MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

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Notice

Milwaukee County
Federated Library System
Library Directors Advisory Council

Regular Meeting
Thursday, February 1, 2024
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.

   Action

3. Approval of minutes for the January 4, 2024 LDAC meeting.

   Action   Attachment A

Topics Requiring Action or Discussion.

4. Discussion: feedback on strategic plan retreat. What were your takeaways from the session?

5. Discussion: revisiting the idea of allowing holds on magazines to be placed in delivery.

6. Survey results: 2024 MCFLS Director Retreat.

Attachment B

Technology

7. Discussion: end of LSTA support for Beanstack and options for moving forward.

Attachment C

8. Aspen Discovery update.

Attachment D

Informational.

9. 2023 annual report update. Annual reports are due to the system by Thursday, February 29.

Attachment E

10. Meeting with the County Community Reintegration Center staff on February 23rd to talk about library services to incarcerated residents.

11. Library Legislative Day is February 6th. Who has signed up to attend?

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, March 7 via Zoom online meeting software.

Adjournment

Milwaukee County Federated Library System
Library Directors Advisory Council
Regular Monthly Meeting held Thursday, January 4th, 2024
10:00am –12:00pm
Via Zoom meeting software

Present: Nyama Reed, Chair and Whitefish Bay Public Library
               Tristan Boswell, South Milwaukee Public Library
               Amy Krahn, St. Francis 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
               Brian Van Klooster, Greendale Public Library
               Rebecca Roepke, Cudahy Family Library
               Hayley Johnson, Shorewood Public Library
               Jill Lininger, Oak Creek Public Library
               Jennifer Einwalter, Greenfield Public Library
               Jennifer Loeffel, Franklin Public Library

Excused: Michael Koszalka, West Allis Public Library
               Rhonda Gould, North Shore Library

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

Guests: Beth Henika, Milwaukee Public Library
               Taquanda Gilbert-Crampton, All of Us outreach project
               Karen Dotson, Program Director All of Us outreach project

Call to Order.
Chair Reed 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 information on Library Legislative Day.
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 December 7th, 2023 LDAC Meeting.
Chair Reed referred to the minutes of the December 7th, 2023 meeting shown as Attachment A of the agenda packet. Triston Boswell motioned and Amy Krahn seconded the motion to approve the minutes as presented. Unanimously approved.

TOPICS REQUIRING ACTION OR DISCUSSION

All of Us/MCFLS collaboration and Virtual Library Center grant.
Director Heser introduced the All of Us program team and their presentation explaining the new All of Us program and how to set up a virtual library centers from the mixer boxes. All of Us program staff introduced themselves and shared a presentation of the Virtual Library Center shown as attachment A of the Agenda Packet. Karen Dotson, the Director of the All of Us research program, gave a presentation on the program and why this research is important. This program not only helps individuals learn about their own health but will help future generations to receive better healthcare with these scientific studies. Enrollment, consent forms and surveys can be completed with the mixer box program at the libraries with a follow up at an All of Us clinical location or community pop-ups to take medical measurements and bio samples. Once specimens are collected, participants will receive a gift card for Target or Walmart and be able to access all information gathered. All data is secure and protected by a Certificate of Confidentiality with consistent testing by IT professionals. Director Heser shared the importance of the program and why libraries are a natural fit for the program. Libraries can share materials, host professionals or have tables set up for information to their patrons to promote this program. MCFLS provides all of the technology through the Mixer Box program to assist this project. The Official start date for the Mixer Box program will be January 22nd and will be published to the MKE Mixer website to be checked out. Brian Van Klooster asked if there was a way to involve the local health department as they are connected to a local health center in their building. The All of Us program welcomes partnering with local health departments as they are more of a health research program while the health department takes care of immediate health needs. Rebecca Roepke asked if this is a continuous use of space or one time use within the library. The program will use the space only when the library requests the mixer box and participation from the All of Us team.

2023 annual report overview and instructions.
Director Heser shared changes to the 2023 annual report and instructions for completion shown as Attachment C of the Agenda Packet. For the cross-county library tax question please answer "no" as Milwaukee County does not have this and there is no cross-county borrowing at this time. Staff listing will remain the same as previous years so continue to list staff titles as normal. If the library has a Trust account there will need to be a balance sheet attached showing a beginning balance, ending balance and any additions or subtractions. The advertised internet speed also needs to be included, if you are using a MCFLS TEACH line it will be 100mbps. If not using a TEACH line you will have to contact your ISP or municipality for this information. There are also additional questions about internet filtering for CIPA compliance, in which every library owned computer would need to have filtering. Milwaukee Public Library is currently the only CIPA compliant library. For any questions or concerns during the annual report, Melissa Aro at DPI is the current contact. There is also a worksheet on the DPI website for assistance in filling out the 2023 annual report.

Discussion: 2024 MCFLS Director retreat.
Director Heser shared a proposal for a Library Director retreat in July while there is no LDAC meeting scheduled. This retreat would be outside of the library environment 9am-4pm. MCFLS would cover the cost of location and lunch/refreshments for this retreat. This retreat would be used to bring up topics directors would like to discuss as a group such as strategic planning process or how to help with staffing or coping with burnout. Nyama Reed shared suggestions of locations and activities for this retreat. A survey for a date, location and topics will be sent out to help plan this retreat.

<u>Draft of 2024 MCFLS system/director goals.</u>
Director Heser shared the draft for the 2024 MCFLS System/Director goals shown as Attachment D of the agenda packet which will be presented to the MCFLS Board. Most of the goals are projects currently taking place and must be completed this year and also some of the staff goals discussed. The main goal is the 4 year Strategic Planning process and negotiation of contracts which will be discussed at the visioning session January 18th. The Board suggested putting the Delivery contract out to bid this year as it has not been out to bid since 2009. Technology goals include a new discovery layer (Aspen) and focusing on internal processes. Other topics discussed were offering site visits to member libraries, succession planning, a formal training program, and acquiring a project management tool. Stephanie Lewin-Lane suggested to offer training for the project management software if this is acquired. Brian Van Klooster suggested the opportunity to provide satisfaction feedback during the Delivery bid process and making sure the service received is comparable and not moving to a new provider only for a competitive price. Marian Royal shared that MPL staff offers training from their staff and will make site visits to libraries as the resource library.

TECHNOLOGY

<u>ReciteMe demonstration.</u>
Director Heser gave a brief demonstration on how to use the ReciteMe app and ways to customize the toolbar on the catalog website shown in Attachment F of the Agenda Packet. This tool aligns with the system focus on inclusive services allowing all patron to use the catalog and system website. It does not require any installation or plugin and provides additional languages. Jen Schmidt and Director Heser showed the function of each toolbar item. Amy Krahn asked if this will be included with individual library websites or only with the discovery layer and system website. Jen Schmidt shared that it would be a different quote as the current quote only includes use on the catalog and system website. Stephanie Lewin-Lane asked if there is a way to have this app default back to original settings after use so that the next patron does not get confused with a different language or color setting. This is unknown from the demo but can be asked if this is an option. Currently the catalog defaults back to the homepage so hopefully ReciteMe can follow this function. Discussion ensued. Jen Schmidt will reach out to the ReciteMe company and Angela Myers at Bridges Library System to follow up on the questions asked.

<u>WPLC Update.</u>
a. WPLC Digital Library Steering Committee members.
   Director Heser has a full representation for the steering committee and just met with the committee members on December 7th. This meeting was to discuss roles and what will be expected throughout the year.
b. Archives and Digitization Project/MOU.
   Director Heser shared a summary of the meeting with WiLS about this project shown as Attachment G of the Agenda Packet. WiLS will assist each library to help move digitized content to the server. MCFLS will not be participating in the data back up project but will be in the archives digitization project. A proposal will be presented to the Board to sign the MOU to participate in the digitization portion of the back-up program starting in 2025.

INFORMATIONAL

<u>Reminder: MCFLS Strategic Planning retreat scheduled for Thursday, January 18.</u>
Director Heser gave a reminder of the Strategic Planning retreat on Thursday, January 18th 9:00am-4:00pm. Parking is included.

ADDITIONAL AGENDA ITEMS

Library Legislative Day
Director Heser shared a reminder of Library Legislative Day and requested participation. There is a bus included that is being shared with Bridges and can hold 54 people. The goal is to have as much participation as possible not only from library staff but also Trustees and patrons if possible.

MEMBER LIBRARY UPDATES
St. Francis- Starting annual fundraising campaign for a nursing lounge. One of the study rooms will be converted to this lounge.
Whitefish Bay- The Light Our Library campaign through GoFundMe raised over $11,000 which goes to the foundation.
Oak Creek- They city gave all of the staff a $3 increase in addition to the approved budget.
Shorewood- Moving forward with fine free and all previous fines will be waved, hiring more staff, a committee has been formed to hire a new Director, closed 1/25 for a staff development day
Hales Corner- hired a part time cleaning person to replace the cleaning company previously used.

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
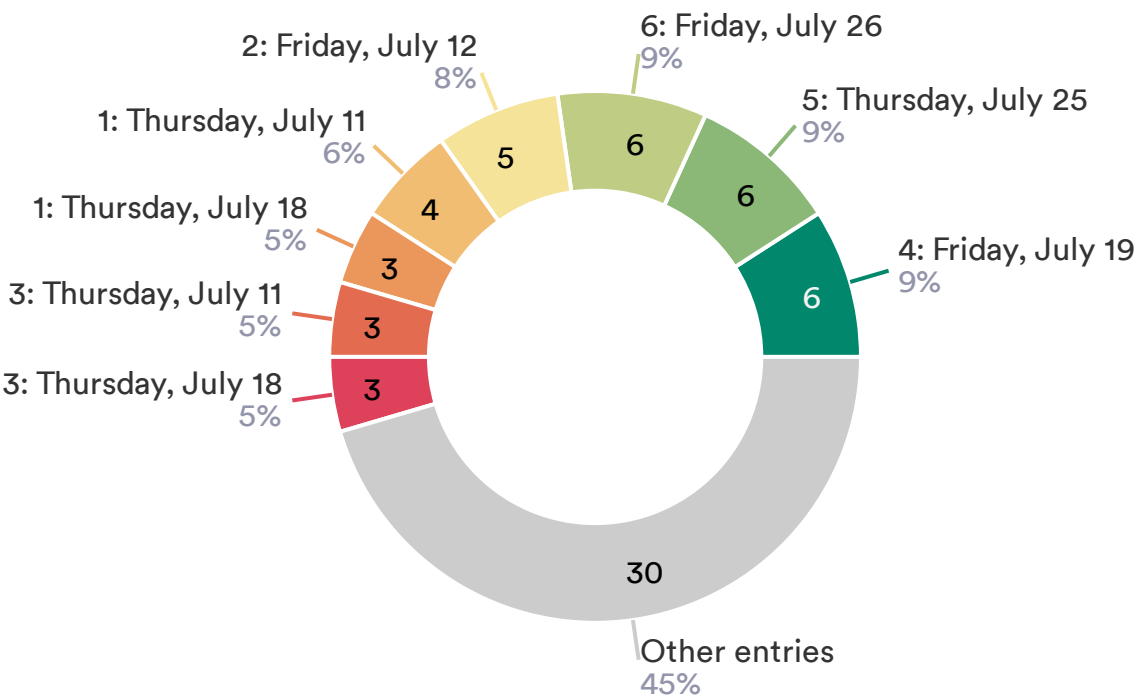
Next meeting
Scheduled for Thursday, February 1st, 2024 at 10:00 am, via Zoom online meeting software

With no further business, Stephanie Lewin-Lane motioned and Amy Krahn seconded to adjourn the meeting at 11:46 am. Unanimously approved.

MCFLS Member Library Director Retreat Survey Results

MCFLS Member Library Director Retreat

Date Preference (rank in order of preference)

- 2: Friday, July 12 — 8%
- 1: Thursday, July 11 — 6%
- 1: Thursday, July 18 — 5%
- 3: Thursday, July 11 — 5%
- 3: Thursday, July 18 — 5%
- 6: Friday, July 26 — 9%
- 5: Thursday, July 25 — 9%
- 4: Friday, July 19 — 9%
- Other entries — 45%

Other Dates you prefer

Data	Responses
Any Wednesday in July	1

MCFLS Member Library Director Retreat

Location Preference (select your choice or add your own)

Milwaukee County Zoo – Flamingo Multipurpose Room
50%

7

2

Black Historical Society and Museum (27th a
14%

5

Schlitz Audubon Nature Center (Bayside)
36%

MCFLS Member Library Director Retreat

Topic Preferences (select all that apply or add your own)

- HR concerns and hiring — 25% — 6
- Balancing mental health and coping with burnout — 25% — 6
- ziplining at the zoo! (just kidding) — 4% — 1
- Software recommendations, financial efficier — 4% — 1
- Understanding municipal funding and how it affe — 4% — 1
- Strategic planning — 17% — 4
- Building management — 21% — 5

MCFLS Member Library Director Retreat
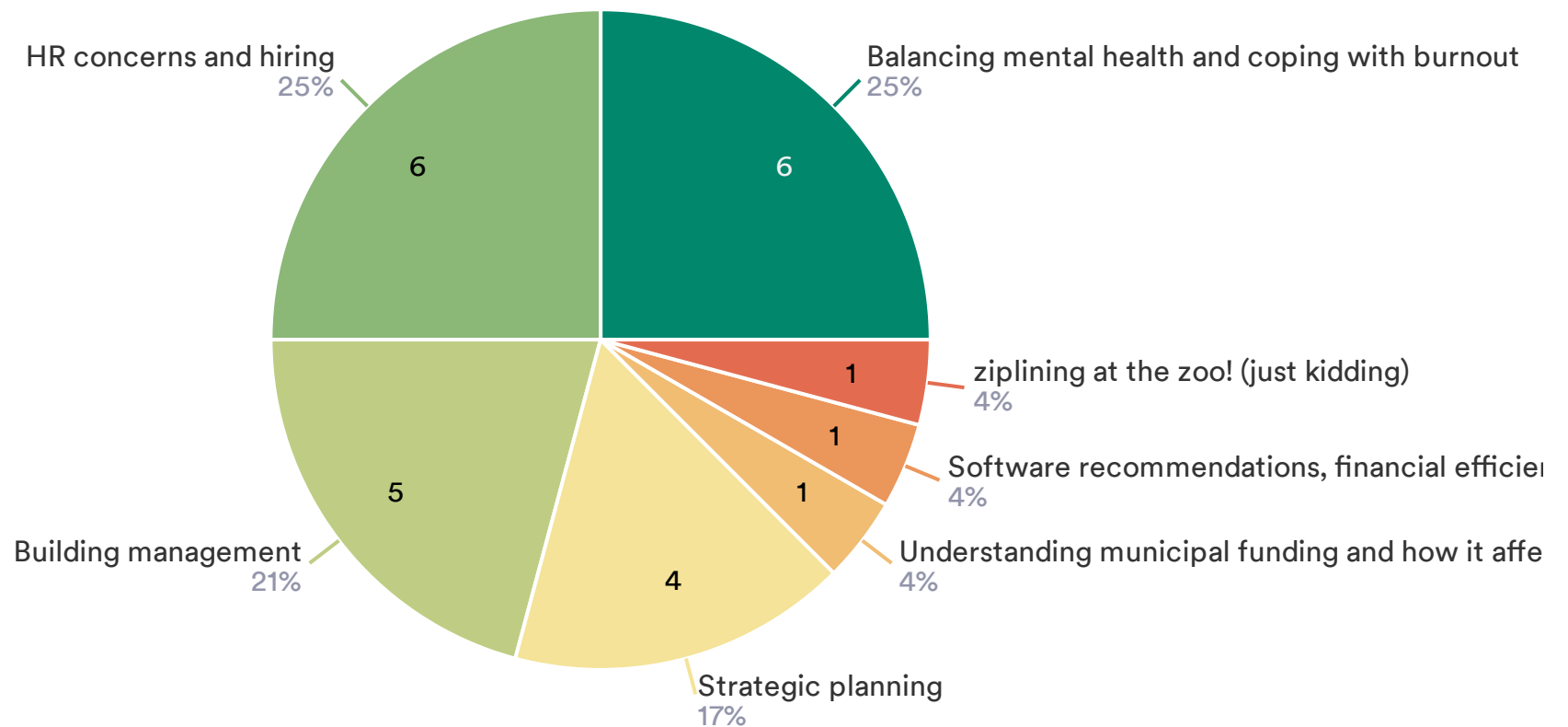
Additional comments or suggestions

Data	Responses
Prefer practical work over theoretical presentations, like group work on creating a capital request or working through the life of a referendum	1
I may not be able to attend, but wanted to participate in the survey.	1
Please make sure there is plenty of unscheduled time to talk with other directors about issues going on in their libraries and time to get to know one another again. There are several MCFLS directors who I either haven't met or have met in person less than 5 times since 2020.	1

Statewide Beanstack Contract Notice

Friday, January 26, 2024

As of May 1, 2024, the contract between the Wisconsin Department of Public Instruction and Zoobean, LLC., for statewide access to the Beanstack reading engagement tool for public and school libraries will end. Communications in April 2023 shared information about a procurement process initiating a one-year contract from May 2023-April 2024 with the option of an additional one-year renewal. This renewal will not be executed. The Library Services Team is sharing key decision points to increase understanding throughout our Wisconsin library community.

Due to increasing operating expenses, the Library Services Team has carefully reviewed current Library Service and Technology Act (LSTA) funded projects to avoid going over budget. All LSTA projects are evaluated in multiple ways: using available data, seeking stakeholder feedback, and consideration of total percentage of the budget. At times, this has resulted in making difficult decisions to discontinue previous LSTA projects. Making Beanstack available to all public libraries and school districts in Wisconsin from May 2023 through April 2024 cost over $225,000. This was a discounted price negotiated with Zoobean, LLC., and also a significant portion of the LSTA budget.

The original purpose of Beanstack was to provide an online resource to assist summer reading programs during the onset of the COVID pandemic in Spring 2020. The DPI expanded the contract to include offering Beanstack to school libraries in fall 2021. The intention was to provide an additional tool for school libraries to support literacy in their districts and to promote and encourage collaborative relationships between school and public librarians.

Data collected for both public and school libraries demonstrates Beanstack is not meeting expectations for statewide implementation. In analyzing Summer Reading Program and year-round usage of Beanstack in public libraries, there has been a steady decline of libraries and youth meaningfully interacting with the product since its introduction. Implementation in school libraries, with intentional promotion and support, has not been adequate. Although the

"tandem" feature, a unique product feature highlighted for library collaboration, was effective when utilized, only a small percentage of communities embraced this opportunity.

Considering usage data and feedback from the field, the Library Services Team has determined the purchase of Beanstack is no longer a responsible use of Wisconsin LSTA funding, as it does not adequately support the current goals in our LSTA Strategic Plan. Data indicates better-resourced libraries and schools, especially those with higher staff capacity and technology access, are able to utilize Beanstack significantly easier than others. The money being spent for statewide access does not truly support the diverse needs of all our public libraries and school districts.

The Library Services Team understands there are a number of schools and libraries that have experienced great success with Beanstack. We also understand this change presents potential challenges for future planning. We do not make this decision lightly, and are working to provide support for libraries who want to continue using Beanstack after April 30, when access will end.

The Library Services team is dedicated to supporting our stakeholders by answering additional questions. For public librarians with questions, please contact Public Library Consultant, Chris Baker (chris.baker@dpi.wi.gov ✉). School librarians with questions should contact School Library Media Education Consultant, Monica Treptow (monica.treptow@dpi.wi.gov ✉). For public libraries seeking additional support in developing a Summer Reading Program: please contact Public Library Consultant Jeni Schomber (jeni.schomber@dpi.wi.gov ✉).

Tags
- Administration & Data (/tax/tags-wi-libraries-everyone/administration-data)
- School Libraries (/tax/tags-wi-libraries-everyone/school-libraries)
- Services & Programs (/tax/tags-wi-libraries-everyone/services-programs)

Aspen Survey Results

Q. Our library has reviewed the new information from MCFLS about branded CountyCat catalog pages, as well as from Morgan, the Aspen implementation specialist (1/8/24 presentation with accompanying document). We have decided to go with the following for CountyCat:
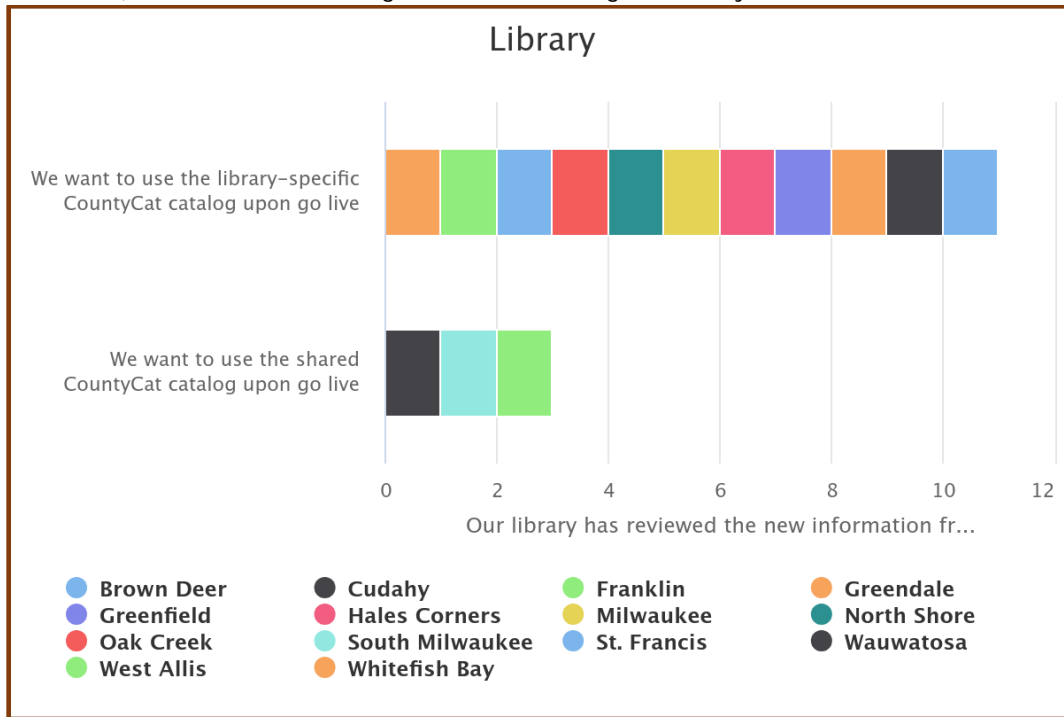

Q. Please review the two options tied back to the placement of our CountyCat logo on each branded Aspen page on this survey. Then vote for either Option A or B. MCFLS will put the CountyCat logo in each page even if your library isn't opting to use the branded page. It'll be ready.
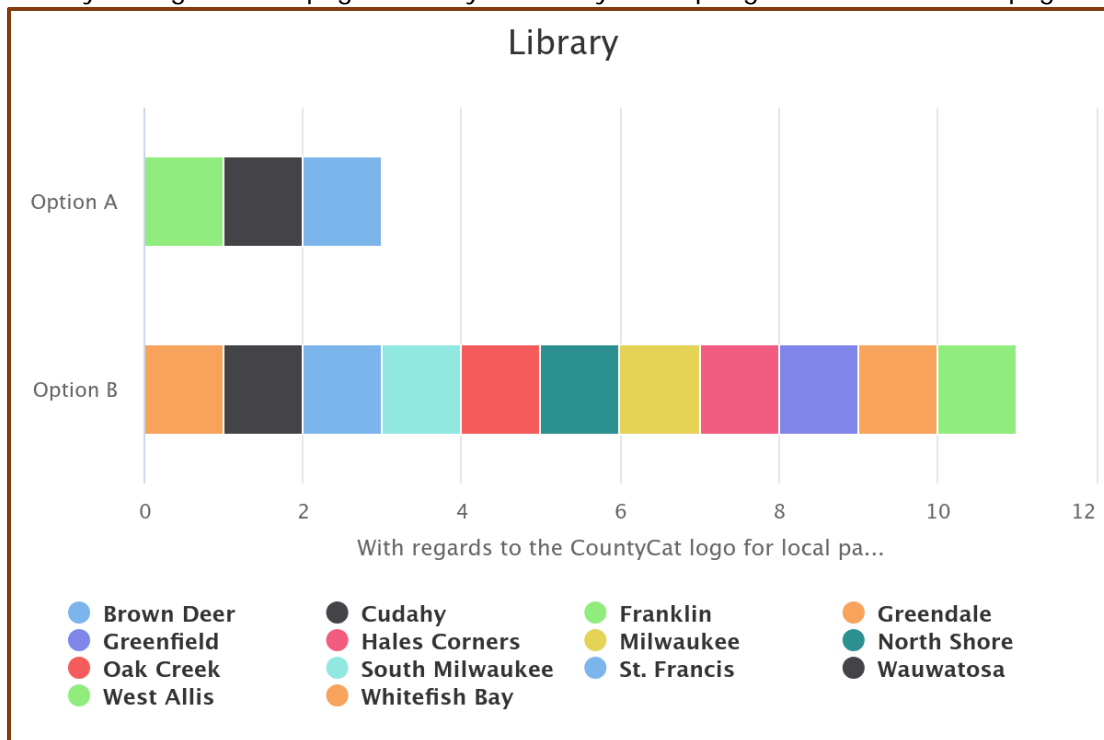
Q. Our library plans to use the branded CountyCat catalog in this way. With the library logo selected above and . . . . .
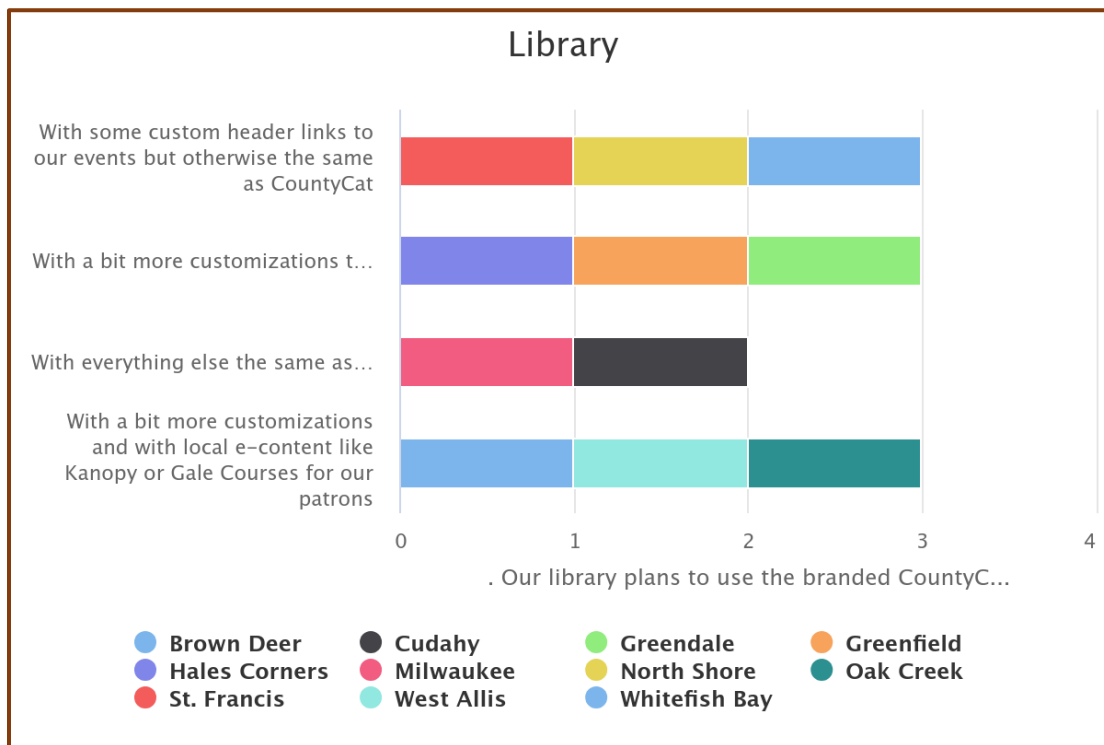
Q: How are you Feeling?
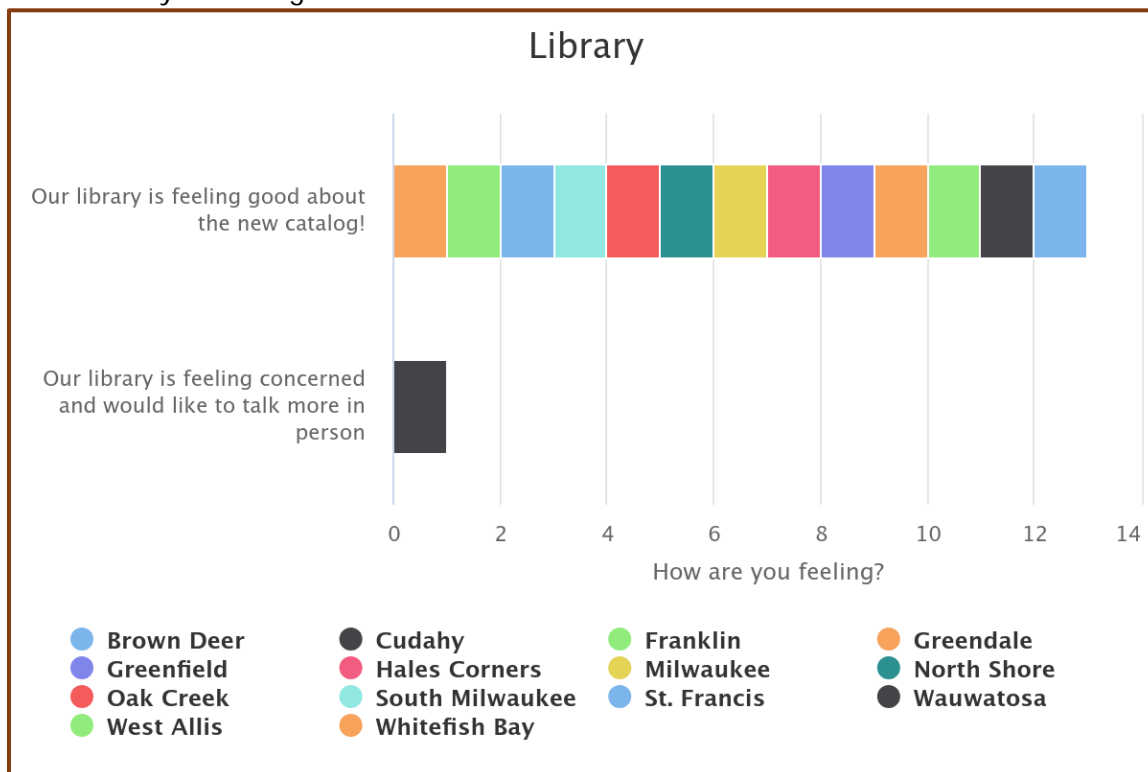
A-07: Annual Report Data 2023

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, Udemy, Transparent Languages, hoopla 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, Brainfuse, CollectionHQ, hoopla, 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. New for 2023: the previous year ending balance is pre-populated in the form.

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.

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.9.c Badgerlink usage

- 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. 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) 175,340

4. Electronic audio materials: 77,219

6. Electronic video materials: 0

4. 2023 Member Revenue

This spreadsheet shows payments received by MCFLS from member libraries. Each library has three sections of payments.

The first section shows payments made through the accounting process for lost, replacement and manual fines over $5.00 made to other libraries. Those expenses should be listed in Section VI. 5 Other Operating Expenditures.

The second set of payments include all automation costs and is pre-populated in Section VI. Library Operating Expenditures 4. Contracts for Services.

The third 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.