MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

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Notice

Milwaukee County
Federated Library System
Library Directors Advisory Council

Regular Meeting
Thursday, June 3rd, 2021
9:00 – 11:30 AM

This meeting will be held online using Zoom meeting room software:

Meeting URL: CLICK HERE

Meeting ID: 868 1641 9016
Passcode: 759429

Download Zoom: https://zoom.us/download
Instructions: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

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

1. Call to order

2. Additional agenda items/adoption of agenda

3. Approval of minutes for the April 15th, 2021 LDAC meeting

Action   Attachment A

Topics Requiring Action or Discussion

4. Proposed 2022 OverDrive costs for members

Attachment B

5. DPI Updates.
    a. Emergency Connectivity Fund (ECF) discussion | DPI Notes | Webinar slides
    b. Where is the interest level in making a system-wide application?

6. LDAC Meetings (standing agenda item)
    a. Hybrid meetings starting August; need a meeting location for August 5th
    b. Results of poll regarding a possible change to meeting time for regular meetings (first Thursday)

Attachment C

Technology.

7. MPL Chromebook project

8. CollectionHQ. Interest level in continuing for 2021/2022

Attachment D

9. System wide online patron card renewal form

Attachment E

Informational reports.

10. Legislative Update

11. Infopass Update

12. ILS Review progress report and timeline

Attachment F

Additional Business

Member Library Updates

Sub-committee agendas and minutes
Circulation Services—Agenda and minutes available at https://mcfls.libguides.com/circulation/meetings
Youth Services—Agenda and minutes available at https://mcfls.libguides.com/youth/meetings
Young Adult Services—Agenda and minutes available at https://mcfls.libguides.com/youth/yameetings
Adult and Reference Services—Agenda and minutes available at https://mcfls.libguides.com/adult/meetings

Next Meeting
Scheduled for Thursday, August 5th, 2021. Time and location to be determined.

Milwaukee County Federated Library System
Library Directors Advisory Council
Regular Monthly Meeting Held Thursday, April 15, 2021
Online Zoom Meeting

Present: Jill Lininger, Chair, Oak Creek Public Library
                 Dana Anderson-Kopczyk, Brown Deer Public Library
                 Rachel Collins, Shorewood Public Library
                 Michael Koszalka, West Allis Public Library
                 Amy Krahn, St. Francis Public Library
                 Pat Laughlin, Hales Corners Public Library
                 Scott Lenski, Whitefish Bay Public Library
                 Jennifer Loeffel, Franklin Public Library
                 Peter Loeffel, Wauwatosa Public Library
                 Tristan Marshall, South Milwaukee Public Library
                 Sheila O'Brien, Greenfield Public Library
                 Judy Pinger, Milwaukee Public Library
                 Alyssa Pisarski, Interim Director, North Shore Library
                 Anne Rasmussen, Milwaukee Pubic Library
                 Rebecca Roepke, Cudahy Family Library
                 Brian VanKlooster, Greendale Public Library

MCFLS STAFF: Steve Heser, Director
                 Judy Kaniasty, Business Manager
                 Jen Schmidt, Library Systems Administrator

Others: Annie Bahringer, Incoming North Shore Library Director

Call to Order. Chair Lininger called the regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees' Library Directors Advisory Council to order at 10:03 a.m.

Additional Agenda Items/Adoption of Agenda. Chair Lininger inquired whether there were any additions to the agenda and the following suggestions were made:
- Microfilm/Microfiche Machines/Rachel Collins
- UWM Librarian Assistance/Rachel Collins
- MCFLS Administrative Assistant/Steve Heser
- Statewide Group Zoom Enterprise Subscription/Steve Heser
- Running Virtual Meeting Webinar/Steve Heser
Sheila O'Brien moved and Rachel Collins seconded a motion to approve the agenda as modified with the suggested topics added. Unanimously approved.

Approval of Minutes for the March 4, 2021 LDAC Meeting. Chair Lininger referred to the minutes of the March 4, 2021 meeting which are shown as Attachment A of the agenda packet. Hearing no corrections to the minutes, Rachel Collins moved and Jennifer Loeffel seconded a motion to approve the minutes as presented. Unanimously approved.

TOPICS REQUIRING ACTION OR DISCUSSION

Discussion: Sharing Current COVID-19 Response
   a. Current updates from your library. Chair Lininger reminded libraries to update status on the
       online document as changes occur. These announcements were made by member libraries:
       - The Oak Creek City Emergency Order will end May 4 which means that City buildings will no
          longer require masks or social distancing limits, however the Library Board does not agree
          so they will revisit the topic at their May 13th meeting so masks, etc. will be required until at
          least May 17th. Additional furniture will be added the week of May 4 if infection numbers do
          not increase.
       - South Milwaukee will install an RFID gate soon; collecting of local history information will
          begin shortly. Summer Reading Program outside events are being planned.
       - Franklin's hours are very near pre-pandemic level; masks and social distancing is still
          required.
   b. DPI Update
       i.   Addendum to Reopening: Return to Full Service. Steve Heser reviewed the key points of
            the addendum. Steve noted that DPI will not be making any quarantine
            recommendations since communities are directed to factor in local factors; Sheila
            O'Brien expressed her hesitancy to make changes that would look out of compliance.
            Pat Laughlin reported that she is leaving quarantining up to her staff for the most part in
            particular because hand washing is the best proven component in keeping people safe
            from getting COVID.
Anne Rasmussen and Judy Pinger arrived at 10:18 a.m.]
       ii. Federal Funding. Steve Heser reported that more information is expected regarding
            ARPA funds and emergency connectivity funding later this month and guidance will
            come from DPI; funds are expected to be released in late June. MPL is working on a
            plan to increase internet access to specific neighborhoods of Milwaukee and
            MCFLS/member libraries will be kept informed; perhaps the plan can be duplicated in
            other municipalities within the County if there is interest.
   c. Delivery
       i.   New CDC Guidance on surface transmission. Chair Lininger referred to a link to a related
            article on the agenda indicating the low risk on items in delivery.
       ii. Re-evaluation of Recommended Quarantine Period and Sealing/Dating Bins. It was
            expressed that a few libraries have discontinued quarantining materials, a few are ready
            to discontinue soon and others have not reached the decision to discontinue yet. After
            some discussion regarding the topic, Rachel Collins moved and Jennifer Loeffel
            seconded a motion to propose that the MCFLS recommended system-wide 24-hour
            quarantine period for materials be lifted and the task of taping and dating delivery bins
            be discontinued with the understanding that member libraries may continue on-site
            quarantining if desired and that this topic will be revisited on occasion as conditions
            warrant. Unanimously approved. Steve Heser indicated that he would let Action
            Logistics know of this decision.

Discussion: Proposal to Adjust Metrics Used to Determine Member Costs for ILS, OCLC and Cataloging
Costs for 2022. Steve Heser reviewed Attachment B of the agenda packet. Sheila O'Brien asked to see
reciprocal borrowing information before a decision is made and Steve Heser indicated he would be
happy to share that information. It was noted that MPL donated OverDrive Advantage funds since
hardcopy purchases were reduced for reasons beyond their control. Pat Laughlin added that book

publishers didn't publish as much in 2020 either. Sheila O'Brien thanked Steve Heser for his efforts in fairness which is appreciated. Pete Loeffel offered another suggestion: using 2018/2019 and 2020 as a baseline and to do that three year average perpetually moving forward for resident circulation metric. Steve Heser will put together the funding proposal and share out before the next meeting for a more educated discussion.

MCFLS Marketing Position Description. Steve Heser referred to Attachment C of the agenda packet and indicated he was seeking input on whether MCFLS should engage a contract worker for these tasks or hire a staff member which he feels would give MCFLS more flexibility on tasks to be done if and when some opportunity arises. Judy Pinger feels that a MCFLS marketing person could be very helpful with upcoming additional federal funding opportunities and Rachel Collins added that hiring a staff person would be in line with the MCFLS Strategic Plan. The matter of combining this position with the Administrative Assistant part-time position into one full-time position was brought up and Steve stated that he felt the skill sets for the two positions were different and MCFLS could use additional people to man the office. Sheila O'Brien questioned who would be the spokesperson and Steve responded that it all depends upon the person and the skills; Sheila noted she prefers the MCFLS Director instead of a marketing staff person without history. The question was raised whether marketing tasks performed for member libraries would be charged back like compensated technical assistance performed by the MCFLS Network Administrator/PC Support Specialist and Steve Heser responded that he wasn't thinking about charging member libraries for those services.

LDAC Meetings
    a. Frequency of update meetings. Chair Lininger reported that no May LDAC meeting is scheduled due to WAPL Conference and that an April 29 update meeting is scheduled and she questioned whether the LDAC desires any other update meetings to be scheduled before the June 3 meeting. It was agreeable to schedule a May 20, 2021 update meeting and then that would be the last set update meeting unless needed.
    b. Hybrid meetings may start as soon as August. Based on the fact that a dedicated audio connection would be necessary to hold hybrid LDAC meetings to accommodate both in-person and virtual attendance, Oak Creek and Brown Deer are willing to host meetings since they have the technology to do so.
    c. Results of poll regarding a possible change to meeting date. Chair Lininger referred to Attachment D of the agenda packet and it looks like the first Thursday remains the best day so another poll will be sent seeking input as to the best time to start the meeting; it was suggested to try and keep meetings to 2 hours in length if possible. The results will be discussed the next time this group meets.

TECHNOLOGY

Impact of MCFLS Member Library Advantage Funding on OverDrive Circulation. Steve Heser referred to Attachment E of the agenda packet which represents the circulation usage of OverDrive Advantage funds and additional money does make a difference. Steve Heser noted that this chart does not yet reflect the Milwaukee County contribution of $25,000 nor the $90,000 contribution by MPL in January. It was felt that quarterly reports of this information will be valuable; Judy Pinger commented that she feels MPL will be making additional contributions in 2021 and the group expressed gratitude hearing this information.

<u>Online Patron Registration Records</u>. Jen Schmidt reported that she had sent out an email earlier today regarding this agenda topic and would welcome direction as to whether she should be eliminating the online patron record information over three months old and having no circulation activity within the last three months. Tristan Marshall moved and Sheila O'Brien seconded a motion to move forward with that process of elimination as discussed and recommended by the Circulation Services Committee. Unanimously approved.

Jen Schmidt reported that she has developed a system-wide online registration card for review and any member library can opt in or out of using it; it was suggested at Circulation Services meeting to call it a temporary card or a non-full service card.

INFORMATIONAL REPORTS

<u>Inclusive Services State Meeting</u>. Steve Heser reported that DPI has held a few meetings and is promoting/participating in a national program called Project Ready which promotes equity and inclusivity in organizations. In January 120 Wisconsin library staff serving youth were introduced the program which takes a year to get through and if you or other staff at libraries are interested they should ask him about it; there is a guide and videos on the DPI site.

Steve Heser also noted that as part of his 2021 goals that he aims to have more system-wide coordination for Inclusive and Youth Services and Joan Johnson has agreed that MPL will provide this service to MCFLS and member libraries as part of the Resource Library Agreement. The next step will be to work on job responsibilities and time commitment involved; this will be a great improvement to what is now being done by Sub-Committee chairs and small working groups. Steve Heser really appreciates this assistance by MPL.

ADDITIONAL BUSINESS

<u>Microfilm/Microfiche Machines</u>. Rachel Collins reported that Shorewood will be retiring their big microfilm machine since it isn't working well and their film has been digitized and she would like the master list of equ9pment at libraries updated; she also questioned whether there are other libraries with that equipment still operating. MPL Central, Wauwatosa and Greenfield still have machines in operation.

<u>UWM Librarian Assistance</u>. Rachel Collins reported that the UWM Librarian is looking to see if there could be interest by someone to help library school students who learn about resumes and cover letters with interviewing and hiring by participating in a presentation one or two times a year. Anne Rasmussen indicated she would be willing to help.

<u>MCFLS Administrative Assistant</u>. Steve Heser reported that the MCFLS Administrative Assistant position will be vacant April 28 and refilling the position quickly is the goal. The job posting will be out soon and it would be ideal to hire a person with member library knowledge if possible.

<u>Statewide Group Zoom Enterprise Subscription</u>. Steve Heser reminded the LDAC of the Bridges Library System effort to group purchase Zoom subscriptions at a deep discount of $240 for both the meetings and webinar components which normally cost $1,800, however they only have 36 libraries committed (MCFLS=2 and WFB=1) and they need 50 to move forward; the deadline is a month away. Price includes unlimited Cloud storage and transcription service. The only drawback is that you can only host one

meeting or one webinar at a time. Please let Bridges know if you are interested and/or need more information.

<u>Running Virtual Meeting Webinar</u>. Steve Heser reported that Pat Laughlin asked about information regarding hosting virtual meetings and it so happens that the WAPL Conference will be offering a session.

MEMBER LIBRRY UPDATES

<u>North Shore</u> – Alyssa Pisarski reported that she is happy Annie Bahringer will be staring as Director soon and Alyssa will be moving back to the Assistant Director position at that time. New checkout gates and self-check machines have just arrives and will be installed soon.

<u>Shorewood</u> – Rachel Collins reported that 33 applications were received for their Virtual Engagement Librarian position and they are reviewing them.

<u>Milwaukee</u> – Judy Pinger reported that much work is being done right now on crafting a broadband project for the Federal funding opportunities they are learning about. Anne Rasmussen added that Emergency Broadband Benefit funds will provide money to individuals that qualify for internet and devices and not allow funds to be used for marketing.

<u>Hales Corners</u> – Pat Laughlin reported that a new Circulation Supervisor, Seth Harrison, will begin the week of April 26.

<u>Whitefish Bay</u> – Scott Lenski reported that interviews are being held today for a part-time youth services librarian and that a bit more seating is being added to the library—five tables each with one chair.

<u>Franklin</u> – Jennifer Loeffel reported that 100 percent of interested staff have been vaccinated. Two Explorer Passes to the Zoo have been purchased and they are very popular—paid for by a Stone Creek Coffee fundraiser which is still running for anyone interested.

<u>St. Francis</u> – Amy Krahn reported that effective June 1, the library will be increasing their hours open.

<u>Cudahy</u> – Rebecca Roepke that their Winter Garden room has a name change based on a significant gift to the library.

SUB-COMMITTEE AGENDAS AND MINUTES. Links were provided on the agenda for the minutes and agendas of the Circulation Services, Youth Services, Young Adult Services and the Adult & Reference Services Committees.

NEXT MEETING. Scheduled for Thursday, June 3, 2021 beginning at 9:00 a.m. via Zoom Meeting Room Software.

ADJOURNMENT. With no further business to be addressed, Judy Pinger moved and Jennifer Loeffel seconded a motion to adjourn the meeting at 12:01 p.m. Unanimously approved.

The next LDAC COVID Update meetings are scheduled for April 29 and May 20, 2021.

2022 Projected OverDrive Magazine Costs
Subject to WPLC Board Approval on June 10th

Shares	Library	2022 Price	2021 Price	Adj
1	Brown Deer	$308	$ 878	-$570
1	Cudahy	$308	$ 878	-$570
2	Franklin	$616	$ 1,756	-$1,140
1	Greendale	$308	$ 878	-$570
2	Greenfield	$616	$ 1,756	-$1,140
1	Hales Corners	$308	$ 878	-$570
12	Milwaukee	$3,695	$ 10,536	-$6,842
2	North Shore	$616	$ 1,756	-$1,140
2	Oak Creek	$616	$ 1,756	-$1,140
1	St. Francis	$308	$ 878	-$570
2	Shorewood	$616	$ 1,756	-$1,140
1	South Milwaukee	$308	$ 878	-$570
3	Wauwatosa	$924	$ 2,634	-$1,710
3	West Allis	$924	$ 2,634	-$1,710
2	Whitefish Bay	$616	$ 1,756	-$1,140
36	TOTAL	$11,084	$31,609	-$20,525

Share:	$ 308	$ 878

2021 total estimated:	$ 11,084

5/1/2020 - 4/30/2021 circ:	125,346

5/2020 -4/2021 cost per circ:	$ 0.25

WPLC 2022 Proposed Buying Pool Budget (Up for approval on June 10th)

Base amount
Holds reduction amount

$ 1,183,444   Base amount goes toward shared collection
$ 157,500   Holds reduction amount goes to Advantage

	Usage 2020	% of usage 2020	Population* 2019	% of population 2019	Base amount percentage	Base amount** Share
Arrowhead Library System	130,087	1.9%	160,465	2.7%	2.1%	$ 24,620
Bridges Library System	728,588	10.4%	511,305	8.8%	10.0%	$ 118,276
IFLS Library System	664,997	9.5%	472,058	8.1%	9.1%	$ 108,225
Kenosha County Library System	142,796	2.0%	170,048	2.9%	2.3%	$ 26,717
Lakeshores Library System	250,672	3.6%	288,184	4.9%	3.9%	$ 46,377
Manitowoc-Calumet Library System	89,139	1.3%	120,147	2.1%	1.5%	$ 17,386
Milwaukee Co. Federated Library System	656,530	9.4%	946,386	16.2%	11.1%	$ 131,167
Monarch Library System	498,369	7.1%	427,546	7.3%	7.2%	$ 84,842
Nicolet Federated Library System***	479,597	6.9%	445,035	7.6%	7.0%	$ 83,348
Northern Waters Library Service	235,826	3.4%	151,857	2.6%	3.2%	$ 37,592
Outagamie Waupaca Library System***	280,786	4.0%	250,558	4.3%	4.1%	$ 48,291
South Central Library System	1,621,611	23.2%	867,247	14.8%	21.1%	$ 249,537
Southwest Wisconsin Library System	139,809	2.0%	128,636	2.2%	2.0%	$ 24,241
Winding Rivers Library System	340,952	4.9%	288,473	4.9%	4.9%	$ 57,840
Winnefox Library System	419,067	6.0%	331,909	5.7%	5.9%	$ 69,944
Wisconsin Valley Library Service	320,820	4.6%	283,589	4.9%	4.7%	$ 55,040
Totals	6,999,646	100.0%	5,843,443	100.0%	100.0%	$ 1,183,444.00

	Holds placed 2020	% of holds placed 2020	Holds reduction amount Share (Advantage)	Buying Pool Total 2022	Buying Pool 2021	Change
Arrowhead Library System	60,995	1.7%	$ 2,731	$ 27,351	$ 29,762	(2,411)
Bridges Library System	381,113	10.8%	$ 17,062	$ 135,338	$ 120,297	15,040
IFLS Library System	314,616	8.9%	$ 14,085	$ 122,310	$ 113,165	9,145
Kenosha County Library System	71,705	2.0%	$ 3,210	$ 29,927	$ 29,865	62
Lakeshores Library System	124,569	3.5%	$ 5,577	$ 51,954	$ 50,460	1,495
Manitowoc-Calumet Library System	42,677	1.2%	$ 1,911	$ 19,297	$ 19,032	265
Milwaukee Co. Federated Library System	358,467	10.2%	$ 16,048	$ 147,215	$ 140,190	7,026
Monarch Library System	246,514	7.0%	$ 11,036	$ 95,878	$ 92,306	3,572
Nicolet Federated Library System***	235,974	6.7%	$ 10,564	$ 93,912	$ 87,678	6,234
Northern Waters Library Service	105,679	3.0%	$ 4,731	$ 42,323	$ 40,224	2,100
Outagamie Waupaca Library System***	137,995	3.9%	$ 6,178	$ 54,469	$ 55,522	(1,053)
South Central Library System	868,789	24.7%	$ 38,894	$ 288,431	$ 274,348	14,082
Southwest Wisconsin Library System	63,000	1.8%	$ 2,820	$ 27,062	$ 27,649	(587)
Winding Rivers Library System	156,788	4.5%	$ 7,019	$ 64,859	$ 63,884	975
Winnefox Library System	205,245	5.8%	$ 9,189	$ 79,133	$ 67,986	11,147
Wisconsin Valley Library Service	143,974	4.1%	$ 6,445	$ 61,485	$ 61,856	(371)
Totals	3,518,100	100.0%	$ 157,500.00	$ 1,340,944.00	$ 1,274,222.00	

LDAC Thursday Meeting Availability

by mcfls1 . • a month ago • Print

≣ Please select the times on Thursday (first week of the month) that you are available to meet. Assume a 2 hour meeting starting at the time you select.

(✓) Tick the checkboxes twice to select "Yes, if need be" vote

18 participants ＋	Thursday 9:00 AM	Thursday 9:30 AM	Thursday 10:00 AM	Thursday 10:30 AM	Thursday 11:00 AM	Thursday 11:30 AM	Thursday 12:00 PM	Thursday 12:30 PM	Thursday 1:00 PM	Thursday 1:30 PM	Thursday 2:00 PM
	✓17	✓17	✓18	✓14	✓12	✓12	✓11	✓13	✓13	✓13	✓10
Tristan Marshall	✓	✓	✓	✓	✓	✓					
Judy Kaniasty	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nyama Reed	✓	✓	✓	✓				✓	✓	✓	
Judy Pinger	✓	✓	✓								
Pat Laughlin	✓	✓	✓						✓	✓	✓
Michael Koszalka	✓	✓	✓								
Brian	✓	✓	✓	✓							✓
Alyssa Pisarski	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sheila O'Brien	✓	✓	✓	✓	✓	(✓)	(✓)	(✓)	✓	✓	✓
Anne	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Amy Krahn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jennifer Loeffel	✓	✓	✓	✓	✓	✓	✓	✓	✓	(✓)	(✓)
Jill Lininger			(✓)	✓	✓	✓	(✓)	(✓)	✓	✓	
Peter Loeffel	✓	✓	✓	✓	✓	✓	✓	✓	(✓)	(✓)	
Rachel Collins	✓	✓	✓	✓	(✓)	(✓)	(✓)	✓	✓	✓	✓
Dana Andersen-Kop...	✓	✓	(✓)					(✓)			
Annie Bahringer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Steve Heser ✎	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

MCFLS CollectionHQ
Total Report Counts by Month as of 5/24/2021

yyyymm	library	Total Reports
201808		259
201809		359
201810		341
201811		450
201812		190
201901		346
201902		164
201903		304
201904		212
201905		325
201906		119
201907		514
201908		298
201909		391
201910		220
201911		194
201912		186
202001		153
202002		81
202003		118
202004		34
202005		25
202006		33
202007		184
202008		201
202009		97
202010		150
202011		77
202012		46
202101		102
202102		163
202103		194
202104		257
202105		110
Grand Total		6897

MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

Renew Your Library Card

Every two years, libraries renew a person's library card to make sure the contact information is up-to-date.

You may check your account status and pay any outstanding fines or fees through your library record in CountyCat. Login and go to the Fines/Fees tab.pay any outstanding fees through the online payment system found on CountyCat.

Your Residence: (required)

Brown Deer

BROWN DEER
PUBLIC LIBRARY

Please read the Brown Deer Public Library's policy on library cards and confidentiality of records.

Which option best describes you?

◯ I am the cardholder

◯ I am the parent/guardian of the cardholder

Enter the cardholder's information below

Adults who are 18 years of age and older may fill out the form below to renew their library card or that of their child/ward.

First Name:

Middle Initial:

Last Name:

Last Name:

Street Address:

City:

Make a selection

Zip Code:

0/5

Telephone with area code (no spaces or dashes):

0/10

Your Email:

Birthdate (MM/DD/YYYY):

NOTE TO PATRONS 18 YEARS & OLDER: If your most recent library card was issued when you were a minor, you will need to come into any MCFLS library location to create a new online signature for this card.

MM/DD/YYYY

Please upload an image file or document (see supported file types below) of a photo ID that shows your current legal name. If you are the guardian of a child, please upload your own photo ID. *Examples include current employee or student picture ID, valid Driver's license or State ID, current military ID, passport.*

Please also upload one image file or document that includes both your name and your current Milwaukee County address. *Examples include mail from the past month, utility bill from the past month, rental lease agreement, paycheck stub from the past month, vehicle registration from the current year, checkbook with the address pre-printed.*

Choose a file or drag it here.
Maximum file size: 20.0 MB
Supported File Types: .pdf,.doc,.docx,.odt,.txt,.jpeg,.jpg,.bmp,.gif,.png,.svg,.ico,.zip,.rar,.7z,.pkg,.tar

A NOTE REGARDING YOUR PRIVATE INFORMATION:
After reviewing the uploaded documents used to prove residency, library staff immediately delete the files from our system. Our library, with direction from MCFLS, supports and follows Section 43.30 of the Wisconsin state statute which addresses public library records. See the wording for Section 43.30(1m) here.

By checking the box, you agree to follow all rules tied to the library card and to pay all fines or fees assessed from overdue, lost or damaged materials.

☐ I agree

Finish

TIMELINE FOR ILS REVIEW

Activity or Event	Date	Responsibility	Completed (Y, In progress, If blank it's N)
Reach out to other Wisconsin Public Library Systems about their own recent or upcoming ILS evaluations. *SEE SURVEYS*	2/2021	JLS	Y
Construct a SharePoint area for document sharing and communication. Construct a Libguides pages for public communication on the project.	2/26/2021	SH, JLS	Y
Set up a meeting schedule for the ILS Review task force. Launch of ILS Review project in March of 2021.	3/1/2021	JLS	Y
Preliminary research of the current status of the vendors involved in the review	Due by 3/31/2021	JLS, ALL	Y
Update this Libguides area with relevant company web pages and examples	Due by 4/30/2021	KB, KS, SM	Y
Document end dates tied to MCFLS ILS vendor subscriptions or services as well as lifecycle end year for on-site ILS hardware **• Encore server purchased and installed in 2019.** **• Sierra server purchased and installed in 2019.** **• Both the Encore and Sierra contracts expired at the end of June 2022.** **• MCFLS has negotiated a 0% increase the last three years. As of 2022 and a new contract, the minimum increase MCFLS can anticipate is 3% and may be up to 5%. Innovative does annual percentage increases.**	Due by 4/1/2021	SH	Y
Task force explores the Library Technology site including useful ILS Guides and the Perceptions of Library Automation 2019	Due by 4/1/2021	ALL	Y
Hold an online meeting with OWLs regarding their recent ILS migration (Sierra to Carl.X)	Due by 5/1/2021	JLS	Y

each product to ask questions about functionality in advance of demos	5/1/2021		
MCFLS staff create a staff form to assess Sierra satisfaction. This will be sent out near the end of May 2021. See Surveys tab which features Staff Input on Sierra.	Due by 5/7/2021	JLS	Y
Write up the needed functionality (criteria) by work area (This is in SharePoint)	Due 6/7/2021	ALL	**In Progress**
Summarize staff survey input and share with LDAC	Due 6/9/2021	JLS, SH	
Task force all look over each other's functional criteria areas and send feedback to the point person by Thursday June 10, 2021. The full task force will finalize our ILS Functionality Assessment on Friday June 11, 2021	Due 6/11/2021	ALL	**In Progress**
Figure out the best scoring method. Further discuss the task force's approach for individual scoring and getting library staff input. 1. Acquisitions, Serials and E-Resource Mgmt 10% 2. Cataloging, Authority Control and Records Mgmt - 10% 3. Circulation, E-Commerce & Self-Checkout - 20% 4. Cost - 15% 5. Discovery Catalog (Public) - 15% 6. Integration with Other Products - 10% 7. Reports and Statistics -10% 8. Systems Administration & Authentication - 10%	6/30/2021	ALL	
With the ILS functional requirements sections done, complete a **Request for Information** and send to designated companies. MCFLS requests they complete by sometime in July 2021. For the RFI, the group looked at the example from the SAILS Library System. We also reviewed documents shared by the South Central Library System (SCLS) and the Outagamie-Waupaca Library System (OWLS).	6/28/2021	JLS, SH	**In Progress**
RFI Timeline to companies • By July 12, companies submit a notification of intent via email to MCFLS • By July 28, questions or requests for clarifications should be submitted via email to MCFLS.	July-August 2021	JLS	

• By August 31, companies will schedule a vendor demonstartion with MCFLS. That demonstration will be constructed by the ILS Review task force and will consist of a full day that starts with a canned overview to the ILS product, then covering the discovery catalog. Afterwards, blocks of time will be set up for the company to demo the actual ILS product live in all major work areas such as Circulation, Serials, Reporting, etc.			
Innovative will demo the Innovative Mobile app for MCFLS. • MCFLS's subscription to the Communico Engage app ends next June 2022. This product was first made for SirsiDynix customers by Solus but is now built for Innovative. Because the products are the same, it is an app that is somewhat ILS-agnostic. • Encourage system-wide participation in this demo to help MCFLS plan ahead.	7/14/2021 or 7/15/21	ALL	In Progress
Schedule ILS demos. Each company will be offered one-two full days. We will ask that they provide an overview to the ILS and discovery catalog and then set aside blocks of time to cover: • Acquisitions/Serials/E-Resource Management; • Cataloging, Authority Control and Records Management • Circulation, E-Commerce & Self Checkout • Reporting & Analytics • Systems Administration & Authentication	By 8/31/2021	JLS, ALL	
Create a basic survey for libraries to use during each demo for feedback. The SAILS Library System has some good ideas. Other examples to get us thinking include this surveymonkey, or this surveymonkey			
Hold all demonstrations	9/1/2021-10/31/2021	ALL	
Collect staff feedback and post-demo discussions			
Reach out to vendors with all follow up questions post-demonstration		ALL	

the given product			
Score all products, write up a final recommendation to LDAC			

is important to MCFLS not to lose any existing functionality, currently the libraries in MCFLS make use of the following functional areas or products:

- Acquisitions including electronic ordering; multiple funds management and invoicing;
- Authority control and duplicate record control;
- Cataloging management of bibliographic and item records;
- Circulation and patron record management;
- Circulation notifications offered through email, phone (via integration with iTiva), text (via integration with Shoutbomb) and paper formats;
- E-Commerce for online fine payment;
- Holds management functionality for both staff and patrons that includes the ability to set local hold priority;
- Mobile catalog app (integration with a third-party vendor);
- Offline circulation;
- Online catalog or discovery catalog;
- Online library card registration;
- Serials management including claiming