



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.

BOARD OF TRUSTEES REGULAR MEETING AGENDA

Tuesday, October 22, 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, September 24, 2024.**
2. **Committee Reports.**
 - a. Innovation & Strategy Committee – October 1, 2024
 - b. Building & Development Committee – October 3, 2024
3. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director's Report
 - c. Statistics

REPORTS
4:20 – 4:50

4. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Vincent will report on the October 14, 2024 MCFLS Board meeting.
5. **Summer Reading Program Update.** Library Public Services Area Manager (EOS and CLCR) Kelly Wochinske will present an report on the 2024 Summer Reading Program.
6. **Finance & Personnel Committee.** Trustee Mercado will present action items from the October 22, 2024 meeting.

The Library Board of Trustees may vote to convene in closed session, pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever

competitive or bargaining reasons require a closed session, for the purpose of discussing MPL's contract with NewsBank, Inc.

The Board will reconvene in open session at the conclusion of its closed session.

NEW BUSINESS

4:50 – 5:00

7. **One MKE**. Communications and Community Engagement Director Melissa Howard will share information about the One MKE initiative.

Attachment B, page 36

OLD BUSINESS

5:00 – 5:25

8. **2025 Budget**. Library Director Joan Johnson will provide a status report regarding the Library's 2025 budget.

9. **MCFLS Contracts and Agreement Approval**. Library Director Joan Johnson will present the Milwaukee County Federated Library System (MCFLS) contracts and agreement for approval.

Attachment C, page 37

CLOSING REMARKS

5:25 – 5:30

10. **Closing Remarks and Adjournment**.

REMINDER: Next scheduled meetings are:

November 6, 2024 Services & Programs Committee – Virtual Meeting, 4:00 p.m.

November 7, 2024 Building & Development Committee – Virtual Meeting, 8:00 a.m.

November 13, 2024 Executive Committee – Virtual Meeting, 4:00 p.m.

November 26, 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 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, September 24, 2024

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

- PRESENT:** Mark Sain, Michele Bria, Teresa Mercado, Ald. Milele Coggs, Michael Morgan, Felicia Saffold, Ald. Scott Spiker, Ald. Larresa Taylor, Sup. Kathleen Vincent, Venice Williams, Joan Johnson
- EXCUSED:** Matthew Kowalski, Erika Siemsen
- STAFF:** Kelly Bolter, Nicholas Censoprano, Chantel Clark, Dawn Gardner, Melissa Howard, Dan Keeley, Yves LaPierre, Dan Lee, Tammy Mays, Jennifer Meyer-Stearns, Amelia Osterud, Karli Pederson, Marian Royal, Rebecca Schweisberger, Heather Smith, Kelly Wochinske, Jennifer Wright
- OTHERS:** Milwaukee County Federated Library System (MCFLS): Steve Heser
Penguin Random House: Rosie Stewart

President Mark Sain called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:27 p.m. on September 24, 2024. Trustees Coggs and Saffold participated by phone.

Kelly Bolter, Coordinator of Adult Programming and Events, Nick Censoprano, Librarian Associate, and Chantel Clark, Associate Library Director, shared an update about the Banned Wagon event, held earlier at Central Library. The Banned Wagon is stopping at bookstores and libraries in nine American communities across the Midwest and South to promote literacy and connect people with titles that have been banned or challenged. MPL partnered with Penguin Random House to host it in Milwaukee. The event was attended by over 1,200 people and included: a panel discussion, a display about historic censorship, book giveaways, and food trucks. Library Director Joan Johnson introduced Rosie Stewart, Senior Manager for Public Policy at Penguin Random House. Ms. Stewart was in Milwaukee to support the Banned Wagon event. Informational item.

CONSENT AGENDA

1. **Regular Board Meeting Minutes, July 23, 2024**
2. **Special Board Meeting Minutes, August 14, 2024**
3. **Committee Reports**
 - a. Finance & Personnel Committee Meeting Minutes – July 17, 2024
 - b. Building & Development Committee Meeting Minutes – September 5, 2024
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 3-31 of the agenda. Hearing no objection, the Consent Agenda was approved.

REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Vincent reported on the September 19, 2024 meeting. The MCFLS Board reviewed member agreements and a discussion about the rising costs of Hoopla. MCFLS is working on the library collection at the Community Reintegration Center and is in discussion with the director about adding library card registration and information about library resources to the reintegration process. Informational item.
6. **Urban Libraries Council (ULC) Executive Committee.** Trustee Bria presented an update on the work of the Urban Libraries Council Board. The July ULC meeting was hosted at the Stanley A. Milner Library in Edmonton, Canada. Dr. Bria shared details about the unique features of that recently renovated location and the funding model of Canada's public libraries. The ULC Executive Committee discussed various topics including: supporting urban library leaders and advocacy for increased federal funding to libraries. Director Johnson noted as part of MPL's ULC membership, many staff members participate in peer-to-peer groups relevant to their everyday work. Informational item.

SPECIAL COMMUNICATION

7. **Board Photo.** The Board took a brief recess to participate in the annual photo. Informational item

NEW BUSINESS

8. **Contract Award – Staffing Study.** Deputy Library Director Jennifer Meyer-Stearns referred to the memo listed as Attachment B of the agenda. MPL issued a Request for Proposal (RFP) for consultants to review and assess schedules and staffing levels. The goal of the study is to ensure MPL is using the best staffing models for current service levels and operations. The consultant will review the staffing structures, roles, responsibilities, and best practices. Three complete and responsive bids were received. MPL Administration recommends awarding the contract to Moss Adams, as they have experience reviewing staffing models at other libraries. Trustee Vincent moved to award the contract to Moss Adams for the amount of \$78,500 and to use funds designated from the Steve Przybylowski Strategic Initiatives account held by the MPL Foundation. Trustee Morgan seconded. Motion passed.

OLD BUSINESS

9. **2025 Budget.** Library Director Joan Johnson and Deputy Library Director Jennifer Meyer-Stearns provided a summary of the Mayor's proposed budget for MPL. The total proposed budget for MPL is \$33.8M, which is a 15% increase over 2024. The majority of the increase is due to city-wide pay increases, which have been deferred for over 10 years. In the proposed budget, MPL will take a 3% cut, which will allow Administration to implement reductions with the least impact on public services. Full funding will be restored for the Martin Luther King branch, which will reopen in 2025. MPL will hire security staff as employees to replace the contracted security guards. MPL will retain all branch hours, including Sunday service, and will switch to a one-shift model at Central Library. There will be fewer service points at Central Library and the Ready Reference phone service will be de-centralized. The new library hours will be presented for Board approval in November. MPL's budget hearing will be held on October 15, 2024. The Common Council will have the opportunity to make amendments in late October and the budget will be finalized in early November. Director Johnson thanked the Board for the valuable discussion and planning which was presented for the Mayor's consideration. President Sain thanked all MPL staff and Trustees for their work on preparing for the 2025 budget. Informational item

10. **MCFLS Contracts and Agreement Update.** Library Director Joan Johnson, Associate Director Karli Peterson, and Milwaukee County Federated Library System (MCFLS) Executive Director Steve Heser presented an update on changes to the MCFLS contracts and member agreement. The current contracts and agreement were listed as Attachment C of the agenda.

- Resource Library: The state of Wisconsin uses a formula to determine how much shared revenue funding goes to each library system. MCFLS receives the funding and distributes it among member libraries. As the system Resource Library, MPL receives 6.25% of the funding to MCFLS. Currently, MPL receives \$245,000 annually; under the new contract, that amount will increase to \$267,613. The revised contract will reflect this change and document the additional services that MPL provides, including serving as a liaison between MCFLS members and the state and service on multiple statewide committees.
- Cataloging Contract: MPL is working with Mr. Heser and the MCFLS Board for an increase to the contract cost. The change is the result of salary increases at MPL and the cost will be \$641,830.
- ILS Resource Sharing and Technology Agreement: All MCFLS members will be asked to share the agreement with their respective Boards and request approval to sign. The revised agreement proposes 2 options to the reciprocal borrowing arrangement:
 - o Option 1 - Maintain the current reciprocal borrowing formula. Currently, 35% of State funding is divided among MCFLS member libraries. The total amount received by each member will be higher, as State funding has increased. With the current formula structure, MPL does not receive any reciprocal borrowing funds.
 - o Option 2 - Reimagine how the payments could be divided among members. Members would be incentivized with collection development grants. This formula would use 75% of reciprocal borrowing for net positive transactions and a 25% earmarked for adding items to physical collections each year. This would reward net lenders and libraries that contribute to overall collection development for the whole system. Under this option, MPL would realize a \$52,000 gain.

Another component of this agreement is the costs assumed by MCFLS for shared resources and digital content. Specifically, Hoopla has become cost prohibitive. Under the new agreement, the Hoopla subscription cost will be shifted to each member library. Members would make independent decisions about keeping digital content services and parameters for usage. To offset these costs, MCFLS would take on more infrastructure costs. Cataloging and Inter-library Loan Service (ILS) would be paid for by MCFLS.

The MCFLS Board is also seeking feedback related to changing language in the agreement regarding maintenance of effort and a systemwide fee card. MCFLS is considering adding a maintenance of effort clause, which would require members to maintain investments in their collections. The fee card would be system-wide and allow access to all physical collections in the county and owning libraries would be reimbursed for use of their materials.

The MCFLS Board will vote on the contracts and agreement at their October 14th meeting. The final documents will be presented to member libraries, who will have until December to sign. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of September 24, 2024 was adjourned at 6:47 p.m.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
INNOVATION & STRATEGY COMMITTEE
MINUTES
Tuesday, October 1, 2024**

Video Conference Call via GoToMeeting

PRESENT: Matt Kowalski, Erika Siemsen, Ald. Larresa Taylor, Venice Williams, Joan Johnson

EXCUSED: Ald. Scott Spiker

OTHERS: MPL: Chantel Clark, Melissa Howard, Marian Royal, Rebecca Schweisberger
Office of Alderman Scott Spiker: Jarrett Litscher

Committee Chair Matt Kowalski called the MPL Board of Trustees Innovation and Strategy Committee meeting to order at 9:15 a.m. on October 1, 2024 with a quorum present. All Trustees and presenters participated by video conference.

1. **Committee Meeting Minutes Review.** The Committee reviewed and approved the minutes from the April 2, 2024 meeting, listed as Attachment A of the agenda. Trustee Siemsen moved to approve the minutes; Trustee Williams seconded. Motion passed.
2. **Broadband Access Update.** Library Director Joan Johnson presented an update on the broadband access work. The Milwaukee Broadband Partnership engaged a consultant to perform a feasibility study for Milwaukee and the Executive Summary was listed as attachment B of the agenda. The full study will be shared with the Committee. The study focused on identifying long-term outcomes, shifting the service model to allow more competition among providers, increasing universal access, equitable public and private influence for incorporating infrastructure in communities, and a neutral governance structure. The study outlines and describes a pilot project scenario, with analysis conducted of an open-access broadband project, using the Center Street branch service area for the example. MPL partnered with several other stakeholders to submit a grant application for the Digital Equity Competitive Grant Program, administered by the National Telecommunications and Infrastructure Administration (NTIA). The goals of the 4-year grant are to improve economic stability, workforce development, quality education, and healthcare through equal access to high-speed internet service in communities nationwide. The total requested funding was \$15.3M, with just over \$2M allocated to MPL. The grant requires a 10% match from applicants, which MPL will meet with in-kind staffing and administrative costs. If approved for the grant, MPL and its partners will be able to install fiber at 26 sites in the city and county, including 8 Housing Authority sites and 2 library sites. The funding will also cover staffing costs for the project. Grant awards will be made no later than April 2025, though decisions could be announced as early as December 2024. MPL is working with Attorney Anita Gallucci to draft a Request for Proposal (RFP) for a vendor to install and support necessary equipment. The RFP is expected to be issued by the end of the year. Informational item.
3. **Programming Update.** Chantel Clark, Associate Library Director of Strategic Initiatives and Public Services, shared an update on signature programs as a response to the community engagement report. Over the past 6 months, the Public Services team has been engaged in developing staff-led events and programs that are driven by patron interests. Program goals are to activate spaces and increase library patronage by utilizing the community engagement results to create signature programs. These large-scale events, held annually, will be suitable for all ages and will draw on the collections and strength of the units. At branch libraries, staff from each cluster will work together on planning and execution.

Planning teams include 2 representatives from each branch in the cluster, who work together with an advisory team of Administration staff to develop a program concept that will appeal to patrons in the cluster. The signature events begin in November 2024 and marketing materials for the programs will be shared with the Board. Informational item.

4. **Next Meeting.** At the January 7, 2024 meeting, MPL staff will share updates about broadband access and 2025 goals and strategies.

The meeting of the Milwaukee Public Library Board's Innovation & Strategy Committee was adjourned at 10:03 a.m. on October 3, 2024.

Milwaukee Public Library

Public Services Signature Events 2024



Inspiration Starts Here – Read • Learn • Connect

Signature/Destination Programs: Staff Led, Patron-Driven

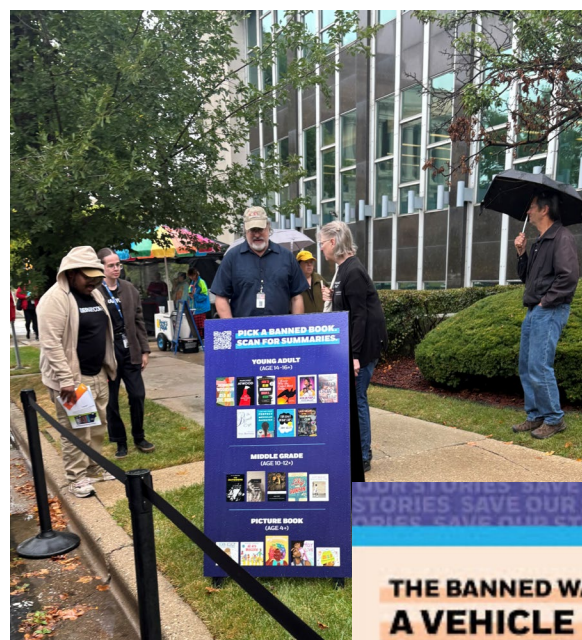
What is a Signature Program?

In alignment with MPL's long-term goal of increasing library patronage, Public Services will invite existing and new patrons into library buildings with the development of annual signature programming delivered in each cluster and at the Central Library. These events will utilize the Community Engagement survey results to develop events that are patron-driven and drive awareness of library programs and services.

Central Library

September

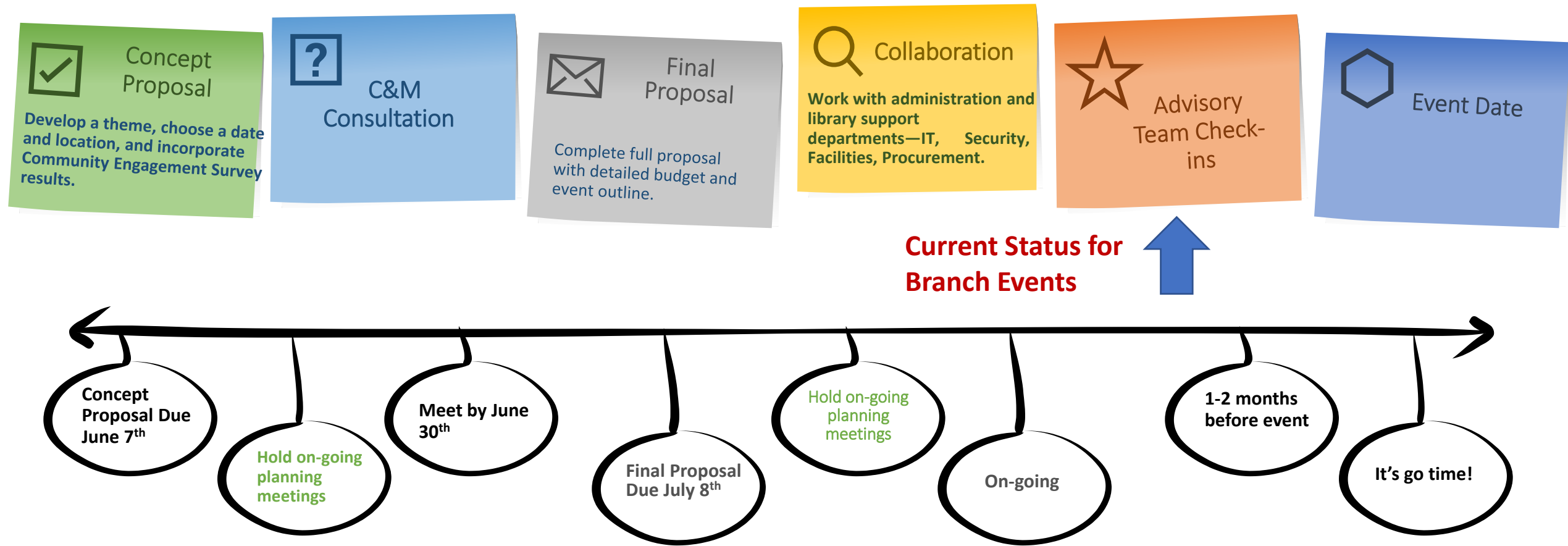
- ***Celebrating Literacy Month and Library Card Registration Month at the Central Library***
 - Banned Book Wagon
 - National Voter Registration Voter Carnival
 - Doors Open
 - Patron awareness campaign—website, socials



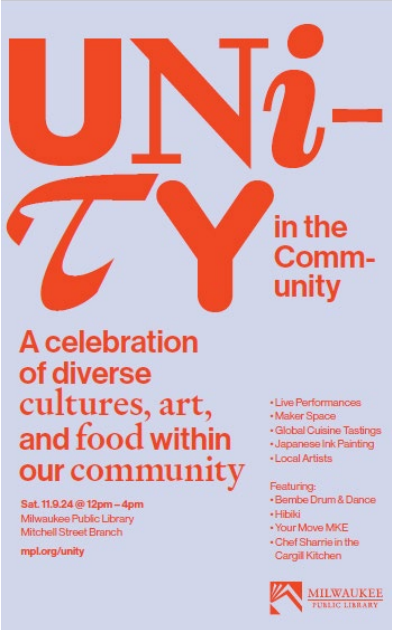
Historic Milwaukee
**DOORS
OPEN** 
MILWAUKEE



Signature Program Timeline



Branch Cluster Events: Still to Come...



South Cluster: Unity in the Community

Mitchell St. Library, Saturday, November 9, 2024

- An all ages cultural heritage festival celebrating the diverse cultures that make Milwaukee unique. Partnering with area cultural organizations, activities include music and performances, Makerspace and Cargill Kitchen activities, engaging book displays and resource tables, and crafts.

Central Cluster: Winterfest

Washington Park Library, Saturday, December 14, 2024

- All ages festival celebrating the winter season, including winter-related resource tables, performances, crafts, gaming, photos, cooking demos, and refreshments.

North Cluster: Health and Wellness Fair

Good Hope Library, Saturday, January 18, 2025

- An all ages Health and Wellness Fair at the Good Hope Library, with a focus on mental health and its effect on the body. Activities will likely include a special story time around social emotional learning, children's yoga, engaging book displays and resource tables, crafts, and therapy dogs

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

ATTACHMENT A - P. 11 of 33
MPL CONSENT AGENDA
*2b. Building & Development
Committee Meeting Minutes -
10/03/2024*
P. 13

Thursday, October 3, 2024

Video Conference via Microsoft Teams

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

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

Chair Michael Morgan called the MPL Board of Trustees Building and Development Committee meeting to order at 8:01 a.m. on October 3, 2024 with a quorum present. All Trustees and presenters participated by video conference.

1. **Approval of the Minutes.** Chair Morgan entertained a motion to accept the minutes from the September 5, 2024 meeting. Trustee Kowalski moved approval of the minutes and Trustee Mercado seconded. Motion passed.

2. **Project Inventory and Status Report.** Library Facilities Manager PJ Woboril provided an update of ongoing projects, listed as Attachment B of the agenda. Project photos are attached at the end of these minutes.
 - **MPL Central Fire Alarm Design.** IBC Engineering and Zimmerman Architects completed the building mapping of Central Library and identified all existing devices. The complexity of Central Library has caused delays in the project, but the team plans to meet within the next 2 weeks to complete a review of the final drawings. After the documents are finalized, the project will go out to bid.

 - **Central E6 Tier elevator modernization.** The elevator is in the 1955 addition and is regularly used by staff to move materials between the tiers and second floor. The project is in the demolition stage and new materials have been delivered to Central Library and are being held in the staging area. The project completion goal is mid-December.

 - **Central E6 Tier elevator modernization (FA and badge access).** After the new elevator is installed, Johnson Controls will add badge access to the elevator and integrate it into the fire alarm system.

 - **Central Roof Replacement.** This project will replace the remaining roof areas that were not replaced over the last several years, including a large section over the 3rd floor. JRT Top Notch Roofs has begun work on the east side of the building and a small section of 8th Street was closed to accommodate the crane truck. The work will move to the west side of the building in mid-October. The crew discovered one area of the roof that had been filled in with clay tiles and MPL issued a change order to have this addressed.

 - **Central Roof Replacement (Abatement).** An asbestos remediation contractor removed and disposed of hazardous materials from the east side of the roof and will return to complete work on the east side of the building.

Trustee Morgan thanked Mr. Woboril for his diligence and fastidious attention to these projects. Informational item.

3. **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. Work is progressing on the exterior, with siding installed in many areas. MPL's construction crew mobilized on August 18th, without a fully completed core and shell. The original glass contractor, hired by the developer, withdrew from the project and the developer is seeking a new contractor to install the storefront windows. This has caused delays for MPL's contractor, as window installation must be completed to ensure a completely conditioned and weathertight space. In the meantime, the contractor has been working to move forward with items as possible, including some drywalling, electrical, plumbing, framing, and fireproofing. When MPL's contractor began work in the space, they discovered water trapped inside hollow areas of the pre-cast concrete planks in the ceiling, which leaked in many areas where they had been drilling. The developer has been working to locate and drain all areas where there may be trapped water and further mitigate any subsequent moisture issues. There is currently no concern about future issues of mold growth. Per the development agreement, MPL has served the developer with a notice of default as they have not turned over a fully completed, weathertight, secure shell in the agreed upon timeframe. These factors have led to additional delays in the project. Informational item.

4. **Good Hope Branch Parking Lot Renovation.** Library Construction Projects Manager Yves LaPierre presented an update on the improvement project at Good Hope branch. MPL is working with a stormwater engineering firm to develop a plan to mitigate water run-off from the parking lot, repair degraded areas, and create green infrastructure. Construction documents have been created and the project is expected to be put out to bid in November, with work starting in Spring 2025. Deputy Library Director Jennifer Meyer-Stearns congratulated Mr. LaPierre for securing additional grant funding up to \$100,000 from the Department of Public Works (DPW) and Milwaukee Metropolitan Sewerage District (MMSD) for this project. Informational item.

Library Director Joan Johnson thanked Mr. Woboril and Mr. LaPierre for their excellent presentations and extremely valuable expertise.

Deputy Library Director Jennifer Meyer-Stearns noted MPL's capital budget should be approved by the November meeting and an outlook for 2025 will be shared at that time.

Chair Morgan and President Sain offered thanks to the MPL staff for their thorough reports, professionalism, and outstanding work.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:45 a.m. on October 3, 2024.

Central E6 Tier elevator modernization

MPL-C24-001

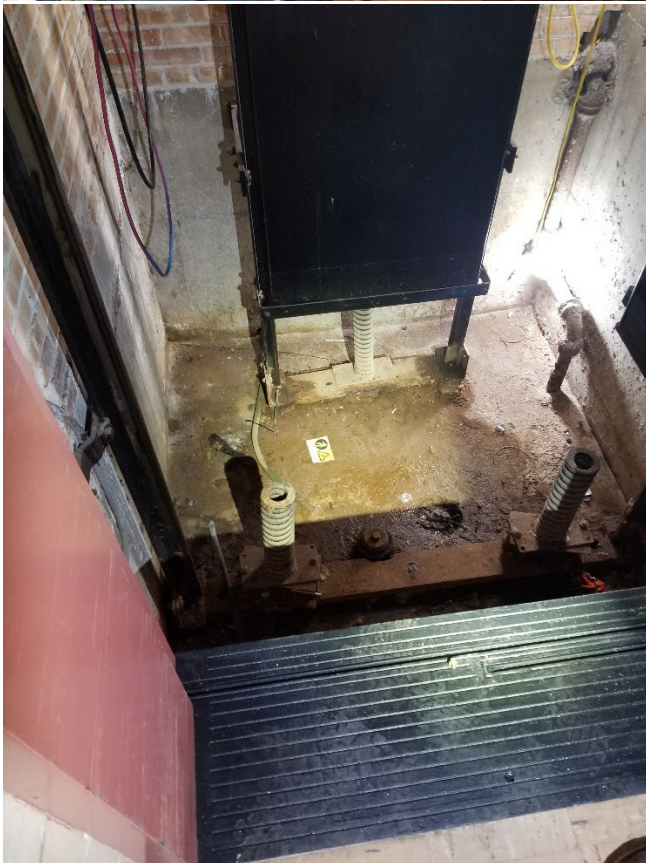
Staging:





Demo:







Central Roof Replacement

MPL-C24-004



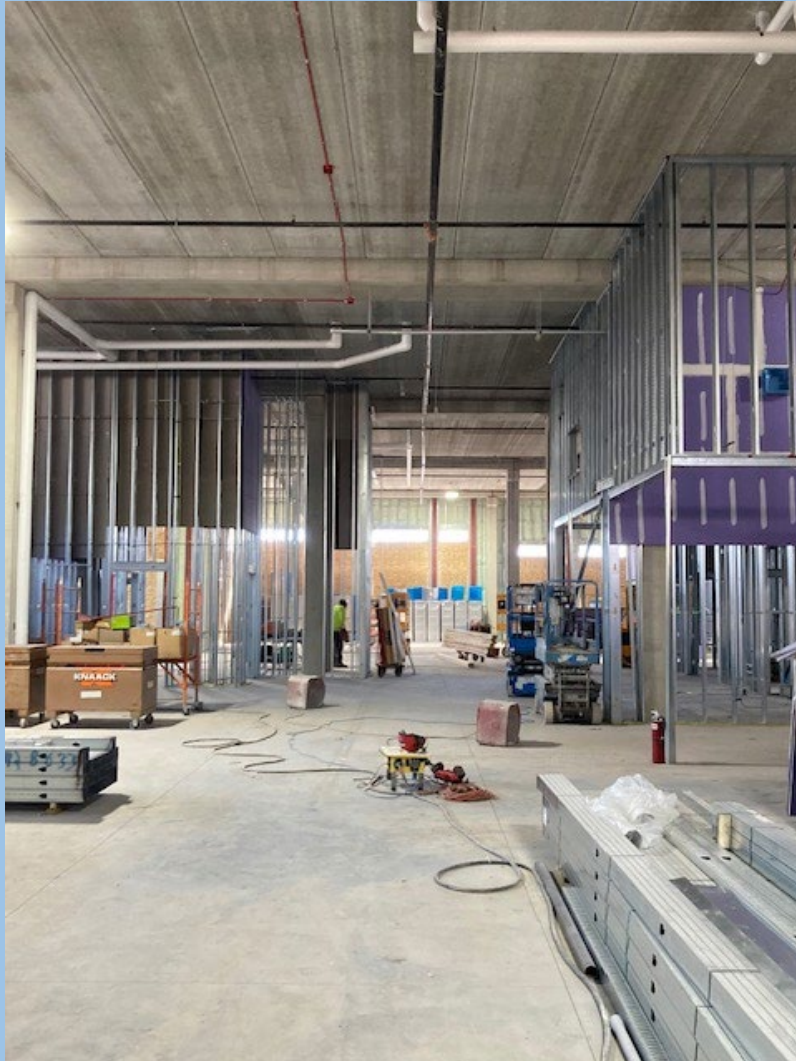


MLK Library Progress – Building & Development Committee October 3, 2024



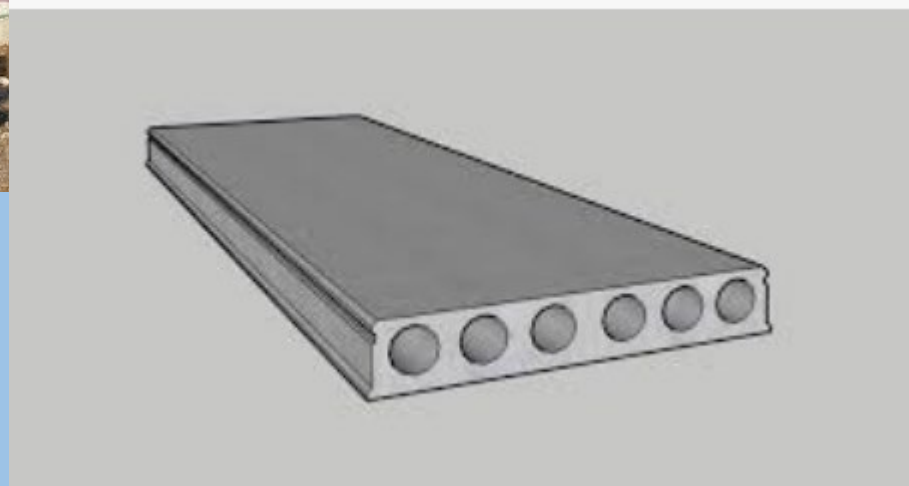
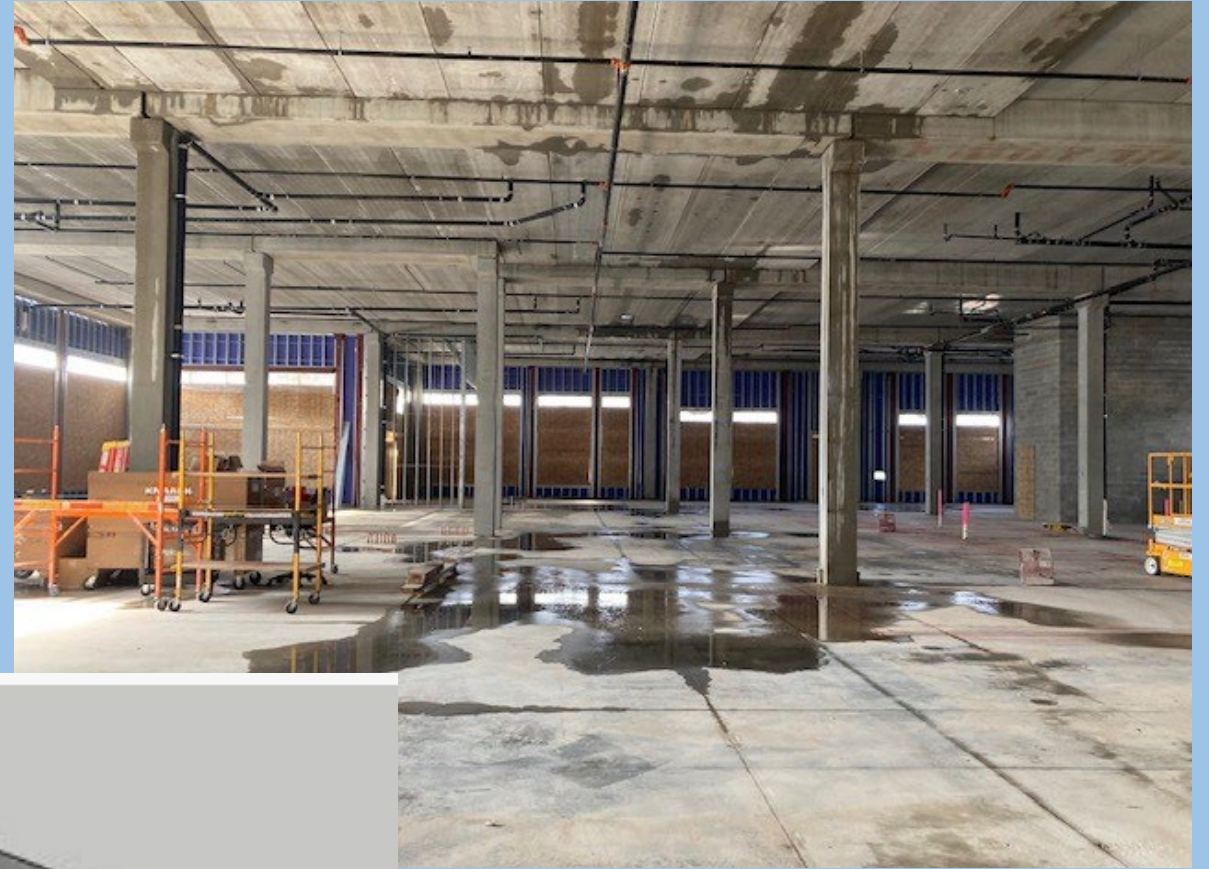
Ups and downs
and this is a down

MLK Library Progress – Building & Development Committee October 3, 2024

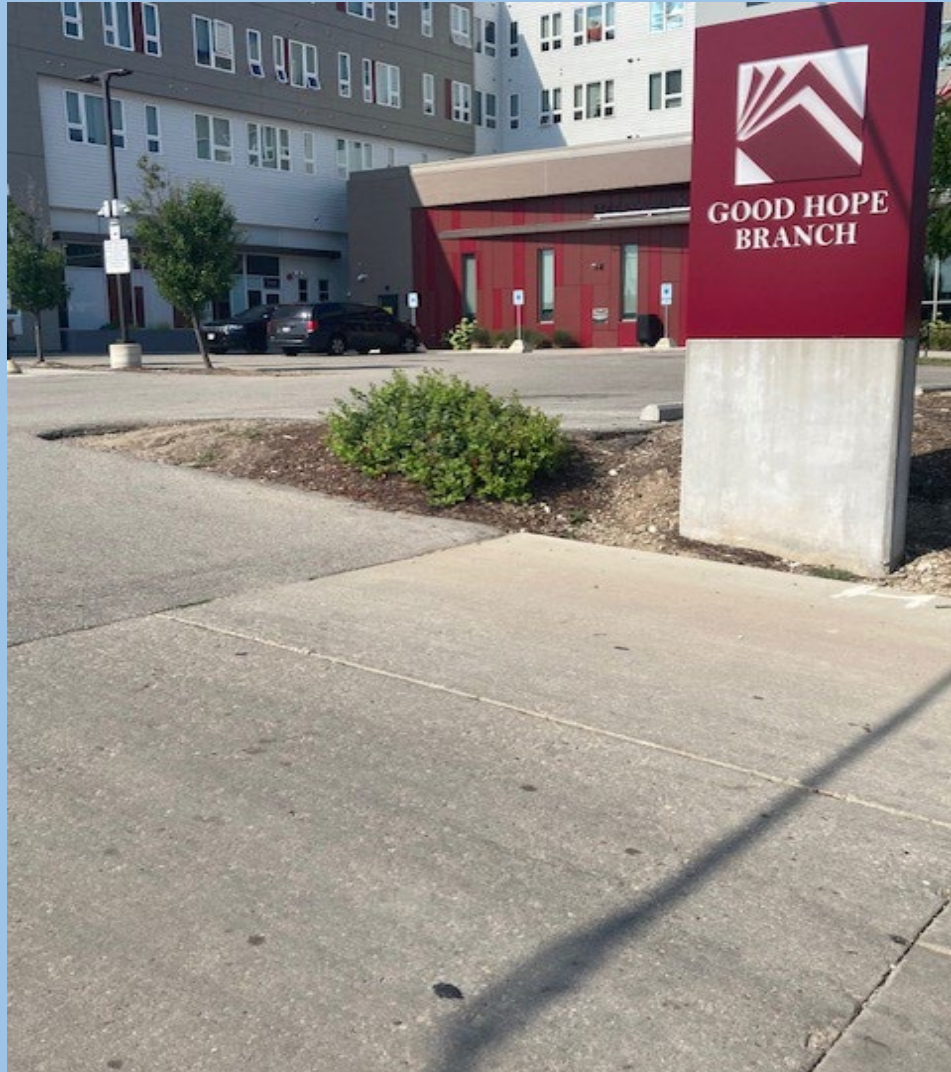


ATTACHMENT A - P. 20 of 33
MPL CONSENT AGENDA
2b. Building & Development Committee
Meeting Minutes - 10/03/2024
P. 22

MLK Library Progress – Building & Development Committee October 3, 2024



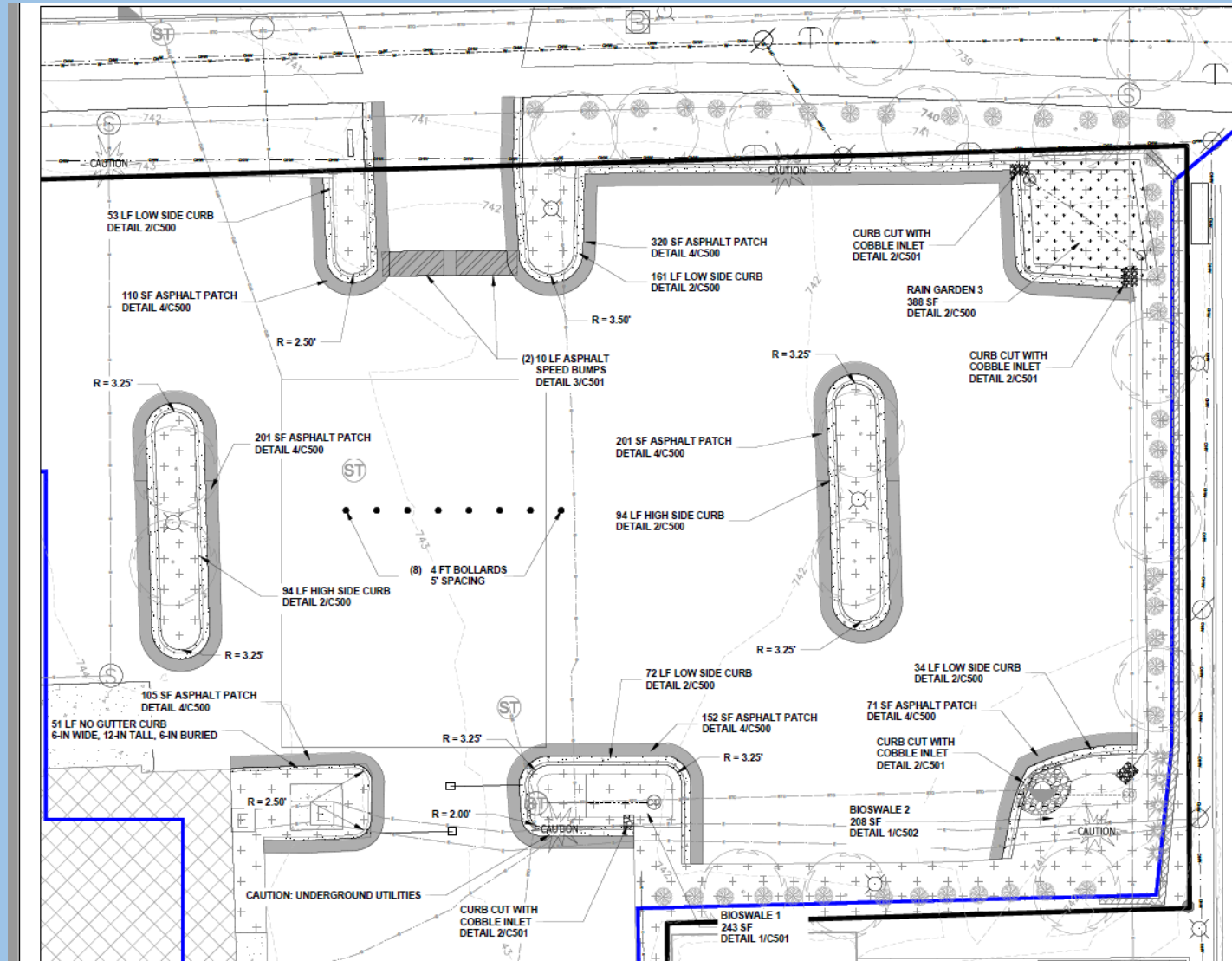
Good Hope Parking Lot– Building & Development Committee October 3, 2024



Good Hope Parking Lot– Building & Development Committee October 3, 2024



Good Hope Parking Lot– Building & Development Committee October 3, 2024



**Milwaukee Public Library
Financial Report
September 30, 2024**

2024

2023

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 28,574,827	\$ 23,274,800	81.5%
<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%
Total City Appropriation	\$ 29,574,827	\$ 24,044,979	81.3%

	Budget	Received to date	% Received
	\$ 26,436,877	\$ 20,120,131	76.1%
	\$ 128,000	\$ 61,444	48.0%
	\$ 60,000	\$ 30,811	51.4%
	\$ 802,414	\$ 413,268	51.5%
Total	\$ 27,427,291	\$ 20,625,654	75.2%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 5,973,002	\$ 3,732,943	62.5%
<i>Fringe Benefits</i>	\$ 2,687,851	\$ 1,680,957	62.5%
Total	\$ 8,660,853	\$ 5,413,900	62.5%

	Budget	Spent to date	% Spent
	\$ 14,013,643	\$ 10,464,047	74.7%
	\$ 6,306,139	\$ 4,563,312	72.4%
Total	\$ 20,319,782	\$ 15,027,359	74.0%

Supplies & Services

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 121,803	\$ 52,299	42.9%
<i>Tools & Machinery Parts</i>	\$ -	\$ -	100.0%
<i>Construction Supplies</i>	\$ 16,500	\$ 18,755	113.7%
<i>Energy</i>	\$ 847,800	\$ 559,971	66.0%
<i>Other Operating Supplies</i>	\$ 252,947	\$ 159,027	62.9%
<i>Vehicle Rental</i>	\$ 8,800	\$ 4,311	49.0%
<i>Non-Vehicle Equipment Rental</i>	\$ 14,700	\$ 9,601	65.3%
<i>Professional Services</i>	\$ 146,600	\$ 109,278	74.5%
<i>Information Technology Services</i>	\$ 442,552	\$ 367,992	83.2%
<i>Property Services</i>	\$ 1,418,038	\$ 1,385,965	97.7%
<i>Infrastructure Services</i>	\$ 38,500	\$ 126,821	329.4%
<i>Vehicle Repair Services</i>	\$ -	\$ -	100.0%
<i>Other Operating Services</i>	\$ 146,239	\$ 61,319	41.9%
<i>Reimburse Other Departments</i>	\$ 108,600	\$ 46,315	42.6%
Total	\$ 3,563,079	\$ 2,901,654	81.4%

	Budget	Spent to date	% Spent
	\$ 111,700	\$ 52,610	47.1%
	\$ 19,000	\$ 20,199	106.3%
	\$ 26,000	\$ 13,057	50.2%
	\$ 687,800	\$ 554,591	80.6%
	\$ 248,019	\$ 126,279	50.9%
	\$ 9,000	\$ 5,686	63.2%
	\$ 22,000	\$ 17,945	81.6%
	\$ 180,751	\$ 192,714	106.6%
	\$ 417,642	\$ 343,555	82.3%
	\$ 1,273,520	\$ 1,242,026	97.5%
	\$ 33,000	\$ 63,449	192.3%
	\$ -	\$ -	100.0%
	\$ 157,100	\$ 50,923	32.4%
	\$ 105,000	\$ 17,849	17.0%
Total	\$ 3,290,532	\$ 2,700,883	82.1%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,827,000	\$ 1,460,310	79.9%
<i>IT Equipment</i>	\$ 522,032	\$ 165,172	31.6%
<i>Other</i>	\$ 86,563	\$ 77,452	89.5%
Total	\$ 2,435,595	\$ 1,702,934	69.9%

	Budget	Spent to date	% Spent
	\$ 1,757,000	\$ 1,508,832	85.9%
	\$ 358,187	\$ 60,676	16.9%
	\$ 83,202	\$ 52,292	62.8%
Total	\$ 2,198,389	\$ 1,621,800	73.8%

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	\$ 136,153	100.0%
Total	\$ 270,300	\$ 206,886	76.5%

	Budget	Spent to date	% Spent
	\$ 8,300	\$ 8,300	0.0%
	\$ 4,000	\$ 4,000	0.0%
	\$ 72,000	\$ 58,500	81.3%
	\$ 45,000	\$ -	0.0%
	\$ 133,500	\$ 133,483	100.0%
Total	\$ 262,800	\$ 204,283	77.7%

ARPA Revenue Replacement

	Budget	Spent to date	% Spent
<i>Operating Expenses</i>	\$ 14,645,000	\$ 13,819,605	94.4%
Total	\$ 14,645,000	\$ 13,819,605	94.4%
Total City Expenses	\$ 29,574,827	\$ 24,044,979	81.3%

	Budget	Spent to date	% Spent
	\$ 1,355,788	\$ 1,071,329	79.0%
Total	\$ 1,355,788	\$ 1,071,329	79.0%
Total City Expenses	\$ 27,427,291	\$ 20,625,654	75.2%

**Milwaukee Public Library
Financial Report
September 30, 2024**

2024

2023

Additional Funding Sources

Grants

	Budget	Spent to date	% Spent
<i>WTBBL Jul '24 - Jun '25</i>	\$ 1,033,100	\$ 289,667	28.0%
<i>ILS Jul '24 - Jun '25</i>	\$ 233,550	\$ 33,517	14.4%
Total	\$ 1,266,650	\$ 323,184	25.5%

	Budget	Spent to date	% Spent
	\$ 1,004,300	\$ 271,380	27.0%
	\$ 223,350	\$ 25,095	11.2%
	\$ 1,227,650	\$ 296,475	24.1%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 134,000	\$ 116,492	86.9%
<i>Programming</i>	\$ 42,000	\$ 20,237	48.2%
<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	\$ 1,384	34.6%
<i>Strehlow 50+</i>	\$ 29,756	\$ 6,758	22.7%
<i>Staffing Study</i>	\$ 28,000	-	0.0%
Total	\$ 296,756	\$ 150,591	50.7%

	Budget	Spent to date	% Spent
	\$ 124,000	\$ 115,619	93.2%
	\$ 38,000	\$ 19,327	50.9%
	\$ 18,000	\$ 12,716	70.6%
	\$ 32,000	\$ 2,625	8.2%
	\$ 4,000	\$ 754	18.9%
	\$ 4,000	\$ 812	20.3%
	\$ 37,319	\$ 3,568	9.6%
	\$ -	\$ -	100.0%
	\$ 257,319	\$ 155,421	60.4%

Foundation Contributions

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 270,817	\$ 27,118	10.0%
<i>Programming</i>	\$ 1,732,759	\$ 426,747	24.6%
Total	\$ 2,003,576	\$ 453,865	22.7%

	Budget	Spent to date	% Spent
	\$ 419,572	\$ 30,090	7.2%
	\$ 1,052,485	\$ 528,001	50.2%
	\$ 1,472,057	\$ 558,091	37.9%

Investments

U.S. Bank National Assoc. Commercial Paper (rated A1) confirmation #388097066 dated 09/05/24 and maturing 10/07/24 at a rate of 2.00%...\$290,000

Director's Report

October Directors Report

In preparation for the Library's budget hearing, Director Johnson completed several Aldermanic meetings and attended the Joint Public Hearing. Johnson and the MPL team presented the Library's 2025 Proposed Budget and answered many questions of the Finance Committee members. Johnson greatly appreciates the support and contributions of Admin team members and other support staff who helped ensure that we were well prepared.

Director Johnson attended weekly sessions of Executive Leadership Cohort training along with several other Cabinet members. She also completed the required Ethics and Anti-Harassment training for City officials.

Johnson remains committed to timely and regular communication with the MPL staff at large and she continues to hold quarterly meetings with all managers in-person, as well as a virtual all-staff town hall. Johnson recognized a retiring staff member and led a brief program to present the resolution honoring his many years of service. She also supported the Wisconsin Talking Book & Braille Library (WTBBL) team and joined them in attending the Audio & Braille Literacy Enhancement (ABLE) non-profit's annual luncheon, an important partner serving a shared clientele.

A group of MPL managers are working with peers in other City departments on the implementation of a new Enterprise Resource Planning (ERP) System and Johnson participated in a stakeholder interview to provide feedback on departmental needs and change management for maximizing MPL's use of the new ERP. The new ERP will replace the City's Financial Management Information System, the HR Management System/Self Service and the Timekeeping System.

Johnson had meetings with the MPL Foundation leadership and attended the annual fundraiser, the Ben Franklin Award Celebration to help honor awardees John Gurda and Ceclia Gore. Johnson congratulates the Foundation Board and Team on a highly successful event.

Johnson continues to do outreach and engage with the community at networking and fundraising events including the MKE Downtown Annual Mtg and the WI Marine Historical Society program. She also continues to participate in meetings with the Westown Association Board, Milwaukee Broadband Partnership, and the Rotary Club of Milwaukee Board.

Johnson's attendance at the Milwaukee County Federated Library System's (MCFLS) monthly Board meetings and the weekly meetings of the Schools, Health and Library Broadband Coalition, and the Urban Libraries Council are ongoing.

Summary of **VIRTUAL and IN-PERSON PROGRAMS:**

September 2024

MPL HELPS PEOPLE READ

We Are Big Time: Book Launch with Author Hena Khan. Join Milwaukee Muslim Women's Coalition, Boswell Book Company, and Milwaukee Public Library as we welcome author Hena Khan for a special author program to celebrate her latest graphic novel, *We Are Big Time*. Inspired by the real-life story of an all-Muslim, hijab-wearing girls' basketball team, *We Are Big Time* by award-winning author Hena Khan

and debut illustrator Safiya Zerrougui is a poignant graphic novel goes big with humor and heart as it explores culture and perceptions, fitting in and standing out, and finding yourself, both on and off the court. Hena Khan is a Pakistani American writer. She is the author of the middle-grade novel *Amina's Voice*, which was selected as a Best Book of the Year by Kirkus, NPR, Washington Post, and Chicago Public Library. Hena lives in her hometown of Rockville, Maryland, with her family. Boswell Book Company will have copies of the book for sale at the event, and an author signing will follow the presentation. Attendance: 170

The Banned Wagon. Milwaukee Public Library welcomed The Banned Wagon on Tuesday, September 24 for a destination experience at Central Library. 1,258 people of all ages and backgrounds braved a rainy day to visit the Banned Wagon for their free book; partake in food trucks and beverage vendors for a refreshment; engage with community cultural organizations and learn more about their support of freedom to read; and learn from University professors and librarians about censorship and book bans in public and academic libraries. Most importantly, attendees came away from the celebration with the information to fight book bans in their communities. Director Joan Johnson shares, "We are thrilled that the Milwaukee Public Library is a stop on the Banned Wagon tour. This event reflects our ongoing commitment to intellectual freedom and creating a welcoming space for all voices. It was great to see our community come together to engage with these important issues." Attendance: 1,258

MPL HELPS PEOPLE LEARN

Doors Open Milwaukee at Central Library. Doors Open Milwaukee is an annual celebration of Milwaukee's architecture, history and neighborhoods. The event opens 150+ locations throughout the metro area to tour for free. Tours were offered of the Dome, underground tier storage area, the fourth-floor former offices of the Milwaukee Public Museum, the Wisconsin Architectural Archives and more. New this year was a tour of the Great Lakes Marine Collection. Attendance: 1,321

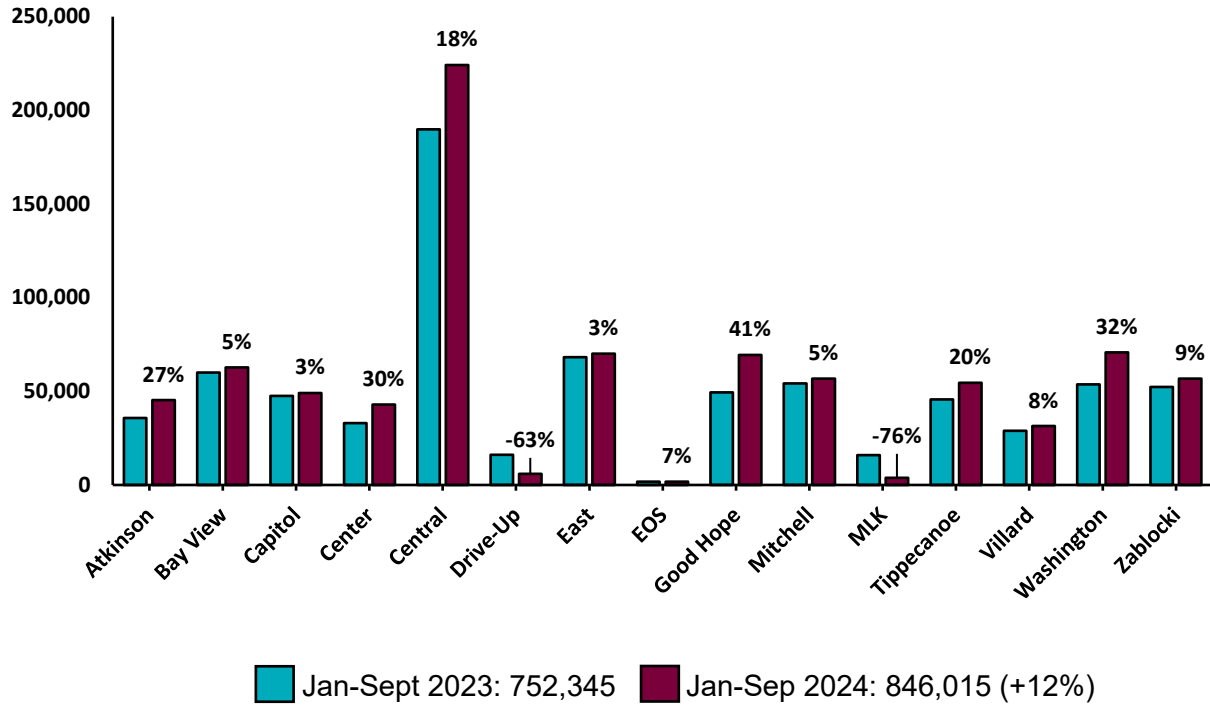
National Voter Registration Day Mini Carnival. Celebrate democracy with Milwaukee Public Library! Test your knowledge of voting and the electoral process, vote in a mock election, and take a turn at our prize wheel for some fun swag. Volunteers from League of Women Voters will be on hand to answer your questions about voting, eligibility, and access to the polls. Exercise your rights and help inform your community this National Voter Registration Day. Total attendance at 3 locations: 310 (including 15 new voter registrations)

MPL HELPS PEOPLE CONNECT

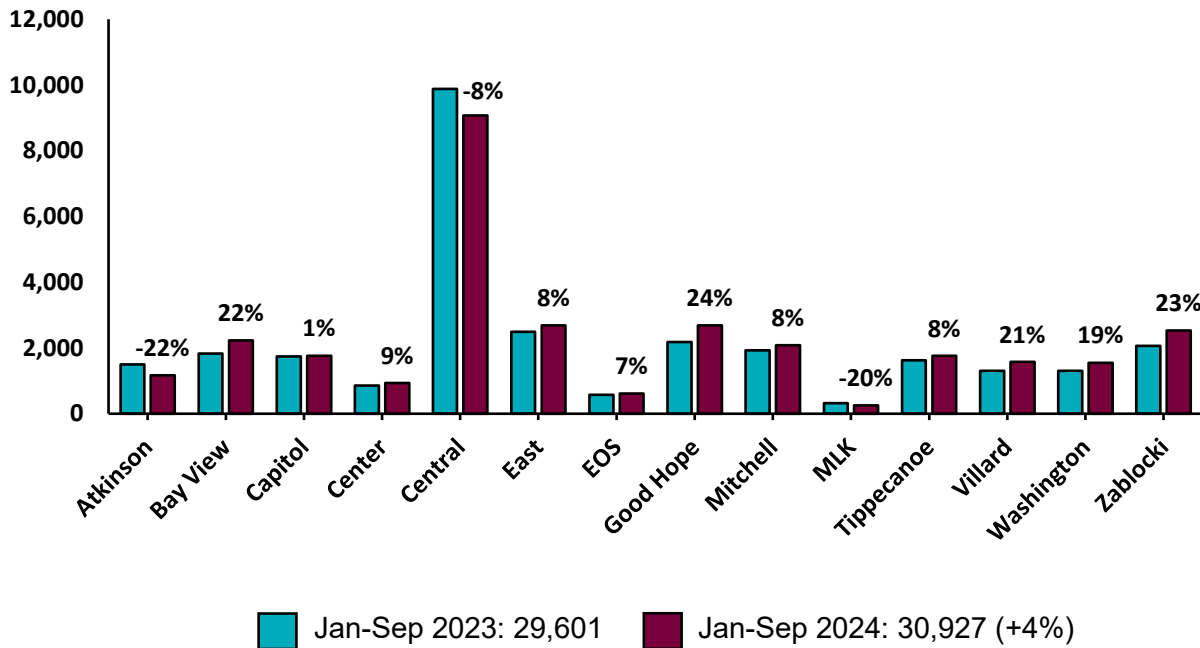
Master Chef Challenge: PLANT POWER!!! This year's Master Chef Challenge theme was plant-based cuisine. Two local restaurant chefs, Chef Jordan (Café Manna) and Chef Alex (Mobay Café) featured their best presentation of vegan food in Mitchell's outdoor alleyway. The food competition started with a 'Vegan Life Trivia' game and then a Q&A session conducted by Chef Sharrie with each Executive Chef. During their interviews with Chef Sharrie, samples were served as a teaser prior to the meal. Special guest, Judge Derek Mosley, critiqued both Chefs and awarded a tie for 1st place winner of best representation of plant-based cuisine. The following menu was served: Roasted Shiitake Crostini, Curry Chickpeas, Brown Butter Bolognese, Curry Jackfruit, Jasmine Rice, Jerk Eggplant Casserole and "Crab" Cakes w/ Coleslaw. Lavender Lemonade from Fit4You MKE was served as the specialty beverage. Attendees had the opportunity to ask both Chefs any and all vegan and vegetarian food questions. This was the 4th community meal (out of six) for 2024. Attendance: 45

Total attendance for 142 programs: 2,921

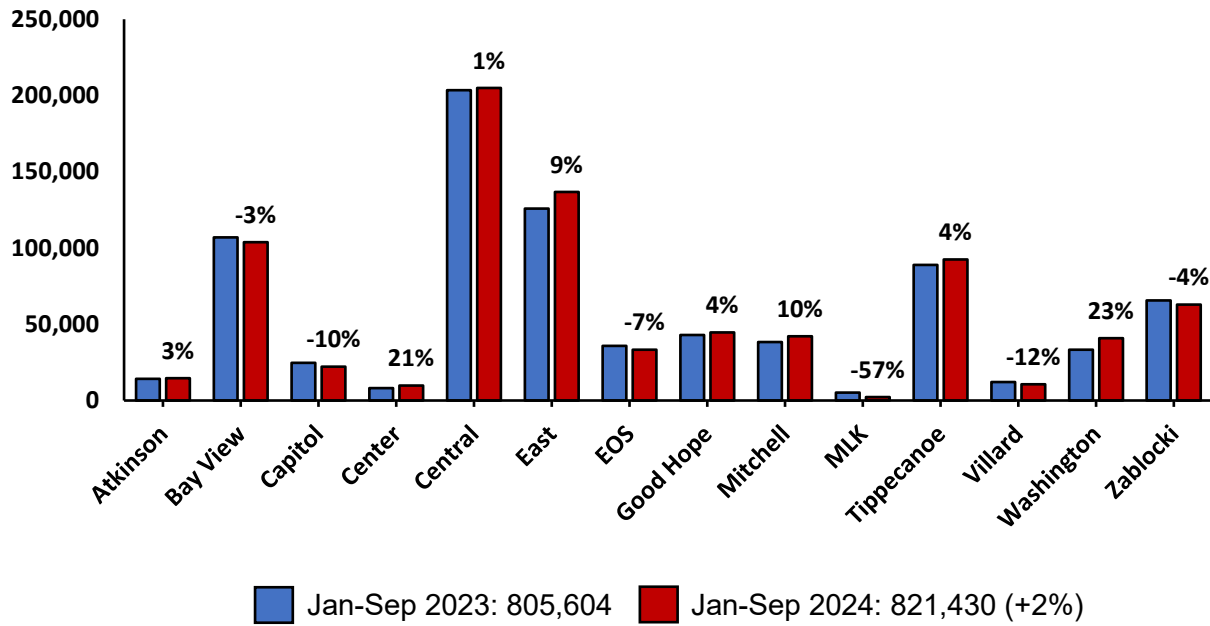
Patron Visits



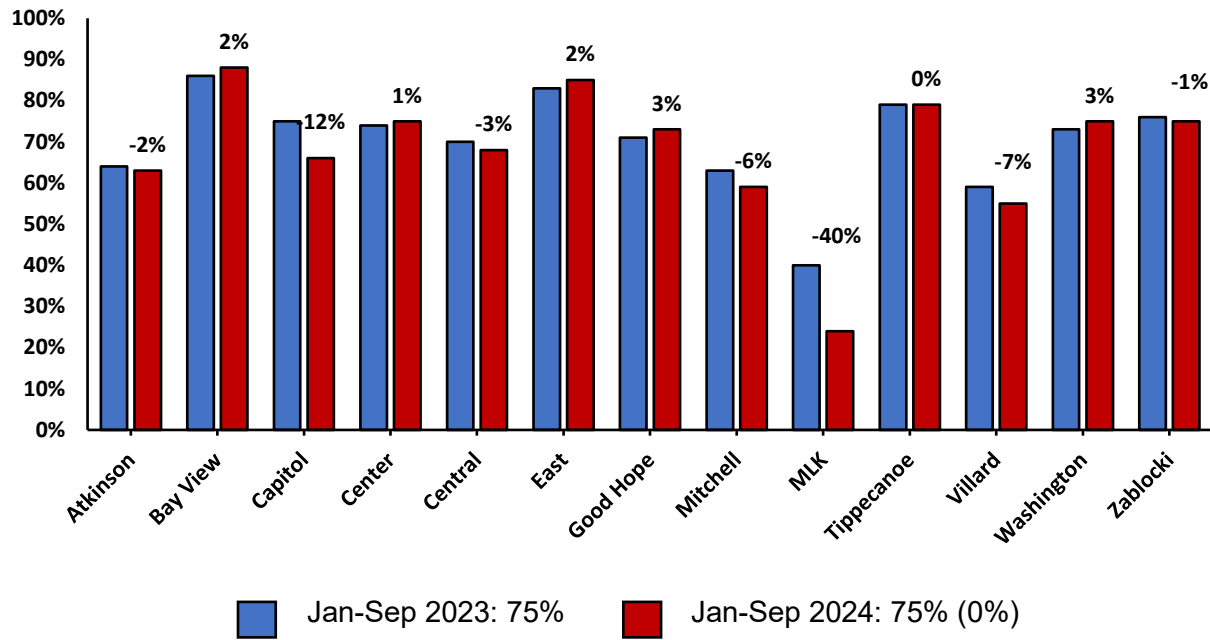
Registration



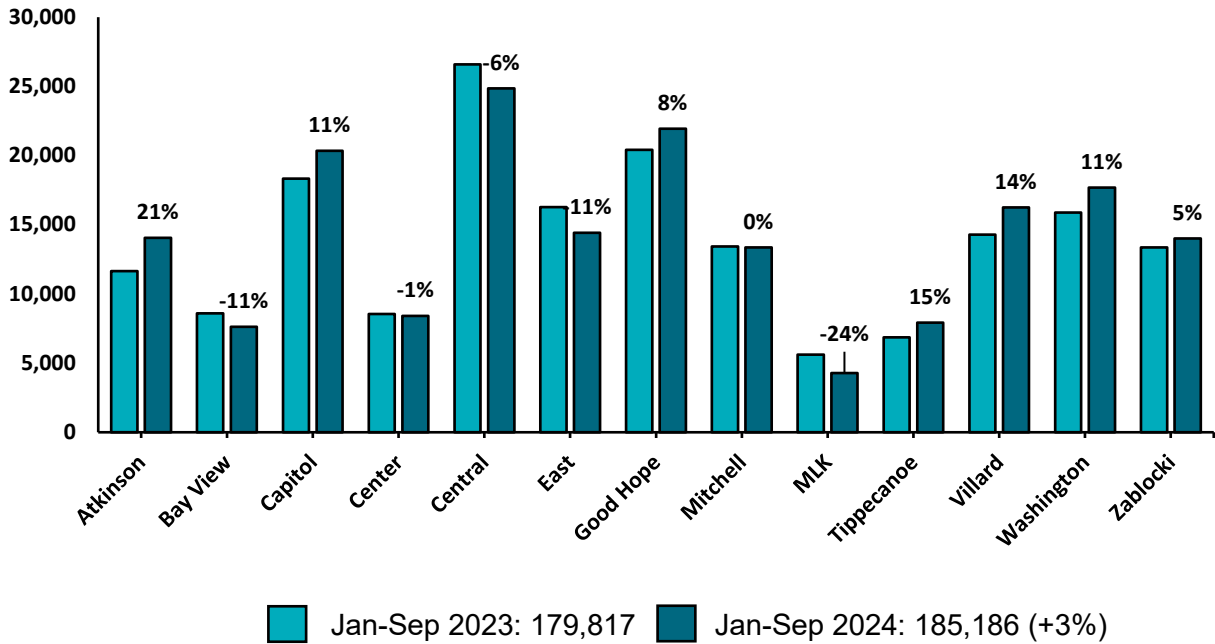
Traditional Circulation



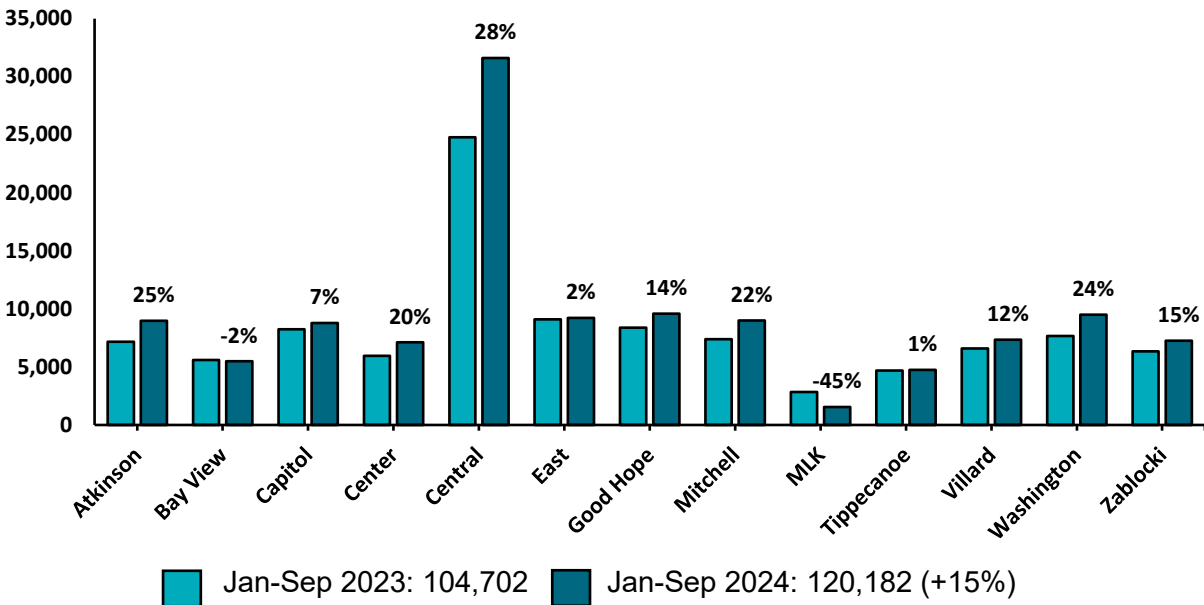
Self-Checkout



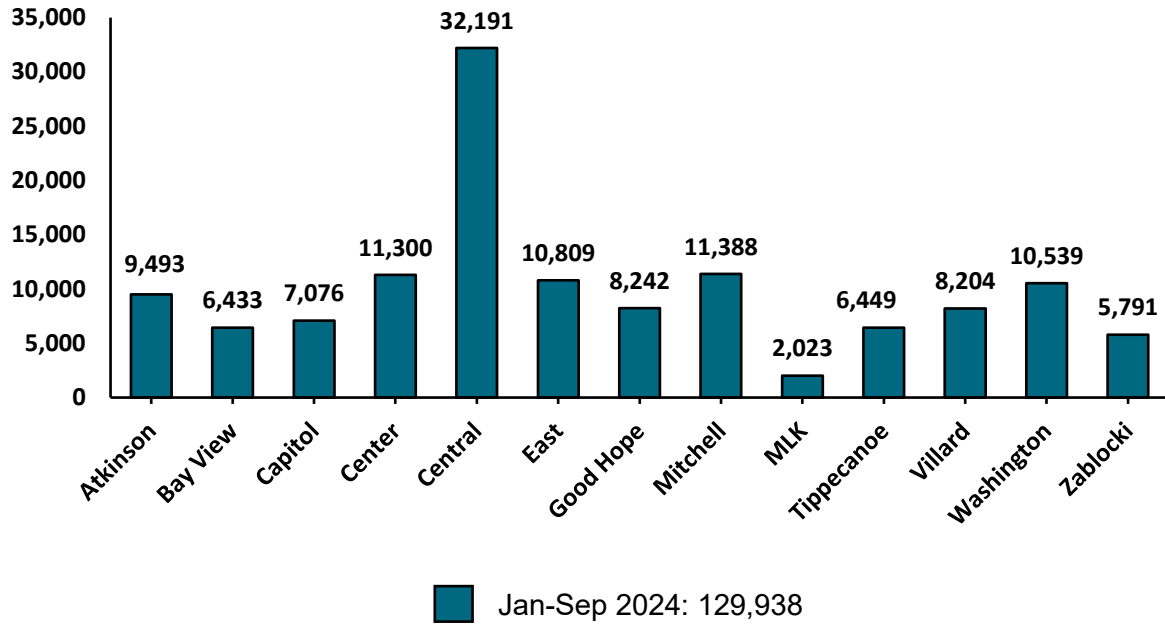
Print/Copy/Fax/Scan Jobs



Public Computer Sessions



Wi-Fi Unique Users



Ready Reference



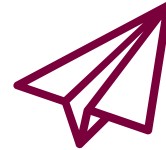
31,194

Call Sessions
Last Year: 35,315



1,204

Chat Sessions
Last Year: 1,758



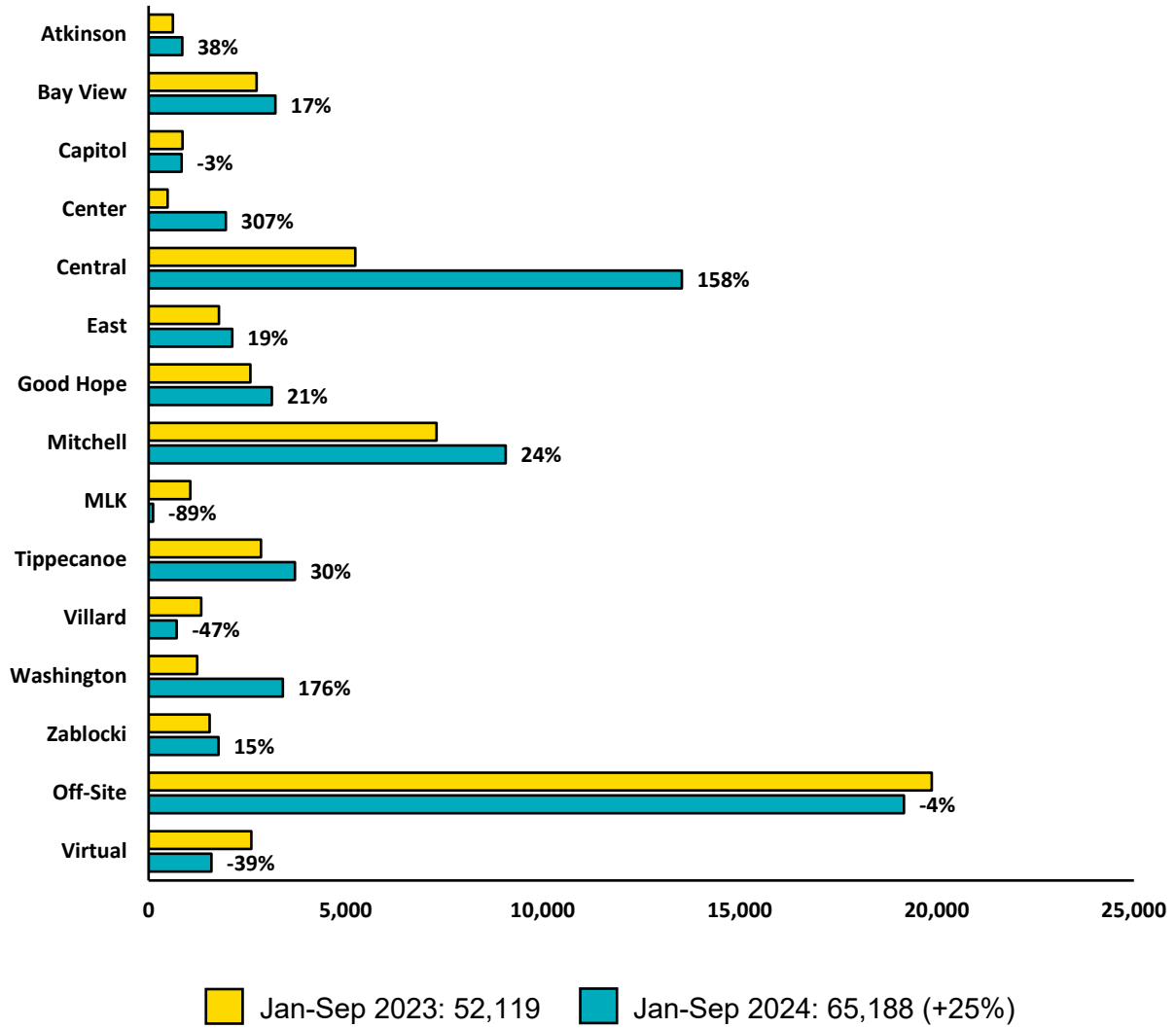
1,044

Email Sessions
Last Year: 1,200

eCirculation

Platform	Jan-Sep 2023	Jan-Sep 2024	Change
Freegal Music	118,976	92,077	-23%
Hoopla Digital	44,501	60,090	+35%
Kanopy	12,062	19,659	+63%
OverDrive	289,559	340,469	+18%
Total	465,098	512,295	+10%

Program Attendance



One MKE: Civic Engagement

What is One MKE?

One MKE is a nonpartisan coalition led by the Milwaukee Public Library, Milwaukee Election Commission, Cities Forward and NEWaukee, along with over 40 Milwaukee community partners. One MKE is an innovative partnership to deepen relationships with residents, address their needs, and cultivate a culture of proactive civic engagement throughout the city.

Why One MKE?

The City of Milwaukee has witnessed a decline in civic participation. In 2012, Milwaukee lagged behind the state turnout by three percentage points; over the years, that gap has expanded to seventeen percentage points in 2020.

Project Goals

Build genuine relationships with residents to inform them about:

- Public programs that can help them
- Community events in their neighborhoods
- Voter information & election participation

Key Activities

- Outreach team attended over 135 events across city since June; city support for location identification
- Build Coalition of over 40 community organizations / partners
- Created onemke.com website, translated into Spanish
- Inserted One MKE materials in water bills (qty: 165,000)
- Distributed books on civic engagement distributed: (qty: 2500)
- Voter information materials distributed to all MPL locations, health clinics, HACM sites
- Library onemke staff providing voter information tabling and civic engagement long term planning

2025-2028 Bibliographic Database Development
and Maintenance Agreement

This Agreement made this _____ day of _____, 2024 by and between the Milwaukee County Federated Library System ("MCFLS") and the City of Milwaukee, through its Milwaukee Public Library ("MPL") as follows:

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

WHEREAS, MPL has indicated its capabilities and willingness to act as steward and centralized source responsible for the development and maintenance of the bibliographic and authority database 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 represents resources held by the member libraries of MCFLS. MPL staff will:

- a. Provide or create MARC records for all material formats with the exception of those outlined in section 1.e and for all entries into the CountyCat bibliographic database made by member libraries for new or retrospective cataloging. MPL and MCFLS will agree upon goals for timeliness of cataloging.
- b. Use a mutually agreed upon cataloging utility with costs and product determined under a separate agreement, which is subject to change during the contract period without nullifying anything contained herein.
- c. Construct MARC records according to national standards, applicable cataloging utility database format guidelines and bibliographic input standards, Library of Congress rules interpretations, and MPL and MCFLS guidelines that codify practice around subjective areas of cataloging, including assigning call numbers, using current best practices and standards.
- d. Collaborate with MCFLS to maintain and make available to member libraries cataloging standards documentation.

2025-2028 Bibliographic Database Development and Maintenance Agreement

e. Ensure bibliographic records will receive MARC cataloging (copy or original) and be maintained not only in the CountyCat database but also in the cataloging utility database. The exceptions will be bibliographic records that describe the following:

1. Library of Things.
2. Locally created kits.
3. Locally collected special items or ephemera.

MPL staff will bring records into the local CountyCat database from the cataloging utility database by means of a MCFLS-provided bibliographic interface and set system holdings on both the cataloging utility database and the CountyCat database.

f. If a sufficient record is unavailable from the cataloging utility database for a resource, provide original cataloging for the resource.

g. Upon request, with MCFLS and MPL agreement, implement and/or collaborate on projects and processes which enrich and/or expand the bibliographic database.

h. In keeping with the diversity, equity and inclusion goals of MPL and MCFLS, research and offer recommendations on cataloging improvements and standards.

i. Cooperate with MCFLS staff to conduct an annual audit of cataloging performance to measure cataloging quality and productivity by MPL. The resulting report is shared with LDAC and the Database Maintenance Committee annually in the first quarter of each year. If there are cataloging quality/productivity concerns based on the audit, these will be shared openly. MCFLS and MPL representatives will enter discussions to attempt to resolve the situation in a mutually satisfactory manner.

j. Ensure cataloging staff covered in this contract grow and maintain skills and knowledge necessary to perform the work outlined herein.

k. As MPL staffing levels and proficiencies allow and member libraries need, provide guidance and training on MCFLS bibliographic database standards to ensure member library cataloging is consistent, efficient and effective.

As the sole owner of bibliographic records within the CountyCat database, MCFLS may determine to allow access to bibliographic records, created and/or derived by

2025-2028 Bibliographic Database Development and Maintenance Agreement

MPL staff, within the CountyCat database via Z39.50 or other protocols to libraries which may benefit from access to high quality bibliographic records but may not otherwise be able to afford to access them.

2. Bibliographic Database Maintenance

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

a. Ensure that all items are attached to appropriate bibliographic records including advising use of existing, separate or single bibliographic records using standards of MARC, cataloging utility database and MCFLS bibliographic database and considering public discoverability of resources on CountyCat.

b. Receive, evaluate and respond to member library requests for bibliographic record enhancement, correction, suppression and/or deletion. Requests for bibliographic enhancement, correction, suppression and/or deletion will be responded to in a timely manner.

c. Regularly audit and delete or suppress bibliographic records no longer needed from both the MCFLS CountyCat database and the cataloging utility database.

d. Collaborate with MCFLS to maintain and make available to member libraries database maintenance standards documentation.

3. Authority Database Development and Maintenance

MPL staff will establish and maintain the database of authorized and controlled headings and associated authority records with related cross references for personal / corporate names; uniform titles; subject headings (name, topical, and geographic); and series headings. MPL staff will:

a. Review headings used for the first time in the CountyCat bibliographic database and acquire from the cataloging utility database or authority vendor necessary authority records.

b. Collaborate with MCFLS to maintain and make available to member libraries authority record and usage standards documentation.

c. Act on requests from member libraries and MCFLS staff to enhance or modify authorized terms in use and evaluate these requests against established

2025-2028 Bibliographic Database Development and Maintenance Agreement

cataloging standards and using an inclusive lens.

d. Enhance or modify authorized terms in use as updates are issued by vocabulary authorities and/or an authority vendor, or as heading changes are found by current cataloging work.

e. Remove unused authority records as bibliographic records are deleted from the MCFLS bibliographic database or authority records become obsolete.

5. Term

The term of this Agreement shall be from January 1, 2025 until December 31, 2028. 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 MPL \$641,830 for the first year of the contract, covering the full payment obligation for that year. For subsequent years, the contract cost will not exceed a 3% increase over the previous year's cost. Payments to MPL will be made by MCFLS in equal quarterly installments, due by March 31, June 30, September 30, and December 15 of each year from 2025 through 2028.

7. Amending the Contract

This Agreement may be amended only upon the mutual written consent of the MCFLS and MPL.

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.

9. Nondiscrimination

It is City of Milwaukee's policy not to discriminate against any qualified employee or qualified applicant for employment because of an individual's sex, race, religion,

2025-2028 Bibliographic Database Development
and Maintenance Agreement

color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, victimhood of domestic abuse or sexual assault, past or present membership in the military service, HIV status, domestic partnership, genetic identity, homelessness, familial status, or an individual's affiliation or perceived affiliation with any of these categories ("Protected Classes"), pursuant to Milwaukee Code of Ordinances ("MCO") Section 109-9. If applicable, contractors and their subcontractors employing any resident of City of Milwaukee may not discriminate against any member of the Protected Classes, and such contractors must insert this clause into any subcontracts of subcontractors employing any resident of City of Milwaukee.

2025-2028 Bibliographic Database Development
and Maintenance Agreement

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

MILWAUKEE PUBLIC LIBRARY

_____ By _____
Dr. Michele Bria, President
Date _____

_____ By _____
Joan Johnson, Secretary
Date _____

_____ By _____
Jim Owczarski, City Clerk
Date _____

COUNTERSIGNED

_____ By _____
Bill Christianson, Comptroller
Date _____

IN THE PRESENCE OF:

Milwaukee County Federated Library System

_____ By _____
Paul M. Ziehler, President
Date _____

_____ By _____
Steven Hesper, Secretary
Date _____

Approved as to form and execution this ___ day of _____, 2024

_____ Assistant City Attorney

2025-2028 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, 2025, 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), and the City of Milwaukee, a municipal corporation, through its 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

2025-2028 Resource Library Agreement

WHEREAS, the CITY's Common Council adopted the resolution identified in MPL's signature block below, 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 2025 through 2028. 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.

B. IT IS AGREED THAT MPL SHALL:

1. Be designated the Resource Library for the SYSTEM in consideration of 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 staff training in these resources, such as legal, government documents, rarities, small business resources, patents, archival collections, etc.

2025-2028 Resource Library Agreement

- 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, 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.
 - Sharing MPL's best practices for safety, security issues, and conflict resolution; provided, however, that System and System's members shall make their own safety, security, and conflict resolution determinations and shall use MPL's best practices for informative purposes only, and shall not rely on MPL's best practices for legal determinations of the sufficiency of such policies.
4. Provide direct service to patrons throughout the SYSTEM, including:
- Use of ready reference,
 - Email and chat reference service,

2025-2028 Resource Library Agreement

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

5. Aid 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. Designate MPL staff to act as system liaisons for both Inclusive and Youth Services to coordinate collaboration among member libraries and at the state level.

8. Since 2020, MPL has generously provided \$1.7 million in funding to the SYSTEM OverDrive Advantage program serving all county residents. Unless sufficient funds are not appropriated, MPL agrees to provide a minimum of \$75,000 annually to the SYSTEM OverDrive Advantage account for the duration of the contract. MPL staff will have sole discretion in selection of titles using this funding.

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

10. 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.

3. ALL PARTIES AGREE:

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

2025-2028 Resource Library Agreement

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, 2024, 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. It is City's policy not to discriminate against any qualified employee or qualified applicant for employment because of an individual's sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, victimhood of domestic abuse or sexual assault, past or present

membership in the military service, HIV status, domestic partnership, genetic identity, homelessness, familial status, or an individual's affiliation or perceived affiliation with any of these categories ("Protected Classes"), pursuant to Milwaukee Code of Ordinances ("MCO") Section 1 09-9. Contractors and their subcontractors employing any resident of City of Milwaukee may not discriminate against any member of the Protected Classes, and such contractors must insert this clause into any subcontracts of subcontractors employing any resident of City of Milwaukee.

8. 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. 8th 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, 2025, to December 31, 2028. Thereafter, the term may be renewed by mutual agreement of the parties.

IV. **WAIVER OF LIABILITY.** THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES, AND COVENANTS NOT TO SUE THE CITY OF MIL WAUKEE OR MPL, ITS OFFICERS, EMPLOYEES AND AGENTS (HEREINAFTER REFERRED TO AS "RELEASEES") FROM ALL LIABILITY TO THE UNDERSIGNED, HIS/HER PERSONAL

2025-2028 Resource Library Agreement

REPRESENTATIVES, ASSIGNS, HEIRS AND NEXT OF KIN FOR ANY LOSS OR DAMAGE AND ANY CLAIMS OR DEMANDS THEREFOR ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN THE DEATH OF THE UNDERSIGNED, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR OTHERWISE WHILE THE UNDERSIGNED IS IN, UPON OR ABOUT THE PREMISES OR ANY FACILITIES OR EQUIPMENT THEREIN, OR PARTICIPATING IN ANY PROGRAM AFFILIATED WITH THE CITY WITHOUT RESPECT TO LOCATION. THE UNDERSIGNED FURTHER EXPRESSLY AGREES THAT THE FOREGOING RELEASE, WAIVER AND INDEMNITY AGREEMENT IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAWS OF THE STATE OF WISCONSIN, AND THAT IF ANY PORTION THEREOF IS HELD INVALID, IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN-FULL LEGAL FORCE AND EFFECT. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNED THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT AND FURTHER AGREES THAT NO ORAL REPRESENTATIONS, STATEMENTS OR INDUCEMENT APART FROM THE FOREGOING WRITTEN AGREEMENT HAVE BEEN MADE.

2025-2028 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 _____
Mark Sain, President
Date _____

By _____
Joan Johnson, Secretary
Date _____

By _____
Jim Owczarski, City Clerk
Date _____

COUNTERSIGNED

By _____
Bill Christianson, 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 _____, 2024

Assistant City Attorney

Milwaukee County Federated Library System
ILS, Resource Sharing, and Technology Agreement, 2025-2028

RECITALS

WHEREAS, the Milwaukee County Federated Library System (hereafter referred to as “MCFLS” or the “System”) is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS, the MILWAUKEE PUBLIC 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 MILWAUKEE PUBLIC LIBRARY has signed the agreement to be a member of MCFLS; and

WHEREAS, the MILWAUKEE PUBLIC 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 MILWAUKEE PUBLIC 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 MILWAUKEE PUBLIC 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 MILWAUKEE PUBLIC 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 which enables libraries to develop and maintain their materials collection for patron use and/or circulation. MCFLS accomplishes this through the provision of core services, catalog enhancements, and software / interface support.

Core services: This section consists of the bundled product list negotiated by MCFLS and available to all member libraries. It consists of software modules or functions that follow the full

cycle of collection development from ordering new materials to the circulation of titles to gathering usage statistics and performing inventory. Examples include the primary Sierra application, unlimited SIP2 licenses, cloud hosting and the Mobile Worklists app that are all included in the core bundle price. The maintenance of these core services is paid 100% through system funding.

Catalog enhancements and software/interface support: MCFLS and member libraries monitor and manage enhancements to the library catalog or integrated library system to improve and/or expand access to materials for staff or patrons. Such additions may include system-wide subscriptions that add enriched content to the shared catalog such as cover images, book reviews and award lists. It includes third party products or services that either allow patrons to interface differently with the catalog or extend information about specific titles that a patron has checked out or requested. Examples here include the CountyCat Mobile app (Innovative), Aspen Discovery (ByWater) and the Shoutbomb text notification service which integrates with software to keep patrons informed about their current checkouts and holds. 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 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 is 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

MCFLS pays for 100% expenses related to ILS maintenance.

2. Bibliographic Database Development and Maintenance

To most effectively utilize the ILS, MCFLS shall provide directly or contract with a vendor through a Bibliographic Database Development and Maintenance agreement 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 except for those in the following formats:
 - Library of Things.
 - Locally created kits.
 - Locally collected special items or ephemera.

- 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 ILS 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 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 bibliographic database and cataloging utility 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 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 to locate an established authority record and download the authority record into the System database.
 - Acting on requests for additional cross references needed.
 - 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 using 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.
- Remove all outdated or suppressed records from the shared database when the physical item is no longer available to patrons and has been unavailable for over three years, except for MPL records of historical value where data needs to be preserved.
- Participate in system wide discussions about cataloging best practices and record clean up.
- Make a reasonable effort to work with MCFLS to ensure all bibliographic records are overlaid with full MARC cataloging to assist with discoverability of materials.

Cataloging Utility Charges

Member libraries are responsible for 100% of the costs related to the cataloging utility. The cost-sharing among members is based on the number of "titles added" two years prior (for example, the 2025 invoice will be based on titles added in 2023). Each library's share will be calculated as its percentage of the total titles added by all members, and this percentage will be applied to MCFLS's cataloging utility costs for the given calendar year.

Bibliographic Database Development and Maintenance Charges

MCFLS pays 100% of charges related to the Bibliographic Database Development and Maintenance agreement.

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 regularly disseminate information within the full library system about new collections to better enable public services staff to direct patrons to materials.
- To request that member libraries lend materials to other member libraries without restriction including non-traditional materials.
- To provide all residents of the MCFLS area with 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.
- Keep library staff throughout the system abreast of circulation periods for new or existing materials
- 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. Most 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.

4. Member Reserve Fund (formerly Reciprocal Borrowing)

Membership Requirement

A library eligible for the Member Reserve Fund must sign both the MCFLS Membership Agreement and the ILS, Resource Sharing, and Technology Agreement before receiving any payments.

Member Reserve Fund Payments

MCFLS will contribute a base amount to the Member Reserve Fund, calculated as a percentage of system state aid over the life of this agreement. The total Member Reserve Fund payments will be distributed according to the schedule below:

State Aid Percentage	State Aid Year	Distribution	Circulation Period
35%	2025	Feb. 2026	10/1/23-9/30/24
34%	2026	Feb. 2027	10/1/24-9/30/25
33%	2027	Feb. 2028	10/1/25-9/30/26
32%	2028	Feb. 2029	10/1/26-9/30/27

Circulation Time Periods Used as Basis for Member Reserve Fund Payments

To accommodate local budget planning, the payment amount for each year is determined based on a 12-month circulation period, as shown above. Payment calculations will be distributed to member libraries after the circulation period ends or as soon as practicable.

Weighted Formula for Member Reserve Fund Payments

Payments to member libraries are determined using a weighted formula that considers two factors from the relevant circulation period:

- **Net positive transactions**, weighted at 80%
- **Items added to the database**, weighted at 20%

Each library's payment is based on its percentage of the total weighted value for both factors combined.

Payment Reductions for Non-Signing Libraries

If a library does not sign both the MCFLS Membership Agreement and the ILS, Resource Sharing, and Technology Agreement, it forfeits its right to Member Reserve Fund payments, starting with the 2026 distribution.

The total amount of MCFLS Member Reserve Fund payments for all libraries that have signed the Agreements will be reduced by the following percentages if the System experiences a reduction in State Aid due to one or more libraries not signing the MCFLS Membership Agreement:

- 35% in 2026
- 34% in 2027
- 33% in 2028
- 32% in 2029

Payment Schedule

MCFLS will distribute Member Reserve Fund payments no later than February 28 of each respective distribution year, as indicated in the table above.

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, Juneteenth 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.
- Communicate to member staff in a timely fashion about any issues or schedule changes with MCFLS or statewide delivery services
- 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 or sorting staff.

Member libraries shall:

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

Charges

MCFLS pays 100% of delivery charges.

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) and use of electronic resources 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, and circulation related postage, 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 obligate the other party to provide the services set forth in this agreement, 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.

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.

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. Firewall: Protects the resources of MCFLS private network from users from the Internet and other networks.

- b. 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.
- c. 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. This report will include progress on objectives related to the Technology and Resource Sharing plan filed with DPI. The report will be produced by June 30th 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).

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 2025 through 2028 shall be equal to the site-specific charges invoiced to MCFLS for each member for each of those years.

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.

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 60 days from the beginning of each year in accordance with Wis. Stats. § 43.58 (6).

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 four years commencing on January 1, 2025, and ending on December 31, 2028.

- 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 1st day of January 2025.

FOR THE MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

FOR THE MILWAUKEE PUBLIC LIBRARY

Board President

Board President

Date

Date