MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, April 16, 2018

9:00 A.M.

This meeting will be conducted in the
Meeting Room of the
Milwaukee County Federated Library System
709 N. 8th St.
Milwaukee, WI 53233

AGENDA

1. Call to order

2. Adoption of agenda

3. Approval of minutes: the MCFLS Board of Trustees meeting on Monday, March 19, 2018.

                       Action   Attachment A   **Page 3**

4. Public comment

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of
disabled individuals through sign language interpreters or other auxiliary aides.

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<u>Board of Trustees—Administrative reports requiring action</u>

5. Financial Reports—March, 2018

                      Action   Attachment B **Page 5**

6. MCFLS revised meeting schedule and locations

                      Action   Attachment C **Page 7**

7. Digicorp quote for firewall maintenance contract

                      Action   Attachment D **Page 8**

8. Resolution in appreciation of County Supervisor David Sartori

                      Action   Attachment E **Page 9**

<u>Administrative Informational Items</u>

9. New Library Systems Administrator will start May 7th

10. Public Library System Redesign (PLSR) workgroup reports released April 2nd.
    Comment period runs through April 23rd.

                                Attachment F **Page 10**

11. Revised 2018 Director Goals

                                  Attachment G **Page 12**

12. Director's Report

                                  Attachment H **Page 13**

Next meeting date: May 21st, 2018, 9:00 a.m., MPL – Mitchell Street Branch, 906 W Historic Mitchell St, Milwaukee, WI 53204

Milwaukee County Federated Library System
Board of Trustees

Regular Monthly Meeting held Monday, March 19, 2018
At the MCFLS Administrative Offices
709 North Eighth Street
Milwaukee, WI 53233

ROLL CALL

Present: Paul Ziehler, President
             Nik Kovac, Treasurer
             Kurt Glaisner, Trustee
             Martin Lexmond, Trustee
             David L. Sartori, Trustee

Absent: Paula Penebaker, Vice President

Staff: Steve Heser, Director
             Judy Kaniasty, Business Manager

Others: Paula Kiely, Milwaukee Public Library
             Dawn Lauber, Milwaukee Public Library

CALL TO ORDER. President Ziehler called the regularly scheduled monthly meeting of the Milwaukee County Federated Library6 System Board of Trustees to order at 9:06 a.m.

ADOPTION OF AGENDA. President Ziehler referred to the agenda. Trustee Sartori moved and Trustee Glaisner seconded a motion to adopt the agenda as distributed. Unanimously approved.

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the Monday, February 12, 2018 meeting which are shown as Attachment A of the agenda packet. Trustee Sartori moved and Treasurer Kovac seconded a motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT. None.

LIBRARY DIRECTORS ADVISORY COUNCIL. President Ziehler referred to the March 1, 2018 LDAC report, which is shown as Attachment B of the agenda packet. Director Heser reviewed the report and responded to questions. Trustee Glaisner moved and Trustee Lexmond seconded a motion to accept and place the report on file. Unanimously approved.

ADMINISTRATIVE REPORTS REQUIRING ACTION.

Financial Report – February 2018. President Ziehler referred to the February, 2018 financial report, which is shown as Attachment C of the agenda packet. Director Heser noted that he believes the internet costs will be higher than budgeted due to increased bandwidth and he will look into that more

Minutes (03/19/18)
Attachment A (04/16/18)
Page 1 of 2

closely before mid-year budget adjustments are made. Treasurer Kovac moved and Trustee Glaisner seconded a motion to approve the February, 2018 financial report as presented.

DigiCorp – Sierra Service Maintenance Agreement and MCFLS Security Audit Proposal. Director Heser reported that the Sierra servers are out of warrantee by Innovative Interfaces, Inc. and if service were required it would be on an expensive hourly rate so he reached out to DigiCorp who is a trusted vendor for many years and a quote is shown as Attachment D of the agenda packet. In addition to the server maintenance agreement there is a security audit proposal which checks for security vulnerabilities which Director Heser highly recommends being done. Trustee Glaisner moved and Trustee Lexmond seconded a motion to approve both pieces of the recommended proposal. Unanimously approved.

2018 MCFLS Director Goals. President Ziehler referred to Director Heser's 2018 Goals, which are shown as Attachment E of the agenda packet. Director Heser reviewed the goals. Trustee Glaisner suggested adding two more objectives to pursue: more engagement with Milwaukee County officials and more cooperative purchasing opportunities for member libraries. Due to these two additions, this item will be held over until next month to allow time for the additional goals to be drafted and added for action next month.

ADMINISTRATIVE INFORMATIONAL ITEMS.

Library Systems Administrator Position. Steve Heser reported that six applications were received and two strong candidates were interviewed by the MCFLS staff. After talking with President Ziehler, references of the top candidate were checked and an offer was extended and a response is expected shortly. If necessary, the second strong candidate will move forward in the process.

Director's Report. President Ziehler referred to Attachment F of the agenda packet. Director Heser reviewed his report. Trustee Glaisner noted that he has left a few telephone messages at the County as have President Ziehler and Director Heser regarding MCFLS Board appointments and reappointments and with two more upcoming vacancies it is imperative that action is taking in the very near future.

Trustee Sartori noted that as of April 15th he will be off of the County Board of Supervisors and he wanted to say that MCFLS has a good staff and Board and that he regrets having to leave. Trustee Sartori was thanked for his service.

NEXT MEETING. Scheduled for Monday, April 16, 2018 at 9:00 a.m. at the MCFLS Offices. During the months of May through October the Board will go on the road and meet at member libraries and a schedule will be formed and distributed soon.

ADJOURNMENT. With no further business to be addressed by the MCFLS Board, Trustee Glaisner moved and Trustee Lexmond seconded a motion to adjourn the meeting at 10:07 a.m. Unanimously approved.

M.C.F.L.S.
Financial Report
For the Three Months Ending March 31, 2018

1		Annual Budget	Year to Date	%	Balance	%
2						
3	**General Revenues**					
4	State Aid Revenue	$ 2,766,162	$ 2,074,622	(75.00)	$ 691,540	(25.00)
5	Milwaukee County Allocation	$ 66,650	$ 33,325	(50.00)	$ 33,325	(50.00)
6	West Milwaukee Contract -Other	$ 48,160	$ -	0.00	$ 48,160	(100.00)
7	Interest on Invested Funds	$ 4,000	$ -	0.00	$ 4,000	(100.00)
8	Member Forms/Supplies Revenue	$ 25,000	$ 3,745	(14.98)	$ 21,255	(85.02)
9	Member Postage Revenue	$ 25,000	$ 5,961	(23.84)	$ 19,039	(76.16)
10	Member OCLC Revenue	$ 113,232	$ 108,914	(96.19)	$ 4,318	(3.81)
11	Member Telecomm. Revenue	$ 16,800	$ 600	(3.57)	$ 16,200	(96.43)
12	Member III Softwre Maint-Basic	$ 198,088	$ 191,496	(96.67)	$ 6,592	(3.33)
13	Member III Softwre Maint-Other	$ 43,050	$ 40,825	(94.83)	$ 2,225	(5.17)
14	Member Tech. Assist.-Time Rev.	$ 15,000	$ 3,248	(21.65)	$ 11,752	(78.35)
15	Member Special Projects Revenu	$ 80,000	$ 9,152	(11.44)	$ 70,848	(88.56)
16	Member Cataloging Contract Rev	$ 149,006	$ 142,685	(95.76)	$ 6,321	(4.24)
17	Member Database Revenue	$ 77,132	$ 71,765	(93.04)	$ 5,367	(6.96)
18	Member Catalog Enhancement Rev	$ 24,160	$ 22,855	(94.60)	$ 1,305	(5.40)
19	Member Ecommerce Transaction	$ 9,000	$ 2,071	(23.01)	$ 6,929	(76.99)
20	TNS Calls/Notices Revenue	$ 5,600	$ 1,325	(23.66)	$ 4,275	(76.34)
21	Carryover Revenue	$ 35,000	$ -	0.00	$ 35,000	(100.00)
22	Staff Benefits/Co-Pay Revenue	$ 31,134	$ 5,406	(17.36)	$ 25,728	(82.64)
23	Member Digital Content Rev	$ 194,179	$ 156,118	(80.40)	$ 38,061	(19.60)
24	**Total General Revenues**	$ 3,926,353	$ 2,874,113	(73.20)	$ 1,052,240	(26.80)
25						
26	**Special Revenues**					
27	W. Milwaukee Borrowing Revene	$ 52,437	$ -	0.00	$ 52,437	(100.00)
28	Ecommerce Revenue	$ 200,000	$ 42,611	(21.31)	$ 157,389	(78.69)
29	**Total Special Revenues**	$ 252,437	$ 42,611	(16.88)	$ 209,826	(83.12)
30						
31	**Total Revenues**	$ 4,178,790	$ 2,916,724	(69.80)	$ 1,262,066	(30.20)
32						
33		Annual Budget	Year to Date	%	Balance	%
34						
35	**General Expenditures**					
36	Fringe Benefits Expense	$ 182,281	$ 36,047	19.78	$ 146,234	80.22
37	Salaries Expense	$ 381,600	$ 65,945	17.28	$ 315,655	82.72
38	Telephone Renewal Expense	$ 1,600	$ 408	25.50	$ 1,192	74.50
39	Member Ecommerce Transaction E	$ 9,000	$ 2,139	23.77	$ 6,861	76.23
40	TNS Calls/Notices Expense	$ 5,600	$ 982	17.54	$ 4,618	82.46
41	Mileage Reimbursement Expense	$ 200	$ 104	52.00	$ 96	48.00
42	Conference/Training Expense	$ 5,500	$ 369	6.71	$ 5,131	93.29
43	Memberships Expense	$ 6,800	$ 3,300	48.53	$ 3,500	51.47
44	Continuing Education Expense	$ 8,500	$ 225	2.65	$ 8,275	97.35
45	Office Supplies Expense	$ 1,000	$ 171	17.10	$ 829	82.90
46	Copy Machine Maint. Expense	$ 1,200	$ 45	3.75	$ 1,155	96.25
47	MCFLS Printing Expense	$ 500	$ -	0.00	$ 500	100.00
48	MCFLS Printing for Mem Expense	$ 5,000	$ -	0.00	$ 5,000	100.00
49	MCFLS WI Pub Lib Consortium Ex	$ 10,616	$ 10,616	100.00	$ -	0.00
50	MCFLS Buying Pool	$ 110,000	$ 30,000	27.27	$ 80,000	72.73
51	MCFLS Database Expense	$ 15,000	$ -	0.00	$ 15,000	100.00
52	Member Database Expense	$ 77,132	$ 78,504	101.78	$ (1,372)	(1.78)

4/10/2018 at 9:33 AM   For Management Purposes Only

M.C.F.L.S.
Financial Report
For the Three Months Ending March 31, 2018

53	MCFLS Catalog Enhancement Expe	$	67,677	$	34,382	50.80	$	33,295	49.20
54	Member Catalog Enhancement Exp	$	24,160	$	24,160	100.00	$	-	0.00
55	MCFLS Postage Expense	$	600	$	50	8.33	$	550	91.67
56	Member Postage Expense	$	25,000	$	10,950	43.80	$	14,050	56.20
57	Member Forms/Supplies Expense	$	25,000	$	1,265	5.06	$	23,735	94.94
58	Telephone Expense	$	4,450	$	263	5.91	$	4,187	94.09
59	Meetings Expense	$	500	$	55	11.00	$	445	89.00
60	Insurance Expense	$	11,252	$	8,033	71.39	$	3,219	28.61
61	Legal Expense	$	500	$	-	0.00	$	500	100.00
62	Audit Expense	$	12,000	$	1,450	12.08	$	10,550	87.92
63	Payroll Service Expense	$	4,000	$	897	22.43	$	3,103	77.58
64	III Software Support Expense	$	241,138	$	117,029	48.53	$	124,109	51.47
65	Member Telecomm. Expense	$	16,800	$	-	0.00	$	16,800	100.00
66	MCFLS Telecomm. Maint. Expense	$	10,000	$	-	0.00	$	10,000	100.00
67	OCLC Expense	$	125,461	$	75,000	59.78	$	50,461	40.22
68	MCFLS Computer Room Equipment	$	5,000	$	500	10.00	$	4,500	90.00
69	MCFLS Equipment Expense	$	15,650	$	11,057	70.65	$	4,593	29.35
70	Member Special Projects Expens	$	80,000	$	6,590	8.24	$	73,410	91.76
71	Sorting and Delivery Expense	$	291,700	$	45,435	15.58	$	246,265	84.42
72	South Central Delivery Expense	$	21,250	$	10,625	50.00	$	10,625	50.00
73	Auto Payment/Maintenance Exp.	$	1,000	$	-	0.00	$	1,000	100.00
74	MPL Resource Contract Expense	$	179,801	$	43,501	24.19	$	136,300	75.81
75	MPL Rent Lease Contract Exp.	$	128,530	$	32,133	25.00	$	96,397	75.00
76	ILS Expense	$	36,450	$	9,113	25.00	$	27,337	75.00
77	MCFLS Catalog Cont Exp to MPL	$	276,676	$	69,154	24.99	$	207,522	75.01
78	Member Catalog Contract Exp.	$	149,006	$	37,252	25.00	$	111,754	75.00
79	Internet Expense	$	19,500	$	150	0.77	$	19,350	99.23
80	Contingency Expense	$	48,741	$	2,835	5.82	$	45,906	94.18
81	Member Digital Content Exp	$	194,179	$	158,539	81.65	$	35,640	18.35
82	Marketing	$	10,000	$	-	0.00	$	10,000	100.00
83	**Total General Expenditures**	$	2,847,550	$	929,273	32.63	$	1,918,277	67.37
84									
85	**Special Expenditures**								
86	W. Milwaukee Borrowing Expense	$	52,437	$	52,439	100.00	$	(2)	(0.00)
87	RB - MCFLS Payment Expense	$	1,078,803	$	1,078,804	100.00	$	(1)	(0.00)
88	Ecommerce Expense	$	200,000	$	42,611	21.31	$	157,389	78.69
89	**Total Special Expenditures**	$	1,331,240	$	1,173,854	88.18	$	157,386	11.82
90									
91	**Total Expenditures**	$	4,178,790	$	2,103,127	50.33	$	2,075,663	49.67
92									
93	**Revenue/Expenditures +/-**			$	813,597				

REVISED 2018 Meeting Dates

The MCFLS Board of Trustees has traditionally met on the third Monday of the month. The schedule below follows that schedule except when it conflicts with a national holiday. The November and December meetings have been combined on the last Monday in November.

Date	Location
Monday, May 21	MPL – Mitchell Street Branch
Monday, June 18	Oak Creek Public Library
Monday, July 16	Shorewood Public Library
Monday, August 20	North Shore Library
Monday, September 17	Whitefish Bay Public Library
Monday, October 15	Hales Corners Library
Monday, November 26	MCFLS Conference Room

Digicorp, Inc.
Phone: 262-402-6100
Fax: 262-402-6101
3315 North 124th Street, Suite E
Brookfield, WI 53005

DIGICORP
Contingency Planning Solutions, Inc.

	Quote
No.:	**6324**
Date:	3/21/2018

Prepared for:
HIEU TRAN 414.286.8684
MILW CTY FED LIBRARY SYTM
709 N 8TH ST
MILWAUKEE, WI 53233-2414 USA

Prepared by: Emily Hipp
Account No.: 635
Phone: (414) 286-5148
Fax: (414) 286-3209

Quantity	Description	UOM	Sell	Total
1	FORTIGATE 300D 1 Year UTM Bundle (24x7 FortiCare plus Application Control, IPS, AV, Botnet IP/Domain, Web Filtering and Antispam Services)	EA	$3,250.00	$3,250.00

Your Price:	$3,250.00
Total:	$3,250.00

Prices are firm until 6/2/2018   Terms: DUE UPON RECEIPT

Prepared by: Emily Hipp, ehipp@digicorp-inc.com   **Date:** 3/21/2018

CURRENT CONTRACT EXPIRES: JUN 2, 2018

SN: FGT3HD3915801923

Accepted by: _____   **Date:**_____

Disclaimer
Contract price does not include applicable tax, freight, trip charges.

RESOLUTION OF APPRECIATION

David Sartori is leaving the Board of Trustees of the Milwaukee County Federated Library System (MCFLS), after a tenure of dedicated and exemplary service; and

**WHEREAS**, David Sartori served with distinction as a Board Trustee since February, 2017, and

WHEREAS, David Sartori brought a unique perspective to the MCFLS Board, simultaneously serving as the Milwaukee County Supervisor for District Eight; and

WHEREAS, David Sartori tirelessly advocated for member libraries at events such as Library Legislative Day and introduced the idea of holding MCFLS Board meetings at member library locations; and

WHEREAS, David Sartori has consistently sought to improve MCFLS services and has, at all times, given the highest priority to the needs of the citizens of Milwaukee County; and

BE IT NOW RESOLVED, that the Milwaukee County Federated Library System Board of Trustees do herewith express heartfelt thanks to Trustee David Sartori for his service, and wishes him well in all future endeavors.

FURTHERMORE, BE IT RESOLVED, that a copy of this resolution be presented to David Sartori and that a copy be printed as an attachment to the agenda of the regular meeting of the MCFLS board of Trustees held April 16, 2018.

WISCONSIN
PLSR
PUBLIC LIBRARY SYSTEM
REDESIGN PROJECT
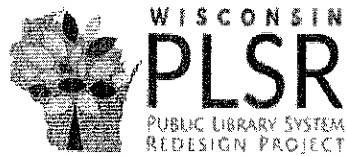
Browse: Home » Workgroups » Workgroup Recommendation Reports

WORKGROUP RECOMMENDATION REPORTS

Over two years ago, the Public Library System Redesign process asked workgroups to answer the following the question in the course of their model development: what is the best way to maximize resources, improve services, and provide increased equitable access to services? This report is the culmination of over 120 workgroup meetings, countless hours of data collection, and endless amounts of careful and thoughtful consideration of that early question.

This was an enormous effort and as such, it produced an enormous report. It is recommended that the project manager report is read prior to any of the workgroup reports. It offers background, context and an explanation of what the reports contain and what readers will not find, and why. The workgroup reports are standalone otherwise.

Full Workgroup Recommendation Report

Project Manager Report

Chapter 43 Workgroup Report

Collections Workgroup Report

Continuing Education and Consulting Workgroup Report

Delivery Workgroup Report

ILL/ILS Workgroup Report

Resource Libraries Workgroup Report

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PLSR Update
Attachment F (04/16/18)
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Technology Workgroup Report

Resources Consulted

April 2-23 workgroup report comment period.

After reading through the reports, you can share your feedback at the link below.
You will be able to submit by workgroup and offer feedback by section of the
report. You are not required to comment on all sections. You will need to submit a
separate survey for each workgroup.

Workgroup Report Recommendation Feedback Survey

The comment period is intended to provide information to the Steering Committee
and Core Recommendation Collaborators. Comments will not be reviewed by the
workgroups, workgroup reports will not be altered, and those who comment will
not receive a response to their comments. Once the comment period closes, each
and every comment will be reviewed by the Steering Committee as they begin their
work, along with the Core Recommendation Collaborators and Summit
Participants, to develop final recommendation report. This report will culminate a
multi-year project to make service recommendations to maximize the investment in
public libraries and library systems and to ensure service equity to Wisconsin
residents.

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PLSR Update
Attachment F (04/16/18)
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MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

709 North Eighth Street
Milwaukee, WI 53233
PH: 414-286-8149
FAX: 414-286-3209

April 16th, 2018

To: MCFLS Board of Trustees
From: Steve Heser, Director
Re: Revised 2018 Director Goals

1. Interview, select and train the new Library Systems Administrator with assistance from MCFLS staff. Initial training to be completed by July, 2018.

2. Fully develop the marketing plan to promote public use of system services. With input from LDAC members, investigate additional graphic design assistance for member libraries. To be completed by August, 2018.

3. Assist member libraries in the selection and administration of a statistical analysis tool to better evaluate and manage their collections. Initial implementation to be completed by April, 2018.

4. Provide high-quality continuing education programs for member library staff through the SEWI group and with MCFLS efforts. To be completed by December, 2018.

5. Continue to participate in Public Library System Revision efforts, communicating information to member libraries and the MCFLS Board, advocating for MCFLS member libraries, and assisting state-wide efforts to improve system services. Continuing at least through August 2018.

6. Initiate and lead a strategic planning process for MCFLS and member libraries beginning September 2018. The strategic plan will be used to inform budget priorities in advance of the membership agreement process due to take place in 2019. Continuing through December 2018 and beyond.

7. Begin the process of reaching out to and attending member library board meetings to listen to their needs and learn how we can bring value to their system membership. Continuing through December 2018 and beyond.

8. Work with LDAC members to improve existing cooperative purchasing arrangements and investigate new opportunities for collaboration. Continuing through December 2018.

9. Meet with Milwaukee County supervisors to advocate for MCFLS and member libraries and lay the groundwork for improved funding for the system. Continuing through December 2018.

Helping the public libraries in Milwaukee County SERVE YOU BETTER

Revised 2018 Director's Goals
Attachment G (04/16/18)
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MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM

709 North Eighth Street
Milwaukee, WI 53233
PH: 414-286-8149
FAX: 414-286-3209

April 10th, 2018

March/April 2018 Director's Report

Summary of activities

1. Met with system director Connie Meyers from Bridges Library System to learn more about their system, staffing and workflows.
2. Prepared materials and participated in a periodicals workgroup subcommittee of LDAC to improve public access to magazines and newspapers.
3. Reached out to TEACH and gained input from other systems regarding their choice of internet provider on the new Badgernet contract. All who responded stayed with WiscNet and cited customer service and past experience as a major factor.
4. Participated in a webinar for a TEACH-subsidized video conferencing software called BlueJeans.
5. Sent formal job offer to Jennifer Schmidt for the Library Systems Administrator position.
6. Met with students at Lakeside School for the Arts as they led library staff through their living museum library tour.
7. Participated in the Adult & Reference Committee meeting at West Allis on March 26th.
8. Attended Milwaukee Public Library board meeting on Tuesday, March 27th.
9. Led training on OverDrive and the Libby app for staff. The training was live streamed and recorded for future viewing.
10. Attended webinar regarding Innovative quarterly corporate update and discussion of their "next gen" discovery layer.
11. Observed and inspired by MPL Education and Outreach staff as they served seniors with library materials with the MPL van service.
12. Met with Jim Tiderman of Action Logistics to discuss delivery related information.
13. Attended BiblioBoard informational kick off session via GoToMeeting.
14. Met with County Executive Chris Abele and MCFLS Trustees to discuss board reappointments on April 10th.
15. Implemented OS upgrade for Encore and Sierra DB servers on April 12th.

Upcoming Activities

1. LDAC meeting on April 19th at Greendale.
2. Finalize training materials and training schedule for Library System Administrator.
3. Meet with St. Francis and Oak Creek Library Boards (May 9th and 10th, respectively).