards for Inclusion in Your Collection

When discussing the exclusion of items that don't meet the standard of your library collection development policy, consider the following talking points:

- Policy Objectives: Emphasize the primary objectives of the library's collection development policy, such as providing accurate and reliable information, supporting the educational needs of the community, and offering diverse perspectives.

- Relevance to the Community: Highlight the importance of aligning the collection with the interests, needs, and demographics of the library's users. Items that lack relevance to the community may not serve their informational or recreational requirements.

- Quality and Authority: Stress the significance of maintaining a collection that meets high standards of quality and authority. Items with questionable content, outdated information, or biased viewpoints should be excluded to uphold the library's credibility.

- Academic or Educational Value: Explain that materials included in the collection should contribute to learning and research. Items that lack academic rigor or educational value may not support the library's core mission.

- Circulation and Usage: Consider the circulation and usage statistics of similar items in the collection. If there is little demand or interest in certain materials, it may indicate they don't meet the needs of library users.

- Budget Constraints: Address budget limitations as a factor in the decision-making process. Prioritizing items that align with the policy ensures efficient allocation of resources.

- Inclusivity and Diversity: Stress the importance of providing a collection that is inclusive and represents diverse viewpoints and experiences. Items that perpetuate stereotypes or exclude certain perspectives may not contribute to a well-rounded collection.

- Duplication: Point out the need to avoid unnecessary duplication of materials already present in the collection. Duplicates may not add value and can limit the variety of resources available.

- Current and Timely Information: Emphasize the importance of keeping the collection up-to-date with accurate, current, and relevant information. Outdated items may no longer serve their intended purpose.

- Compliance with Legal and Ethical Standards: Remind stakeholders of the necessity to adhere to copyright laws and ethical considerations when selecting materials for the collection.

- User Feedback: Consider user feedback and requests when evaluating potential additions to the collection. Understanding the preferences and needs of library users can inform decisions and ensure greater satisfaction.

- Professional Judgment: Highlight the role of trained library professionals in curating the collection. Their expertise ensures that selections adhere to the policy and are in the best interest of the library's users.
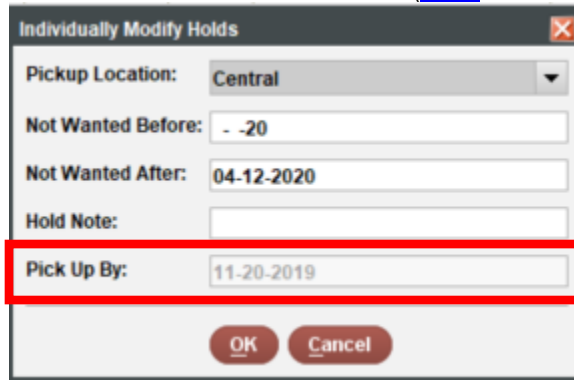
2023 All Fines
01-01-2023 to 06-30-2023

COLLECTED BY

COLLECTED FOR	BROWN DEER	CUDAHY	FRANKLIN	GREENDALE	GREENFIELD	HALES CORNERS	MILWAUKEE	NORTH SHORE	OAK CREEK	SHOREWOOD	SOUTH MILWAUKEE	ST. FRANCIS	WAUWATOSA	WEST ALLIS	WHITEFISH BAY	Grand Total
BROWN DEER		$ 223.35	$ 10.60	$ 39.20	$ 12.05	$ 30.25	$ 930.67	$ 231.50	$ 21.45	$ 73.95	$ 18.50	$ 11.85	$ 206.93	$ 71.45	$ 65.20	$ 1,946.95
CUDAHY	$ 16.50		$ 41.05	$ 56.30	$ 65.60	$ 34.80	$ 431.45	$ 63.70	$ 66.60	$ 82.00	$ 50.64	$ 102.60	$ 122.40	$ 98.35	$ 30.00	$ 1,261.99
FRANKLIN	$ 18.80	$ 130.25		$ 256.36	$ 218.75	$ 214.30	$ 765.20	$ 62.80	$ 240.10	$ 110.94	$ 55.40	$ 80.60	$ 319.05	$ 294.32	$ 43.60	$ 2,810.47
GREENDALE	$ 13.50	$ 39.80	$ 120.50		$ 89.20	$ 78.00	$ 239.37	$ 26.20	$ 118.85	$ 40.31	$ 57.80	$ 7.84	$ 174.30	$ 82.00	$ 17.40	$ 1,105.07
GREENFIELD	$ 33.45	$ 193.30	$ 153.75	$ 233.15		$ 156.79	$ 727.10	$ 92.55	$ 78.50	$ 107.71	$ 25.70	$ 28.40	$ 161.80	$ 273.55	$ 84.30	$ 2,350.05
HALES CORNERS	$ 16.20	$ 29.20	$ 55.20	$ 94.60	$ 31.40		$ 145.66	$ 44.20	$ 6.20	$ 13.50	$ 0.60	$ 3.20	$ 63.10	$ 58.10	$ 19.50	$ 580.66
MILWAUKEE	$ 612.26	$ 946.82	$ 255.41	$ 526.62	$ 345.72	$ 199.37		$ 874.87	$ 283.12	$ 1,281.16	$ 300.24	$ 372.90	$ 2,095.01	$ 1,891.14	$ 481.20	$ 10,465.84
NORTH SHORE	$ 153.10	$ 66.15	$ 19.00	$ 25.40	$ 56.40	$ 31.00	$ 568.59		$ 37.00	$ 165.84	$ 20.40	$ 12.40	$ 171.88	$ 125.70	$ 235.29	$ 1,688.15
OAK CREEK	$ 17.60	$ 144.50	$ 205.90	$ 44.95	$ 98.50	$ 13.70	$ 257.40	$ 23.50		$ 46.70	$ 70.95	$ 112.40	$ 52.30	$ 31.60	$ 17.30	$ 1,137.30
SHOREWOOD	$ 83.14	$ 53.94	$ 16.20	$ 67.23	$ 8.85	$ 14.85	$ 1,150.50	$ 204.98	$ 89.71		$ 14.85	$ 29.20	$ 226.03	$ 94.69	$ 205.10	$ 2,259.27
SOUTH MILWAUKEE	$ 15.90	$ 151.40	$ 41.60	$ 7.60	$ 14.60	$ 8.60	$ 196.96	$ 17.30	$ 56.45	$ 16.30		$ 24.90	$ 72.00	$ 44.95	$ 9.80	$ 678.36
ST. FRANCIS	$ 6.40	$ 122.37	$ 12.20	$ 28.99	$ 23.79	$ 12.90	$ 230.06	$ 19.00	$ 29.30	$ 33.80	$ 40.70		$ 46.09	$ 26.50	$ 16.20	$ 648.30
WAUWATOSA	$ 26.98	$ 30.39	$ 57.75	$ 32.15	$ 11.00		$ 668.42	$ 55.69	$ 52.09	$ 123.20	$ 3.00			$ 96.30	$ 9.60	$ 1,166.57
WEST ALLIS	$ 20.70	$ 219.65	$ 75.59	$ 216.65	$ 171.70	$ 133.39	$ 1,379.84	$ 94.39	$ 65.20	$ 159.84	$ 71.70	$ 18.30	$ 572.93		$ 64.90	$ 3,264.78
WHITEFISH BAY	$ 46.55	$ 29.15	$ 17.80	$ 44.70	$ 57.85	$ 14.55	$ 402.79	$ 615.30	$ 58.94	$ 392.23	$ 17.70	$ 10.35	$ 233.87	$ 107.25		$ 2,049.03
Grand Total	$ 1,081.08	$ 2,380.27	$ 1,082.55	$ 1,673.90	$ 1,205.41	$ 942.50	$ 8,094.01	$ 2,425.98	$ 1,203.51	$ 2,647.48	$ 748.18	$ 814.94	$ 4,517.69	$ 3,295.90	$ 1,299.39	$ 33,412.79

	BROWN DEER	CUDAHY	FRANKLIN	GREENDALE	GREENFIELD	HALES CORNERS	MILWAUKEE	NORTH SHORE	OAK CREEK	SHOREWOOD	SOUTH MILWAUKEE	ST. FRANCIS	WAUWATOSA	WEST ALLIS	WHITEFISH BAY	Grand Total
AMT TOOK IN	$ 1,081.08	$ 2,380.27	$ 1,082.55	$ 1,673.90	$ 1,205.41	$ 942.50	$ 8,094.01	$ 2,425.98	$ 1,203.51	$ 2,647.48	$ 748.18	$ 814.94	$ 4,517.69	$ 3,295.90	$ 1,299.39	$ 33,412.79
AMT OWED	$ 1,946.95	$ 1,261.99	$ 2,810.47	$ 1,105.07	$ 2,350.05	$ 580.66	$ 10,465.84	$ 1,688.15	$ 1,137.30	$ 2,259.27	$ 678.36	$ 648.30	$ 1,166.57	$ 3,264.78	$ 2,049.03	$ 33,412.79
AMT DUE	$ 865.87 OWED	$ (1,118.28) OWES	$ 1,727.92 OWED	$ (568.83) OWES	$ 1,144.64 OWED	$ (361.84) OWES	$ 2,371.83 OWED	$ (737.83) OWES	$ (66.21) OWES	$ (388.21) OWES	$ (69.82) OWES	$ (166.64) OWES	$ (3,351.12) OWES	$ (31.12) OWES	$ 749.64 OWED	$ -

NET $ 0.00

Review of Some Sierra Holds Settings

1. **Request to activate option to Extend Hold Pickup Date for items on holdshelf**
   a. This is a system-wide Sierra setting change impacting all locations.
   b. LDAC discussed this option November 2019 and recommended to not enable this setting. Staff see the option when MODIFYING AN INDIVIDUAL HOLD in Sierra (C-33)

   c. Post-COVID, some circ staff see the ability to extend the pickup by date as a courtesy to and improved service.
   d. There is not a separate Sierra permission for this task. It is tied to a larger permission to "Manage Holds."
   e. At the Nov 2019 LDAC meeting, some people relayed if this was enabled, it may be best to identify a set number of days by which staff could extend the pickup by.

2. **Request to activate the prioritizing hold fulfillment at the pickup location.**
   Currently, the setting is 'no.' Sierra allows holds fulfillment for an available item from ANY location and does not prioritize the pickup location first. This was likely set in case other locations would be able to fill the hold faster. If we enable this, the system would prioritize items available at the patron's specified pickup location first.

   The system determines whether any available items which can fill the hold belong to the specified pickup location. The system considers an item "available" if it meets all of the following conditions:
   - has a status of '-' (available)
   - Is not checked out
   - does not already have other item-level holds
   - Is holdable by the patron

   If an item that belongs to the specified pickup location meets these conditions, the system places an item-level hold on that item. If more than one item belongs to the specified pickup location and meets these conditions, the system randomly places an item-level hold on one of those items. If the item(s) that meet these conditions do not belong to the specified pickup location or if no item meets these conditions, the system processes the hold normally including more locations.

3. **Do we need more item types tied to the Skip Hold Check setting? (LUCKY DAY):**
   43,45,46,144,182,183,189,190,191,195,196,197,199,240,242,254.

   See C-08 - https://mcfls.libguides.com/circulation/C-08
   Item types tied to the SKIP HOLD CHECK are set as non-requestable AND will not be checked to see whether the item satisfies any hold upon checkin.

   "If your library keeps certain copies of popular items on the circulating shelves for patrons that come in to browse, Innovative sets Sierra to not check for holds on these items during checkin, checkout, and renewal transactions. If the Skip Hold Check feature is enabled, the system does not check whether the item satisfies any holds upon checkin, checkout, and renewal of items with the specified I TYPE or LOCATION."

LDAC Meeting Dates and Locations

Proposed changes to meeting locations to include in-person meetings. This schedule could start in 2023 at the August meeting or beginning in January 2024. No hybrid meetings are included in this proposal, but could be added at the discretion of the LDAC.

Date	Location
January	Zoom online meeting
February	Zoom online meeting
March	Zoom online meeting
April	In-Person Meeting
May	In-Person Meeting
June	In-Person Meeting
August	In-Person Meeting
September	In-Person Meeting
October	Zoom online meeting
November	Zoom online meeting
December	Zoom online meeting

- 1/27-1/30—ALA LibLearnX: The Library Learning Experience (LLX) (New Orleans)
- 02/7—Library Legislative Day (Madison)
- 4/26-4/28—WAPL conference (Oshkosh)
- 6/22-6/27—ALA conference (Chicago)
- 10/24-10/27—WLA conference (Middleton)
- Next PLA Conference is 4/3-4/5 in 2024 (Columbus, OH)