



#### **Vision**

*MPL is an anchor institution that helps build healthy families and vibrant neighborhoods – the foundation of a strong Milwaukee.*

#### **Mission**

*Inspiration starts here – we help people read, learn, and connect.*

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## **BOARD OF TRUSTEES REGULAR MEETING AGENDA**

**Tuesday, September 24, 2024  
4:00 p.m.**

**Central Library  
Rotary Club of Milwaukee Community Room  
814 W. Wisconsin Avenue  
Milwaukee, WI 53233**

### **WELCOME & ROLL CALL**

4:00 – 4:05

### **PUBLIC COMMENT**

4:05 – 4:15

### **CONSENT AGENDA**

4:15 – 4:20

Attachment A, page 3

1. **Regular Board Meeting Minutes, July 23, 2024.**
2. **Special Board Meeting Minutes, August 14, 2024**
3. **Committee Reports.**
  - a. Finance & Personnel Committee – July 17, 2024
  - b. Building & Development Committee – September 5, 2024
4. **Administrative Reports.**
  - a. Financial Report
  - b. Library Director's Report
  - c. Statistics

### **REPORTS**

4:20 – 4:35

5. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Vincent will report on the September 19, 2024 MCFLS Board meeting.
6. **Urban Libraries Council (ULC) Executive Committee.** Trustee Bria will report on recent ULC meetings.

### **SPECIAL COMMUNICATION**

4:35 – 5:00

7. **Board Photo.** A short recess will be called to allow time for the annual Board photo.

## NEW BUSINESS

5:00 – 5:05

8. **Contract Award – Staffing Study.** Deputy Library Director Jennifer Meyer-Stearns will present a contract award for an upcoming staffing study.

Attachment B, page 32

## OLD BUSINESS

5:05 – 5:25

9. **2025 Budget.** Library Director Joan Johnson will provide a status report regarding the Library's 2025 budget.

10. **MCFLS Contracts and Agreement Update.** Library Director Joan Johnson will share an update and solicit feedback on the Milwaukee County Federated Library System (MCFLS) contracts and agreement.

Attachment C, page 33

## CLOSING REMARKS

5:25 – 5:30

11. **Closing Remarks and Adjournment.**

**REMINDER:** Next scheduled meetings are:

October 1, 2024 Innovation & Strategy Committee – Virtual Meeting, 9:00 a.m.

October 3, 2024 Building & Development Committee – Virtual Meeting, 8:00 a.m.

October 22, 2024 Finance & Personnel Committee – Virtual Meeting, 8:30 a.m.

October 22 2024 Board Meeting – Central Library, 4:00 p.m.

### Trustees

Mark Sain, *President*, Michele Bria, *Vice-President*, Teresa Mercado, *Financial Secretary*,  
Ald. Milele Coggs, Matthew Kowalski, Michael Morgan, Felicia Saffold, Erika Siemsen,  
Ald. Scott Spiker, Ald. Larresa Taylor, Sup. Kathleen Vincent, Venice Williams,  
Joan Johnson, *Secretary*, Rebecca Schweisberger, *Secretary's Assistant* (414) 286-3021

***The Milwaukee Public Library Board of Trustees is an informed, dedicated group of citizens who represent a cross-section of the city of Milwaukee and are committed to supporting, developing, and advancing the library for the benefit of all residents of Milwaukee and others throughout Milwaukee County, the State of Wisconsin, and beyond. In their role as advocates and advisors, they serve the library's many patrons, its staff, the common good of the community, and this critical and enduring institution.***

*Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. More information is available at [www.milwaukee.gov/lobby](http://www.milwaukee.gov/lobby) or by calling (414) 286-2238.*

*Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting to participate or to gather information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.*

**PLEASE NOTE:** Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Make requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX) or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

# MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

Tuesday, July 23, 2024

Zablocki Branch  
Community Room  
3501 W. Oklahoma Avenue  
Milwaukee, WI 53215

**PRESENT:** Mark Sain, Michele Bria, Ald. Milele Coggs, Matthew Kowalski, Felicia Saffold, Erika Siemsen, Ald. Scott Spiker, Ald. Larresa Taylor, Sup. Kathleen Vincent, Venice Williams, Joan Johnson

**EXCUSED:** Teresa Mercado, Michael Morgan

**STAFF:** Chantel Clark, Dawn Gardner, Melissa Howard, Dan Keeley, Yves LaPierre, Sarah Leszczynski, Tammy Mays, Karli Pederson, Victoria Robertson, Brett Rohlwing, Marian Royal, Rebecca Schweisberger, David Sikora, Kelly Wochinske

**OTHERS:** Budget & Policy Division: Nathaniel Haack

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President Mark Sain called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:10 p.m. on July 23, 2024. Trustees Coggs, Siemsen, and Williams participated by phone. The agenda items were taken out of order; however, these minutes are presented in numerical sequence.

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### BOARD DEVELOPMENT

1. **Zablocki Branch Introduction.** Library Services Manager Dave Sikora presented a brief overview of Zablocki branch. Mr. Sikora shared a presentation which included history of the building and surrounding area, building updates, and unique features. The presentation is attached at the end of these minutes. Zablocki branch opened in 1963, replacing the Jackson Park storefront library. Although the MPL Board preferred the name Zablocki Library, in honor of Congressman Clement J. Zablocki, the building opened as Oklahoma Library. After Congressman Zablocki's passing, the library was renamed in 1984 and was the last MPL location named in honor of a person. The branch was renovated in 1994 and the parking lot and courtyard were remodeled in 2021. Upgrades include wider sidewalks and additional seating in the courtyard, and porous pavement and an electric vehicle charging station in the parking lot. Zablocki branch serves a diverse population and has increased offerings of English as a Second Language (ESL) tutoring and English Conversational Hour programs to help meet community needs. Informational item.

### CONSENT AGENDA

2. **Regular Board Meeting Minutes June 25, 2024**
3. **Committee Reports**
  - a. Building & Development Committee Meeting Minutes – July 11, 2024

ATTACHMENT A - P. 1 of 29

MPL CONSENT AGENDA

1. Regular Board Meeting Minutes - 07/23/2024

P. 3

4. **Administrative Reports**
  - a. Financial Report
  - b. Library Director's Reports
  - c. Statistics

Chair Sain asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-35 of the agenda. Hearing no objection, the Consent Agenda was approved.

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## **REPORTS**

5. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Vincent reported on the July 18, 2024 meeting. MCFLS is working on a strategic plan and Executive Director Steve Hesel is meeting with member library directors to gather feedback about services. A director's retreat will be held this week to discuss municipal relationships, mental health, and building maintenance. On July 30<sup>th</sup>, Director Hesel will present revisions to system agreements and contracts. The MCFLS Board approved a mid-year budget revision. Informational item.
6. **Service & Programs Committee.** Trustee Saffold presented the action items from the July 18, 2024 meeting.
  - **New MPL Policy Approval Request.**
    - Karli Pederson, Associate Library Director (Library Information Technology and Technical Services), presented a new MPL policy related to the Children's Information Protection Act (CIPA) and internet safety.
    - MPL's goals for creating the policy include:
      - Codifying a policy that meets the requirements for the Children's Internet Protection Act (CIPA).
      - Ensuring MPL remains eligible to receive E-rate funding to support digital equity goals.
      - Clearly and succinctly communicate MPL and patron practices and responsibilities related to online safety.
      - Implement a policy that codifies MPL's compliance with CIPA while remaining flexible to allow for technological innovation and advancement.

Trustee Vincent moved to approve the new policy; Trustee Bria seconded. Motion passed.

7. **Finance & Personnel Committee.** Trustee Vincent presented the action items from the July 17, 2024 meeting.
  - **MPL Gift Policy Approval Request.**
    - Deputy Library Director Jennifer Meyer-Stearns presented a revised policy related to processing gifts and bequests to MPL.
    - The revised policy is intended to codify and clarify management of gift funds and special collections or materials.
    - The Library Director will be notified of all donations and the MPL Board will be consulted in the case of significant donations.
    - MPL conducted research of other libraries with similar fundraising organizations to help inform the policy.

Trustee Spiker moved to approve the revised policy; Trustee Bria seconded. Motion passed.

- **Recommended Expenditure of Klug Gift to MPL.**
  - Deputy Library Director Jennifer Meyer-Stearns reported on the status of the Mary Klug estate gift and made a recommendation for expenditure.
  - MPL is a partial beneficiary of the estate of Mary A. Klug. MPL staff has been working with the probate attorney for the last several months to complete legal paperwork and filings.
  - A portion of the gift was inadvertently processed by MPL Foundation rather than MPL. MPL and MPLF are working together to move the \$146,728.26 from MPLF funds into the MPL Trust and Gifts Account.

Trustee Bria moved to approve holding the entirety of the funds in the MPL Trust and Gifts Account while design and final plans are drafted for the Central Library 4T renovation. Trustee Kowalski seconded. Motion passed.

- **Loan Request – North Point Lighthouse and Museum.**
  - Deputy Library Director Jennifer Meyer-Stearns and Kirsten Thompson, Library Services Manager (Humanities and Arts), presented a proposal to approve a multi-year loan to the North Point Lighthouse and Museum.
  - The MPL Board must approve all multi-year loans or loan of objects valued over \$50,000.
  - The objects on loan will be on display in a secure space in the lighthouse.
  - Library Administration has previously authorized one-year loans to the North Point Lighthouse and Museum of these items:
    - A model of the ship “Baltic” for inclusion in an exhibit titled “Milwaukee’s Melting Pot.”
    - The nameboard from the vessel “Rouse Simmons” for inclusion in an exhibit of Great Lakes maritime artifacts.
    - A chronometer for inclusion in an exhibit on marine navigation.
  - Library Administration is also requesting Board approval to loan the following object until June 2026:
    - A model ship, “Fireboat No. 15” for inclusion in an exhibit titled “Milwaukee’s Maritime History.”

Trustee Vincent moved to authorize the Library Director or their designee to extend these loans to North Point Lighthouse for up to 5 years. Trustee Saffold seconded. Motion passed.

## **NEW BUSINESS**

8. **2024 Goals Progress Report.** Library Director Joan Johnson presented a progress report on MPL’s goals for 2024, including:
  - Increased patron count -the target is 1.5 million visitors in 2024. MPL is currently on track to exceed library usage as compared to 2023
  - Expanded Sunday service - Director Johnson acknowledged the tremendous efforts of the Human Resources team and Public Services Managers in managing the recruitment and selection process to fill 20 new positions that support Sunday service. She also recognized the front-line staff and support members who were able to begin service at Tippecanoe and Good Hope, and continue service at Central Library.

- Economic & Workforce Development – the target is increased use and activation of the Business Commons at Central Library. To support this goal, MPL launched and successfully completed its first ever Entrepreneur-in-Residence program.
  - The program hosted 6 workshops and 12 mentoring sessions, with 105 entrepreneurs served.
  - The program was funded by Milwaukee Public Library Foundation and MPL hopes to repeat it in 2025. If funding permits, MPL is prepared to host 2 cycles in 2025.
- Martin Luther King branch redevelopment – the project is on track to open in early 2025.
- Digital inclusion – this project is part of a long-term goal to facilitate affordable, reliable, high-speed internet access for 500 eligible households around designated branches by the end of June 2025. MPL is partnering with ITMD and pro bono legal counsel to draft a Request for Proposal (RFP) for a vendor partner for the infrastructure on the project. The goal is to have the final draft of the RFP to the City Attorney for review by September. MPL received support from the Education Superhighway to identify criteria for eligible households and develop the verification process. The attorney also recommended providing a site inventory for the 6 locations that will be involved in the project

The Board offered thanks to Director Johnson and the entire MPL team for all their work.

#### **OLD BUSINESS**

9. **2025 Budget Update.** Library Director Joan Johnson provided an update on the 2025 budget process. All City departments were directed to prepare a budget with options for up to a 5% cut, which equates to \$1.3M from MPL's cost to continue budget. Director Johnson, Associate Library Director Chantel Clark, and the Trustees discussed various service plan options the MPL Administration team has prepared in preparation for potential budget scenarios. MPL is working closely with Budget & Management Special Assistant Nathaniel Haack to develop recommendations for the Mayor's proposed budget. A special Board meeting may be scheduled in August to deliberate on potential service options in greater detail. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of July 23, 2024 was adjourned at 6:48 p.m.

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**MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING  
MINUTES**

**Wednesday, August 14, 2024**

**Virtual via Microsoft Teams**

**PRESENT:** Mark Sain, Teresa Mercado, Matthew Kowalski, Michael Morgan, Felicia Saffold, Ald. Scott Spiker, Ald. Larresa Taylor, Sup. Kathleen Vincent, Joan Johnson

**EXCUSED:** Michele Bria, Ald. Milele Coggs, Erika Siemsen, Venice Williams

**STAFF:** Kelly Bolter, Chantel Clark, Petra Duecker, Kristina Gomez, Melissa Howard, Dan Keeley, Yves LaPierre, Casey Lapworth, Tammy Mays, Jennifer Meyer-Stearns, Amelia Osterud, Karli Pederson, Victoria Robertson, Rebecca Schweisberger, Kelly Wochinske

**OTHERS:** Budget & Policy Division: Nathaniel Haack

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President Mark Sain called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:05 p.m. on August 14, 2024.

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**OLD BUSINESS**

1. **2025 Budget Update.** Following a budget discussion at the July Board meeting, Library Administration prepared several scenarios that reduce service levels to meet the potential budget allocation. Trustees reviewed the scenarios and discussed impacts to patrons and staff. Nathaniel Haack, Budget & Management Special Assistant, was in attendance and helped provide additional information regarding expenditures and savings related to each of the scenarios. The Mayor will present his 2025 Proposed Budget in September and changes to the library budget are still possible during the Common Council's department hearing process. A brief discussion ensued regarding the future of the library system if the budget continues to be reduced. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of August 14, 2024 was adjourned at 5:12 p.m.

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**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FINANCE & PERSONNEL COMMITTEE  
MINUTES**

**Wednesday, July 17, 2024**

**Video Conference Call by GoToMeeting**

**PRESENT:** Teresa Mercado, Milele Coggs, Felicia Saffold, Scott Spiker, Joan Johnson

**EXCUSED:** Venice Williams

**STAFF:** MPL: Chantel Clark, Melissa Howard, Sarah Leszczynski, Jennifer Meyer-Stearns, Karli Pederson, Rebecca Schweisberger, Kirsten Thompson

**OTHERS**

**PRESENT:** PFM Asset Management LLC: Wayne Sattler, Richard Romero

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Chair Teresa Mercado called the meeting of the Board of Trustees Finance & Personnel Committee to order at 8:34 a.m. on Wednesday, July 17, 2024. All Trustees and presenters participated by video conference.

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1. **Committee Meeting Minutes Review.** The Committee reviewed the minutes from the April 23, 2024 meeting. Trustee Coggs moved to approve the minutes and Trustee Saffold seconded. Motion passed.
2. **Quarterly Review of Fund Investments.** Mr. Wayne Sattler, Senior Vice President & Managing Director with PFM Asset Management LLC (a subsidiary of U.S. Bancorp Asset Management / U.S. Bank N.A.) presented an update on the quarterly investment reports. MPL's investment portfolio is reasonably diversified and the fund investment committee may make a recommendation for reallocation as needed. Informational item.
3. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** The Internal Controls Memo for second quarter 2024 was listed as Attachment B of the agenda. Deputy Library Director Jennifer Meyer-Stearns reported all internal control processes were followed and there were no accounting issues. Informational item.
4. **MPL Gift Policy Approval Request.** Deputy Library Director Jennifer Meyer-Stearns presented a revised policy related to processing gifts and bequests to MPL, listed as Attachment C of the agenda. The revised policy is intended to codify and clarify management of gift funds and special collections or materials. The Library Director will be notified of all donations and the MPL Board will be consulted in the case of significant donations. MPL conducted research of other libraries with similar fundraising organizations to help inform the policy. Trustee Saffold moved to approve the revised policy. Trustee Spiker seconded. Motion passed.
5. **Recommended Expenditure of Klug Gift to MPL.** Deputy Library Director Jennifer Meyer-Stearns reported on the status of the Mary Klug estate gift and made a recommendation for expenditure. The memo is attached at the end of these minutes. MPL was a partial beneficiary to the estate of Mary A. Klug. Probate has concluded and three annuity/life insurance distributions are in process or pending. Trustee Spiker moved to hold the entirety of the funds in the MPL Trust and Gift Account while design and final plans are drafted for the Central Library 4T renovation. Trustee Coggs seconded. Motion passed.

6. **Loan Request – North Point Lighthouse and Museum.** Deputy Library Director Jennifer Meyer-Stearns and Kirsten Thompson, Library Services Manager (Humanities and Arts), presented a proposal to approve a multi-year loan to the North Point Lighthouse and Museum. The proposal is attached at the end of these minutes. The objects on loan will be on display in a secure space in the lighthouse. The collection will help visitors understand the importance of the lakes and waterways to Milwaukee’s development. MPL’s partnership with the North Point Lighthouse and Museum helps promote local history and could inform decision-making in the future. Ms. Thompson shared a brief overview of each of the items and their significance to Milwaukee. The MPL Board must approve all multi-year loans or loan of objects valued over \$50,000. Trustee Spiker moved to allow the Library Director or their designee to extend these loans to North Point Lighthouse for up to 5 years. Trustee Coggs seconded. Motion passed.

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The meeting of the Library Board’s Finance & Personnel Committee was adjourned at 9:32 a.m. on Wednesday, July 17, 2024.

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# MEMO

TO: Finance and Personnel Committee of the MPL Board of Trustees

FROM: Jennifer Meyer-Stearns, Deputy Library Director

DATE: July 16, 2024

RE: Mary A. Klug Estate

In late 2023 the MPL Business Office was informed that the Milwaukee Public Library was a partial beneficiary of the estate of Mary A. Klug. The two other beneficiaries were the Wisconsin Humane Society and the Grafton Public Library, with assets to be split equally between the three institutions. I worked with the probate attorney, Peter O. Bockhorst, who is assigned to the estate, on all paperwork and legal filings. These were prepared for the Library Director Joan Johnson and on behalf of the Milwaukee Public Library Board of Trustees.

Below is an accounting of the assets from the Mary A. Klug gift to the Milwaukee Public Library. Probate has concluded, and there are three annuity/life insurance distributions in process or pending. At least two annuity accounts were dispersed to the Milwaukee Public Library Foundation, a separate 501(c)(3), and not the official beneficiary of the Estate. All the funds that came to the Milwaukee Public Library were deposited in MPLs Trust and Gift accounts, in accordance with MPL's official procedures and following accounting standards.

Date	Description	Amount	Held By (as of 07/16/24)
12/05/23	American Funds	\$ 13,135.33	MPL Foundation
12/20/23	Equitable Financial Life Insurance	\$ 133,592.93	MPL Foundation
		\$ 146,728.26	
12/16/23	Initial estate distribution	\$ 15,000.00	MPL Trust & Gift Funds
05/30/24	Final estate distribution	\$ 201,253.52	MPL Trust & Gift Funds
07/12/24	American General Life Insurance	\$ 251,552.92	MPL Trust & Gift Funds
Pending	Brighthouse Financial Life Insurance	\$ 43,000.00	MPL Trust & Gift Funds
Pending	American Funds	TBD	MPL Trust & Gift Funds
Pending	Fortitude Re	TBD	MPL Trust & Gift Funds
		\$ 510,806.44	
		<b>\$ 657,534.70</b>	

I recommend the entirety of the funds be held in the MPL Trust and Gift Account while design and final plans are being drafted for the Central Library 4T renovation. The MPL Board of Trustees has approved a remodel of what had been a collection storage space at Central that currently houses the WTBBL and Outreach teams. The renovation will better support these public-facing services and critical community programs. The project will have significant service impacts and modernize an outdated, inefficient space.



# MEMO

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TO: Finance and Personnel Committee of the MPL Board of Trustees

FROM: Jennifer Meyer-Stearns, Deputy Library Director

DATE: July 16, 2024

RE: Extended Loans from the Great Lakes Marine Collection to the Northpoint Lighthouse and Museum

Under current loan policies, the Library Board of Trustees has to approve loans of more than one year or if the object's value exceeds \$50,000. The Northpoint Lighthouse and Museum has requested a multi-year extension of three prior loans, and a new loan.

Library Administration has previously authorized one-year loans to the North Point Lighthouse and Museum of the following three objects from the Marine Collection of the Milwaukee Public Library:

- In September 2022, the Library loaned a model of the ship "Baltic" (accession number SM-19, gift of Mrs. Erwin Uihlein in 1970) to the Lighthouse and Museum for inclusion in an exhibit titled "Milwaukee's Melting Pot."
- In August 2023, the Library loaned the nameboard from the vessel "Rouse Simmons" (accession number SA-92, gift of G. Kent Bellrichard) to the Lighthouse and Museum for inclusion in an exhibit of Great Lakes maritime artifacts.
- In January 2024, the Library loaned a chronometer (accession number SA-283, gift of Robert Miller in 2016) to the Lighthouse and Museum for inclusion in an exhibit on marine navigation.

Library Administration is also requesting Board approval to loan the following object until June 2026:

- A model ship, "Fireboat No. 15" (accession number SM-7), for inclusion in an exhibit titled "Milwaukee's Maritime History."

The terms of the loans require that loaned items remain on active display as part of current exhibits at the Lighthouse and Museum with signage acknowledging the Milwaukee Public Library for the duration of the loans. Objects will be returned to the Milwaukee Public Library if at any point during the term of the loan the Lighthouse and Museum no longer want them for display; loaned objects will not be stored at the Lighthouse. The two parties agree that the loan period is not to exceed five years (until August 2029).



# MEMO

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The continued loan of these objects to the Lighthouse and Museum supports our strong working relationship with an important partner institution. As centerpieces of current exhibits, the loans help bring greater visibility to the joint Marine Collection, supporting the Library's mission to help people read, learn, and connect, and WMHS's mission of promoting, discovering, collecting, recording, preserving, and disseminating materials related to Great Lakes maritime history.

If the Board of Trustees grants the Director (or designee) authority to extend current loans of the Marine Collection objects to the North Point Lighthouse and Museum for up to five years, the executed loan agreements will be amended to reflect the extension(s) annually on the approval of the Library Director or their designee, and the Lighthouse will extend insurance coverage for the extended loan period.



**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BUILDING & DEVELOPMENT COMMITTEE  
MINUTES**

**Thursday, September 5, 2024**

**Video Conference Call by GoToMeeting**

**PRESENT:** Michael Morgan, Matt Kowalski, Teresa Mercado, Mark Sain, Larresa Taylor, Joan Johnson

**STAFF:** MPL: Chantel Clark, Melissa Howard, Yves LaPierre, Jennifer Meyer-Stearns, Karli Pederson, Rebecca Schweisberger, PJ Woboril

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Chair Michael Morgan called the MPL Board of Trustees Building and Development Committee meeting to order at 8:00 a.m. on September 5, 2024 with a quorum present. All Trustees and presenters participated by video conference.

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1. **Approval of the Minutes**. Chair Morgan entertained a motion to accept the minutes from the July 11, 2024 meeting. Trustee Sain moved approval of the minutes and Trustee Kowalski seconded. Motion passed.
2. **Martin Luther King Branch Redevelopment**. Library Construction Projects Manager Yves LaPierre presented an update on the project, which is attached at the end of these minutes. The building exterior is nearly complete, including roofing and most window installation. Inside, steel framing, sheetrock, and duct work are being installed. On August 5<sup>th</sup>, Mr. LaPierre, Director Johnson, and Trustee Sain participated in a site walkthrough with Tom Perez, Senior Advisor to the President of the United States. The project is on track for completion in early 2025. Informational item.
3. **Good Hope Sculpture**. Library Construction Projects Manager Yves LaPierre updated the Committee on the reinstallation of the sculpture, *Insight*, from the former Mill Road branch site to the Good Hope branch. Mr. LaPierre provided a brief overview of the sculpture's history. Feedback from staff and patrons has been positive. An informational plaque will be installed near the sculpture. Additional landscaping will be added to visually improve and protect the area around the sculpture. A re-dedication ceremony will be held after the plaque is installed. The flag pole at Good Hope branch has been moved closer to the building and the base contains a solar-powered light to illuminate the flag at night. Informational item.

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The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:39 a.m. on September 5, 2024.

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# MLK Library Progress – Building & Development Committee September 5, 2024



- Exterior buttoned up. Progress since mtg with Tom Perez on 8/5/2024
- Interior construction ramping up, reg inspections with arch.
- FFE out to bid

# Sculpture Move— Building & Development Committee September 5, 2024

INSIGHT  
KENNETH LAMERS  
CORTEN STEEL

INSTALLED AT MILL ROAD  
LIBRARY 1972

MOVED TO GOOD HOPE  
LIBRARY 2024

THE MOVE AND INSTALLATION  
OF “INSIGHT” WAS  
SUPPORTED BY A GRANT  
FROM THE MILWAUKEE ARTS  
BOARD.



# Flagpole Move— Building & Development Committee September 5, 2024

The Flag Code states it is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness



**Milwaukee Public Library  
Financial Report  
August 31, 2024**

**2024**

**2023**

**City Revenues**

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 28,574,827	\$ 20,367,613	71.3%
<i>Fines</i>	\$ 114,500	\$ 67,490	58.9%
<i>Lost Materials, etc.</i>	\$ 66,500	\$ 34,805	52.3%
<i>MCFLS Contracts</i>	\$ 819,000	\$ 667,884	81.5%
<b>Total City Appropriation</b>	<b>\$ 29,574,827</b>	<b>\$ 21,137,792</b>	<b>71.5%</b>

	Budget	Received to date	% Received
\$	26,436,877	\$ 17,378,406	65.7%
\$	128,000	\$ 62,629	48.9%
\$	60,000	\$ 31,075	51.8%
\$	802,414	\$ 413,268	51.5%
<b>\$ 27,427,291</b>	<b>\$ 17,885,378</b>	<b>65.2%</b>	

**City Expenses**

**Salaries & Benefits**

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 5,973,002	\$ 3,406,225	57.0%
<i>Fringe Benefits</i>	\$ 2,687,851	\$ 1,531,094	57.0%
<b>Total</b>	<b>\$ 8,660,853</b>	<b>\$ 4,937,319</b>	<b>57.0%</b>

	Budget	Spent to date	% Spent
\$	14,013,643	\$ 9,386,311	67.0%
\$	6,306,139	\$ 4,090,511	64.9%
<b>\$ 20,319,782</b>	<b>\$ 13,476,822</b>	<b>66.3%</b>	

**Supplies & Services**

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 121,803	\$ 47,161	38.7%
<i>Tools &amp; Machinery Parts</i>	\$ -	\$ -	100.0%
<i>Construction Supplies</i>	\$ 16,500	\$ 17,754	107.6%
<i>Energy</i>	\$ 847,800	\$ 496,669	58.6%
<i>Other Operating Supplies</i>	\$ 252,947	\$ 152,567	60.3%
<i>Vehicle Rental</i>	\$ 8,800	\$ 3,948	44.9%
<i>Non-Vehicle Equipment Rental</i>	\$ 14,700	\$ 9,601	65.3%
<i>Professional Services</i>	\$ 146,600	\$ 104,960	71.6%
<i>Information Technology Services</i>	\$ 442,552	\$ 366,237	82.8%
<i>Property Services</i>	\$ 1,418,038	\$ 1,214,276	85.6%
<i>Infrastructure Services</i>	\$ 38,500	\$ 126,821	329.4%
<i>Vehicle Repair Services</i>	\$ -	\$ -	100.0%
<i>Other Operating Services</i>	\$ 146,239	\$ 57,062	39.0%
<i>Reimburse Other Departments</i>	\$ 108,600	\$ 11,206	10.3%
<b>Total</b>	<b>\$ 3,563,079</b>	<b>\$ 2,608,262</b>	<b>73.2%</b>

	Budget	Spent to date	% Spent
\$	111,700	\$ 49,148	44.0%
\$	19,000	\$ 19,350	101.8%
\$	26,000	\$ 11,364	43.7%
\$	687,800	\$ 439,444	63.9%
\$	248,019	\$ 110,411	44.5%
\$	9,000	\$ 5,214	57.9%
\$	22,000	\$ 17,168	78.0%
\$	180,751	\$ 186,060	102.9%
\$	417,642	\$ 329,203	78.8%
\$	1,273,520	\$ 1,064,168	83.6%
\$	33,000	\$ 63,449	192.3%
\$	-	\$ -	100.0%
\$	157,100	\$ 49,554	31.5%
\$	105,000	\$ 17,820	17.0%
<b>\$ 3,290,532</b>	<b>\$ 2,362,353</b>	<b>71.8%</b>	

**Equipment**

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,827,000	\$ 938,681	51.4%
<i>IT Equipment</i>	\$ 522,032	\$ 164,361	31.5%
<i>Other</i>	\$ 86,563	\$ 77,452	89.5%
<b>Total</b>	<b>\$ 2,435,595</b>	<b>\$ 1,180,494</b>	<b>48.5%</b>

	Budget	Spent to date	% Spent
\$	1,757,000	\$ 926,962	52.8%
\$	358,187	\$ 59,117	16.5%
\$	83,202	\$ 42,111	50.6%
<b>\$ 2,198,389</b>	<b>\$ 1,028,190</b>	<b>46.8%</b>	

**Other Departmental Appropriation**

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 9,800	\$ 8,802	89.8%
<i>East Property Payment</i>	\$ 5,300	\$ 5,300	100.0%
<i>Mitchell Street Property Payment</i>	\$ 74,000	\$ 56,631	76.5%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 136,200	\$ 136,152	100.0%
<b>Total</b>	<b>\$ 270,300</b>	<b>\$ 206,885</b>	<b>76.5%</b>

	Budget	Spent to date	% Spent
\$	8,300	\$ 500	0.0%
\$	4,000	\$ 4,000	0.0%
\$	72,000	\$ 40,500	56.3%
\$	45,000	\$ -	0.0%
\$	133,500	\$ 66,742	50.0%
<b>\$ 262,800</b>	<b>\$ 111,742</b>	<b>42.5%</b>	

**ARPA Revenue Replacement**

	Budget	Spent to date	% Spent
<i>Operating Expenses</i>	\$ 14,645,000	\$ 12,204,832	83.3%
<b>Total</b>	<b>\$ 14,645,000</b>	<b>\$ 12,204,832</b>	<b>83.3%</b>
<b>Total City Expenses</b>	<b>\$ 29,574,827</b>	<b>\$ 21,137,792</b>	<b>71.5%</b>

	Budget	Spent to date	% Spent
\$	1,355,788	\$ 906,271	66.8%
<b>\$ 1,355,788</b>	<b>\$ 906,271</b>	<b>66.8%</b>	
<b>\$ 27,427,291</b>	<b>\$ 17,885,378</b>	<b>65.2%</b>	

**Milwaukee Public Library  
Financial Report  
August 31, 2024**

**2024**

**2023**

**Additional Funding Sources**

**Grants**

	Budget	Spent to date	% Spent
<i>WTBBL Jul '23 - Jun '24</i>	\$ 1,004,300	\$ 206,949	20.6%
<i>ILS Jul '23 - Jun '24</i>	\$ 223,350	\$ 21,171	9.5%
<b>Total</b>	<b>\$ 1,227,650</b>	<b>\$ 228,120</b>	<b>18.6%</b>

	Budget	Spent to date	% Spent
	\$ 1,004,300	\$ 202,733	20.2%
	\$ 223,350	\$ 19,248	8.6%
	<b>\$ 1,227,650</b>	<b>\$ 221,981</b>	<b>18.1%</b>

**Trust Funds**

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 134,000	\$ 114,095	85.1%
<i>Programming</i>	\$ 42,000	\$ 20,049	47.7%
<i>Training</i>	\$ 20,000	\$ 5,720	28.6%
<i>Marketing</i>	\$ 35,000	\$ -	0.0%
<i>Contingency</i>	\$ 4,000	\$ -	0.0%
<i>Board Development</i>	\$ 4,000	\$ 384	9.6%
<i>Strehlow 50+</i>	\$ 29,756	\$ 6,456	21.7%
<i>Staffing Study</i>	\$ 28,000	\$ -	0.0%
<b>Total</b>	<b>\$ 296,756</b>	<b>\$ 146,704</b>	<b>49.4%</b>

	Budget	Spent to date	% Spent
	\$ 124,000	\$ 90,750	73.2%
	\$ 38,000	\$ 16,005	42.1%
	\$ 18,000	\$ 12,617	70.1%
	\$ 32,000	\$ -	0.0%
	\$ 4,000	\$ 754	18.9%
	\$ 4,000	\$ 756	18.9%
	\$ 37,319	\$ 3,424	9.2%
	\$ -	\$ -	100.0%
	<b>\$ 257,319</b>	<b>\$ 124,306</b>	<b>48.3%</b>

**Foundation Contributions**

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 237,817	\$ 24,609	10.3%
<i>Programming</i>	\$ 1,425,759	\$ 395,581	27.7%
<b>Total</b>	<b>\$ 1,663,576</b>	<b>\$ 420,190</b>	<b>25.3%</b>

	Budget	Spent to date	% Spent
	\$ 419,572	\$ 24,723	5.9%
	\$ 1,052,485	\$ 471,587	44.8%
	<b>\$ 1,472,057</b>	<b>\$ 496,310</b>	<b>33.7%</b>

**Investments**

*U.S. Bank National Assoc. Commercial Paper (rated A1) confirmation #327154819 dated 07/19/24 and maturing 08/19/24 at a rate of 2.00%...\$290,000*

## Director's Report

### August-September Activities

Director Johnson addressed a crowd of over 1,000 people in early September at the Pabst Theater to promote ALA's (American Library Association) initiative Unite Against Book Bans (UABB), in partnership with Boswell Books and Penguin Random House who provided us with the wonderful Jodi Picoult as our headliner and best-selling author. Later in the month, Johnson supported her team in hosting the UABB Banned Wagon, making a day of it with workshops, food trucks, and giveaways of banned books. These efforts are meant to raise awareness about censorship efforts, to inform about library values on intellectual freedom, and to build a coalition of allies.

The Martin Luther King branch development Project Manager Yves LaPierre worked with the developers and construction team to host White House Intergovernmental Relations Director and Senior Advisor Tom Perez. Director Johnson joined Perez and Mayor Johnson for a tour and gave an update on progress toward opening. Perez and his team led a press conference immediately following the tour. Also in attendance was MPL Board President Mark Sain. One-on-one interviews were conducted afterward and Director Johnson was recorded as part of a documentary about projects funded in whole or in part with American Rescue Plan Act (ARPA) dollars.

Johnson and Mayor Johnson addressed members of the OneMKE coalition as part of an informational session presented by partners from Newaukee and MPL's Civic Engagement Manager Brenda Wood. OneMKE, a civic engagement and voter education initiative, is funded by Cities Forward. Johnson supported MPL EOS team members at a number of events including the Summer Youth Intern program presentations and the LibraryCorps member wrap-up celebration, followed by a reception for the new cohort of incoming LibraryCorps members. She also attended a staff retirement event and presented the official resolution from the Board and MPL farewell gift.

Johnson and Deputy Director Meyer-Stearns and Associate Director Clark shared information with about 30 people as part of Mayor Johnson's public hearing about the 2025 City budget. The format was open house style and residents were encouraged to engage one-on-one with City leaders and share feedback. Several citizens shared their support for fully funding library services.

Director Johnson continued research on the MPL Broadband Project. She and team leads Pederson and Keeley met with Alex Wermer-Colan, Executive Director, Philly Community Wireless for guidance on technical requirements needed as part of MPL's RFP to find a vendor ISP partner for its broadband project. Phase II of this project involves marketing, outreach and digital literacy instruction, all of which will need to be grant or privately funded. To that end, Johnson spent significant time preparing a partnership application for the NTIA Digital Equity Act Competitive Grant with the United Way serving as the lead applicant.

Johnson continues to do outreach and engage with the community at networking and fundraising events including the MSO gala, the Legal Aid Annual Luncheon, and the African American Chamber of Commerce of WI awards event. She's led meetings with potential program partners including with the Office of African American Affairs, the I Have a Dream Foundation and the Wisconsin Academy of Science, Arts and Letters. She also continues to participate in meetings with the Westown Association Board, Milwaukee Broadband Partnership, and the Rotary Club of Milwaukee Board.

To better support library staff in helping patrons who are living with mental illness, Johnson and several team members met with the Milwaukee County Deputy District Attorney and members of his team to discuss resources available through the county and how MPL can maximize its use of these resources.

Johnson's attendance at the Milwaukee County Federated Library System's (MCFLS) monthly Board meetings and the quarterly board meetings of the Friends of the MPL and the Milwaukee Public Library Foundation are ongoing. She recently led the Scholarship Committee of representatives from all three MPL-related boards in adjudicating four applications from staff seeking funding support for coursework at UW-Milwaukee's School of Information Science. All were awarded a portion of the \$6000 dispersed from the Foundation to the MPL for this purpose.

## Summary of VIRTUAL and IN-PERSON PROGRAMS:

July 2024

### MPL HELPS PEOPLE READ

We Had Fun and Nobody Died Book Launch: Amy T. Waldman and Peter Jest in Conversation with Dave Luhrssen. Peter Jest and author Amy Waldman shared behind-the-scenes stories of how Jest helped put Milwaukee music on the map, promoting acts such as the Violent Femmes, John Prine, Patti Smith, and many more. From a young age, Jest was determined to make a career in live music, and despite naysayers and obstacles, he did just that, bringing national acts to his college campus at UWM, booking thousands of concerts across Wisconsin and the Midwest, and opening Shank Hall, the Milwaukee venue named after a club in the cult film *This Is Spinal Tap*. This irreverent biography provides a rare window into the music industry from a promoter's perspective, and the conversation event provided a compelling glimpse of all the stories shared in the book. Attendance: 54

### MPL HELPS PEOPLE LEARN

Small Business Success Story: Trina Nicole of Fly Nails Studio. On July 29th, 2024 Beth Voecks of the Business, Technology, and Periodicals Department hosted Catrina "Trina" Clayton for her Small Business Success Story presentation. Trina came prepared with a professional and polished PowerPoint presentation as well as phenomenal photos of her work and video clips of her suite space as well as working on a client's manicure. She was extremely knowledgeable about expanding her business but also letting attendees know that not everything always goes according to plan. She was honest about the ups and downs of owning your business as well as forcing yourself to think outside the box but also knowing where your skills are best applied as well as knowing your weaknesses. Trina's story is an inspiration as to what you can do with a little passion, a lot of talent, and the drive to succeed in business as in life. Live attendance: 7

MPL Entrepreneur-in-Residence. This June and July, MPL launched its first Entrepreneur-in-Residence in the Business Commons at Central Library. Entrepreneur and business coach, Eli Rivera, led a six-week Entrepreneurship Lab workshop and one-on-one mentoring sessions reaching over 100 local aspiring and current entrepreneurs. The goal of the residency was to promote inclusive economic advancement and support early stage entrepreneurs and small business owners. The majority of participants identified as "underrepresented entrepreneurs" defined as BIPOC, Veteran, Disabled, Woman, LGBTQIA+, or Refugee/Immigrant entrepreneurs. Attendees shared the impact of the series: "I found more information than I had received in 15 years. The speakers are awesome!" "My experience was inspirational and motivational. I found it absolutely valuable." "I have a better approach to my entrepreneur journey and am connected to more resources that'll help my startup." Attendance: 105

### MPL HELPS PEOPLE CONNECT

See What We See: Stories of Environmental Stewardship. Milwaukee Public Library hosted a photovoice exhibition curated by neighborhood residents and led by a graduate student in UWM's Department of Geography. Photographs on display represented community members' lived experiences, stories, memories, emotions, perspectives, and knowledge about various aspects of environmental stewardship in Lindsay Heights. They explored the positives and negatives of caring for the environment, and shared accounts of environmental injustice, gardening, food deserts, community orchards, toxic environments, health and wellness, history, and art. The exhibit celebrated and brought awareness to the resilience and victories of the neighborhood, while highlighting issues that have yet to be addressed. Participants were featured in a talkback panel and discussed things they learned while building community through this project, and goals for the future of their neighborhood and City of Milwaukee. Attendance: 15

Snack Hack 2.0. Snack Hack: 2.0 is a food and nutrition literacy adult program offered as weekly sessions designed to teach all aspects of food: nutritional elements, food groups, cooking principles, history of food, how food is grown, cultural connections to what we eat, how food works in our bodies and methods on how to prepare meals at home. Sessions include a cooking demonstration and a snack for attendees. July began Block 3 – the 3rd of 4 blocks used to structure the Snack Hack program curriculum. This month ended the 'Cooking Principles' section and started the 'World Cuisines' section. The first continent highlighted was North America. Attendees "traveled" to the USA and learned the origin of Native American cuisine and the influence it has on today's food culture. Total attendance for 5 sessions: 53

Total attendance for 134 programs: 1,039

## August 2024

### **MPL HELPS PEOPLE READ**

Fonzie Fun Community Meal: Meet & Greet with Author Christina Ward. This new community meal program was themed after Milwaukee native Christina Ward's 2024 release of *Happy Days: The Official Cookbook*. Attendees gathered in the outdoor alley space and time traveled to the 1950's, the era of where the iconic television show, 'Happy Days' took place. Attendees engaged in a themed trivia activity before library staff celebrated those who participated in the Summer Reading Program and provided information for the last week of the SRP. Afterwards, Chef Sharrie hosted a Q&A session with Ward. Attendees were given the floor to ask the author questions about herself and her new release. A '50's meal was served straight from the cookbook: Slow Roasted Brisket, Oven Broasted Chicken, Dude Ranch Baked Barbeque Beans, Joanie's Baked Macaroni & Cheese, and K.C.'s Strawberry Basil Iced Tea as the specialty beverage. Attendees were provided information and opportunity on purchasing the cookbook to add to their home library. This was the 3rd community meal (out of six) for 2024. Attendance: 60

Romance Month Book Chat Sarah MacLean & Nikki Payne. Need something to read? Join librarians from the Milwaukee Public Library and special guest authors Nikki Payne and Sarah MacLean as they celebrate the Romance genre and share a list of curated book recommendations guaranteed to fill up your to-be-read pile. Meet the authors: By day, Nikki Payne is a curious tech anthropologist asking the right questions to deliver better digital services. By night, she dreams of ways to subvert canon literature. She's a member of Smut U, a premium feminist writing collective, and is a cat lady with no cats. Sarah MacLean is the author of sixteen New York Times bestsellers that have been translated into more than twenty-five languages. She is the co-host of the weekly romance novel podcast, *Fated Mates*, and a leading voice in the romance genre. A product of Rhode Island summers and New England storms, Sarah now lives with her family in New York City. Attendance: 45

### **MPL HELPS PEOPLE LEARN**

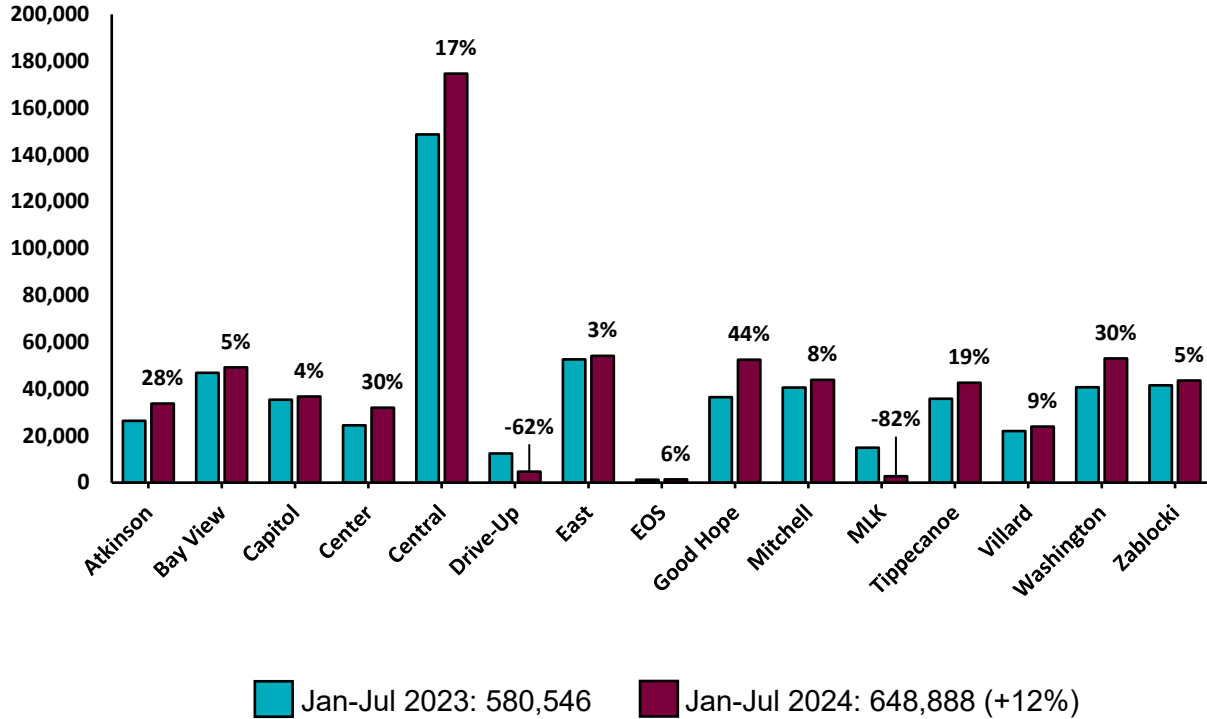
Snack Hack: 2.0. Snack Hack: 2.0 is a food and nutrition literacy adult program offered as weekly sessions designed to teach all aspects of food: nutritional elements, food groups, cooking principles, history of food, how food is grown, cultural connections to what we eat, how food works in our bodies and methods on how to prepare meals at home. Sessions include a cooking demonstration and a snack for attendees. August falls in Block 3 – the 3rd of 4 blocks used to structure the Snack Hack program curriculum. This month continued the 'World Cuisines' section. The first 2 continents highlighted were North America and South America. Attendees "traveled" to Haiti and Columbia, respectively. The last two sessions featured recipes and themed activities from "Happy Days: The Official Cookbook" by Christina Ward. Total attendance for 4 sessions: 46

### **MPL HELPS PEOPLE CONNECT**

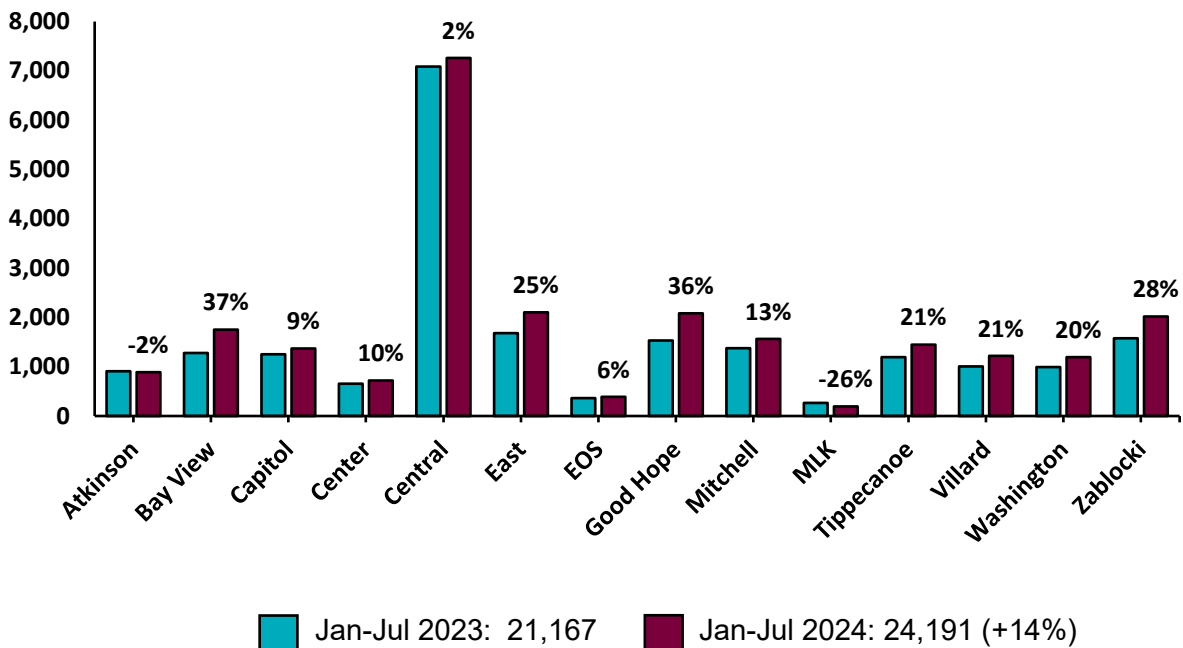
Pitch Black: Health, Wellness, and Entrepreneurship. August is Black Business month, and this program served to highlight that by featuring a panel of Black entrepreneurs and health organizations discussing health & entrepreneurship. Time for networking and health screenings was also built in for attendees. The goals of the program were to: empower Black entrepreneurs to prioritize their health, address health disparities, build a supportive community, and enhance the overall well-being and business success of Milwaukee's Black entrepreneurs. Many entrepreneurs, especially those from marginalized communities, may neglect their health while focusing on building their businesses. Educating them about the long-term consequences of neglecting their health can be crucial. This program aimed to build awareness while promoting overall physical and mental wellness. Attendance: 30

Total attendance for 120 programs: 1,349

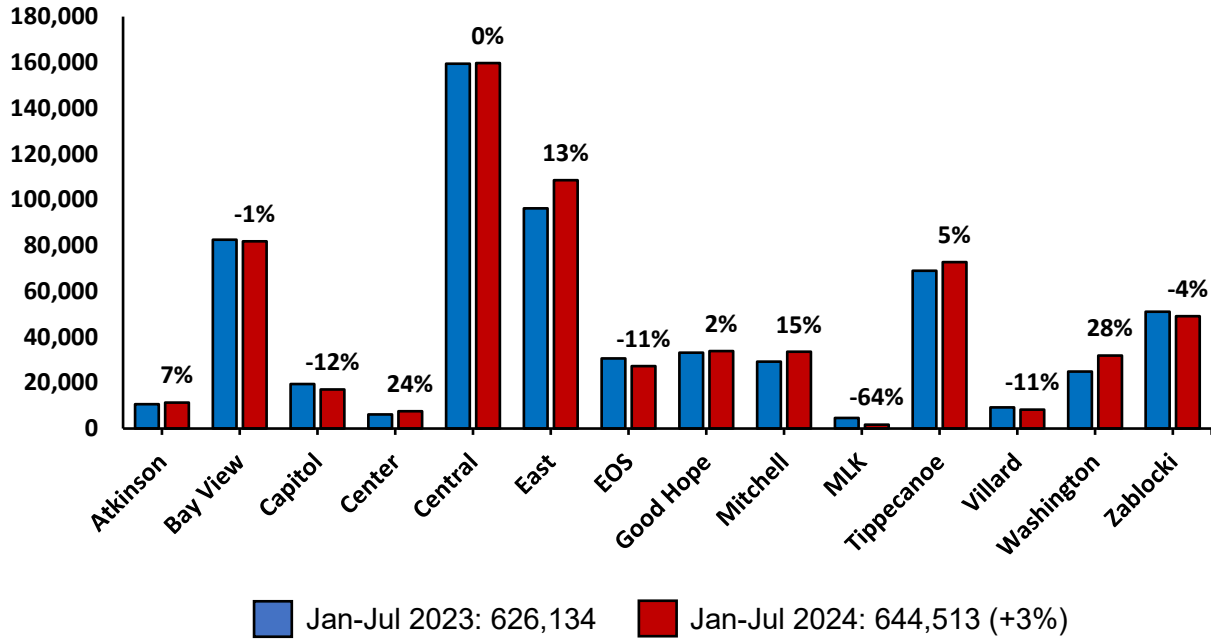
## Patron Visits



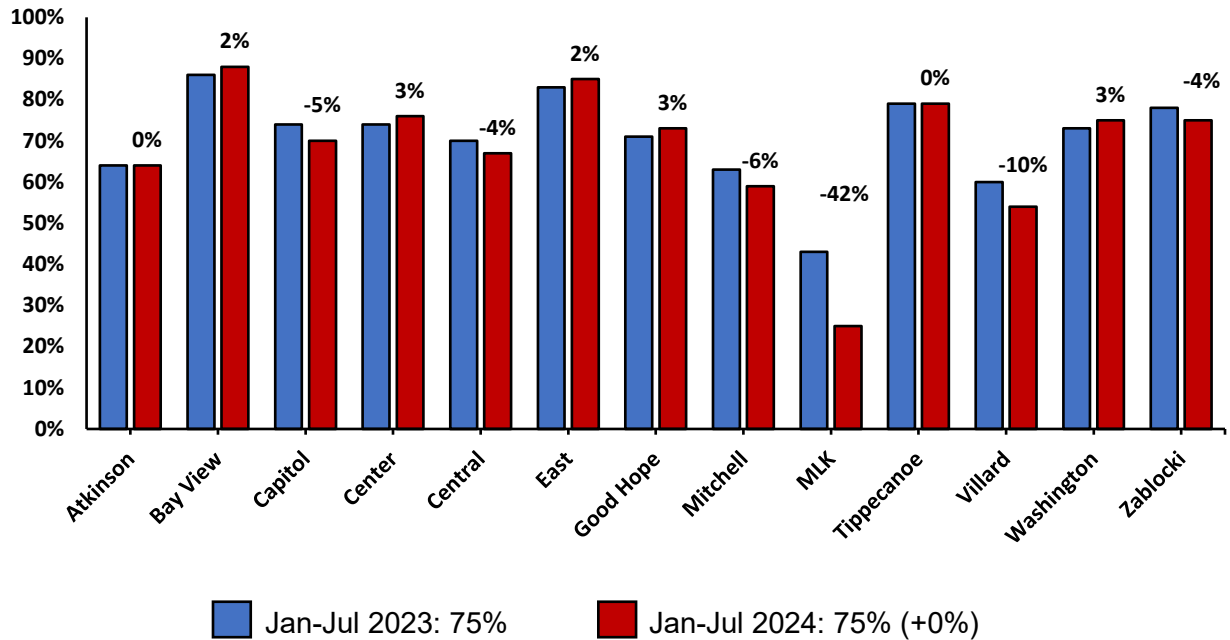
## Registration



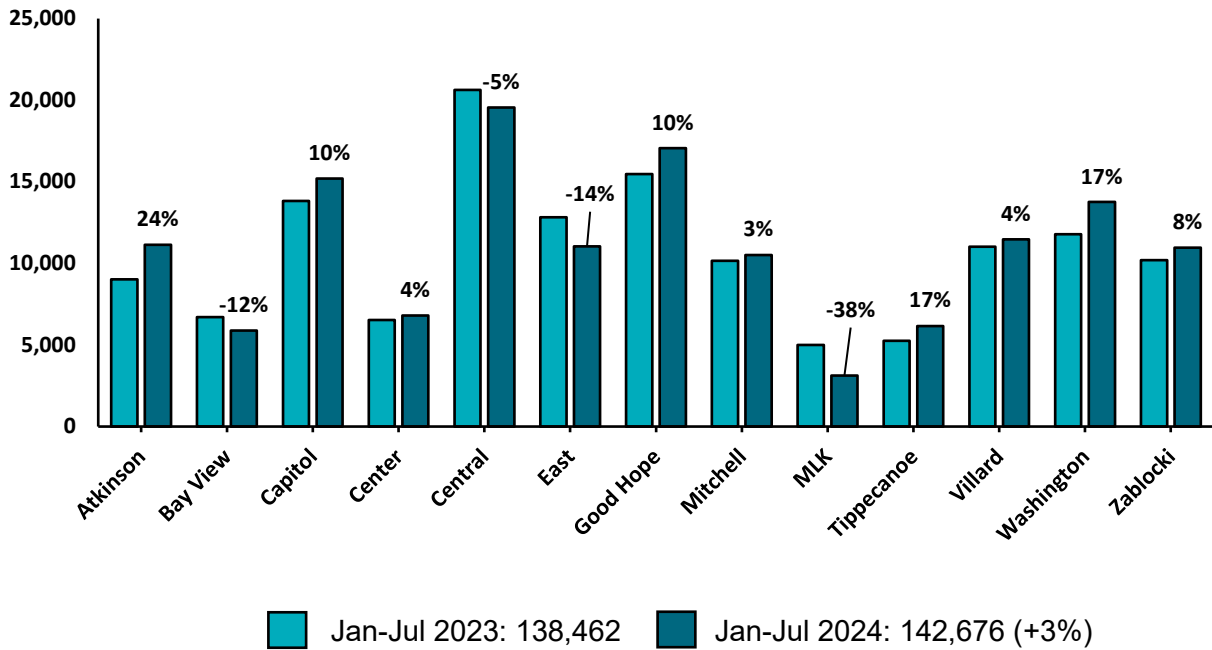
## Traditional Circulation



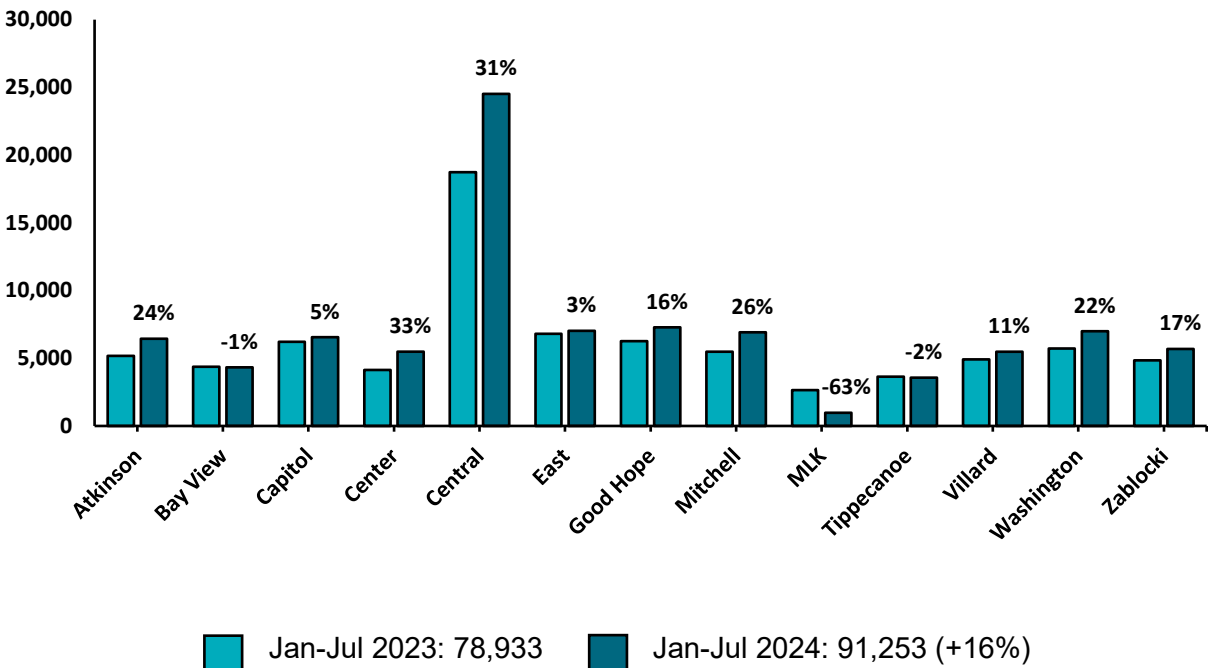
## Self-Checkout



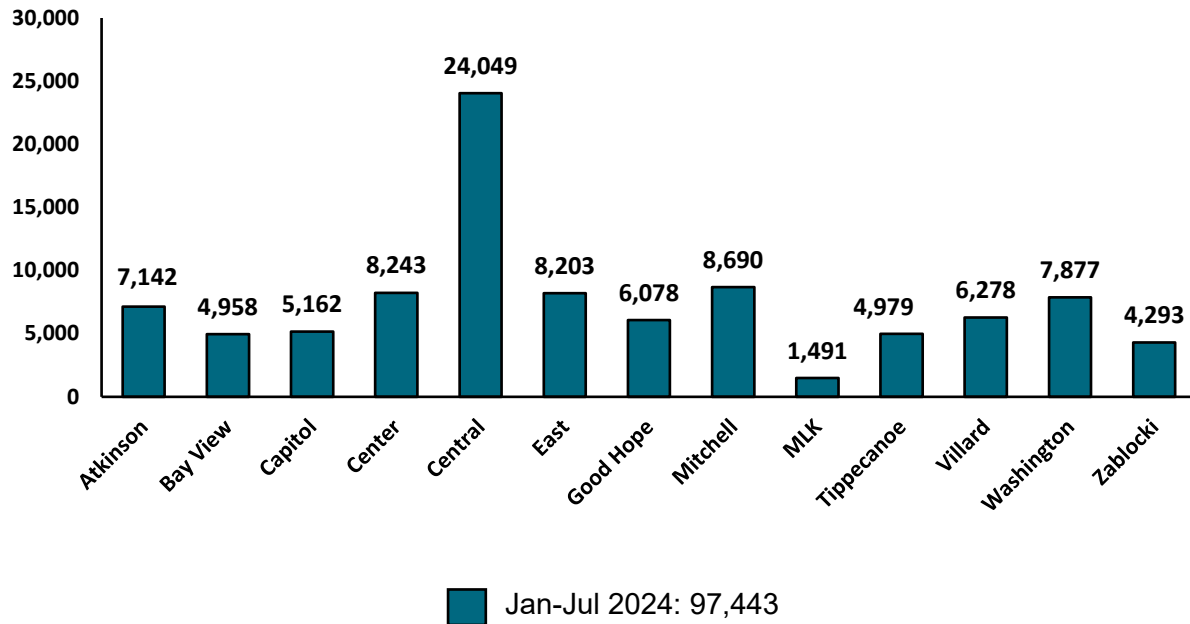
## Print/Copy/Fax/Scan Jobs



## Public Computer Sessions



## Wi-Fi Unique Users



## Ready Reference



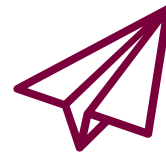
25,113

Call Sessions  
Last Year: 27,477



927

Chat Sessions  
Last Year: 1,376



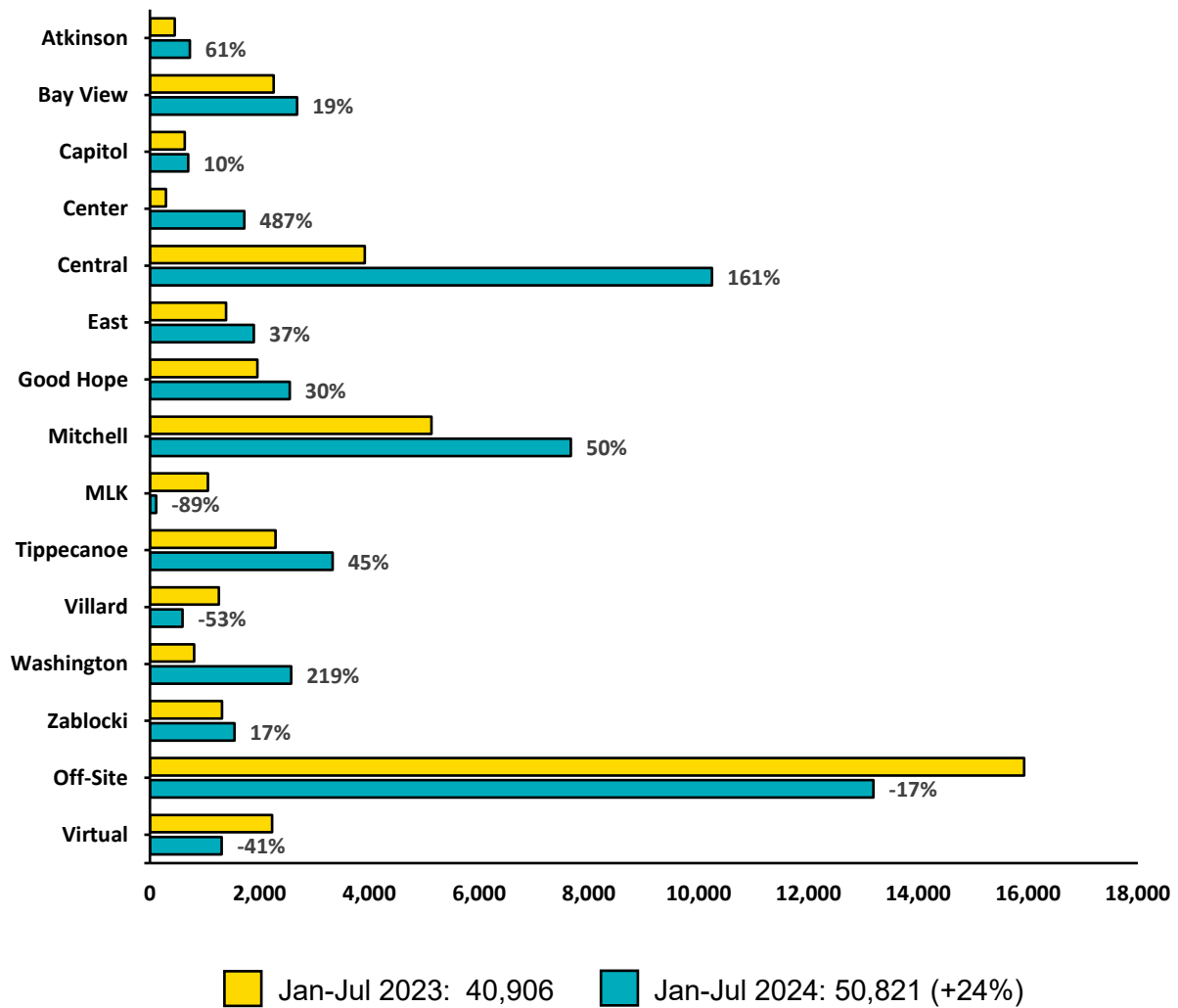
979

Email Sessions  
Last Year: 943

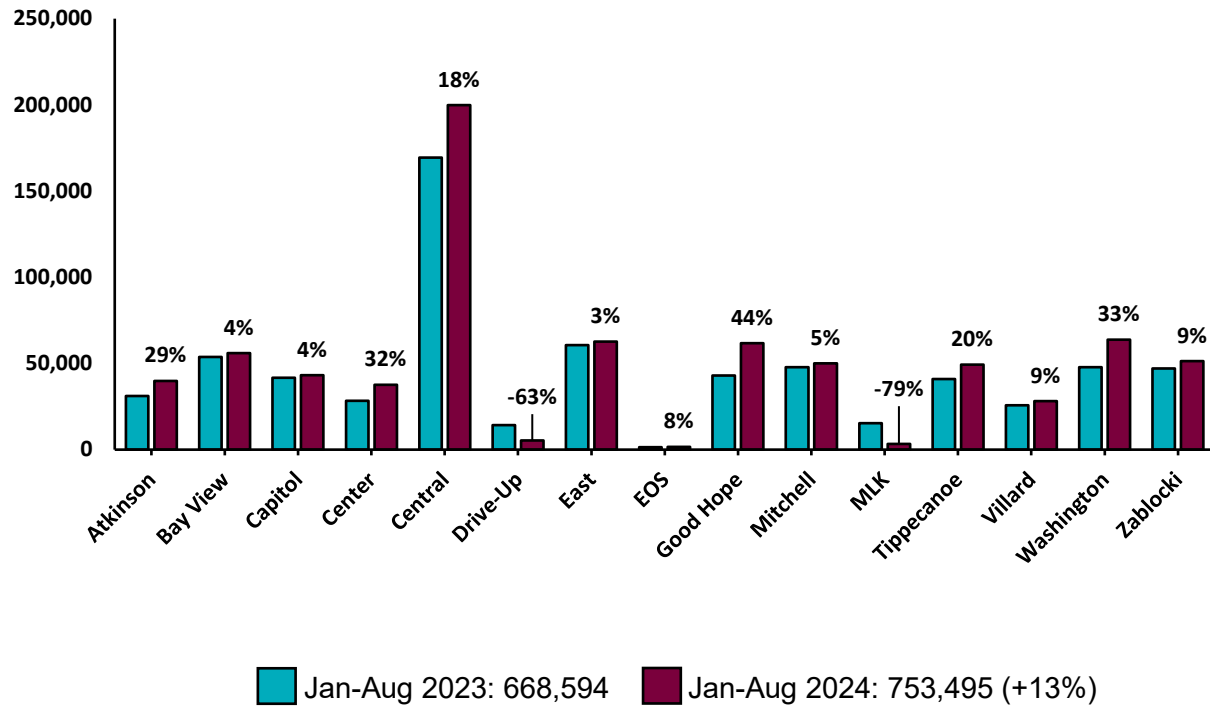
## eCirculation

Platform	Jan-Jul 2023	Jan-Jul 2024	Change
Freegal Music	100,860	70,416	-30%
Hoopla Digital	34,212	47,104	+38%
Kanopy	8,991	15,481	+72%
OverDrive	223,979	267,235	+19%
<b>Total</b>	<b>368,042</b>	<b>400,236</b>	<b>+8%</b>

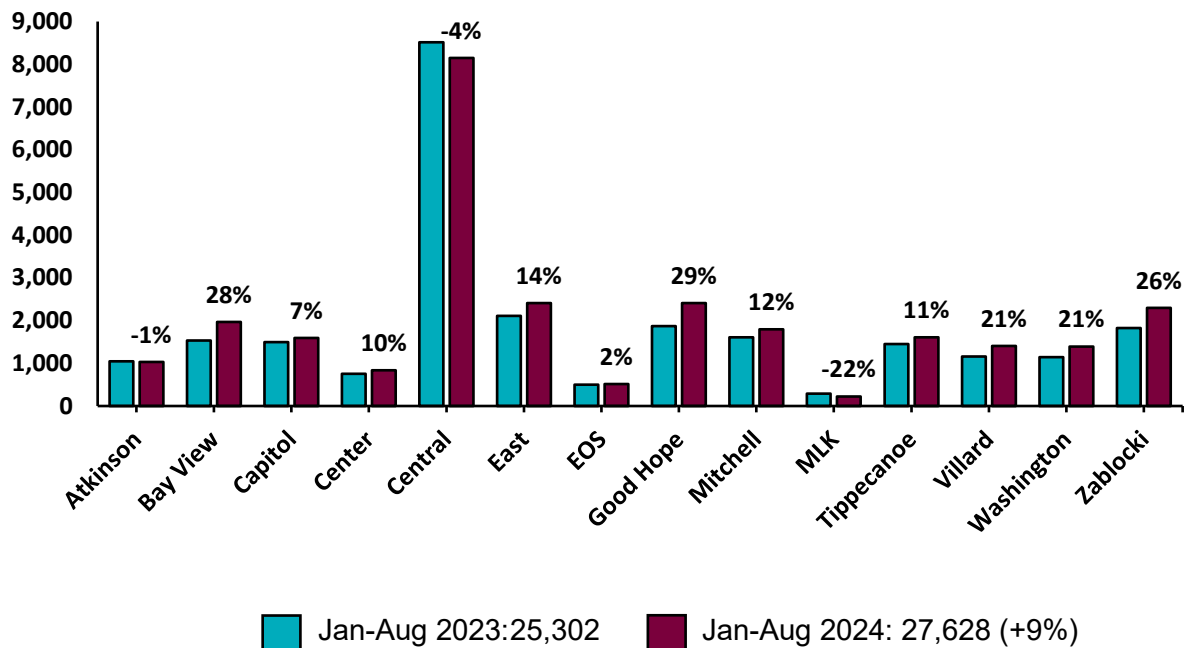
# Program Attendance



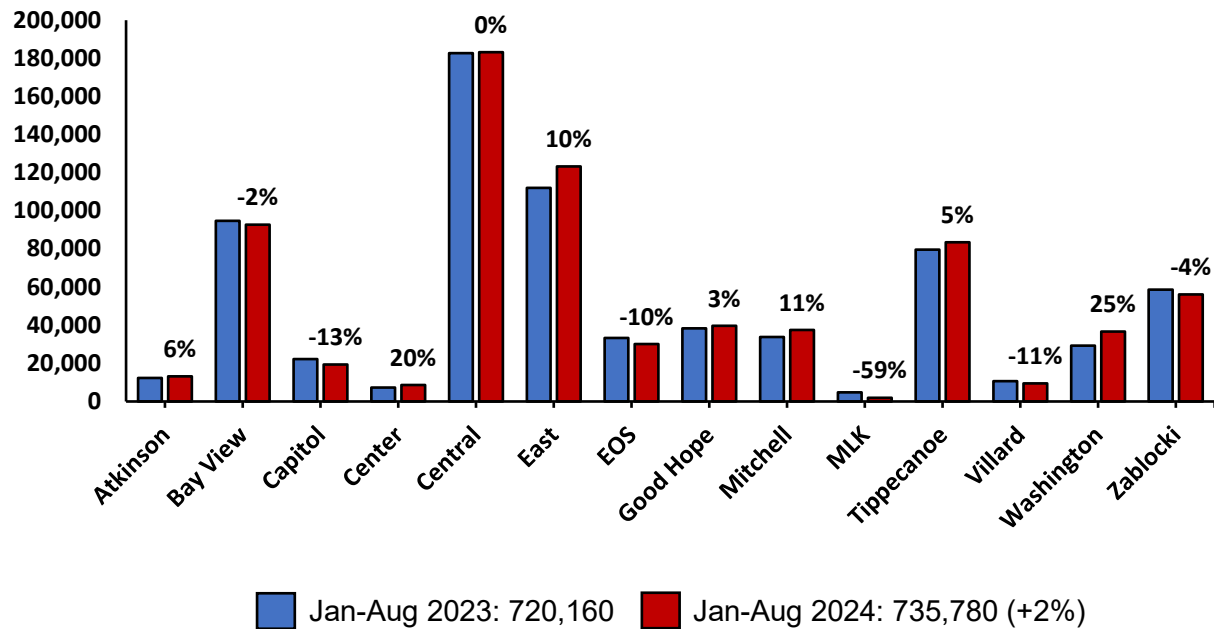
## Patron Visits



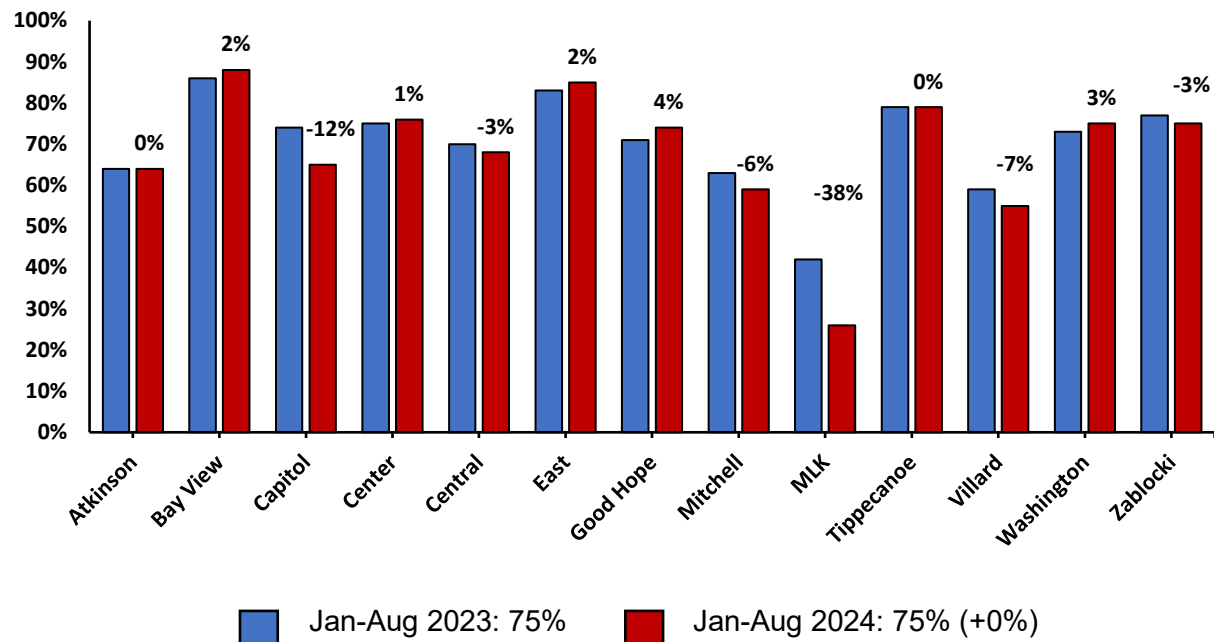
## Registration



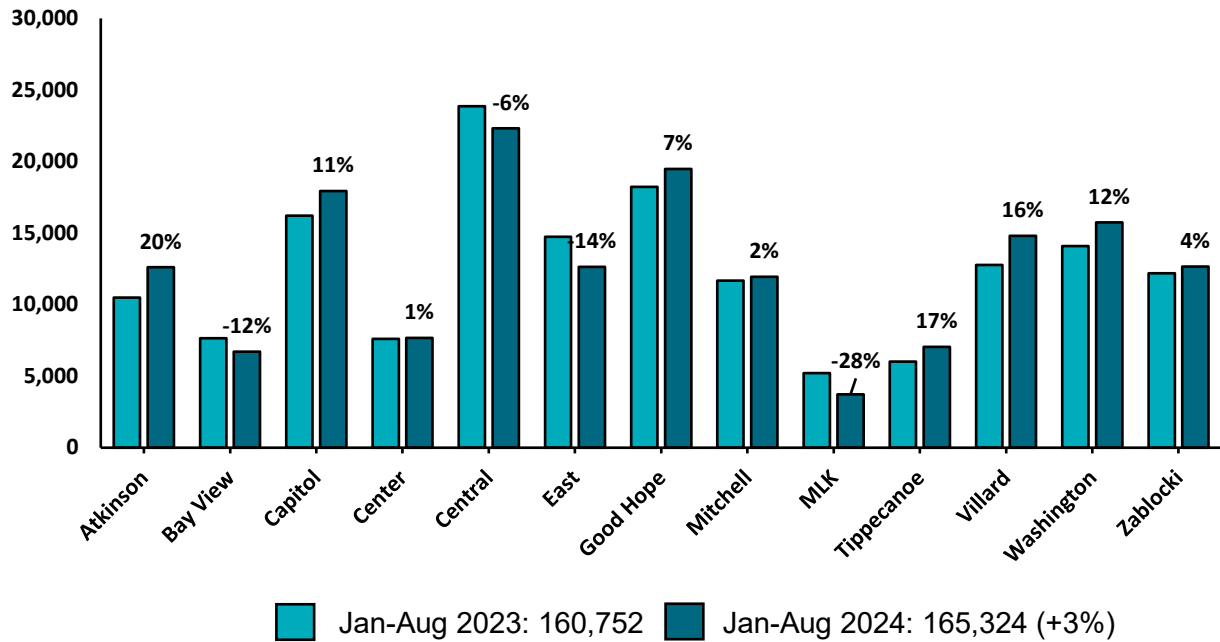
## Traditional Circulation



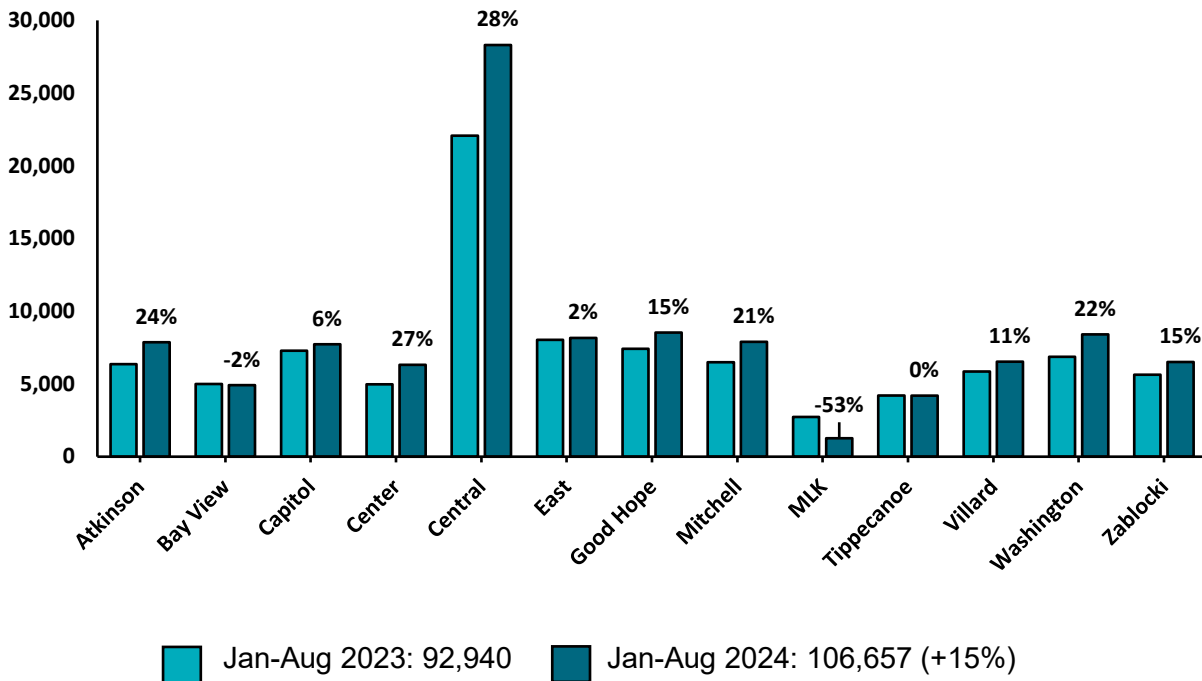
## Self-Checkout



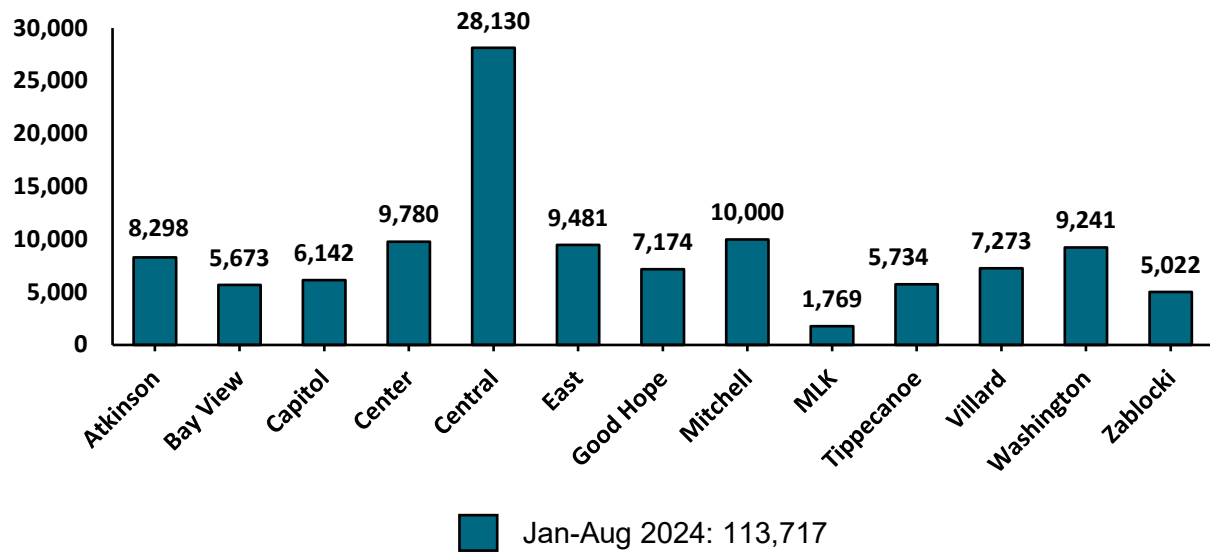
## Print/Copy/Fax/Scan Jobs



## Public Computer Sessions



## Wi-Fi Unique Users



## Ready Reference



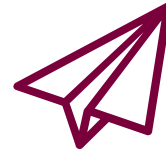
28,229

Call Sessions  
Last Year: 31,547



1,049

Chat Sessions  
Last Year: 1,570



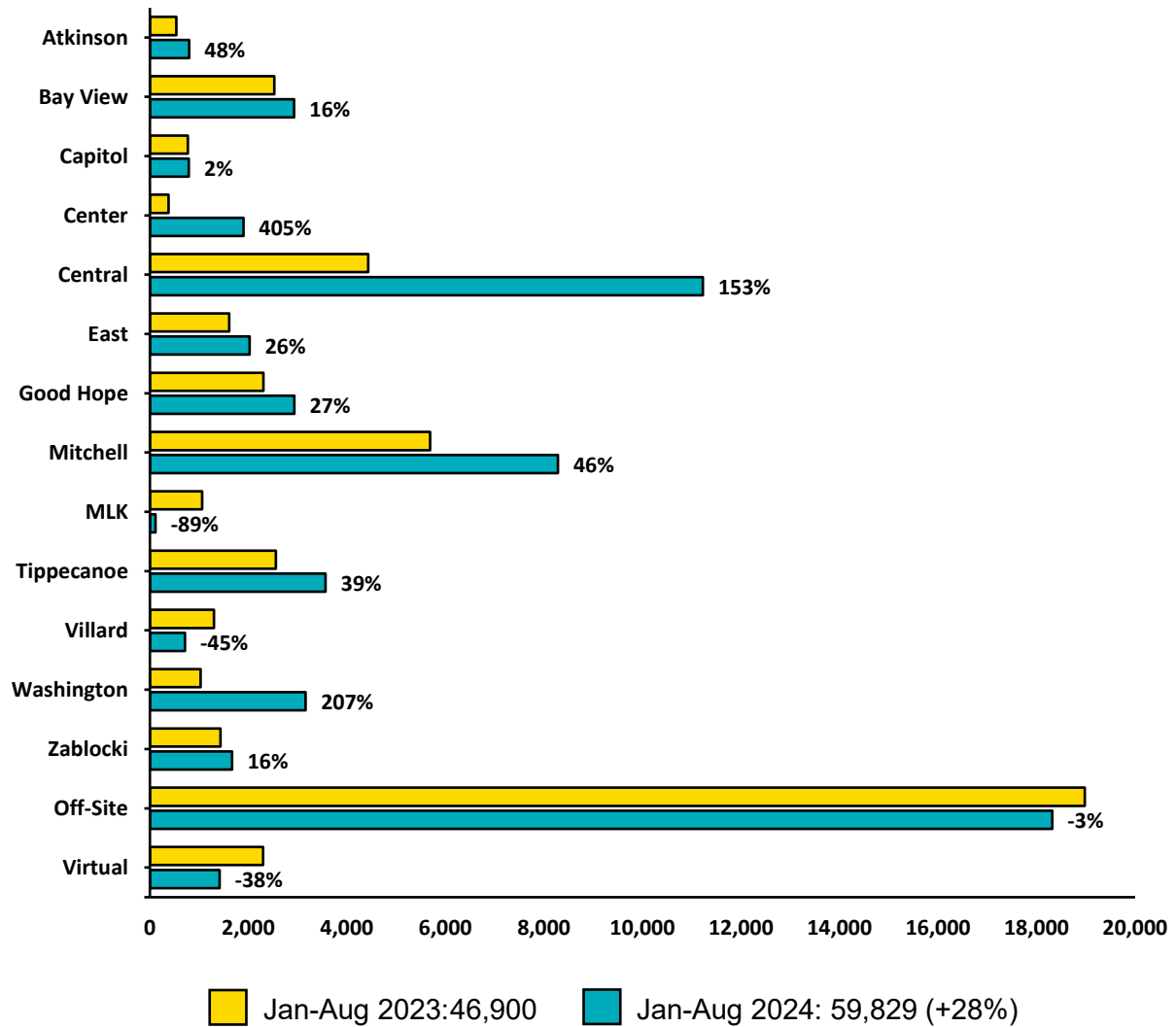
1,017

Email Sessions  
Last Year: 1,079

## eCirculation

Platform	Jan-Aug 2023	Jan-Aug 2024	Change
Freegal Music	110,433	79,119	-28%
Hoopla Digital	39,367	53,138	+35%
Kanopy	10,415	17,560	+69%
OverDrive	256,794	303,123	+18%
<b>Total</b>	<b>417,009</b>	<b>452,940</b>	<b>+9%</b>

## Program Attendance



# MEMO

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**Date:** September 19, 2024

**To:** Milwaukee Public Library Board of Trustees

**From:** Jennifer Meyer-Stearns, Deputy Library Director

**Re:** Award Recommendation for MPL Staffing and Organizational Restructuring Consultant

On July 15, 2024, the Milwaukee Public Library issued a Request for Proposals from qualified consultants with experience working with public library consortia or staff scheduling models to review and assess our public facing desk schedules and staffing levels. With continued interest in new initiatives and pressure on City of Milwaukee Budget, MPL strives to ensure efficient and effective use of resources while maintaining excellent patron services. Three qualified proposals were received and ranked according to the requested qualifications listed on the RFP. Their proposal costs are listed below:

Consultant Name	Total Cost of Proposal
Andrew Reise Services	\$197,468.00
Moss Adams	\$78,500.00
Territory	\$73,004.00

A committee of library staff, including the Deputy Director, the Associate Director of Strategic Initiatives and Public Services, and the Associate Director of Library Information Technology and Technical Services met to review and evaluate the proposals. The committee came to a unanimous decision and recommends awarding the MPL Staffing and Organizational Restructuring Consultant contract to Moss Adams, LLP. for \$78,500.

We request the Milwaukee Public Library Board of Trustees' approval to use funds designated from the Steve Przybylowski Strategic Initiatives account held by the Foundation.



## **2020-2024 Resource Library Agreement**

**By and among the Milwaukee County Federated Library System (System), the City of Milwaukee (City) and the Milwaukee Public Library (Resource Library, also referred to as MPL)**

This Agreement effective as of January 1, 2020, by and among the Milwaukee County Federated Library System, organized and existing under Chapter 43 of the Wisconsin Statutes (hereinafter referred to as the SYSTEM), the City of Milwaukee, a municipal corporation (hereinafter referred to as the CITY), and the Milwaukee Public Library, established and maintained by the City of Milwaukee under the provisions of Chapter 43 of the Wisconsin Statutes (hereinafter referred to as MPL).

WHEREAS, the SYSTEM was established to facilitate the cooperative development of library services in Milwaukee County and a plan to facilitate the orderly and efficient operation of cooperative library services was entered into per a formal Member Agreement between the SYSTEM and the public libraries within Milwaukee County, wherein the SYSTEM shall receive county, state, and federal aid to expend as deemed appropriate in the best interests of its Members; and

WHEREAS, the SYSTEM is obligated by the Wisconsin Statutes, regulations and the Membership Agreement to provide the extension of backup reference and information services from a Resource Library; and

WHEREAS, the SYSTEM and MPL previously agreed that MPL would be designated as the Resource Library for the SYSTEM and MPL is willing to continue to extend backup reference services to the residents of the SYSTEM's member communities as required by state law and regulations governing Resource Libraries; and

WHEREAS, the CITY's Common Council adopted Resolution File No. \_\_\_\_\_ on \_\_\_\_\_, 2019, authorizing the MPL Board and the proper City officers to enter into this Agreement and to provide the services in accordance with this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants herein:

II. AGREEMENT

A. IT IS AGREED THAT THE SYSTEM SHALL:

1. Designate MPL as the Resource Library for the SYSTEM and aid MPL in its efforts to fulfill its obligations as such Resource Library.
2. Provide payment to CITY in consideration for the services rendered under this Agreement. Said payment amount shall be 6.25% of State System Aid received by MCFLS for 2020 through 2024. Said payment is payable in the same calendar year for each year of the term of this agreement. Said cash payment to be paid annually in equal quarterly payments no later than March 31, June 30, September 30, and December 15. Negotiations between the SYSTEM and MPL concerning an agreement, subsequent to this one, shall occur during calendar year 2024, and shall be completed by December 31 of that year.

B. IT IS AGREED THAT MPL SHALL:

1. Be designated the Resource Library for the SYSTEM in consideration for the payments from the SYSTEM.
2. Provide full backup reference and backup information services to the SYSTEM's member Libraries and their patrons, on the same terms and conditions as such services are extended to such patrons of the Resource Library.

3. Provide services to other SYSTEM Member Libraries, including:
  - Access to specialized collections and training of staff in the use of these resources, such as legal, government documents, rarities, small business resources, patents, archival collections, etc.
  - Consultation and training on public programming, including public computer class curriculum and methods.
  - Consultation and training in technical services, such as training on Sierra Acquisitions, Serials, and Circulation modules.
  - Consultation on technology-related programs, such as webpage development, use of social media, digitization, RFID, including automated materials handling units, the Express or automated library, automated meeting room and calendar software, and wireless network connections.
  - Consultation on other library services, such as library design and mixed-use library development, grant writing, roving reference, and library card campaigns, and tours of the resource library and orientations for staff, directors, and library boards of trustees.
  - Consultation on library operations, such as human resources, marketing, community engagement and staff training.
  - Consultation on safety and security issues, such as active shooter training and conflict resolution.
4. Provide direct service to patrons throughout the SYSTEM, including:
  - Use of ready reference,
  - Email and chat reference service,

- School and other groups field trips to Central library, and
- Access to special collections.

5. Provide assistance to the SYSTEM to support partnerships with local workforce development organizations.

6. Provide leadership and consultation to the SYSTEM and its members on matters of local, state and national importance. Examples would be MPL's leadership role in selecting the MyPC platform, the Public Library System Redesign project, and work with the Urban Libraries Council.

7. Annually, MPL will report to the SYSTEM and member libraries on services provided as part of this agreement.

8. Maintain the necessary requirements of a Resource Library in accordance with Sec. 43.16(2), Wis. Stats., and shall comply with all other applicable laws relevant to providing the services specified in this Agreement.

C. ALL PARTIES AGREE:

1. That each and every item and condition herein stated in the recitals of this Agreement are agreed to by the parties and hereto incorporated.

2. To jointly work toward improved library cooperation in Milwaukee County to ensure the satisfaction of state regulations and requirements governing the efficient operation of the SYSTEM and the effective implementation and administration of this Agreement.

3. Negotiations shall be completed by December 31, 2019 between the SYSTEM and the MPL, but any amendment must be approved by the CITY. If for any reason agreement cannot be reached on mutually acceptable terms, Agreement shall automatically terminate in accordance with Sec. 43.16 (1)(a), Wis. Stats., on the succeeding December 31. The SYSTEM

shall at that time reimburse MPL for all services rendered during said period on the same basis as herein stated.

4. That this Agreement may be amended at any time but only by the written agreement of the parties.

5. That in the event any single year of SYSTEM aid from the State of Wisconsin increases or decreases by more than 10%, both parties agree to renegotiate the terms of this agreement.

6. That one or more waivers by any party of any covenant or condition of this Agreement shall not be construed as a waiver of a subsequent breach of the same or of any other covenant or condition. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive or render unnecessary further consent or approval of such subsequent similar act by such party.

7. That any notice provided herein or given pursuant to this Agreement shall be deemed in compliance herewith if in writing and sent by United State mail, postage prepaid, or by personal delivery to the parties as follows:

MCFLS Director  
Milwaukee County Federated Library System  
709 N. 8<sup>th</sup> St.  
Milwaukee, WI 53233

MPL Library Director  
Milwaukee Public Library  
814 W. Wisconsin Ave.  
Milwaukee, WI 53233-2385

City Clerk, City of Milwaukee  
Room 205, City Hall  
200 East Wells St.  
Milwaukee, WI 53202

III. TERMINATION

The term of this agreement shall be January 1, 2020, to December 31, 2024. Thereafter, the term may be renewed by mutual agreement of the parties.

2020-2024 Resource Library Agreement

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as of the day and year written below:

IN THE PRESENCE OF:

MILWAUKEE PUBLIC LIBRARY

\_\_\_\_\_  
By \_\_\_\_\_  
Dr. Michele Bria, President  
Date \_\_\_\_\_

\_\_\_\_\_  
By \_\_\_\_\_  
Paula A. Kiely, Secretary  
Date \_\_\_\_\_

IN THE PRESENCE OF:

CITY OF MILWAUKEE

\_\_\_\_\_  
By \_\_\_\_\_  
Tom Barrett, Mayor  
Date \_\_\_\_\_

\_\_\_\_\_  
By \_\_\_\_\_  
Jim Owczarski, City Clerk  
Date \_\_\_\_\_

COUNTERSIGNED

\_\_\_\_\_  
By \_\_\_\_\_  
Martin Matson, Comptroller  
Date \_\_\_\_\_

IN THE PRESENCE OF:

Milwaukee County Federated Library System

\_\_\_\_\_  
By \_\_\_\_\_  
Paul M. Ziehler, President  
Date \_\_\_\_\_

\_\_\_\_\_  
By \_\_\_\_\_  
Steven E. Heser, Secretary  
Date \_\_\_\_\_

Approved as to form and execution this \_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Deputy City Attorney

2020-2024 Bibliographic Database Development  
and Maintenance Agreement

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by and between the Milwaukee County Federated Library System ("MCFLS") and the Milwaukee Public Library ("MPL") as follows:

WHEREAS, MCFLS desires to employ a sole centralized source for services related to the development of its CountyCat bibliographic database and maintenance thereof, while at the same time maintaining the prerogative of MCFLS member libraries to assign call numbers and location designation for their respective materials, and to offer input for enhancement of bibliographic records on the MCFLS COUNTYCAT database, and

WHEREAS, MPL has indicated its capabilities and willingness to provide services as the sole centralized source to assist MCFLS in developing and maintaining Machine Readable Cataloging ("MARC") for the bibliographic and authority databases of the MCFLS CountyCat during the term of this Agreement,

IT IS HEREBY AGREED AS FOLLOWS:

1. Bibliographic Database Development

MPL staff will provide MARC records for the MCFLS CountyCat bibliographic database which represent titles held by the member libraries of MCFLS.

a. MARC records will be provided for new titles in all material formats as outlined in Appendix A, Section 1: "Material types which receive full MARC cataloging."

b. MARC records will be constructed according to national standards, any applicable cataloging utility database (currently OCLC) format guidelines and bibliographic input standards, and Library of Congress Rules Interpretations. Suggested call numbers will follow the most current Dewey Decimal Classification Schedules, except for federal documents, which may carry only Superintendent of Documents (SuDoc) classification. Suggested call numbers will include cuttering.

c. MARC records will be downloaded into the local CountyCat database from a cataloging utility database by means of a MCFLS-provided bibliographic interface. System holdings will be set on both the cataloging utility database and the CountyCat database.

d. If a record is unavailable on the cataloging utility database for any title which requires a full MARC record, MPL staff will provide original cataloging for the

## 2020-2024 Bibliographic Database Development and Maintenance Agreement

title on the Cataloging Utility Database and CountyCat.

e. MARC records added to the local CountyCat by MPL will be cataloged fully according to national standards and will include appropriate and liberal use of access points.

f. Ephemeral mass market paperbacks for which no cataloging utility database record is available will not generally receive original cataloging in this database. MPL staff will instead provide complete and accurate descriptive cataloging and needed access entries in CountyCat only.

g. Designated types of materials as outlined in Appendix A, Section 2: "Material types which receive brief cataloging" will not be flagged for full MARC cataloging. These materials will need no further action by MPL, except authority work or typographical correction.

h. MPL will provide full MARC records for short bibliographic entries which have been entered into the system and flagged for full MARC cataloging by member libraries. The agreed upon goal will be action taken within two (2) weeks from the date the brief record was flagged for full MARC cataloging.

i. MCFLS staff will undertake a semi-annual analysis of cataloging activity in order to measure cataloging quality/productivity by MPL. A semi-annual Database Maintenance Committee meeting will include, as a regular agenda item, the findings of the analysis (See Appendix B – Semi-Annual Cataloging Analysis)

j. If there are cataloging quality/productivity concerns based on the semi-annual analysis, these will be shared openly, and MCFLS and MPL representatives will enter into discussions to attempt to resolve the situation in a mutually satisfactory manner.

### 2. Bibliographic Database Maintenance

MPL staff will provide ongoing maintenance to the bibliographic records in the MCFLS CountyCat database including:

a. merging of duplicate bibliographic records onto one bibliographic record and transfer of attached item, order and check-in records as needed;

b. moving copies inappropriately placed on a bibliographic record to an appropriate bibliographic record;

## 2020-2024 Bibliographic Database Development and Maintenance Agreement

c. acting upon requests (within two weeks) from designated member library staff and designated MCFLS staff for additional access points and bibliographic information including:

1. uniform titles,
2. added personal or corporate authors (editors, illustrators, performers, etc.),
3. added title tracings for spine or cover titles,
4. added title tracings (serials) for former or succeeding titles,
5. added series tracings,
6. added subject headings, and
7. contents notes;

d. acting upon requests (within two weeks) from designated member library staff and designated MCFLS staff concerning correction of errors or discrepancies of a bibliographic nature;

e. generating periodic reports of bibliographic records with no item holdings and evaluating the records for suppression or deletion;

f. performing delete transactions on both the MCFLS CountyCat database and the cataloging utility database in order to remove those items marked for deletion;

g. upon MCFLS requests/MPL agreements, implementing special projects to enrich and/or expand the bibliographic database, e.g. adding pamphlet file bibliographic database records, adding Large Print designation to existing records;

h. Upon MCFLS requests/MPL agreements, implementing specialized local or LC subject tracings or specialized indexing to improve retrieval for materials in selected categories or formats; and

i. upon MCFLS requests/MPL agreements, providing full MARC cataloging for materials in new categories or formats, in addition to those listed in Appendix A, Section 1.

### 3. Authority Control Services

MPL staff will establish and maintain the database of Library of Congress controlled headings with related cross references for personal / corporate names ; uniform titles ; subject headings (name, topical, and geographic); and series

## 2020-2024 Bibliographic Database Development and Maintenance Agreement

headings.

a. MPL staff will regularly process the CountyCat system reports of new headings and heading conflicts and take appropriate action to effectively maintain the authority control module of the MCFLS CountyCat database.

b. As new headings are added to the MCFLS CountyCat database during the cataloging procedure, MPL staff will search the Library of Congress authority files on Cataloging Utility Database in order to locate an established authority record and then download the authority record into the MCFLS CountyCat database.

c. MPL will act upon requests (within two weeks) from designated member library staff and designated MCFLS staff for needed additional cross references including:

- 1) uniform title references,
- 2) personal or corporate name references,
- 3) series references, and
- 4) subject references (name, topical, and geographic).

d. As headings change notifications are received from the Library of Congress Cataloging Distribution Service or an authority vendor, or as heading changes are found by current cataloging, MPL will make appropriate changes to bibliographic headings and the authority records, either by global replace or individual record review, if appropriate.

#### 4. Management of Loaded Records

MPL will produce and evaluate reports of loaded bibliographic and authority data acquired from book, AV, serials, authority, and/or data conversion vendors. Staff will take appropriate action to ensure the MCFLS CountyCat database is free of unwanted duplicate records and that MARC records conform to CountyCat and national data standards. If necessary, holdings information from loaded data will be added to the cataloging utility database and WISCAT databases.

a. MPL staff will assist MCFLS staff in developing initial parameters and specifications for bibliographic and/or authority data to be acquired from vendors. MPL staff will assist in developing modifications to initial parameters and specifications as member library data needs change.

b. MPL staff will examine sample data initially supplied by possible vendors to ensure the content conforms to CountyCat specifications and national

## 2020-2024 Bibliographic Database Development and Maintenance Agreement

standards.

c. MPL staff will periodically examine sampled data from vendors selected to supply bibliographic records on a periodic or ongoing basis to ensure such data consistently conforms to CountyCat specifications and national standards.

d. MPL staff will generate and/or examine reports to resolve possible duplicate records. Where duplication is found to exist, staff will examine bibliographic records, choose the better one, transfer any fields to be retained from the unwanted record, merge any holdings to the record to be retained, and delete the unwanted record.

e. MPL staff will assist MCFLS staff in extracting information from CountyCat to a usable file format for transference to the cataloging utility database for the purpose of loading holdings information for records added from other sources, according to the Cataloging Utility Database member agreement.

### 5. Term

The term of this Agreement shall be from January 1, 2020 until December 31, 2024. In the event this Agreement is not renewed, the parties agree to work cooperatively toward an appropriate transition of the services provided hereunder.

### 6. Payment

MCFLS shall pay to MPL, in consideration of the services provided hereunder, the amount indicated in Appendix C of this Agreement. The amount represents 100% of the MCFLS payment obligation. The contract costs for each year of this contract are to be calculated by MPL and submitted to MCFLS no later than May 1 of the preceding year, according to the formula shown in Appendix C. Each year, payments to MPL shall be made by MCFLS in equal quarterly payments no later than March 31, June 30, September 30, and December 15, 2020 through 2024.

### 7. Reopening Contract

If, during the term of this contract, there is a change that results in significant alteration in the scope or quantity of work, this contract may be reopened at the request of either party, e.g., a change in the number of agencies affiliated with MCFLS.

If, during the term of this contract, the fringe benefits factor changes, this contract may be reopened at the request of either party.

## 2020-2024 Bibliographic Database Development and Maintenance Agreement

If, during the term of this contract the amount of State Aid to MCFLS is reduced by ten percent (10% or more), this contract may be reopened.

### 8. Cooperation

Both parties agree to work cooperatively to identify steps which can be taken to reduce costs associated with bibliographic database development and maintenance services, while at the same time ensuring the staffing required meets the needs of the service proposed. MPL staff will work cooperatively with MCFLS staff and monitor performance measures, staffing configurations and cost estimates as may be required for the performance of this Agreement.

2020-2024 Bibliographic Database Development  
and Maintenance Agreement

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as of the  
day and year written below:

IN THE PRESENCE OF:

MILWAUKEE PUBLIC LIBRARY

\_\_\_\_\_  
By \_\_\_\_\_  
Dr. Michele Bria, President  
Date \_\_\_\_\_

\_\_\_\_\_  
By \_\_\_\_\_  
Paula A. Kiely, Secretary  
Date \_\_\_\_\_

IN THE PRESENCE OF:

CITY OF MILWAUKEE

\_\_\_\_\_  
By \_\_\_\_\_  
Tom Barrett, Mayor  
Date \_\_\_\_\_

\_\_\_\_\_  
By \_\_\_\_\_  
Jim Owczarski, City Clerk  
Date \_\_\_\_\_

COUNTERSIGNED

\_\_\_\_\_  
By \_\_\_\_\_  
Martin Matson, Comptroller  
Date \_\_\_\_\_

IN THE PRESENCE OF:

Milwaukee County Federated Library System

\_\_\_\_\_  
By \_\_\_\_\_  
Paul M. Ziehler, President  
Date \_\_\_\_\_

\_\_\_\_\_  
By \_\_\_\_\_  
Steven Heser, Secretary  
Date \_\_\_\_\_

Approved as to form and execution this \_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Deputy City Attorney

## 2020-2024 Bibliographic Database Development and Maintenance Agreement

### Appendix A: Recommended Levels of Cataloging for Various Material Types

#### 1. Material types which receive full MARC cataloging

The following are the material types which receive full MARC cataloging in the MCFLS CountyCat database. These will be fully searchable in the Online Public Access Catalog (OPAC) by all available indexed access points.

- a. All adult, children, and young adult fiction and non-fiction hardcover books except, optionally, board books.
- b. All large print books.
- c. Fiction and non-fiction paperbacks, except ephemera, as determined by local libraries.
- d. Sound recordings except LPs and ephemeral MP3s, CDS and cassettes (see definition of ephemeral CDs and cassettes in Section 2).
- e. All book and cassette kits.
- f. All scores.
- g. Maps except those designated Pamphlet File material.
- h. Government documents except those designated Pamphlet File and except, optionally, local government documents such as minutes, annual reports, etc.
- i. All software and CD-ROM/DVD-ROM
- j. Videorecordings/DVDs except those designated ephemeral (see definition of ephemeral videocassettes in Section 2)
- k. All serials.
- l. Web delivered reference databases received by local, system or state-provided subscription by one or more member libraries and provided for staff or public use.
- m. Audiobooks in various formats.

#### 2. Material types which receive brief cataloging

Brief records are locally created and are not flagged for full MARC overlay. They are still subject to authority control. Brief records will provide a more limited access to items in the OPAC.

- a. Ephemeral paperbacks as determined by local libraries.
- b. Ephemeral MP3s, CDs and cassettes - samplers, and "single song" cassettes.
- c. Ephemeral video: home video quality of local groups and events.
- d. LPs.
- e. Material put together for local library use in a unique way.
- f. Children's toys and puzzles.

2020-2024 Bibliographic Database Development  
and Maintenance Agreement

- g. Optionally, board books.
- h. Optionally, local government documents such as minutes, annual reports, etc.

## 2020-2024 Bibliographic Database Development and Maintenance Agreement

### Appendix B: Semi-Annual Cataloging Analysis

MCFLS will undertake a statistical analysis on various cataloging measures at six-month intervals (normally April and September). This analysis will measure the overall performance of MPL Cataloging and Database Maintenance, using the status of various "Cataloging Flags" as a measurement of both quantity, quality, and timeliness of MPL's performance. The following "Cataloging Flags" are analyzed as records in various 'incomplete' stages of cataloging. Expectations for satisfactory performance are agreed upon between MCFLS and MPL for each of the Cataloging Flags, and if there is a perceived problem with performance, remedies are mutually agreed upon to correct any problem. Cooperation on the part of suburban libraries is required for MPL to successfully meet the performance expectations set below, in particular when items have been called in for original cataloging (CatFlag o). Failure of suburbs to send in material in a timely manner or provide information, when needed, is considered when measuring MPL's performance and will not be counted against MPL. To enumerate, the following Cataloging Flags ("CAT FLAG") are analyzed:

1. "t" NEW TITLE - used by suburbs to indicate a new title to the system. MPL creates a list of "t" bibs, and in most cases, overlays the bib with an Cataloging Utility Database record and the CAT FLAG changes to "-" (MARC level cataloging).. Before any title is flagged "t" by a suburb/branch, a search is first done by appropriate indexes, e.g. ISBN/ISSN, Title, Journal Title, etc. in order to avoid duplicate entry. Performance expectation: Records should remain as a "t" no more than 2 months.

2. "k" INFO SUPPLIED - used by the suburbs/branches in response to CAT FLAG "j" (Need Info Note) A MARC note is inserted by the suburb/branch as a response to the "j" query and the CAT FLAG changed to "k". Performance expectation: Records should remain as "k" no more than 2 months.

3. "h" HOLD AND CHECK - used by MPL when there is a strong suspicion that copy cataloging will appear on Cataloging Utility Database in the near future. After a predetermined length of time, Cataloging Utility Database is checked again, and if the record is found it is downloaded into INNOPAC. If the record in question does not appear on Cataloging Utility Database within a reasonable length of time, the CAT FLAG is usually changed to "o" for original cataloging. Performance expectation: Records should remain as "h" no more than 3 months.

4. "o" NEEDS ORIGINAL - used by MPL when a decision has been made that a piece needs original cataloging. A hold is placed on this material by central catalogers if owned by suburban libraries in order that it can be cataloged

## 2020-2024 Bibliographic Database Development and Maintenance Agreement

accurately. Decision is ultimately made by MPL cataloging whether material is cataloged as MARC record or as "z" DON'T REPLACE. Performance expectation: - Records should remain as "o" no more than 5 months.

5. "j" NEED INFO NOTE - used by MPL as a means of communication to the suburbs/branches that some more specific information is needed in order that an appropriate MARC record can be downloaded into the system. The information needed is inserted as a MARC note (field tag y). The suburbs/branches use Create List of Records to retrieve records for their building and answer the question by inserting their own MARC note (field tag y) and change the CAT FLAG to "k" - INFO SUPPLIED.

6. "z" DON'T REPLACE - used in cases where MARC cataloging is not required. These records will still display in the patron mode. Some examples of bib records that could be flagged "z" are children's toys and puzzles, puppets, home video quality of local groups and events, LPs, and material put together for local library use in a unique way.

2020-2024 Bibliographic Database Development  
and Maintenance Agreement

Appendix C: Payment Formula 2020

The following formula will be used to calculate contract costs for each year of the contract term.

MCFLS shall fund 90% of the following MPL staff positions directly involved in the provision of services referenced in this Agreement:

- (.33) Tech IV
- (2.5) Librarian III
- (4) Copy Cataloging Technician II

It shall be agreed that these stipulations represent full funding for all services rendered.

Contract Costs=90% of fiscal year salary and fringe benefits.

Contract cost worksheet	Fiscal year: 2020
.33 Tech IV salary	\$17,628
2.5 Librarian III salary	\$135,767
4 Copy Cataloging Technician II salary	\$170,208
Total salary	\$323,603
Salary adjustment, if any	1.03
Adjusted total salary (salary x adjustment)	\$333,311
Fringe benefit multiplier	1.45
Total salary and fringe benefits (adjusted salary x fringe benefit multiplier)	\$483,301
MCFLS Contracted percentage	90%
Total contract cost (total salary and fringe x MCFLS contracted percentage)	\$434,971

Milwaukee County Federated Library System  
ILS, Resource Sharing, and Technology Agreement, 2020-2024

RECITALS

WHEREAS, MCFLS is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS, the \_\_\_\_\_ Library is organized under Sections 43.52 or 43.53, Wis. Stats, is a member in good standing of MCFLS and agrees to share resources in accordance with the requirements of Chapter 43, and

WHEREAS, the \_\_\_\_\_ Library has signed the agreement to be a member of MCFLS, and

WHEREAS, the \_\_\_\_\_ Library and System have determined that cooperative efforts to provide a fully functioning library catalog will permit more efficient library service and will provide great and lasting benefits to its patrons; and

WHEREAS, the \_\_\_\_\_ Library and System have determined that with a shared library come additional rights and responsibilities for both Library and System in order to ensure the maximum benefit of technological cooperation, these additional rights and responsibilities in relation to well-organized lending of materials and sharing with other libraries in the system; and

WHEREAS, the \_\_\_\_\_ Library and System are partners in providing library service and, as such, have a shared responsibility to maximize the effectiveness and integrity of the various technology systems;

NOW, THEREFORE, BE IT RESOLVED that MCFLS and the \_\_\_\_\_ Library, for and in consideration of mutual covenants and undertakings herein contained, do agree to the provision of library services in accordance with the following:

---

1. Integrated Library System (ILS)

MCFLS shall provide, troubleshoot, and manage an integrated library system for member libraries through Basic and Add-on Software products, catalog enhancements, and new interfaces. Member libraries benefit from and pay for maintenance on different categories of software, as follows.

A. Basic: Items in this category are products related to the basic functions of the integrated library system that are available to all members and used by most, if not all, members. Ongoing maintenance costs are prorated back to all members based on the percentage of overall MCFLS-wide circulation attributable to the residents of each member community. During the term of this

Agreement, new items or items from other service categories may be moved into the Basic category only by agreement of MCFLS and of all members. A listing of all products and associated maintenance charges is distributed each year on or before May 15 as part of projected automation costs.

B. Add-On Software: Items in this category are products related to additional functions of the integrated library system that are available only to and used by one or more specific members. Initial purchase costs and ongoing maintenance costs are the responsibility of members that use the products. (Examples include Third Party Self-Check, Accounting Interface, Teleforms System Messages, Fines Payment API, SIP2 License). A listing of all products and associated maintenance charges is distributed each year on or before May 15 as part of projected automation costs.

C. Catalog Enhancements and new interfaces: From time to time MCFLS or member libraries may suggest the enhancement of the library catalog or a different interface for the staff or public to access the ILS. Examples include, CountyCat Mobile, Shoutbomb, Encore, and Novelist Select. These services will be budgeted through consultations between and among MCFLS and member libraries.

Note: In addition to the integrated library system services above, MCFLS, in consultation with the members, may also assist members in providing new services and programs that the members may define as particularly needed to satisfy their communities and which cannot be as practicably satisfied by the members individually. Unless State regulations or the Wisconsin Statutes require these new services and programs, they are voluntary. Members that participate in these “New Services” will enter into a mutual agreement for such services. Any member that subsequently agrees to participate in “New Services” must enter into the same agreement on the same terms. If a shared cost formula will be part of the agreement it likely will include reimbursement for original participants. An example of a New Service is the MyPC public computer management software.

#### Charges

A. Integrated Library System Costs. Members shall pay for all software maintenance costs associated with the integrated library system.

B. Calculation of Integrated Library System Costs.

Each member library shall pay 1% of total ILS maintenance (15% of total maintenance costs). The remaining 85% of maintenance costs shall be calculated based upon the total number of circulation transactions attributable to the member’s residents, regardless of the library in which said transactions occur, as a percentage of the total number of circulation transactions of members. The circulation period for each contract year shall be two years previous.

C. Reimbursement Payment Schedule. Such reimbursements to MCFLS to be paid by the members as follows: 100% of applicable costs. Notwithstanding the foregoing statement, under no circumstances will costs begin to accrue to members prior to the actual date upon which the costs begin to accrue to MCFLS.

D. Annual Statement of Automation Costs: To facilitate local budgeting, on or before May 15 of each year MCFLS shall provide to each member a statement of all applicable costs for the following year.

E. Add-On Software Maintenance. Maintenance costs related to additional functions purchased by and available only to and used by one or more specific members. Under no circumstances will maintenance costs begin to accrue to a member prior to the actual date upon which the costs begin to accrue to MCFLS.

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## 2. Bibliographic Database Development and Maintenance

In order to most effectively utilize the ILS, MCFLS shall provide directly or contract with a vendor all activities and functions deemed to be essential to the creation and oversight of a clean and consistent system-wide collection of title level records.

MCFLS shall:

- Provide accurate and complete MARC bibliographic records.
- Provide full MARC cataloging for all new titles in the following materials formats:
  - Adult, children, and young adult fiction and non-fiction hardcover books except, optionally, board books;
  - Large print books;
  - Fiction and non-fiction paperbacks;
  - Sound recordings except LPs and ephemeral CDs and cassettes;
  - Book and cassette kits;
  - Scores;
  - Maps except those designated Pamphlet File (PF) material;
  - Government documents except those designated PF and except, optionally, local government documents such as minutes, annual reports, etc;
  - Software;
  - Video recordings except those designated ephemeral;
  - Serials.
- Create new formats as they become available and members add them to their collections, as requested by the Member.
- Construct MARC records according to national standards, Format Guidelines and Bibliographic Input Standards, and Library of Congress Rules Interpretations.
- Download MARC records into the local Innovative database from the Cataloging Utility by means of a bibliographic interface.
- Set MCFLS holdings in the Cataloging Utility.
- Provide original cataloging if a record is unavailable from the Cataloging Utility for any member-held title that requires a full MARC record.
- Include appropriate and liberal use of access points for MARC records added to the local database.

- Provide full MARC records for short bibliographic entries, which have been entered into MCFLS and flagged for full MARC cataloging by the member.
- Not flag material types, which are mutually agreed upon to receive brief cataloging, for full MARC cataloging.
- Provide ongoing Bibliographic Database Maintenance for records in the MCFLS database including:
  - Merging of duplicate bibliographic records.
  - Moving copies inappropriately placed on a bibliographic record to an appropriate bibliographic record.
  - Acting upon requests for additional access points and bibliographic information; e.g., uniform titles, added author entries, added title or serials tracings, added subject headings, contents notes, etc.
  - Acting upon requests for corrections of errors or discrepancies of a bibliographic nature.
  - Generating periodic reports of bibliographic records with no item holdings and evaluating the records for suppression or deletion.
  - Performing delete transactions on both the System Innovative database and cataloging utility in order to remove those items marked for deletion.
  - Establishing and maintaining the database of Library of Congress Authority controlled headings with related cross references for personal/corporate names; uniform titles; subject headings (name, topical, and geographic); and series headings.
  - Processing and taking appropriate action on system reports of new headings and heading to effectively maintain the authority control module of the System database.
  - Utilizing the Library of Congress and other authority files as new headings are added to the System database during the cataloging procedure in order to locate an established authority record and download the authority record into the System database.
  - Acting on requests for needed additional cross references.
  - Making appropriate changes to bibliographic headings and the authority records as headings change notifications are received from the Library of Congress Cataloging Distribution Service or an authority vendor.
- Provide access to an online cataloging utility vendor for the contract period.
- Contribute to the fulfillment of the contract through the use of State Aid for library systems.

The Member Library shall:

- Respond in a reasonable amount of time to requests for information for specific bibliographic records.
- Maintain all item level records for items owned by the library, including the accurate provision of location codes, call numbers, and other item-level data.
- Reimburse MCFLS for Bibliographic Database Development and Maintenance Charges as described below.

Under no circumstances will costs begin to accrue to a member prior to the actual date upon which the costs begin to accrue to the System.

Charges

Cataloging Utility (e.g. OCLC) charges:

- Invoiced amount in any contract year shall be based on the “titles added” two years previously (i.e. 2020 invoice will be based on 2018 titles added) as a percentage of total titles added by all members, and applied to MCFLS calendar year cataloging utility costs.

Bibliographic Database Development and Maintenance Charges

- Members will pay any charges that exceed the MCFLS contribution toward the contractual cost of this service.
- Each member’s individual cost will be determined in the same manner as costs for the cataloging utility (percentage of titles added).
- Invoiced amount in any contract year shall be based on the “titles added” two years previously (i.e. 2020 invoice will be based on 2018 titles added) as a percentage of total titles added by all members.
- In 2020, MCFLS will contribute 9.5% of State Aid toward the contract. Each member library will pay 1% of the amount remaining after the MCFLS contribution. The remaining 85% of the contract amount will be determined by the number of titles added by a member library as a percentage of all titles added in a calendar year.
- From 2021-2024 MCFLS will contribute 9% of State Aid toward the contract. Each member library will pay 1% of the amount remaining after the MCFLS contribution. The remaining 85% of the contract amount will be determined by the number of titles added by a member library as a percentage of all titles added in a calendar year.

Such reimbursements to MCFLS are to be made, in the form of a cash payment, by July 1 of the calendar year in which they are invoiced.

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### 3. Circulation

MCFLS encourages member libraries to develop strong collections and make them readily available to all Milwaukee county residents. MCFLS embraces the following goals aimed at facilitating the development and sharing of strong materials collections:

- To encourage MCFLS member libraries to develop collections that directly serve local clientele with material that meets their demand for particular subjects, titles, authors, and formats in a timely manner.
- To allow member libraries full latitude—within the technical limitations of the CountyCat system—to determine loan periods, fines, fees, etc., as the member library determines best meet local needs.
- To have all holdings included in the CountyCat database.
- To have member libraries lend materials to other member libraries without restriction.
- To provide all residents of the MCFLS area the same opportunity to access the resources of member libraries, e.g., view holdings or place holds.
- To increase standardization of policies, procedures, and practices among member libraries reducing the need for patrons and library staff to learn and remember variations.

In providing for the interlibrary loan of library resources, members will observe loan rule policies of the owning library.

In providing interlibrary loan of library resources among member libraries, libraries may make some copies of titles non-holdable to be used as “browsing” or “lucky day” collections. Libraries agree to interloan a reasonable portion of copies of total library copies. The only exceptions to the interloan requirement are those material types, as determined by consensus of the Library Directors Advisory Council, considered inappropriate for delivery, such as electronic devices, puzzles, toys, magazines, puppets, etc.

Member libraries shall:

- Share circulating materials freely with other member libraries.
- Accept system-wide holds for all circulating and holdable materials.
- Process the paging list (holds) as quickly as practical. Paging lists should be processed at least daily on days the library is open.
- Run the “clear the holds” process daily on days the library is open.
- Route items trapped at check-in to the pickup point on the next available delivery.

Borrower’s Card: Library cards should include some indication that the library is a member of the Milwaukee County Federated Library System either through the inclusion of the MCFLS logo or language to that effect.

Loan Period:

Loan periods and fines are determined solely at the discretion of the member library. Where possible, member libraries should strive for commonality in loan periods and fines to provide a uniform experience for the public. MCFLS shall implement loan rules as determined by the member up to the limits of the CountyCat system. The borrowing library shall observe the loan period of the owning library. (See the [Circulation Periods and Fines](#) MCFLS Libguides page for an updated list of loan periods and fines.)

Member libraries are encouraged to strive for common circulation policies. The majority of libraries currently use the following circulation loan periods:

a)	General Collection	3 Weeks
b)	New Books/Non-Fiction	3 Weeks
c)	New Books/Fiction	7 Days or 3 Weeks
d)	Music CDs	7 Days or 3 Weeks
e)	Entertainment DVDs	3 or 7 Days
f)	Educational DVDs	7 Days
g)	Periodicals	7 Days
h)	Audio Books (CD or Cassette)	3 Weeks
i)	Pamphlets/Vertical File	3 Weeks
j)	Kits	3 Weeks
k)	CD-ROM & Computer Software	7 Days

**Loan Period Changes:** Members wishing to change their loan periods must notify MCFLS of intent and may be required to observe a minimum waiting period of 1 month. Other members are notified of change no less than seven days prior to change.

**Fines and Fees:** Members cannot waive fines for material or fees from other member libraries. Under extenuating circumstances, libraries can call the owning libraries to seek the waiving of a fine for a patron. Member libraries act as agents for the rest of the member libraries and library policies should be defended.

**Grace Period:** The standard grace period shall be three (3) days.

**New Borrower Limit:** A member library may establish its own New Borrower Limit for its own material.

**Renewals:**

- a) Two renewals shall be allowed for all 3 week material.
- b) At the discretion of the owning library, up to two renewals may be allowed for 7 day material.
- c) No renewals are allowed for 3 day materials.

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#### 4. Reciprocal Borrowing

##### Membership Requirement

A MCFLS library who is a recipient of a reciprocal borrowing payment will have signed the MCFLS Membership Agreement and the ILS, Resource Sharing, and Technology Agreement before any payment is made.

##### Reciprocal Borrowing Payments

MCFLS will contribute a base amount equal to the following percentages of State Aid for the life of this agreement as the sum of all Reciprocal Borrowing payments. Distribution schedule is based upon the timeline below.

State Aid Percentage	State Aid Year	Distribution	Circulation Period
37%, estimated to be \$1,056,467	2020	Feb. 2021	10/1/18-9/30/19
37%, estimated to be \$1,056,467	2021	Feb. 2022	10/1/19-9/30/20
36%, estimated to be \$1,027,914	2022	Feb. 2023	10/1/20-9/30/21
36%, estimated to be \$1,027,914	2023	Feb. 2024	10/1/21-9/30/22
35%, estimated to be \$999,361	2024	Feb. 2025	10/1/22-9/30/23

Circulation Time Periods Used as Basis for Reciprocal Borrowing Payments

In order to allow advance time for local budget cycles, the annual determination of payment is based on a 12-month time period as shown in the table above. The integrated automation system's report that calculates netted transactions, Innovative Interfaces "Owning Library/Home Library Net Circulation" report is the current source used to calculate net circulation among all member libraries.

Reciprocal Borrowing Payments—Compensation for Net Lending Libraries Only

An annual payment will be distributed to net lending libraries only. The actual amount of the payment for each net lending library will be determined by the percentage (%) of positive transactions each of the net lenders accumulates as a percentage of 100% of net positive transactions distributed among all net lending libraries based on the circulation time periods above.

Payment Reductions if Library Does Not Sign Agreements

If a member library does not sign the MCFLS Membership Agreement and the MCFLS ILS, Resource Sharing, and Technology Agreement as stated above, said library forfeits any rights to the reciprocal borrowing payments beginning with year 1 distribution (distributed in February, 2021).

The sum total of MCFLS reciprocal borrowing payments for all libraries who will have signed these Agreements would be decreased by 37% (payable in 2021 and 2022), 36% (2023 and 2024), and 35% (2025) of any actual reduction in state aid that the System experiences due to the library(ies) non-signing of the MCFLS Member Agreement.

Payment Schedule

Reciprocal borrowing payments shall be made by MCFLS no later than February 28 of the year of distribution as indicated in the chart above.

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5. Delivery Services

MCFLS shall:

- Provide physical delivery of library materials via pickup, sorting, and delivery five days per week exclusive of the following 11 holidays : New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day. (Holidays are scheduled on the day designated by common business practice). Delivery service will not occur when at least 22 of 28 library locations are unable to accept delivery.
- Provide physical delivery free of charge for member libraries.
- Act as intermediary between member libraries and the contracted delivery service, as necessary, in situations such as:
  - Materials damaged in delivery.

- Personnel issues with contracted delivery staff.

Member libraries shall:

- Provide consistent location for drop off and pick up of delivery bins.
- Communicate with contracted delivery service or MCFLS Offices when a situation would prevent or change scheduled delivery service.

#### Charges

MCFLS pays for 100% of delivery charges.

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#### 6. Non-member No Library (West Milwaukee)

Non-Member Community That Does Not Operate a Public Library (West Milwaukee) – Borrowing. Each circulation transaction attributable to residents of a non-member community that does not operate a public library (West Milwaukee) shall be calculated as a net negative transaction. Reimbursement for these transactions shall be made to the System by the non-member community that does not operate a public library (West Milwaukee) under terms specified in a separate agreement between that community and the System. Said reimbursement at actual cost per transaction - Per Unit Circulation Rate Worksheet, (see below) shall be paid by the System to the relevant lending member libraries based upon the timeline noted in the Payment Schedule section below.

Per Unit Circulation Rate Worksheet: For the purpose of calculating the actual cost of service rendered to citizens of a non-member community, each member library shall calculate its per-circulation rate. The per unit circulation rate is derived based upon the total expenditures by the member library for personnel and fringe benefits (exclusive of maintenance personnel), library materials (books, AV, and periodicals), supplies, circulation related postage, and telephone notification service (TNS) costs, divided by the total circulation of the member library. In the tabulation of the per unit circulation rate, the personnel and fringe benefits, as well as library materials expenditures associated with the reference services of the Resource Library, which is the Milwaukee Public Library's Central Library, shall be excluded. No other expenditures shall be included. All expenditures shall be based upon the previous calendar year period. Per unit circulation rate shall be calculated annually.

#### Payment Schedule

Payment to member libraries shall be made by MCFLS no later than February 28.

#### Member Services to Adjacent Systems

Neither party, System Board nor Member Board, will enter into any contracts with adjacent systems which obligates the other party to provide services, without the prior approval of the other party.

#### Member Services to Non-Adjacent Systems

At its discretion, the System Board may enter into agreements with non-adjacent systems. However, if said agreement obligates the Member to provide services, the System assumes the financial obligation to compensate the Member for those services, at a rate that is mutually agreed upon prior to the initiation of service provision. Also, if any compensation is owed to the non-adjacent system for services provided to Milwaukee County residents, the System assumes the financial obligation to compensate the non-adjacent systems for those services.

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#### 7. Court-ordered or Subpoenaed Data

Because of the cross-jurisdictional nature of library use in Milwaukee County and because of the proprietary role that MCFLS has traditionally played in the retention and custody of borrower records and commitment to database integrity, the System shall be the sole point of contact for any court-ordered or subpoenaed compilation and/or surrender of user information or borrowing data. Such single point of contact shall ensure consistency in the collection, preparation, and packaging of said information and data. In fulfilling this obligation, the System shall provide a mutually agreeable procedure that ensures that the retention and custody of all borrower records and system collection database integrity is maintained, and that statutory confidentiality requirements are observed.

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#### 8. Equipment and Services—Maintenance and Support

MCFLS supplies products or services that are not directly related to the integrated library system that are available to all members. Most are purchased with funds from MCFLS grants or the MCFLS operating budget. Ongoing support costs are paid entirely by MCFLS. (Examples include Wide Area Network (WAN) services, Internet access, email services, and web services).

##### Central Site Equipment and Services:

MCFLS shall provide insurance coverage on all computer system equipment housed at the central site. The System will be responsible to maintain and support the following central site equipment and services, at no cost to the member:

1. Equipment: All equipment in the System's Computer Room and offices, including:
  - a. Servers: A Server delivers the integrated library system (CountyCat) software application. A variety of Microsoft Windows servers deliver a number of other applications including, email, web hosting, etc.
  - b. Firewall: Protects the resources of MCFLS private network from users from the Internet and other networks.
  - c. Routers: Determines the next network point to which a packet should be forwarded toward its destination, routing data from a member local area network (LAN) to MCFLS wide area network (WAN) or the Internet and vice versa.

d. Switches: Provides a place of convergence where data arrives from one or more directions and is forwarded out in one or more other directions, connecting network and computing equipment in the MCFLS LAN.

2 Microsoft Windows Server Services:

- a. DHCP: Provided by MCFLS Primary Domain Controller -- assigns dynamic IP addresses for all member workstations connected to the System Wide Area Network (WAN).
- b. DNS and WINS: Provided by MCFLS Primary Domain Controller – provides Domain name resolution and Windows name resolution to member workstations connected to the System Wide Area Network (WAN).
- c. User Authentication: Provided by MCFLS Primary Domain Controller – authenticates login to all MCFLS Network services and shared resources from any member workstations connected to the System Wide Area Network (WAN).
- d. Internet Information Service: Provided by MCFLS Web Server – Hosts MCFLS and, upon request, hosts any member web sites.
- e. Cloud-based email service: provides email accounts for any interested member library using the MCFLS domain.

Remote Site Network Equipment

MCFLS shall maintain and support, at no cost to the member, MCFLS-controlled network equipment at the participating library site. A list of this equipment will be annually transmitted to the participating library no later than May 1.

Exclusion: Network equipment added to a remote site for a special project (such as wireless access) is the member's sole responsibility via a member paid maintenance contract between member library and vendor.

Wide Area Network

Prior to the installation of a new physical network connection, to or from another network or computer not owned or controlled by the member, MCFLS staff will coordinate with the member library staff to ensure that the new external connection does not compromise network integrity or performance. An example of this type of connection would be the use of a member library's municipal network. Members with currently existing physical connections to external networks will provide information to MCFLS staff on the evaluation points below, and will work with MCFLS staff to correct any security or performance problems identified with those connections. MCFLS evaluation of the proposed new or existing connection will be based on the following information, to be supplied by the member

- Name of connecting network and purpose of the connection.
- Technical contact for the external network.
- Description of the connection, including type of connection, end equipment used, and network diagrams of how the connection will be integrated into the existing network.
- Anticipated traffic, protocols and volume.
- Description of the member resources that will be allowed access by users on the network. Pass through traffic and access to resources provided by MCFLS or another member may not be enabled without express permission from MCFLS and any affected member.

- Description of security and access limitation measures (i.e. filtering router or firewall) that will be implemented to ensure that MCFLS network and members will not be adversely affected, and to ensure only permissible access is granted.

Because networks can change over time, if a subsequent problem develops because of an external connection to the member's network, staff in that library will work cooperatively with MCFLS and any MCFLS designated technical consultants to diagnose the problem and implement corrective action, up to and including temporary or permanent disconnection of the external network.

#### Reporting

MCFLS staff will produce an annual report that includes a summarization of activities related to technology along with current equipment hardware lists and recommended settings. The report will be produced by June 30<sup>th</sup> of each year.

#### Planning and Scheduling Upgrades

Relative to hardware and software upgrades, the scheduling of which are determined by MCFLS and which have a certain or potential fiscal impact on the member, MCFLS will provide as much advance notice as possible.

#### Insurance Coverage

Members shall provide insurance coverage in their city/village policy on all MCFLS controlled computer equipment at their respective location(s).

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### 9. Telecommunications

#### Minimum Connection Bandwidth

The member shall execute an individual agreement with a qualified telecommunications vendor for point-to-point data line service and pay the full cost of that line. The minimum connection bandwidth between the member and MCFLS shall be T1. Upon request, MCFLS shall provide consultation and technical assistance.

#### Trouble Incident Technical Contact

For the purposes of data line trouble calls and in accordance with TEACH Wisconsin policy, the member shall designate MCFLS as the technical contact to its telecommunications vendor. The member agrees to follow the troubleshooting procedure, outlined by MCFLS on the [MCFLS Helpdesk Assistance page](#). In all cases, MCFLS will, as called upon, work cooperatively with the member and the telecommunications vendor to resolve difficulties and/or conflicts.

#### Other Bandwidth Sources

The member agrees to directly involve MCFLS in all plans related to its data transmission functionality.

#### Charges

Telecommunications data line charges invoiced in 2020 through 2024 shall be equal to the site-specific charges invoiced to MCFLS for each member for each of those years.

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#### 10. Conflict resolution

The mission of the Milwaukee County Federated Library System is to help its member libraries provide the best possible service to the public. Working in cooperation with MCFLS and each other permits member libraries to provide more efficient library service and makes each participant stronger. Such close cooperation requires finding agreement on a variety of policies and procedures. In any such close working relationship, misunderstandings and tensions may arise from time to time. MCFLS recognizes and respects every member library's authority to make local decisions.

If a member library takes actions that another member library or MCFLS feels are contrary to previously agreed upon policy, or that negatively impact the ability of other member libraries or the MCFLS staff to provide services, it may become necessary for the System to pursue action to resolve the issue.

The following procedure will be followed:

1. The parties involved in the dispute will meet to try to come to a resolution.
2. MCFLS management and staff will make every effort to resolve the issue working directly with the library(ies).
3. If the efforts of MCFLS management fail to result in a satisfactory resolution, the matter will be referred to the MCFLS Board of Trustees, and may include a joint recommendation for action. The MCFLS Board will endorse and support the recommended action or propose a different solution.
4. If there continues to be a disagreement, the MCFLS Board of Trustees will propose a mutually agreed upon third party mediator to work with the parties to try to resolve the dispute.

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#### 11. Annual Report to DPI.

MCFLS system staff will prepare documentation and reporting each year to assist member libraries in completing the annual report for the Wisconsin Department of Public Instruction. MCFLS will make every effort to provide this information to members before the reporting interface is made available to libraries each January. Member libraries will use this information to complete the annual report and gain approval from their boards to ensure the report is submitted by March 1<sup>st</sup> each year in accordance with Wis. Stats. § 43.58 (6).

MCFLS ILS, Resource Sharing, and Technology Agreement 2020-2024

Disclaimer: In the event that any provision of this agreement conflicts with any provision of law as it now exists or is hereafter amended such provision of law shall be controlling.

Term of Agreement. The term of this Agreement shall be five years commencing on January 1, 2020, and ending on December 31, 2024.

- Prior to the end of the term, the Agreement and all accompanying attachments may be modified at any time by the written agreement of both parties.
- Either party to this Agreement may at any time request amendment of the Agreement, based upon a substantial change in circumstances.
- This Agreement may be amended based on significant changes to finances, such as a ten percent increase or decrease in MCFLS State Aid or state-mandated changes that affect system service delivery.
- In the event of such a request, the other party will in good faith consider the requested amendment.

These provisions being hereby individually and mutually acceptable to the system and member library, their authorized representatives do hereby approve this agreement, effective this 1<sup>st</sup> day of January 2020.

FOR THE MILWAUKEE COUNTY  
FEDERATED LIBRARY SYSTEM

FOR THE \_\_\_\_\_ Library

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date