

Notice

Milwaukee County  
Federated Library System  
Library Directors Advisory Council

Regular Meeting  
Thursday, January 4, 2023  
10:00 AM – 12:00 PM

*This meeting will be held:*

Online at  
Meeting URL: [CLICK HERE](#)  
Meeting ID: 878 5815 5992  
Passcode: a82WUgkd  
Telephone Passcode: 30664334

Agenda

*The LDAC reserves the right to take action on any of the items listed below.*

1. Call to order and welcome.
2. Additional agenda items/adoption of agenda.
3. Approval of minutes for the December 7, 2023 LDAC meeting.

Action

Action

[Attachment A](#)

## Guest Presentation

4. All of Us/MCFLS collaboration and Virtual Library Center grant.

[Attachment B](#)

## Topics Requiring Action or Discussion.

5. 2023 annual report overview and instructions.

[Attachment C](#)

6. Discussion: 2024 MCFLS Director retreat.

[Attachment D](#)

7. Draft of 2024 MCFLS system/director goals.

[Attachment E](#)

## Technology

8. ReciteMe demonstration. ReciteMe is an assistive toolbar widget that allows patrons to interact with website contents for screen reading, font enlargement and translation. MCFLS is considering a system purchase for the Aspen Discovery and system websites.

[Attachment F](#)

9. WPLC Update.
  - a. WPLC Digital Library Steering Committee members.
  - b. Archives and Digitization Project/MOU.

[Attachment G](#)

## Informational.

10. Reminder: MCFLS Strategic Planning retreat scheduled for Thursday, January 18.

## Additional Business

### Member Library Updates

#### Sub-committee agendas and minutes

Circulation Services—Agenda and minutes available at [y](#)

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, February 1 via Zoom online meeting software.

Milwaukee County Federated Library System  
Library Directors Advisory Council  
Regular Monthly Meeting held Thursday, December 7<sup>th</sup>, 2023  
10:00am –12:00pm  
Via Zoom meeting software

Present: Tristan Boswell, Chair and South Milwaukee Public Library  
Amy Krahn, St. Francis Public Library  
Nyama Reed, Whitefish Bay Public Library  
Stephanie Lewin-Lane, Hales Corner Public Library  
Dana Andersen-Kopczyk, Brown Deer Public Library  
Marion Royal, Milwaukee Public Library  
Pete Loeffel, Wauwatosa Public Library  
Jennifer Loeffel, Franklin Public Library  
Rhonda Gould, North Shore Library  
Brian Van Klooster, Greendale Public Library  
Rebecca Roepke, Cudahy Family Library  
Hayley Johnson, Shorewood Public Library

Excused: Michael Koszalka, West Allis Public Library  
Jill Lininger, Oak Creek Public Library  
Jennifer Einwalter, Greenfield Public Library

MCFLS Staff: Steve Hesel, Director  
Brittney Hornung, Business Manager  
Jennifer Schmidt, Library Systems Administrator  
Deb Marett, Public Information Coordinator  
Belinda Lai, Library Systems Technician

Guests: Beth Henika, Milwaukee 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.

Additional Agenda Items/Adoption of Agenda.

Amy Krahn added discussion on fines assessed on days closed.

Director Hesel added an update on Library Legislation Day and an update on Strategic Planning

Amy Krahn motioned and Stephanie Lewin-Lane seconded the motion to adopt the additional agenda items and approve the agenda as presented. Unanimously approved.

Approval of Minutes for the November 2<sup>nd</sup>, 2023 LDAC Meeting.

Chair Boswell referred to the minutes of the November 2<sup>nd</sup>, 2023 meeting shown as Attachment A of the agenda packet. Pete Loeffel motioned and Amy Krahn seconded the motion to approve the minutes as presented. Unanimously approved.

## TOPICS REQUIRING ACTION OR DISCUSSION

### Discussion regarding CIPA filtering. What is your library doing? Do you have concerns with access?

Brian Van Klooster introduced the question regarding CIPA filtering for E-rate funding and what other libraries are doing. Beth Henika shared that MPL does filter and what process they use to be CIPA compliant and receive E-rate discounts. Discussion ensued. Pete Loeffel shared that only 3 libraries in the state have received E-rate funding. All computers in the library have to be CIPA compliant in order to qualify for the funding. Director Hesel offered to contact DPI for more information and get them in contact with libraries wanting more information.

### 2023 annual report changes and coming changes for 2024.

Director Hesel shared changes to note in the 2023 and 2024 Annual reports. Nyama Reed shared information on how these changes are decided from committee meetings. Some changes to note for 2023 are reporting of library operating expenditures such as employee benefits, staff classifications, and questions on wireless access and internet access. Changes to note for 2024 new definitions for e-content and no longer counting usage for databases.

### 2024 LDAC Chair.

Director Hesel shared the list of previous LDAC chairs and the process of choosing the LDAC Chair. Nyama Reed has agreed to take on the role of LDAC chair for 2024.

### Proposed LDAC meeting schedule for 2024.

Director Hesel shared the proposed meeting schedule for 2024 along with the locations for in person meetings. Amy Krahn motioned to approve the 2024 LDAC meeting schedule and locations, Stephanie Lewin-Lane seconded. Unanimously passed.

## TECHNOLOGY

### CountyCat mobile app update.

Jen Schmidt shared an update on the CountyCat mobile app and where to find information on changes. Some changes that were made is a two-step login, alerts are now displayed at the top instead of the bottom, there is a new lists feature, an available only button, and reordering of holds ready, holds placed and checkouts. Jen Schmidt shared what each information link shows and gave detailed information on each change made. These changes will be made in the app after an upgrade has gone through. Amy Krahn asked if the app will automatically update or if it will need to be downloaded. This will only be updated automatically if this is turned on with the device. Patrons should not have to uninstall and reinstall for the update to go through. Tristan Boswell asked if this will impact patrons being able to check out items and asked if there was a way for libraries to see how many patrons use the app barcode to check out. This should not impact check outs but will be clarified. Jen Schmidt will look into reporting on app usage and barcode usage tracking.

### New MCFLS phone system and impact on member libraries.

Director Hesel shared information on a new MCFLS phone system and how it will impact member libraries. MCFLS will be working with PCS at Ring Central instead of going through the city of Milwaukee for the phone lines. The main impact will be a change in phone numbers once this new phone system will be implemented.

All of Us grant project update.

Director Hesel shared an update on the All of Us grant project. MCFLS has set up two Mixer boxes for use in this project. One box is designated for use by Froedtert and one for use by the libraries. The boxes will also include programming information for ancestry, health literacy, genealogy information, and memory care with a focus on dementia. The mixer group will be helping with programming information details and should be ready for use starting in January 2024. Stephanie Lewin-Lane shared the ease of use of the program from a patron point of view. Director Hesel shared the more programming details and how this program will serve the communities while also protecting privacy. The boxes will be run through the mixer group but maintained by the MCFLS staff.

INFORMATIONAL

System marketing update.

Deb Marett shared an update on the system marketing that was also shared at the marketing meeting on 12/6. Some updates on what marketing resources were used in 2023 was Bus ads, magazine ads for specific communities, mailers through Vericast to reach more communities, radios ads on three different stations, social media involvement, and library tours. Marketing plans and resources for 2024 includes new platforms for the literacy campaign such as The Juice and Reading Horizons, literacy tutors in the libraries, continued library tours, and the passport program.

[Deb Marett lost connection]

Additional information will be shared at a later time.

ADDITIONAL AGENDA ITEMS

Sierra Settings and fines assessed of days closed

Amy Krahn shared that a patron was able to check out an explorer pass and return it 6 days overdue but only be charged 1 day because of the days closed. This was changed during the pandemic for convenience for patrons but is brought up to be changed back. Jen Schmidt suggested sending this idea to circ services for discussion and sent back to LDAC for a final decision. Amy Krahn motioned to revert back to the original setting of fines being assessed for days closed, Nyama Reed seconded the motion. Unanimously passed.

Library Legislative Day

Director Hesel shared that Library Legislative day will occur on February 6<sup>th</sup>. Transportation will be available through a chartered coach and will be shared with the Bridges Library System like last year.

Strategic Planning update

Director Hesel shared that he has received 8 responses to the SWAT analysis survey which is due 12/8. A reminder link will be shared today and these responses will be used during the visioning session in January. Jen Schmidt asked what is happening with the responses from the patron survey and when will the data be shared. Rachel Arndt is accumulating the responses from the free text areas which will be shared at the visioning session in January. Some of the responses will be shared through marketing strategies such as social media and for library legislation day. These responses as in a word cloud that will be shared with to the libraries.

## MEMBER LIBRARY UPDATES

Milwaukee Public Library- Victoria Sanchez from MPL is retiring in January; there is a new data analyst coming on board in January.

Hales Corner- Their adult and technical services librarian had a baby.

Greendale- Decided to change their copy vendor from Forward TS to Gordon Flesch, adding a second TBS payment kiosk

Shorewood- Hiring 2 librarians, will be having a professional development day for staff December 13<sup>th</sup> and will be closed.

## 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, January 4<sup>th</sup>, 2023 at 10:00 am, via Zoom online meeting software

With no further business, Pete Loeffel motioned and Amy Krahn seconded to adjourn the meeting at 11:43 am. Unanimously approved.

## ALL OF US VIRTUAL LIBRARY CENTER GRANT EXECUTIVE SUMMARY

Background. MCFLS is working with the All of Us outreach team at the Medical College of Wisconsin on two Virtual Library Center (VLC) grants offered through the Network of the National Library of Medicine (NNLM). The purpose of the VLC grants is to promote participation in the All of Us research program, a nationwide effort to build a dataset of one million or more volunteers who reflect the diversity of the United States and will sign up to share their health information over time.

MCFLS Virtual Library Center grants. Both MCFLS and West Allis Public Library submitted successful VLC grant applications in 2023. The West Allis grant allowed for upgrades to technology within the library and digital messaging boards to promote All of Us and library programs. The MCFLS project involves the setup of two mobile Mixer boxes to provide the infrastructure necessary to allow for enrollment in the All of Us program. Each box contains presentation equipment, hotspots and iPad mini devices. One box has been set aside for use by MCFLS member libraries through the MKE Mixers and the other reserved for the All of Us outreach team at the Medical College of Wisconsin.

How your library can get involved. Public libraries can get involved by:

- Sharing informational materials about All of Us on your community boards.
- Requesting a Mixer box to be used with an All of Us enrollment event at your library.
- Offering space at your library for All of Us tabling outreach.
- Inviting All of Us to participate at library programs like health fairs, community festivals, and open house events.
- Hosting an expert from All of Us for a program about a health topic important to your community.

Project timeline. Both Mixer boxes will be available in January 2024. Libraries should use the MKE Mixer website to request the box. MCFLS is also working with both MKE Mixers and All of Us outreach staff on developing the programming to be used with the boxes including, for example, genealogy and disorder awareness.

# *All of Us Research Program Virtual Library Center Grant*

**All of Us**  
**RESEARCH PROGRAM**

The  
Future of  
Health Begins  
With You

  
**MILWAUKEE COUNTY**  
FEDERATED LIBRARY SYSTEM



# What is the NIH *All of Us* Research Program?

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The *All of Us* Research Program is a historic, longitudinal effort to **gather data from one million or more people** living in the United States **to accelerate research and improve health**. By taking into account individual differences in **lifestyle, socioeconomic, environment, and biology**, researchers will uncover paths toward delivering **precision medicine – or individualized prevention, treatment, and care – for all of us**.

The *All of Us* Research Program is part of the broader Precision Medicine Initiative.

# What is the promise for participants?

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- ① An opportunity to help **fight disease** and improve the health of future generations.
- ① A chance to **learn about your own health**, including personalized risk factors or exposures.
- ① The ability and choice to **access your own data**, including increasingly rich health records.
- ① An opportunity to **ensure that your community is included** in the studies that lead to new understanding and new treatments.
- ① A chance to **learn about additional research opportunities** that may interest you.
- ① The choice to **meet others like you**, perhaps even joining some of them to propose & do research.

**This is a long-term relationship and the value to participants (and researchers) will grow over time.**

# What is the promise for providers?

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- ◎ Over time, **increased scientific evidence and improved guidelines** to enable precision medicine opportunities for more people and conditions:
  - Better understanding of the **impact of environment and lifestyle factors** on health.
  - Increased knowledge of differences in risk factors and response to treatments among **diverse populations**.
  - More information on the development of conditions that will allow for **earlier detection**.
  - Deeper understanding of different conditions that may allow for **better stratification**.
- ◎ Innovations that may make it easier to **share electronic health records** with other providers and patients.
- ◎ New knowledge to help address **health disparities**, increase **patient engagement**, and understand the usefulness of **consumer health devices and apps**.

Help accelerate medical breakthroughs by sharing information about *All of Us* with your patients!

# What are the potential activities asked of participants in the current protocol?



## Enroll, Consent and Authorize EHR

- Recruiting 18+ years old initially; plan to include children later
- Online, interactive consent
- Includes authorization to share Electronic Health Record (EHR) data



## Answering Surveys

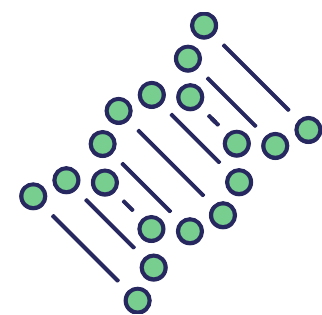
- Six initial surveys: The Basics, Overall Health, Personal Habits, Health Care Access & Utilization, Family Medical History, Personal Health History
- Additional surveys will be released on an ongoing basis.



## Physical Measurements\*

- Blood pressure
- BMI
- Heart rate
- Height
- Hip circumference
- Waist circumference
- Weight

*\*Based on diverse sampling and capacity*



## Provide Biosamples\*

- Blood (or saliva, if blood draw is unsuccessful)
- Urine specimen
- Biosamples will be stored at the program's biobank

*\*Based on diverse sampling and capacity*

## Wearables and Digital Apps

- Share data from wearable fitness devices, starting with FitBit
- Share data, such as cardio-respiratory fitness, through integrated apps (coming soon)
- More integrations under development

**Pilots under development: richer EHR data, health apps, fitness wearables, and return of genetic info**



# Approach to Privacy and Security

- Guided by privacy, trust, and data security principles developed by experts with input from the public.
- Data warehouse is built with the most advanced security available.
- Experts have done and will continue to do rigorous security testing.
- Data is encrypted and direct identifiers are removed.
- Researchers must agree to a code of conduct before accessing the data.
- Participants' preferences will be respected.
- Protected by a Certificate of Confidentiality.
- Committed to transparency in the event of a data breach.



**Safeguarding your identity and data to the best of anyone's abilities is our most important responsibility.**

# Importance of Libraries in Facilitating Health Outreach

- As anchor institutions, public libraries are well-positioned to engage all members of the community.
- Libraries are hubs for community information and are a natural fit for facilitating distribution of health information.
- Public libraries can reach diverse populations and particularly those who stand to benefit from the All of Us research program.





# How Your Library Can Help

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- ◎ Your public library can get involved by:
  - Sharing informational materials about All of Us on your community boards.
  - Offering space at your library for All of Us tabling outreach.
  - Inviting All of Us to participate at library programs like health fairs, community festivals, and open house events.
  - Hosting an expert from All of Us for a program about a health topic important to your community.
  - Propose your own project!



# Virtual Library Center Grant

- ◎ All of Us Program Center (NAPC) is currently supporting libraries with several types of awards, all aimed at increasing community skills in health literacy, digital literacy and public understanding of clinical research while building community partnerships and promoting All of Us and NNLM resources.
- ◎ Both MCFLS and West Allis Public Library have received Virtual Library Center grants. The MCFLS grant is being used to create two Mixer boxes to facilitate engagement with All of Us: one for use by All of Us staff and one for use through the MKE Mixer program.
- ◎ Benefits to member libraries:
  - Promotes healthier communities and health literacy information to residents.
  - Addresses representation in health research by reaching traditionally underserved communities.
  - Mixer kits can also be used to address technology literacy and the digital divide.





# Virtual Library Center Grant – All of Us Health Literacy Box Materials

- Each of the two Mixer boxes include:
  - Dell XPS 15 9520 presenter laptop including dock and case.
  - Epson EpiqVision Mini EF11 Laser Projector.
  - 15 Apple iPad mini tablets and foam sleeves.
  - T-Mobile Hotspot with data plan.
  - Set of instructions for use.





# Virtual Library Center Grant – Programming

- ◎ All of Us community workshops
  - Providing space for All of Us outreach staff to engage with and register interested residents into the All of Us research program.
  - Other workshops might include information on precision medicine, understanding genetic data or promoting healthy lifestyles.
  
- ◎ Programming aligned with All of Us
  - A session focused on genealogy followed up by information on All of Us and its relationship to ancestry.
  - Drawing the connection to All of Us and the importance of precision medicine to address disorders such as dementia, cancer and sickle cell anemia.



# Virtual Library Center Grant – Next Steps

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- Both Mixer Boxes will be available in January 2024.
- MCFLS is working with MKE Mixers to publish information about the All of Us Health Literacy box and availability on the MKE Mixer website.
- MCFLS is also working with both MKE Mixers and All of Us outreach staff on developing the programming for both genealogy and disorder awareness.



## A-07: Annual Report Data 2023

MCFLS has pre-populated many pieces of information for member libraries. Below is a list of the sections and specific questions in the Annual report. You are responsible for answering questions listed in boldface, below. Questions in regular type have been pre-populated. New areas are highlighted in yellow.

### Section I. General Information

You are responsible for the entire section. Beginning in 2020, DPI expanded reporting on annual public service hours under question 19. Please refer to the DPI Annual Report instructions for more details.

#### Section COVID-19

Removed for the 2023 report.

### Section Ib. Outlet Information.

If your library has branches or a bookmobile, you will be required to complete this section (applies only to MPL).

### Section II. Library Collection.

1. Books in print (end of year total)--pre-populated

1b. Books in print added during year--pre-populated

2. Electronic books (E-books). Note: Libraries with separate e-book collections, such as Kanopy or 3M Cloud Library, need to add their totals to the MCFLS-provided number.

3. Audio materials (end-of-year total)--pre-populated

3b. Audio added during year--pre-populated

4. Electronic audio materials (downloadable)--pre-populated. Note: Libraries with separate e-audio collections, such as Kanopy or 3M Cloud Library, need to add their totals to the MCFLS-provided number.

5. Video Materials--pre-populated

5b. Video added during year--pre-populated

6. Electronic video materials (downloadable)--pre-populated. Note: libraries with separate streaming video or similar collections, such as Kanopy, need to add their totals to the MCFLS-provided number.

7. Other materials owned--pre-populated. This item corresponds with Section III 1c. Circulation of Other Physical Items. 1c is a data element added by IMLS in 2021 to the annual report. This is a required element for the annual report starting in 2022.

8a. Electronic Collections (locally owned or leased). You are responsible for this number. Use the Excel document 2023 MCFLS Database detailed usage stats for assistance. Do not include OverDrive Magazines or Gale Courses in 8a.

8b. Electronic Collections provided by system--pre-populated. This covers OverDrive Magazines, Gale Courses, Udemy Video on Demand, Transparent Languages, and hoopla. Although MCFLS did not pay for OverDrive Magazines the State indicated they should be listed as "provided by system" because of MCFLS's role in brokering the resource.

8c. Statewide Electronic Collections (provided through Badgerlink)—pre-populated by the DPI.

10. Subscriptions. You are responsible for this number. This includes periodicals and newspapers, but excludes those in electronic format. You will need to determine with your own internal information.

### Section III. Library Services

1a. Total Physical Circulation--pre-populated

1b. Children's Physical Materials--pre-populated

1c. Circulation of Other Physical Items. Circulation of all physical items other than print books, physical audio units, physical video units, and serials, including renewals. These are materials in a fixed, physical format for use outside the library.

2. ILL Transactions. MCFLS arranged for collection of these statistics starting in 2020.

2a1. Items loaned via shared ILS (provided to)--pre-populated

2a2. Items loaned via WISCAT interlibrary loan platform (provided to)—pre-populated. Wauwatosa will need to add their totals to the MCFLS-provided number prior to using the MCFLS ILL service in 2023.

2a3. Items loaned via other mode (provided to)—pre-populated. This number includes OCLC transactions. Wauwatosa will need to add their totals to the MCFLS-provided number prior to using the MCFLS ILL service in 2023.

2b1. Items received via shared ILS (received from)--pre-populated.

2b2. Items received via WISCAT interlibrary loan platform—pre-populated. Wauwatosa will need to add their totals to the MCFLS-provided number prior to using the MCFLS ILL service in 2023.

2b3. Items received via other mode (provided to)—pre-populated. This number includes OCLC transactions. Wauwatosa will need to add their totals to the MCFLS-provided number prior to using the MCFLS ILL service in 2023.

3a. Registered borrowers resident--pre-populated. Beginning in 2017, MCFLS began providing a number based on the CIRCACTIVE date field in patron record. If the date in this field is within the last three years, or if patron record was created in the last three years, the patron is counted as a registered borrower. The CIRCACTIVE date field is updated each time the patron uses their card for basic circulation functions, public PC use and any login for database use including OverDrive, hoopla and Freegal.

If your library has purged your records within the last three years, it is not necessary to use the CIRCACTIVE number provided. You can run a list of all your users using RESIDENCE field = 'X' where 'X' is your library's residence code.

3b. Registered borrowers nonresident--pre-populated

3c. Total registered users—automatically calculated using responses in 3a and 3b.

3d. Overdue Fine Policy. A Yes or No question regarding your policy on charging overdue materials.

Questions 4-6. You are responsible for these questions. Please note that the definitions for reporting 6a. Number of Public Use Computers and 6b. Number of Public Use Computers with Internet Access changed in 2021.

7a and 7b. Wireless Internet Access--pre-populated. Beginning with the 2023 report, all MCFLS member libraries using Meraki Wireless access points will have data pre-populated by the system. All other libraries using other wireless providers will need to add their wireless usage counting method and data.

9a. Number of local electronic collection retrievals. You are responsible for this number. Use the Excel document 2023 MCFLS Database detailed usage stats for assistance. For both "remote database use" and "internal database use" this number shows the number of times a patron clicked into a database you subscribe to using the MCFLS-supplied script. *You may have and use better use statistics from your administrative login for your locally-licensed electronic collections.*

9b. Number of other electronic collection retrievals purchased by system. This number includes the number of Gale Courses and Udemy Video on Demand logins, OverDrive Magazines, and Transparent Language usage statistics for your patrons. This number is pre-populated.

9c. Number of electronic collection retrievals for resources purchased by the state of Wisconsin. These include databases such as Encyclopedia Britannica, EBSCO and TeachingBooks. This number is pre-populated.

10a. Uses of e-books by users of your library--pre-populated. Note: libraries with separate e-book collections, such as Kanopy or 3M Cloud Library, need to add their totals to the MCFLS-provided combined OverDrive and hoopla count.

10b. Uses of e-audio by users of your library--pre-populated. Note: libraries with separate e-audio collections, such as Kanopy or 3M Cloud Library, need to add their totals to the MCFLS-provided combined OverDrive and hoopla count.

10c. Uses of e-video by users of your library--pre-populated. Note: libraries with separate e-video collections, such as Kanopy or 3M Cloud Library, need to add their totals to the MCFLS-provided combined OverDrive and hoopla count.

10e. Total Uses of Children's Electronic Works—pre-populated. DPI has clarified that only data for juvenile title usage (not YA) should be used.

Questions 11-13. You are responsible for these questions. Please note that DPI has restructured reporting on programming to include virtual and recorded sessions.

Use the [Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views](#) to determine the appropriate reporting metric for some of the most commonly used virtual programming platforms.

Please refer to the [DPI Annual Report instructions](#) for more details.

Section IV. Library Governance You will need to provide all the information in this section.

#### Section V. Library Operating Revenue

MCFLS provides information in this section, listed below:

3a. Public library system state funds. MCFLS reciprocal borrowing payments are pre-populated as well as any contracts paid for with state aid.

4. Federal funds. MCFLS will pre-populate any LSTA funding numbers here.

5. Contract income. The West Milwaukee payment is pre-populated.

10. Exemption from County Library Tax. Milwaukee County does not have a county library tax. Answer "No" to this question.

#### Section VI. Library Operating Expenditures

MCFLS provides two pieces of information in this section, listed below:

3b. Library Collection Expenditures, Electronic Materials. The "2023 Member Revenue" worksheet includes payments by library for Ancestry, CollectionHQ, Mango, OverDrive, OverDrive Advantage and OverDrive Magazines. You may have additional expenditures outside of MCFLS. This number is not pre-populated.

4. Contracts for services 1. MCFLS automation and technical support costs will be prepopulated here. These include automation costs, cataloging costs, OCLC costs, compensated technical assistance, postage and forms, computer equipment, MyPC costs, TNS call costs, Ecommerce fees, CountyCat mobile costs, and Shoutbomb costs. All costs are split out in the 2023 Member Revenue worksheet. New for 2023: For each fee or contract indicate the service provider receiving the funds, description of service, type as contract or fee, and amount.

5. Expenses related to the accounting process for replacement/lost/manual fines for the report year should be added here.



Sections VII through X--MCFLS pre-populates no data in these sections

New for 2023: Section VIII Other Funds and Section IX Trust Funds. CLARIFICATION: When the 'No Other Funds' box is checked in LibPAS the remaining responses in the section should be left blank.

New for 2023: Section X. Staff. For each personnel listing provide both the local position title and select the job title from Appendix A of the Annual Report Instructions. The job titles in Appendix A represents a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities.

Section VII – Other Operating Income. Revenue related to the accounting process for replacement/lost/manual fines for the report year should be added here.

Section IX. If you have a library trust fund account you must provide a balance sheet for the reporting year showing a beginning balance, any additions or subtractions and an ending balance.

Section XI. Public library loans of material to nonresidents

1. Total nonresident circulation--pre-populated
- 2a. Home county circulation to those with a library--pre-populated
- 2b. Home county circulation to those without a library--pre-populated
- 3a and 3b. Other system county circulation (0)--pre-populated
- 4a. Nonsystem adjacent county circulation to those with a library--pre-populated
- 4b., 5., 6., 7 Other categories for nonresident circulation (all are 0)--pre-populated

Section XII through end--MCFLS pre-populates no data in these sections.

Section XII. Most questions regarding technology have been revised for 2023

1. What is the speed of your connection to the internet? For most libraries that use MCFLS for internet access, the answer will be 100 Mbps. If you do not use MCFLS for internet access, contact your ISP or municipality to answer this question.

5. Internet filtering. Questions have been added regarding whether or not your library is CIPA compliant. To be CIPA compliant you must filter content on every library-owned computer, including staff computers. Most libraries are NOT CIPA-compliant in Wisconsin.

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MCFLS provides documentation used to pre-populate report fields. These documents can be useful for members to answer questions. They are:

1. (Your library name)-Annual Report Collection Statistics [Sent by Library Systems Administrator].

This was used to answer Section II. Library Collection questions 1, 1b, 3, 3b, 5, 5b, and 7. Included in the workbook is the "ITYPE Breakout" worksheet, which details which ITYPES were categorized as book, audio, video, and other, to formulate the pre-populated count. MCFLS staff can answer questions about interpreting the report data. Please refer to Annual Report instructions <https://dpi.wi.gov/pld/data-reports/annual-report> for additional information.

2. Attachments for members—2023

This was used to pre-populate fields answering questions in Section III Library Services and Section XI Public Library Loans of Materials to Nonresidents. The document is for your reference and you do not need to use it—all the information has been pre-populated for you in the Annual Report. It includes the following worksheets:

- III.1.a. Total Annual Circulation
- III.1a.Items excluded
- III.1b. Circ of Child Mat.
- III.1.c Circ of Other Mat.
- III.2 Items Loaned & rec'd
- III.2 MPL Loaned & Rec'd
- III.2 ILL Loaned and Rec'd
- III.3a Registered users
- III.9.b Consortia DB numbers
- III.10.a-c Digital Media
- XI—Loans to Non-residents

### 3. 2023 MCFLS Database detailed usage stats

This is the only information available to MCFLS on electronic collection use; the counts for internal and remote database use indicate the number of times a person clicks on a link to a database when the link includes the MCFLS-supplied script. You may have better and more complete information to add.

The WPLC supplied information about the OverDrive collection, including the MCFLS Advantage Account:

2. Electronic Books (E-Books) XXXXXX ( + EBSCO eBook Collection: XXXX) : XXXXXX

4. Electronic audio materials: XXXXX

6. Electronic video materials: XXX

### 4. 2023 Member Revenue

This spreadsheet shows payments received by MCFLS from member libraries. Each library has two sections of payments. The first payments include all automation costs and is pre-populated in Section VI. Library Operating Expenditures 4. Contracts for Services.

The second section shows payments for electronic collections and is part of your answer to Section VI. Library Operating Expenditures, 3.b System Collection Expenditures/Electronic Material. You may have additional electronic material payments to include. This number is not pre-populated by MCFLS.

## 2024 MCFLS MEMBER LIBRARY DIRECTOR RETREAT

Proposed Date and Time. Meet once in July 2024 for a MCFLS Member Library Director retreat. Possible dates might include one of the available Fridays (July 12, 19 or 26). Retreat would run from 9 am to 4 pm at a location outside of the library environment. MCFLS would cover the cost of the location and lunch/refreshments.

Proposed Topics (with 1 or 2 outside speakers).

- AM: Strategic planning for libraries.
- PM: Balancing mental health and coping with burnout.
- Others?

Possible Locations.

- Milwaukee County Zoo – Flamingo Multipurpose Room
- Schlitz Audubon Nature Center (Bayside)
- Black Historical Society and Museum (27<sup>th</sup> and Center)

## 2024 MCFLS SYSTEM/DIRECTOR GOALS

- Oversee the creation of the 2025 – 2028 MCFLS System Strategic Plan and renegotiation of agreements including those for reciprocal borrowing, cataloging and resource library services.
- Initiate the process of putting the system delivery contract out for bid in 2024 as directed by the MCFLS Board.
- Implement several system technology changes, including:
  - Migration to the Aspen Discovery platform by June 2024.
  - Move to Shoutbomb for telephone notification by mid-year 2024.
  - Transfer phone services to RingCentral in first quarter of 2024.
- Again offer site visits to member libraries to discuss their specific needs and how the system can help meet them.
- Improve internal MCFLS functions:
  - Work with system staff on documenting internal workflows with an eye toward succession planning and a more formal training program.
  - Procure a project management tool to share progress on individual and system goals.
  - Investigate possible staff team building or in-service activities.

# The Recite Me Assistive Toolbar

me

## Who Does The Toolbar Help?

**The Recite Me assistive technology is now available on our website and can be used by anyone!**

We want to ensure you can customise your digital experience in a way that best suits your individual needs. 90% of people do not have access to the assistive technology they need and we want to break down this barrier, particularly for those who may have a disability, learning difficulty, visual impairment, or speak English as a second language.



## Toolbar Accessibility Features



### Screen Reader

Providing our screen reader will help website visitors to perceive and understand your digital content by reading aloud website text, which can be customized to suit the viewer.



### Reading Aids

To simplify use and support your website visitors, the Recite Me web accessibility toolbar provides five main tools; ruler, screen mask, magnifier, margins, and a dictionary.



### Styling and Customisation

Recite Me assistive technology allows people to change the way a website looks. Users are able to customize the website's colour scheme as well as the text, font style, size, colour, and spacing.



### Translation

Recite Me web accessibility technology quickly and easily translates all your web content into over 100 languages, including 65 text-to-speech voices.

# The time to be accessible is now

Improve User Experience | Increase Revenue | Avoid Lawsuits

Approximately **one billion people** globally have a disability and they can often face barriers when visiting inaccessible websites that prevent them from taking an active part in life.

## Your organization needs to address Website Accessibility

The increase in lawsuits and the missed opportunity of tapping into \$490 billion is something organizations can not ignore. Providing accessibility support on your website allows customers to easily discover your products and services.



### Improve User Experience

Creating a WCAG 2.1 AA compliant website is key to creating a great user experience for people with disabilities. Assistive technology helps you on this journey, by providing tools to fully customize a website, support reading & usability.



### Increase Revenue

Providing accessibility support online allows people with disabilities to explore your website with ease, increasing audience size and tapping into \$490 billion disposable income of U.S. adults with disabilities.



### Avoid Lawsuits

Web accessibility in the U.S. is covered by The Americans with Disabilities Act (ADA). Providing assistive technology provides 'reasonable accessibility' to people with disabilities online.

## Assistive technology will support your online visitors

Avoid lawsuits by staying ADA compliant and provide an enhanced user experience to drive business revenue.

Recite Me's easy to use, award-winning software includes **text to speech** functionality, fully **customizable styling features**, **reading aids** and a **translation tool** with over 100 languages, including 35 text to speech voices.

Recite Me works across all devices, giving everyone the opportunity to use the internet in the way that it is intended.



4.5m

People supported online

21m

Accessibility features used

9m

Websites translated in over 100 languages

10m

Pieces of content read aloud

1.4m

Website styling customizations

\* 2019 Recite Me Usage figures

12/14/2023 Meeting with Kristen Whitson from WiLS

**BACKGROUND:**

Digital Archives Backup Collaboration Project from the Wisconsin Public Library Systems -  
<https://www.wplc.info/digitalarchives>

The WPLC has two mirrored servers in the south and north of the state. These have been used by some public library systems for backup storage. However, the WPLC, with WiLS as the project manager, reports there is more than enough storage space to open up the use of these servers for all library systems (and their member libraries) to use for digital archival storage.

It's important to note that newspapers can be stored and included now.

WiLS would assist each library system in on-boarding libraries in 2024 to help them move digitized content to the servers.

There are 14 participants statewide who would use the WPLC Digital Archival Storage area. They include 13 public library systems as well as Recollection Wisconsin.

**COST:**

Currently there is no cost to anyone for the servers. SCLS and LEAN WI partner to secure LSTA funding to purchase and get ready the two servers. There will be no cost to MCFLS to participate until July 1, 2025. At that time, the cost is \$520 per library system. (\$7300/split among all participants). In July 1, 2026, WiLS and the WPLC will re-evaluate costs. SCLS and LEAN WI will continue to pursue LSTA funding for this project. While the focus is on the hardware used to store the data, in actuality, this is part of a larger, state-wide initiative to invest in digital preservation of local history.

**NEXT STEPS:**

WiLS will work to onboard library systems in 2024 to place digitized content into this archival storage area. Ideally all library systems would be trained by WiLS by mid-to-late 2024.

MPL as our Resource Library will be asked to serve as a leader for the uploading of new digital content to this storage space if possible. MCFLS will participate in the onboarding efforts with member library staff. Our office will work to have a more active role starting in 2025 but can't commit to more before that.

**MISCELLANEOUS:**

MCFLS has the MOU and Service Model documents saved on its SharePoint staff site under WPLC.