Notice

Milwaukee County
Federated Library System
Library Directors Advisory Council

Regular Meeting
Thursday, September 7, 2023
10:00 AM – 12:00 PM

This meeting will be held:

In-person at the

Whitefish Bay Public Library
5420 N Marlborough Dr.
Whitefish Bay, WI 53217

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 August 3, 2023 LDAC meeting

   Action   Attachment A

Topics Requiring Action or Discussion.

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

Attachment B

Technology

5. 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 C

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

Informational.

7. 2023 MCFLS Budget revision

Attachment D

8. Marketing Update (report from Deb Marett, MCFLS)

Attachment E

9. WPLC Update.

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 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, October 5th.

Adjournment

Milwaukee County Federated Library System
Library Directors Advisory Council
Regular Monthly Meeting held Thursday, August 3rd, 2023
10:00am –12:00pm
Oak Creek Public Library
8040 S 6th Street
Oak Creek, WI 53154

Present: Tristan Boswell, South Milwaukee 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
             Karli Pederson, Milwaukee Public Library
             Stephanie Lewin-Lane, Hales Corners Public Library
             Jill Lininger, Oak Creek Public Library
             Jennifer Loeffel, Franklin Public Library
             Rebecca Roepke, Cudahy Family Library

Excused: Rhonda Gould, North Shore Library
             Michael Koszalka, West Allis Public Library
             Dana Andersen-Kopczyk, Brown Deer Public Library
             Brian Van Klooster, Greendale Public Library
             Jennifer Gerber, Shorewood Public Library

MCFLS Staff: Steve Heser, Director
             Brittney Hornung, Business Manager
             Belinda Lai, Library Systems Technician
             Jen Schmidt, Library Systems Administrator

Guests: Emily Alford, Greenfield Public Library

Call to Order.
Chair Boswell called the regularly scheduled monthly meeting of the Milwaukee County Federated
Library System Board of Trustees Library Directors Advisory Council to order at 10:01 a.m.
Chair Marshall requested introductions before beginning the meeting.

Additional Agenda Items/Adoption of Agenda.
Director Heser added SRLAAW compensation study update and Member costs 2024 update; Jen Schmidt
added a Sierra announcement; Stephanie Lewin-Lane added discussing information for National Library
Week.
Sheila O'Brien motioned and Amy Krahn seconded the motion to adopt the additional agenda items and
approve the agenda as presented. Unanimously approved.

Approval of Minutes for the June 1st, 2023 LDAC Meeting. Chair Boswell referred to the minutes of the
June 1st, 2023 meeting shown as Attachment A of the agenda packet.

Pete Loeffel motioned and Stephanie Lewin-Lane seconded the motion to approve the minutes as presented. Unanimously approved.

TOPICS REQUIRING ACTION OR DISCUSSION

Tabled Proposal: LDAC Subcommittee workgroup recommendations.
Director Heser presented the discussion on subcommittee functions and governance recommendations shown as Attachment B of the Agenda packet. Jen Schmidt reached out to the subcommittees chairs on feedback of the workgroup recommendations. Jen discussed the survey results for Circ Services meetings desired and length. The results chose 6 times a year for two hours meetings with hybrid meetings for each meeting. A meeting destination will be chosen for each scheduled meeting. Director Heser asked if there was any other feedback from other committees. Other feedback included having a MCFLS member involved in each committee and having a standardized agenda packet for all subcommittees. There will also be a SharePoint for each subcommittee for shared documentation, information and supporting domains. Discussion ensued. Nyama Reed asked about the leadership roles and who the mentors would be for the chairs of the committee. The expectation is that the chair is for each committee will have their home library director serve as their mentor. Karli Pederson shared feedback from staff for the periodicals and acquisitions committee to move to an email group rather than a committee. Discussion ensued. Nyama Reed motioned to approve the changes of the LDAC committees to move Circ services from 9 times a year to 6 times a year and move the periodicals and acquisitions subcommittees to email rather than a committee, Stephanie Lewin-Lane seconded. Unanimously approved.

Tabled proposal: Patron Point Verify service for patron card renewals
Director Heser revisited the topic of Patron Point verify for card renewals, example shown as Attachment C of the Agenda packet. This service will help streamline the desk process and save on staff time in the libraries. Two other library systems already have this in place and have expressed their endorsement of the service. Shelia O'Brien shared that her board supports using this service for renewals but is concerned about using this service for first time registrations as the face-to-face interaction when signing up for cards is valued by the libraries. This service can operate as only card renewals for now with the option to use as registration in the future if desired. The patron can also opt out of automatic card renewal if they so choose. Chair Boswell asked if this could be demoed by one library or if the whole system needs to participate if activated. South Milwaukee, Hales Corner and Milwaukee Public Libraries all volunteered to demo this system before activation if that is an option. Chair Boswell also asked if the online MCFLS card renewal form still exist if this Verify service is used. The idea is to do away with the online form if the Verify service is used. Karli Pederson suggested maintaining the form for a period of time after moving to the Verify service to make the transition easier for patrons when moving over. Discussion ensued. Stephanie Lewin-Lane asked about the verification process for anyone under 18 and the process they would need to go through because this service is not available to them. Patrons under 18 must still renew their cards in person and parents are not allowed to use the Verify service to renew cards for them. Discussion ensued. Also brought to discussion is the local decisions on card renewal based on fine payment. Each library is different and it is not clear whether these local rules can be added to the Verify system or if the library system would have to decide on a rule as a whole. Stephanie Lewin-Lane suggested having patron groups in the verify system to help cover the fine options that may differ between libraries. Discussion ensued.
Chair Boswell suggested tabling the proposal to share updated information and answer questions brought up by LDAC for the next LDAC meeting. Discussion tabled for September meeting.

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

Director Heser shared a list of talking points for items not meeting standards for individual library collections and asked if any libraries have dealt with this situation and what their experience was. Stephanie Lewin-Lane shared their experience and how sharing their policy helped to explain to the patron. Jill Lininger shared a recent interaction with a patron and the CCBC about the consideration process. Their library board has suggested making the consideration process more prominent in the collection development policy. Stephanie Lewin-Lane suggested adding to talking points that Librarians are not qualified to be speaking of the legal definitions in the consideration process. It is also not in the librarian's job description to be reviewers for items that have not been reviewed by an outside source. Karli Pederson suggested adding a time frame to the consideration process for reviewing items after they have already been considered. There is also a WLA committee workgroup that is working on these topics and could use suggestions if anyone would like to contribute. Discussion ensued. Director Heser will bring up this topic with other system directors and share what they are doing.

TECHNOLOGY

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

Director Heser presented the half year overview of the accounting process for the replacement, lost and manual fines over $5.00. Nyama Reed asked to look at all fines, not just the threshold of $5.00 to see what that looks like compared to previous years. If all fines were included, Director Heser advises to wait to start this process until 2024. Also to put the fine money into a suspense account so that money is on hand at the end of the year if needed. Discussion ensued.

Pete Loeffel suggested a solution to the process of fines collection and distribution. Pete suggested changing the loan rules to apply the fine to the library that checked the book out instead of reimbursing libraries fines. This would be an ILS change and require planning. Director Heser suggested tabling this discussion to the strategic planning process. Chair Boswell suggested also adding accessibility outside the county to the discussion. Discussion tabled for the strategic planning process.

[Nyama Reed left the meeting at 11:21am]

Topics related to Sierra settings
    [It was agreed that action on these items would be tabled until the next LDAC meeting.]
    a. Activate option to extend time on the hold-shelf.
        Jen Schmidt revisited the topic of adding the option to extend the hold pick up in sierra across the system. Circ services had a majority suggest this topic to be discussed by LDAC. Emily Alford from Greenfield discussed the benefits of this option. Some libraries are currently doing this manually with an extensive workaround that this process could make easier. Discussion ensued. Chair Boswell suggested having a draft procedure of best practices before voting. This topic has been tabled for a later meeting when discussion questions can be answered.

    b. Delay filling of a hold when item is owned by the pickup location.

Jen Schmidt introduced the option to activate the hold fulfillment at the pickup location. Currently, Sierra is set to all holds fulfillment of available items from any location and does not prioritize the pickup location first. Discussion ensued. Item tabled for next LDAC meeting.

c. Loan rule changes to accommodate the new $10.00 threshold for physical materials. Item tabled for next meeting.

Developing a MCFLS clearinghouse for information related to digitization of local collections.
Item tabled for next meeting.

INFORMATIONAL

In-person meeting schedules for the remainder of 2023.
Item tabled for next meeting.

ADDITIONAL AGENDA ITEMS

SRLAAW compensation study update, Member costs 2024 update
Director Heser shared that the SRLAAW compensation study will be presented tomorrow. There is a video and toolkit ready for the presentation to make it easier for the libraries to use.

Director Heser is working on the member costs for 2024 and will be getting that information out as soon as possible.

Sierra announcement
Agenda addition withdrawn.

Information for National Library Week.
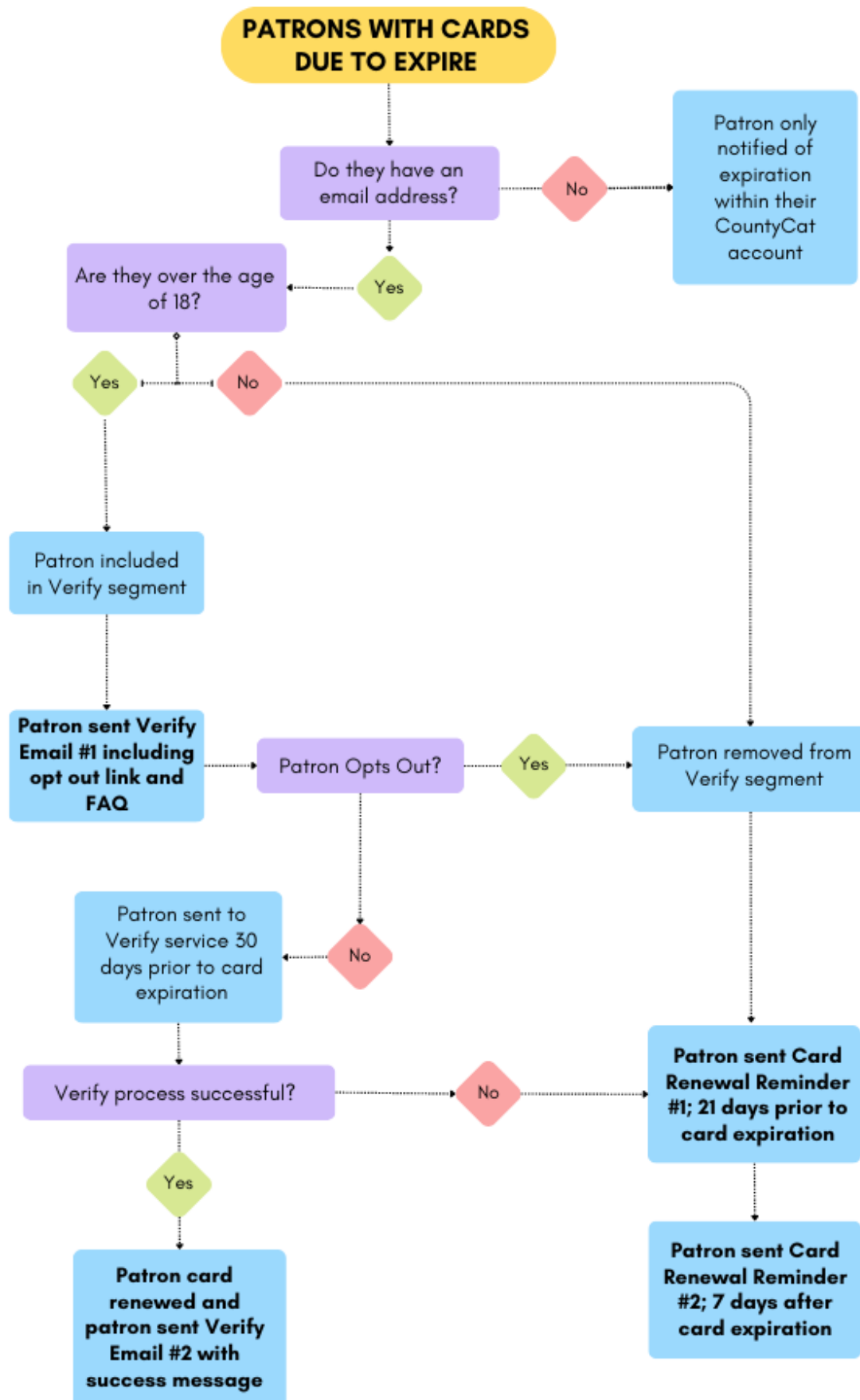Agenda addition withdrawn.

MEMBER LIBRARY UPDATES

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, September 7th, 2023 at 10:00 am at Whitefish Bay Public Library

With no further business, Stephanie Lewin-Lane motioned and Karli Pederson seconded to adjourn the meeting at 12:05 pm. Unanimously approved.

MCFLS Verify Process

PATRONS WITH CARDS DUE TO EXPIRE

Do they have an email address?

No → Patron only notified of expiration within their CountyCat account

Yes →

Are they over the age of 18?

Yes →

No →

Patron included in Verify segment

Patron sent Verify Email #1 including opt out link and FAQ

Patron Opts Out?

Yes → Patron removed from Verify segment

No →

Patron sent to Verify service 30 days prior to card expiration

Verify process successful?

No → **Patron sent Card Renewal Reminder #1; 21 days prior to card expiration**

Yes →

Patron card renewed and patron sent Verify Email #2 with success message

Patron sent Card Renewal Reminder #2; 7 days after card expiration

Verify Email #1

Can't see this email? Click here to view this message in browser window.

Dear [First Name],

It's time for your library card to be renewed. Every two years, we reach out to verify that your contact information is current in our system.

There is nothing you need to do at this time. We will attempt to verify your mailing address within the next few days and renew your card automatically.

If your mailing address cannot be verified, we will reach out with further instructions.

Click here for more information about this process. To remove yourself from automatic verification, please click here.

Don't forget: you can use your card at any public library in Milwaukee County. To see all our locations, click here:
https://www.mcfls.org/locs/

Make The Most of Your Library Card!
Here are just a few of the things you have access to with your library card.

Automatic Card Renewal

All member libraries of MCFLS will start automatic library card renewal starting ___!

Automatic Renewal FAQs

How Does The Automatic Renewal Process Work? —

Using the same Online Identity Checking toolset that banks and other institutions use to verify customers, MCFLS will be able to verify your address so you can renew your library card without physically coming into the library with proof of address or filling out an online form. MCFLS is committed to maintaining patron privacy, please see **our privacy policy** for more information.

Who Is Eligible To Have Their Cards Automatically Renewed? —

This feature is only available for patrons 18 and older.

What's The Benefit Of Automatically Renewing My Card? —

You can expect to experience fewer interruptions to your service when we automatically renew your library card, particularly with digital services like Libby, Hoopla, and Kanopy.

What Do I Need To Do To Automatically Have My Card Renewed? —

Nothing! The feature will automatically roll out ___ - you will receive an email 35 days before your library card expires letting you know we will attempt to automatically renew your library card.

What Happens If You Can't Automatically Verify My Address? —

We will notify you by email if we are unsuccessful at automatically renewing your card. You can still renew your library card by going in person to your local library branch with proof of address or by using **our online form** and uploading your proof of address. A list of acceptable forms of ID can be found **here**.

What If I Don't Want To Automatically Renew My Library Card? —

You can choose to opt out of automatic renewal by clicking the Opt Out link in the renewal email or by visiting your local library and informing front desk staff.

Can I Use This Same Feature To Sign Up For A New Card? —

No, this feature can only be used for library card renewals.

To apply for a new library card, you can **apply online** (for access to digital resources only) or visit your local library for a full service card (please bring **two acceptable forms of ID**).

Previous Post

MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

≡

ATT B - MCFLS Verify Process
3 of 61/2

Verify Email #2

Can't see this email? Click here to view this message in browser window.

Dear [First Name],

Congratulations, your library card has been successfully renewed! Your new expiration date is **[Expiration Date]**.

We're excited to continue our relationship with you and look forward to seeing you soon at the library!

Don't forget: you can use your card at any public library in Milwaukee County. To see all our locations, click here:
https://www.mcfls.org/locs/

Make The Most of Your Library Card!
Here are just a few of the things you have access to with your library card.

Renewal Reminder #1

Your library card will expire in 21 days

Expiration Date: [Expiration Date]

CLICK HERE TO RENEW ONLINE

Para leer este correo electrónico en español, haga clic aquí.

Dear [First Name],

It's time for your library card to be renewed. Every two years, we reach out to verify that your contact information is up-to-date in our system.

To renew your card, you can visit any public library in Milwaukee County, or you can use the online renewal form at **https://www.mcfls.org/renew/**. To find your nearest library location, **here is a directory of all public libraries in Milwaukee County**.

When you renew, **please plan to show two valid forms of identification** (If you renew online you will be asked to take a photo or scan, and submit the file). One of the IDs should include a photo of yourself, and the other should show your current Milwaukee County address and be dated within the last month. *For a list of all the acceptable forms of identification click here*.

You won't want to miss out on all the resources and services that come with having a library card.
Here are just a few:

Can't see this email? Click here to view this message in browser window.

Your library card has expired.

Expiration Date: [Expiration Date]

Para leer este correo electrónico en español, haga clic aquí.

Renew Online Now

Dear [First Name],

You can easily renew your card online here: **https://www.mcfls.org/renew/**

Or you can renew at any Milwaukee County public library. Here is a list of all library locations: **https://www.mcfls.org/locs/**

Please remember to bring 2 forms of ID when you renew (if you renew online you'll be asked to upload photos of your ID). To see a list of all acceptable forms of ID, **click here**.

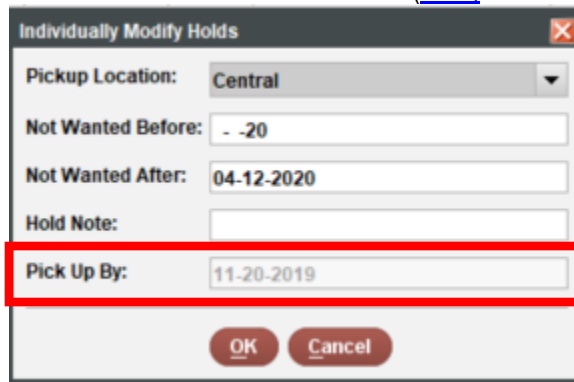## Don't forget to renew your card today.

Connect with us

Milwaukee County Federated Library System
709 N. 8th St. Milwaukee, WI 53233
Phone: (414) 286-3210

Powered by Patron Point

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)

   Individually Modify Holds

Pickup Location:	Central
Not Wanted Before:	_ -20
Not Wanted After:	04-12-2020
Hold Note:	
Pick Up By:	11-20-2019

   OK   Cancel

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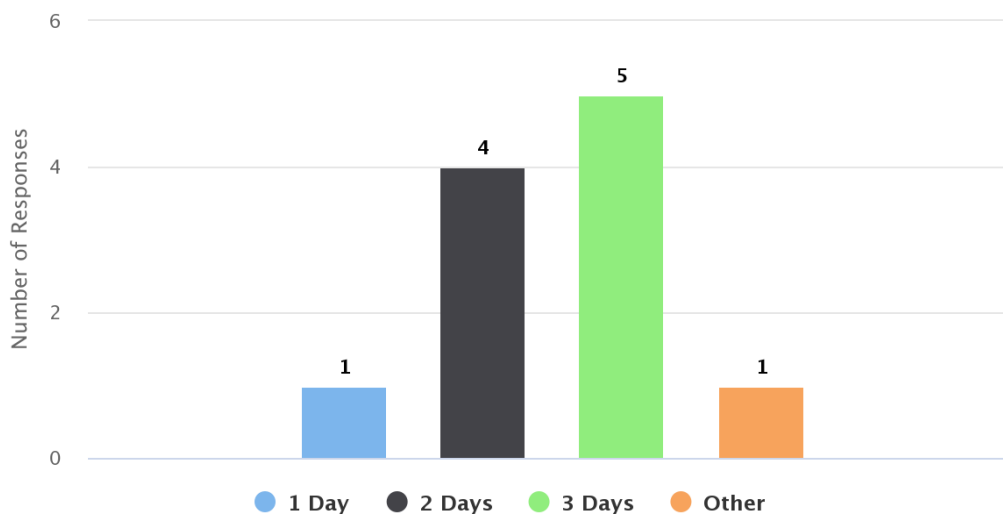
   "If your library keeps certain copies of popular items on the circulating shelves for patrons that come in to browse, Innovative sets Sierra to not check for holds on these items during checkin, checkout, and renewal transactions. If the Skip Hold Check feature is enabled, the system does not check whether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

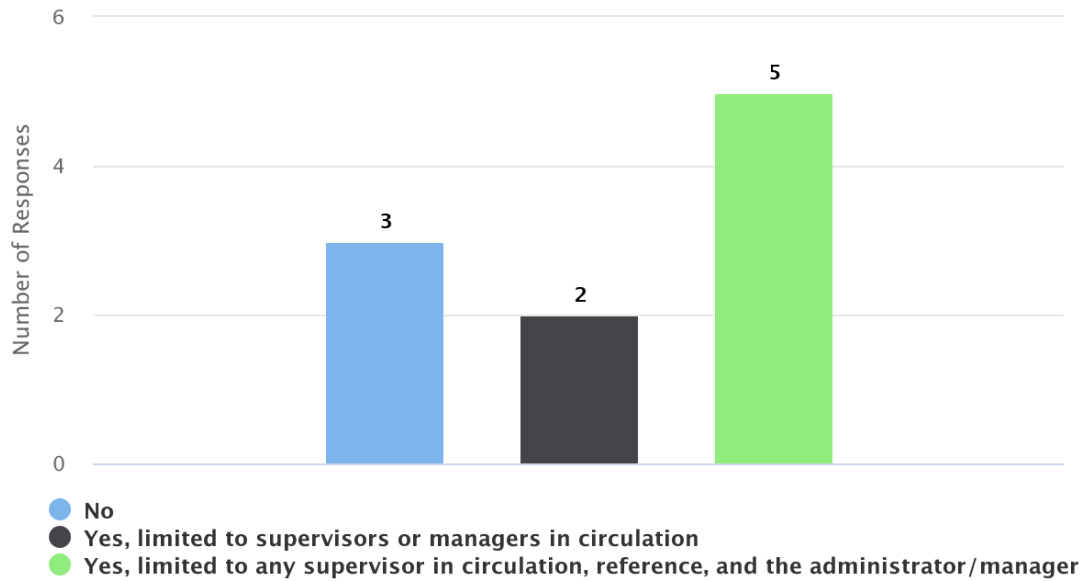# Extend Hold Pickup by Date:

OPTION #1 VOTE: Does your library want the capability of EXTENDING THE HOLD PICKUP BY DATE (under Modify a Hold)? *Note the Sierra permission to do this is tied to the ability to create and manage holds. There is no separate permission available.*
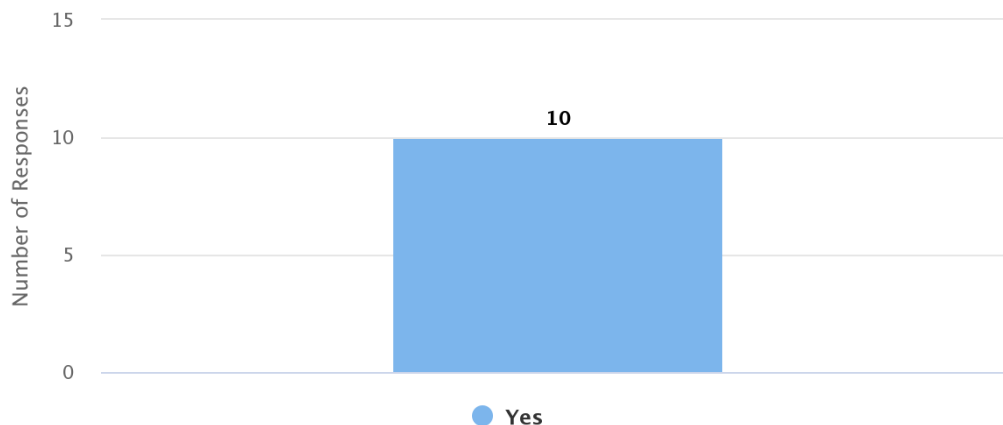
If you answered yes to the above question, what is the maximum number of days extension your library would recommend?

Should the ability to extend the hold pickup by date be limited to certain staff?

- 🔵 No
- ⚫ Yes, limited to supervisors or managers in circulation
- 🟢 Yes, limited to any supervisor in circulation, reference, and the administrator/manager

How often do patrons at your library ask to extend the hold pickup by date?

- 🔵 Once in a while
- ⚫ Frequently
- 🟢 All the time / with great frequency
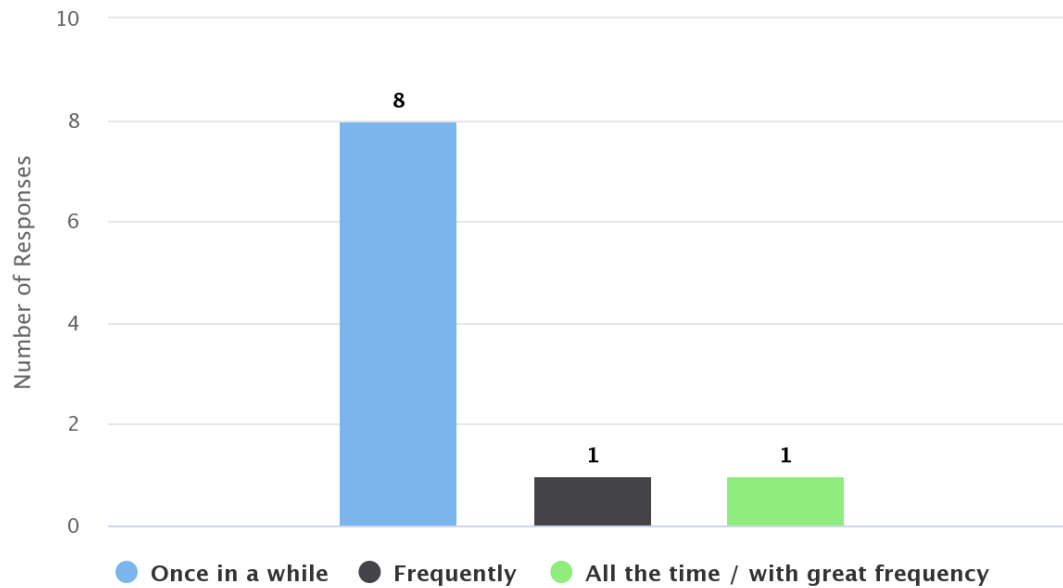
Title Priority Paging:

OPTION #2 VOTE: Does your library want to enable Prioritizing Hold Fulfillment at the Pickup Location?
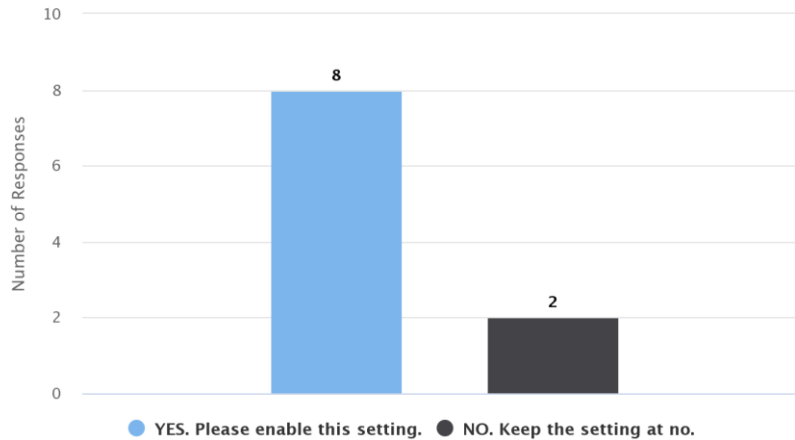
Currently the timeframe for title-level paging and for time before the transfer of paged items to another location is 48 hours. What timeframe would your library like for paging and filling holds for your pickup location? *Please keep in mind some locations may not run paging lists more than once a day.*
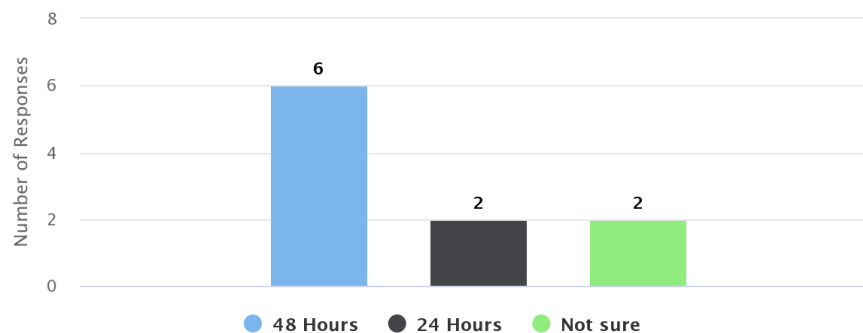
Generally speaking, how often does your location run paging lists in a 24 hour period?
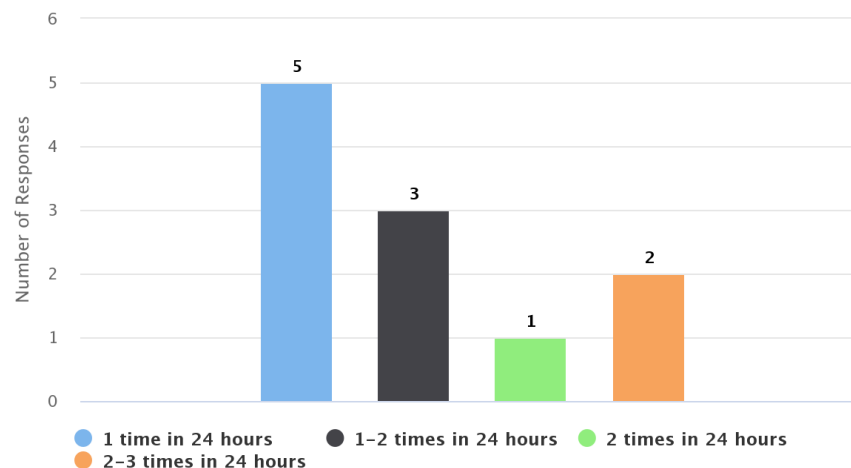
August 21st, 2022
To: MCFLS Board of Trustees
From: Steve Heser, MCFLS Director
Re: 2023 Mid-year Revised Budget

An explanation of the major changes to the mid-year budget for 2023:

Revenues

- Line 18— carryover amount from 2022 increased by $101,784.
- Line 19— lower based on staffing. The Library Systems Technician position was not filled until July. The hire of a part-time network assistant has been delayed.
- Line 22— pass-through line (88). The system assumed costs for ARPA and LSTA grant activities in 2022 and received reimbursement in 2023.

Expenditures

- Lines 41 and 42 – Reduction in compensation and benefits due to staffing changes.
- Line 51—MCFLS Buying Pool. We propose to increase this line by $50,000 to cover higher expenses for hoopla.
- Line 53—MCFLS Catalog Enhancement. The line is slightly higher to accommodate lower costs planned for Verify usage and increases to pay for the Aspen Discovery layer in 2023.
- Line 67— MCFLS Telecomm Maintenance. This line includes the firewall, managed vulnerability scan, patch management system and Unitrends maintenance costs. The system has reached the top of this budget line and would like to increase the funding in case it's needed.

Even with adjustments, the budget has a remaining surplus of $271,436 for 2023, in large part due to reimbursement of ARPA/LSTA grants, lower staffing costs and the carryover amount.

In its meeting on August 15, the Finance and Personnel committee was supportive of the idea of using the amount to pay member cataloging costs of $185,769 in 2024 and to hold the rest of surplus in contingency to use as needed or for carryover into 2024.

2023 Revised MCFLS Budget

		2022 Revised	2023 Approved	2023 Revised	+/-
1					
2	**General Revenues**				
3	State Aid Revenue	$ 3,301,094	$ 3,568,561	$ 3,568,561	$ -
4	Milwaukee County Allocation	$ 66,650	$ 66,650	$ 66,650	$ -
5	West Milwaukee Contract -Other	$ 39,940	$ 31,179	$ 31,179	$ -
6	Interest on Invested Funds	$ (15,000)	$ 2,000	$ 2,000	$ -
7	Member Forms/Supplies Revenue	$ 25,000	$ 21,000	$ 21,000	$ -
8	Member Postage Revenue	$ 18,100	$ 16,100	$ 16,100	$ -
9	Member OCLC Revenue	$ 127,337	$ 127,336	$ 127,336	$ -
10	Member Telecomm. Revenue	$ 16,800	$ 16,800	$ 15,900	$ (900)
11	Member III Softwre Maint-Basic	$ 185,717	$ 156,391	$ 156,391	$ -
12	Member III Softwre Maint-Other	$ 49,938	$ 41,572	$ 41,572	$ -
13	Member Tech. Assist.-Time Rev.	$ 25,000	$ 20,000	$ 20,000	$ -
14	Member Special Projects Revenu	$ 70,000	$ 70,000	$ 70,000	$ -
15	Member Cataloging Contract Rev	$ 151,176	$ 162,822	$ 162,822	$ -
16	Member Database Revenue	$ 14,970	$ 24,353	$ 14,651	$ (9,702)
17	Member Ecommerce Transaction	$ 6,800	$ 7,900	$ 7,900	$ -
18	Carryover Revenue	$ 50,831	$ 15,000	$ 116,784	$ 101,784
19	Staff Benefits/Co-Pay Revenue	$ 46,547	$ 62,061	$ 48,740	$ (13,321)
20	Member Digital Content Rev	$ 158,299	$ 233,385	$ 233,385	$ -
21	Member PC Management License Rev	$ 2,545	$ 2,545	$ 2,545	$ -
22	LSTA Technology Grant Revenue	$ 197,314	$ 3,000	$ 264,690	$ 261,690
23	Member Replacement Fines Revenue	$ 7,000	$ 7,000	$ 17,000	$ 10,000
24	Member OverDrive Advantage Rev	$ 15,002	$ 15,000	$ 15,000	$ -
25	Member Collection Dev Tool Rev	$ -	$ 18,023	$ 18,023	$ -
26	**Total General Revenues**	$ 4,561,060	$ 4,688,678	$ 5,038,229	$ 349,551
27					
28	**Special Revenues**				
29	W. Milwaukee Borrowing Revenue	$ 47,447	$ 41,706	$ 41,706	$ -
30	InfoPass Project Management Revenue	$ 1,308	$ 1,308	$ 1,308	$ -
31	Ecommerce Revenue	$ 175,000	$ 150,000	$ 150,000	$ -
32	MCFLS Reciprocal Borrowing Reserve	$ -	$ 48,144	$ 48,144	$ -
33	**Total Special Revenues**	$ 223,755	$ 241,158	$ 241,158	$ -
34					
35	**Total Revenues**	$ 4,784,815	$ 4,929,835	$ 5,279,386	$ 349,551
36					
37					
38					
39					
40	**General Expenditures**				
41	Fringe Benefits Expense	$ 248,076	$ 298,612	$ 223,634	$ (74,978)
42	Salaries Expense	$ 432,396	$ 505,071	$ 437,571	$ (67,500)
43	Member Ecommerce Transaction E	$ 6,800	$ 7,900	$ 7,900	$ -
44	TNS Calls/Renewal Line Expense	$ 1,450	$ 2,064	$ 2,300	$ 236
45	Conference/Training Expense	$ 6,500	$ 6,500	$ 10,000	$ 3,500
46	Memberships Expense	$ 7,500	$ 9,300	$ 9,300	$ -
47	Continuing Education Expense	$ 9,000	$ 9,000	$ 9,000	$ -
48	Office Supplies Expense	$ 1,500	$ 1,500	$ 1,500	$ -
49	Copy Machine Maint. Expense	$ 1,000	$ 1,000	$ 1,000	$ -
50	MCFLS WI Pub Lib Consortium Ex	$ 6,586	$ 6,953	$ 6,953	$ -
51	MCFLS Buying Pool	$ 155,000	$ 175,000	$ 225,000	$ 50,000
52	MCFLS Database Expense	$ 96,883	$ 98,110	$ 98,110	$ -
53	MCFLS Catalog Enhancement Exp	$ 158,112	$ 189,642	$ 194,998	$ 5,356
54	Member Database Expense	$ 14,970	$ 24,353	$ 14,651	$ (9,702)
55	MCFLS Postage Expense	$ 600	$ 600	$ 600	$ -
56	Member Postage Expense	$ 18,100	$ 16,100	$ 16,100	$ -
57	Member Forms/Supplies Expense	$ 25,000	$ 21,000	$ 21,000	$ -
58	Telephone Expense	$ 7,000	$ 6,000	$ 6,000	$ -
59	Meetings Expense	$ 1,000	$ 1,000	$ 1,000	$ -
60	Insurance Expense	$ 11,512	$ 12,000	$ 12,000	$ -

61	Legal Expense	$	500	$	1,500	$	1,500	$	-
62	Audit Expense	$	12,500	$	12,700	$	12,700	$	-
63	Payroll Service Expense	$	5,400	$	5,400	$	8,000	$	2,600
64	III Software Support Expense	$	235,655	$	197,963	$	197,963	$	-
65	III Telephone Notification Subscr Exp	$	12,224	$	12,530	$	12,530	$	-
66	Member Telecomm. Expense	$	16,800	$	16,800	$	15,900	$	(900)
67	MCFLS Telecomm. Maint. Expense	$	40,000	$	45,000	$	55,000	$	10,000
68	OCLC Expense	$	137,388	$	145,631	$	144,251	$	(1,380)
69	MCFLS Computer Room Equipment	$	10,000	$	10,000	$	10,000	$	-
70	MCFLS Software Expense	$	7,000	$	10,000	$	10,000	$	-
71	MCFLS Equipment Expense	$	10,000	$	10,000	$	10,000	$	-
72	Member Special Projects Expens	$	70,000	$	70,000	$	70,000	$	-
73	Sorting and Delivery Expense	$	305,000	$	305,000	$	305,000	$	-
74	South Central Delivery Expense	$	21,910	$	21,894	$	21,894	$	-
75	MPL Resource Contract Expense	$	206,318	$	223,035	$	223,035	$	-
76	MPL Rent Lease Contract Exp.	$	95,387	$	95,387	$	95,387	$	-
77	ILS Expense	$	36,450	$	36,450	$	36,450	$	-
78	MCFLS Catalog Cont Exp to MPL	$	297,098	$	321,170	$	321,170	$	-
79	Member Catalog Contract Exp.	$	151,176	$	162,822	$	162,822	$	-
80	MCFLS Collection Dev Tool Exp	$	26,972	$	26,972	$	26,972	$	-
81	Member Collection Dev Tool Exp	$	-	$	18,023	$	18,023	$	-
82	Internet Expense	$	21,635	$	21,635	$	26,286	$	4,651
83	Contingency Expense	$	39,717	$	43,958	$	49,283	$	5,325
84	Member Digital Content Exp	$	158,299	$	233,385	$	233,385	$	-
85	Marketing	$	50,500	$	60,000	$	60,000	$	-
86	Cooperative Purchasing Sub Exp	$	2,500	$	2,500	$	2,786	$	286
87	Member PC Management License Exp	$	1,875	$	1,875	$	1,875	$	-
88	LSTA Technology Grant Expense	$	197,314	$	3,000	$	143,621	$	140,621
89	MCFLS MKE Mixer Expense	$	1,400	$	1,400	$	1,400	$	-
90	Member Replacement Fines Exp	$	7,000	$	7,000	$	17,000	$	10,000
91	Member OverDrive Advantage Exp	$	15,002	$	15,000	$	15,000	$	-
92	Youth Services Exp	$	10,000	$	10,000	$	10,000	$	-
93	Inclusive Services Exp	$	10,000	$	10,000	$	10,000	$	-
94	**Total General Expenditures**	$	3,422,005	$	3,549,736	$	3,627,850	$	78,114
95								
96	**Special Expenditures**							
97	W. Milwaukee Borrowing Expense	$	47,447	$	41,706	$	41,706	$	-
98	RB - MCFLS Payment Expense	$	1,056,468	$	1,188,394	$	1,188,394	$	-
99	ILS Migration Reserve	$	35,000	$	-	$	-	$	-
100	Ecommerce Expense	$	175,000	$	150,000	$	150,000	$	-
101	**Total Special Expenditures**	$	1,313,915	$	1,380,100	$	1,380,100	$	-
102								$	-
103	**Total Expenditures**	$	4,735,920	$	4,929,836	$	5,007,950	$	78,114

MCFLS Marketing Update 9/23

Reminder -- if your community has a magazine or local publication, let me know. We are currently running ads in Oak Creek, St. Francis, South Milwaukee, and Greendale.

Library Card Signup Month

- Stickers are being sent to all the libraries that can be given to patrons when they get a card / check out a book / etc. (should have arrived)

- The Vericast ad running for Sept. has a library card-centric message. This has also been saved out as a pdf poster you can print out for your library (there is a new folder called "general library promos").

- In collaboration with the Bridges Library System to our west, we will be running radio spots on 93.3 for Sept / Oct. This will also include 3 library visits by radio personalities that will include a quick interview ("Did You Know") and will be posted on their website and social feeds.

- We run sponsorship spots on HYFIN radio; our Sept spots will be focused on signing up for a card.

- Library photo scavenger hunt: this will be an online quiz game -- we show a photo from a library, and the person guesses which library the photo is from. The quiz is multiple choice, and it shows the right answer each time. The person finishes the quiz & submits it with their email address to be in a drawing for prizes (gas cards or bus passes, patron's choice).

- Social media posts will reinforce the "library card/libraries are so great" message.

"Read For Your Life" Literacy Campaign

Ads will continue to run online and in various print venues.

The Juice

Online news platform, the reader chooses what reading level the articles are written in -- 5th grade through 11+. Five new articles each day, M-F. MCFLS will pay for the license.

Reading Horizons Elevate

Online tutoring platform for adults. It can be used either with a tutor or completely self directed, and can start at the most basic level, with the alphabet. Most instructions are verbal and video based. The software assesses a student's reading abillity, and then serves lessons that match the student where they are. Periodic assessments show progress. MCFLS will pay for the license. *We are still assessing this resource. I will send out info on an upcoming demo for anyone who would like to attend.

On-site in person tutoring

We need to get list of libraries interested in having tutors come from Literacy Services of Wisconsin.

Libraries as a Destination Campaign

Passport Game

After hearing feedback from libraries, I am researching an app that we can use to make the passport program completely digital. It uses GPS to recognize when someone visits a library. *It will require

someone to have a smart phone. If we go this route, it will save money since we won't have to print passport books, and will not require any staff time to stamp books. We are looking at possibly running this in the spring, and will continue to update everyone. When the time comes to put it together, I will just need to know which libraries are interested in participating.

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)