



COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Task Force Library System Inquiry,
Monday July 20, 2020 at 11:00 a.m.
Library Headquarters, Wausau Community Room.**

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Task Force members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Task Force members and the public may attend this meeting by **computer or telephone conference**. If Library Task Force members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into the **conference beginning five (5) minutes prior to the start time indicated above using the following website: <https://global.gotomeeting.com/join/242994765> or number: [1 866 899 4679](tel:18668994679). Access Code for dialing in: 242-994-765.**

When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

AGENDA

1. **Call to Order**
2. **The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-29-20, dated April 21, 2020, because the technology necessary to afford the public the opportunity to address the County Board, or its subgroups, during public Comment is difficult to guarantee, if a large number of individuals have elected to call in.**
3. **Approval of Minutes**
4. **Review of WVLS & SCLS Governance and Decision-Making documents**
5. **Discussion of August Topic: Service to Customers Internal and SWOT Analysis and Summary**
6. **Future Meeting Dates and Topics:**
 - **August 17: Service to Customers Internal and SWOT Analysis and Summary**
7. **Adjournment**

Signed: /s/ Mark Arend
Committee Chair or Designee

***NOTICE - Pursuant to Wis. Stat. Section 19.84(2) and (3), notice is hereby given to the public that a quorum of the Marathon County Public Library Board of Trustees may be in attendance. No action will be taken.**

***All items on the agenda are considered action items, regardless of action taken.**

***All times are approximate and subject to change**

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and _____
FAXED TO: Other Media Groups _____
FAXED BY: H. Wilde _____
FAXED DATE: July 15, 2020 _____
FAXED TIME: 3:30 p.m. _____

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Meeting of the Marathon County Public Library Task Force Library System Inquiry, Monday, June 15, 2020. Library Headquarters, Wausau Community Room.

Present: Mark Arend, Gary Beastrom (remote), Rebecca Frisch (remote), Sharon Hunter, Shannon Schultz (remote), Scott Winch (remote)

Excused:

Others: Ralph Illick, Matt Derpinghaus, Leah Giordano (remote), Thomas O'Neill, Ben Deitz, 5 remote visitors

The meeting was called to order at 11:00 by Mark Arend.
Mark Arend welcomed visitors to the meeting.

Public Comments – Temporarily Suspended

Approval of Minutes

A motion was made by Scott Winch to approve the MCPL Task Force Library System Inquiry minutes from May 18, 2020. Seconded by Shannon Schultz. Motion carried.

Review of WVLS & SCLS Mission, Values, and Goals documents

Becky Frisch asked for more information regarding Lean Wisconsin. Marla Sepnafski stated it is a collaboration between three library systems in the area of technology. There was then a discussion concerning the development of a ranking methodology and system to aid in the decision process. Becky Frisch reviewed the core values as related to SCLS staff values and quality standards and was looking for comparable information in the WVLS packet. Marla Sepnafski reported that WVLS does not have a collection of core values stated in the same way. Shannon Schulz pointed out that each system has their values recorded in different ways. Mark Arend said that it is not the words on the page but in how those words that are put into action that should be considered. He further stated that he believed no topic should be considered ready to close with conclusions at this time and that ranking should be undertaken at the end of the process. Gary Beastrom asked that a comparison of comparable information be created to ease the process in that not having comparable information side by side makes evaluation difficult. Shannon Schultz noted that comparisons of systems should be taken in light of alignment with the needs of Marathon County.

Discussion of July Topic: System Governance

Task Force members discussed the possible need to extend meetings beyond the original schedule.

Future Meeting Dates and Topics:

- July 20: System Governance
- August 17: Service to Customers Internal and SWOT Analysis and Summary

Adjournment

A Motion was made by Sharon Hunter to adjourn the meeting at 11:45 a.m. Seconded by Shannon Schulz. Motion carried.

/s/ Mark Arend

Committee Chair or Designee

Note: These minutes subject to approval at the next Marathon County Public Library Task Force Library System Inquiry meeting scheduled for July 20, 2020.

Meeting of the Marathon County Public Library Task Force Library System Inquiry, Monday, May 18, 2020. Library Headquarters, Wausau Community Room.

Present: Mark Arend, Gary Beastro (remote), Rebecca Frisch (remote), Sharon Hunter, Shannon Schultz (remote), Scott Winch (remote)

Excused:

Others: Ralph Illick, Matt Derpinghaus, Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, 8 remote visitors

The meeting was called to order at 11:00 by Mark Arend.
Mark Arend welcomed visitors to the meeting.

Public Comments – Temporarily Suspended

Approval of Minutes

A motion was made by Sharon Hunter to approve the MCPL Task Force Library System Inquiry minutes from March 16, 2020. Seconded by Rebecca Frisch. Motion carried.

Review of System Membership Costs Spreadsheet

Mark put together a couple documents that compare the costs between the two systems. The costs for system services are broken down between; ILS, Network, Delivery and Overdrive. There is also comparison between the two systems on grants and other funding available.

More detailed information will be provided in June on these reports.

Review of S. Schultz; Statistical Report

Shannon Schultz had updated the document that was shared from March. Information was originally pulled together from the 2019 Annual Report data for the two library systems. The document handed out shows a brief comparison of both systems with and without MCPL. The information compared was; Total Municipal Population, Total Population, Number of Libraries, Service Outlets, Books in Print, E-Books, Total Holdings: Physical Only, E-Books, Total Holdings w/E-materials, MCPL % of System Holdings.

Discussion of June Topic: Innovation, Organization Excellence

Director Illick explained layers of innovation that will impact the library over the coming years and we would hope we could get support with those. The items that are listed; aged equipment for processing our RFID's, from our ILS we have a need to get into the reporting features that are not accessible at the moment, we would like to know if Koha has the capability to access the information that is needed for old debt. The old debt is no longer collectable, but we have to figure out to identify it first and then retire that old debt.

Future Meeting Dates and Topics:

- June 15: Innovation, Organization Excellence
- July 20: System Governance
- August 17: Service to Customers Internal and SWOT Analysis and Summary

Comments from chat

11:03 a.m. Anne Hamland: @Matt, Is there a way to project the document?

11:03 a.m. Anne Hamland: Or share your screen with the document?

11:09 a.m. Anne Hamland: <https://wvls.org/wp-content/uploads/2020/05/May-18-2020-Financial-Information-for-Task-Force.pdf>

11:10 a.m. Anne Hamland: @matt

11:17 a.m. Marla: Thank you, Mark.

11:35 a.m. Marla: WVLS requests a recording of this meeting. Thank you.

11:35 a.m. Shannon Schultz:
<https://docs.google.com/spreadsheets/d/1hY3JEttT2uyW7Wdgmkd7TKWE-G7A4MXOgzt5yUHKJqM/edit?usp=sharing>

11:37 a.m. Jamie Matczak: It's disappointing that this meeting started to be recorded at 11:35 a.m.

11:44 a.m. Marla: Thank you Shannon!

11:45 a.m. Joshua: Shannon, I will share the apples to apples comparison worksheet I've done to learn about the high pressures on MCPL to supply materials into the existing SCLS membership across every metric... you can analyze it, and utilize any part of it that you find meaningful for future projection efforts.

11:53 a.m. Shannon Schultz: Joshua that would be great

11:53 a.m. Joshua: Our current cycle strategic technology plan is in development and incorporated the needs expressed by member library plans. It would be helpful for this task force to review the MCPL strategic plan as a template for comparison of any service partner's strategic plans.

11:56 a.m. Scott Winch: I would agree with Becky too.

11:58 a.m. Marla: Thank you Becky.

Adjournment

A Motion was made by Sharon Hunter to adjourn the meeting at 11:57 a.m. Seconded by Scott Winch. Motion carried.

/s/ Mark Arend
Committee Chair or Designee



WVLS 2020 Organizational Chart



LEANWI Partnership

Statewide Marketing Cohort

Inclusive Services Partnership

Statewide Continuing Ed Group

Youth Services Partnership

Coalition of Innovative Admins (ILS)



WVLS Board of Trustees



WVLS BOT Appointments

WVLS

V-Cat Steering Committee

Library Advisory Committee

V-Cat Council Committee

V-Cat Appointments

WVLS Database Advisory Work Group

V-Cat Cooperative Circulation Committee

V-Cat Bibliographic Interface Committee

V-Cat Voting Models Committee

WVLS OverDrive Advantage Selection Work Group



WVLS Fees for Services

While many library system services are offered to member libraries at no charge, there are fees for some services.

ILS: Fees for V-Cat are based on each library's percentage of items owned and circulation. Calculations are based on the most recent full calendar year (ie: numbers for 2018 were used to determine the 2020 fees).

Other Technology: This covers general technical support; network equipment and management; computer purchase and maintenance; computer management and antivirus software; email accounts; Microsoft Office; and fileserver management. The cost for libraries is determined by a base fee per building and the number of PCs owned.

MCPL receives a single, discounted port rate for all branches of \$6,900 which covers the costs of providing WAN network access to ILS and infrastructure support for MCPL locations. WVLS managed antivirus software is also included. MCPL opts out of additional technology services. WVLS provides technology consulting at no additional cost. If MCPL had chosen to use full technology services, amount for 2020 would have been \$13,300.

Overdrive eBooks and digital audiobooks: There are two Overdrive collections. One collection, which is available to all library cardholders in Wisconsin, is administered by the Wisconsin Public Library Consortium (WPLC). Library systems are assessed to support this collection. The second, an *Advantage Account*, is administered by WVLS and is only available to WVLS member library cardholders. This division is invisible to users who are logged into Overdrive.

WVLS libraries are assessed a fee, based on each library's share of the total items checked out and by population, for support of the statewide collection. The Advantage Account is funded by WVLS system funds and by donations from member libraries and patrons.

Delivery: Delivery is through a contract with WALTCO Inc. WVLS subsidizes three courier stops per week to each member public library and V-Cat service site. Libraries may purchase additional courier stops, based on WALTCO's per-stop and fuel surcharge billing. WVLS also subsidizes the SCLS courier, which connects the 16 public library systems, college and university libraries, state institution libraries; this network also connects with similar networks in Minnesota and the Dakotas.

The total projected annual cost for one stop per week in 2020 is **\$1,088** including an estimated fuel surcharge.

Wisconsin Valley Library Service Governance and Decision-Making

Wisconsin library systems are governed by boards of trustees appointed by the County Board Chair or County Executive, and ratified by the county board of the member counties. Membership on the system board is proportional to population and must be recalculated after every federal census.

The **WVLS System Board** consists of 15 trustees. Marathon County has 7 representatives on the system board. The board has a 7-member **Executive Committee** which meets as needed.

The **V-Cat Steering Committee** develops the annual V-Cat budget with the guidance and final approval of the V-Cat Council and WVLS Board. It reviews V-Cat bylaws and committee structure with the final outcome being a more active and participatory V-Cat membership that adheres to the set V-Cat procedures. This committee consists of 6 library representatives, 4 members of the WVLS Board of trustees, and system staff.

The **V-Cat Council** oversees the software development and implementation, and maintenance of the ILS. It serves as a forum for discussion and decision-making concerning the ILS and creates working groups for ILS issues. This Council consists of 25 persons: one from each member library.

The V-Cat Council has three subcommittees: **Bibliographic and Interface Committee**, **Cooperative Circulation Committee**, and **Voting Models Exploratory Committee**. A **Discovery Layer Advisory Group** is currently being formed with members from the V-Cat committees and the Database Advisory Work Group to review Discovery Layer needs and products.

The **Library Advisory Committee** is the primary advisory group to the WVLS staff and Board of Trustees on promotion and implementation of collaborative programs and services and on communication among all libraries and entities within WVLS borders.

The committee consists of 4 permanent members from the 4 largest WVLS libraries: Antigo, Merrill, Marathon Co, and Rhinelander. Smaller libraries are represented by 6 members who serve 2-year terms. One member represents academic and technical college libraries and 4 represent school and special libraries. The Committee meets at least twice a year.

The **Database Advisory Work Group** advises the WVLS staff on the prioritization and purchase of databases on behalf of member libraries.

The **OverDrive Advantage Selection Work Group** selects ebook titles for the WVLS OverDrive Advantage Collection with funds donated by WVLS, public libraries and community members.

The **LEAN WI** Partnership is a technology resource sharing project between WVLS, the Northern Waters Library Service (NWLS), and the IFLS Library System. Each partner shares technology strategy and operation expertise, costs for jointly utilized infrastructure, and shared application licensing. There is no formal governance model for LEAN WI itself, as it is just an operational framework. Partners have similar needs and are either able to meet them jointly or can resolve them independently using the shared resources. Each partner operates within the LEAN WI framework through its own respective governance models. WVLS technology operations are guided by the Chief Information Officer, under the direction of the WVLS Director, and as such are governed by the LAC and WVLS Board of Trustees.

Voting

Decisions by these committees are carried by simple majority vote, except for V-Cat Council matters. The V-Cat Council attempts to arrive at decisions by consensus; when consensus is not possible a vote is held which requires a 2/3 majority of the total representatives in attendance or via proxy.

Voting is one-person/one vote.

All library directors are invited to attend 2-4 WVLS Listening Sessions annually to share concerns and receive briefs on WVLS service priorities.

Wisconsin Valley Library Service System Services costs for MCPL (6/9/20)

<u>Item</u>	<u>WVLS Cost</u>	<u>Notes</u>
ILS	\$74,738	See cost breakdown in additional document.
Libraries Win Technology Services (Network)	\$6,900	Covers the costs of providing WAN network access to ILS and infrastructure support for MCPL locations. MCPL receives a single, discounted port rate for all branches as it self-manages its WAN interconnections. WVLS managed antivirus software (Faronics Antivirus) is also included. Other ILS network related costs are included in the ILS amount above. MCPL opts out of additional Libraries Win technology services and fees.
Technology Consultation and Support	No Cost. Included in WVLS services.	Technology long range and project planning consultation, help desk support, capital procurement services, direct onsite technical support, and other aspects of technology servicing are available to all public library members in WVLS as a System Membership Benefit. The use of these services is optional and all member libraries, including MCPL, regularly utilize them to varying degrees.
Delivery	\$2,200	Optional two stops per week for MCPL Wausau
Overdrive (State and system advantage collections) State Collection	\$28,751	
System Advantage Collection	No Cost. Included in WVLS services.	WVLS does not require libraries to pay additional fees for OverDrive Advantage shares.
Total System Fees and Costs	\$112,589	

2020 Grants and other Funding Available to MCPL from Wisconsin Valley Library Service (6/9/20)

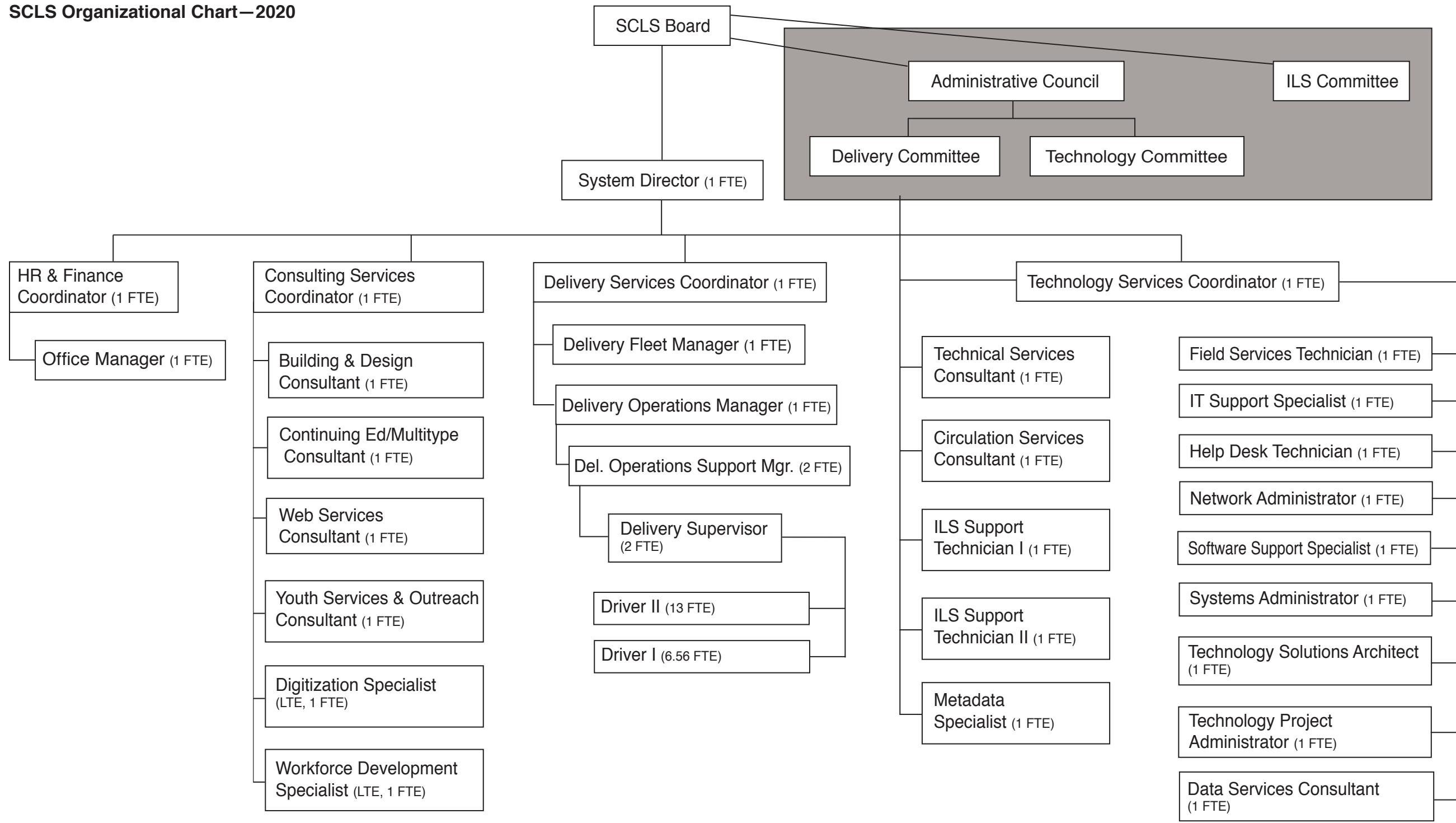
Item	WVLS Direct Funding	Cost Benefit	Notes
Youth Literacy Grants	\$2,160		WVLS Summer Performer Grant: MCPL 9 locations at \$240 each
			MCPL is eligible for reimbursement up to this amount each year for the following conferences/events: Association for Rural and Small Libraries Conference, WI Library Association Membership, Wisconsin Library Association Conference, Wisconsin Association of Public Libraries Conference, Library
CE Grants	\$4,700		Legislative Day
Collaboration Grant	\$10,000		WVLS Innovation & Collaboration Grant: MCPL is eligible for up to \$20,000 every other year
WiLS Membership		\$199	Through WVLS membership, libraries may receive discounts on products and databases.
Resource Library Collection Development Grant	\$10,000		
Rent paid to MCPL for WVLS Office Space	\$42,153		
Delivery - Standard		\$35,200	Direct cost benefit to MCPL for 32 weekly stops paid for by WVLS.
Paid to MCPL for Telephone notices line	\$2,200		
Databases*		\$40,184	Gale Courses, Small Engine Repair Reference Center, Ancestry Library Edition, NoveList Plus, NoveList Select, Foundations in Wisconsin
	\$69,053	\$75,583	

*Actual cost replacement value for MCPL may be different depending on minimum costs for service, loss of pre-negotiated terms, and additional FTE required to maintain. Using 2018 data, MCPL had 131,743 for an extended county population of the total WVLS service population 282,999. A percentage of 46.55%

Wisconsin Valley Library Service 2020 V-Cat ILS Cost Breakdown for MCPL (6/9/20)

Item	MCPL Share of Cost	Notes
Sierra Software Subscription	\$15,746	Innovative Sierra includes Acquisitions, Cataloging, Circulation, Interlibrary Loan, Offline Circulation, Reporting, Web Access Management Database Authentication, Decision Center, Web PAC Pro online public access catalog, AirPAC for online public access catalog for mobile devices, E-Commerce online credit card payment service, Telephone Notification and Renewal System, SIP2, Z39.50 Server access, Circa Inventory, Fine Payment API, Patron API, Web Management Reports
SMS text notices	\$4,481	SMS text messaging service for courtesy, overdue and hold pickup notices
Enriched Content - Cover Images	\$2,444	Content Café Enriched content cover art
Discovery Layer	\$5,402	Ebsco Discovery Service Discovery Layer
Enriched Content		Novelist Plus and Novelist Select Enriched Content in online catalog and on MCPL website.
V-Cat ILS Support	\$25,152	ILS Administration, Training and Help Desk Support. Seven full time librarians and professionals provide system administration, regular basic and advanced training, service enhancement management, marketing and promotional assistance, software support, and hardware support. V-Cat is supported by the full help desk support team. The V-Cat ILS Support team engages in an advanced co-support network including Sierra ILS administrators and catalogers from six ILS consortia throughout Wisconsin.
Cataloging Service	\$9,742	Professional original and copy cataloging services are provided directly by WVLS and include OCLC Cataloging Database Access. Member libraries with staff trained in cataloging are empowered with the option to copy catalog locally using authoritative OCLC records. V-Cat members benefit from a broad and robust network of cataloging expertise.
Special Projects	\$354	
Database Clean Up	\$1,417	MARC and Authority Record cleanup with Backstage
Ecommerce Transaction Fees	\$354	
Contingency Fund	\$886	
Supplies	\$89	
Telephone Lines for Renewal and Notice:	\$779	Cost of phone lines for Teleforms Notification System and Phone Renewal Service
V-Cat Travel and Continuing Education	\$2,577	Includes ILS User Group Membership
Equipment Maintenance	\$5,314	Technology infrastructure platform includes data center hosting, network equipment, servers, data backup and server security supporting the V-Cat ILS and related services. Primary business hours support and 24/7 on call emergency support are also included.
Total 2020 ILS Cost	\$74,738	

SCLS Organizational Chart—2020



SCLS Fees for Services

While many library system services are offered to member libraries at no charge, there are fees for some services.

ILS: Fees for LINKcat are based on each library's percentage of items owned and circulation. Calculations are based on the most recent full calendar year (ie: numbers for 2018 were used to determine the 2020 fees). There is an additional "building charge" for libraries with multiple locations.

Other Technology: Fees for other technology have different formulas for different products. SCLS offers an ala carte menu of Technology Services and libraries only pay fees for services they receive

- Technology Infrastructure: Each Library's share of total circulation, averaged over the three most recent years
- Network Services: A combination of a building fee and the number of devices connected to the network
- PC Support: Each library's share of supported PCs
- MyPC time management software: Each library's share of supported PCs

Overdrive eBooks and digital audiobooks: There are two Overdrive collections. One collection, which is available to all library cardholders in Wisconsin, is administered by the Wisconsin Public Library Consortium (WPLC). Library systems are assessed to support this collection. The second, an *Advantage Account*, is administered by SCLS and is only available to SCLS member library cardholders. This division is invisible to users who are logged into Overdrive.

SCLS libraries are assessed a fee that includes support for both the statewide and advantage collections. The fee is based on the 3-year average of a library's Overdrive use and collection expenditures.

Delivery: SCLS pays for approximately 70% of the delivery costs. Most libraries receive 5 days per week delivery. Some receive 6 days per week. The cost calculation is based on the volume of materials and the number of stops.

South Central Library System Governance and Decision-Making

Wisconsin library systems are governed by boards of trustees appointed by the County Board Chair or County Executive, and ratified by the county board of the member counties. Membership on the system board is proportional to population and must be recalculated after every federal census.

The **SCLS System Board** consists of 20 trustees. If MCPL joined SCLS it would probably have 3 representatives on the system board.

Meetings of **All Directors** are held 4 times a year, in March, May, July, and November. Items discussed and decided at these meetings include system budgets, costs of services, and priorities for members.

Membership on the following groups are by **Cluster**. A Cluster consists of all the libraries in a county except for Dane County. Most counties elect one representative to these groups based on population. Dane County has seven clusters based on their high population. Dane County Library Service (DCLS) has 2 votes and Madison PL has three votes. The remaining 18 libraries in Dane County are split into 2 clusters of 9 libraries per cluster. The term cluster, vote, seat are equivalent. Appropriate SCLS staff are non-voting members of these committees. If Marathon County joined SCLS, the cluster seats would be adjusted to better match the populations and Marathon County would be given a minimum of 2 votes and would be its own cluster.

<https://www.scls.info/seats-committees-and-libraries-they-represent-2020>

The **Administrative Council** is the primary advisory group to the SCLS Board and SCLS staff. This body determines the course of action and oversight of “big picture” issues that affect all members. It receives reports from the committees, makes planning recommendations and recommend the annual budget, plan and services priorities. The Administrative Council has two subcommittees: Interlibrary Loan (ILL) and Library Innovation. It may also create additional Work Groups as needed e.g. Cost Formula Work Group. The Administrative Council meets 8 times a year (it does not meet in months with All Directors meetings).

The **Delivery Committee** serves as a forum for discussion and decision-making concerning delivery.

The **ILS Committee** oversees the software development and implementation and maintenance of the ILS. It serves as a forum for discussion and decision-making concerning the ILS and creates working groups for ILS issues. The ILS Committee has three subcommittees: Circulation Services, Collection Maintenance, and Discovery Interface.

The **Technology Committee** oversees technology projects and schedules and serves as a forum for discussion and decision-making concerning technology. It oversees planning, determines procedures, makes recommendations concerning policy and budget, and creates working groups for technology issues.

The Delivery and Technology Committees are empowered to decide issues within current policy and budget. Other issues may be referred to the Administrative Council. The decisions of the ILS Committee are not subject to approval by the Administrative Council.

There are additional **Workgroups** which focus on specific projects or tasks.

Voting

Most decisions are by cluster and consensus with the goal of preventing members leaving committees feeling like they won or lost on a decision. The clusters vote total is 13, deliberately an odd number. Cluster Representatives are trained every year on how to make decisions based on consensus. Each committee has an assigned facilitator to help keep discussions on track and fair. The facilitator makes sure all opinions are heard and addressed. Voting is used to formally record the decisions of the committees at the end of all discussions and solution generation.

Weighted voting is used with financial matters and the individual libraries' fees; this is typically at the July All Directors meeting. Libraries who participate in a service receive vote shares based on their share of the current year's operating budget for that service. A quorum of 51% of the libraries participating in each service controlling 51% of allocated votes must be present in person or by proxy for action to be taken. A super majority of 75% of all votes cast and 75% of the libraries in each service must be present in person or by proxy for passage of the fees.

South Central Library System Estimates of MCPL 2020 Costs for System Services (6/10/20)

Item	SCLS Cost	Notes
ILS	\$105,037	See cost breakdown in additional document.
Network	\$25,768	SCLS headquarters technology infrastructure (servers, broadband, security) required to support LINKcat; system administration staff; reports dashboard; after hours emergency support during library open hours.
Technology Consultation and Support		SCLS provides a data dashboard, email service (Office 365), web site hosting and support, and database authentication to all SCLS member libraries at no cost. SCLS will purchase DELL PCs and peripherals for any SCLS member library, allowing them to participate in greater discounts through the state-wide purchasing pool. SCLS provides long-range technology planning consulting to any SCLS library requesting it. SCLS offers professional Network support and cradle-to-grave PC support (including all software) to any SCLS member library for a fee.
Delivery	\$18,870	5-day for Wausau, Mosinee, and Rothschild. 3-day for Athens, Edgar, Hatley, Marathon City, Spencer, and Stratford This is a flexible number based on estimated costs to rent a garage and how much space SCLS might use for delivery on site at MCPL.Facility: \$39,000 In kind use of Wausau library location ~\$24,000 Estimated garage annual rental ~15,000 <i>This was a best guess and a conversation starter to estimate the cost of SCLS use of spaces at the Marathon County Public Library (Wausau) space for sorting and storing vehicles nearby. Tom O'Neill felt he had a possible source who could supply a realistic storage facility rent figure. Corey Baumann put out the \$15,000 rent as a placeholder pending a more accurate number and location</i>
Overdrive (Both state and system advantage collections)	\$29,106	\$1,897 is MCPL's share of \$20,000 dedicated to SCLS Advantage \$27,209 is MCPL's share of \$286,789 WPLC charges to SCLS for statewide OverDrive
Total System fees and costs	\$178,781	
Estimated one-time ILS migration fees	\$63,675	See cost breakdown in additional document.

Estimated 2020 Grant and other Funding Available to MCPL from South Central Library Services (6/10/20)

Item	SCLS	Notes
Youth Literacy Grants	\$4,050	Reimbursement--library is eligible for up to this amount
CE grants	\$2,500	Reimbursement--library is eligible for up to this amount
WiLS Membership	\$199	SCLS pays for member libraries. WiLS membership makes libraries eligible for vendor discounts, grants, and other WiLS services.
Collection development grant		
Rent paid to MCPL for SCLS delivery space		See note under delivery
Total Grants and Other Funds	\$6,749	

South Central Library System Estimated 2020 ILS Cost Breakdown for MCPL (6/10/20)

ILS Software	\$10,787	LibLime Bibliovation includes all modules (Acquisitions, Circulation, Offline Circulation, Cataloging, Discovery Layer)
PAC/Discovery Layer Enriched Content	\$4,412	Syndetics Unbound Enriched Content: cover art; "more like this" searches; professional reviews, including the New York Times; reading level; and more https://proquest.syndetics.com/Marketing/Detail/Seelt
PAC/Discovery Layer Mobile App	\$672	Mobile app provided by Library Thing for Libraries (will do an evaluation of alternative solutions in 2020)
PAC/Discovery Layer	Included in ILS software fee	One robust interface with searching features including ability to select multiple limits and search fields; facets to narrow search; multiple sort options. Extensive "don't miss lists" integrated with catalog. Branding for each location with logo or image and the location's holdings will display first in result lists.
Misc.	\$95	Miscellaneous expenses such as URL and SSL certificates; Mailchimp for patron expired notices
Telephone Notices	\$704	Itiva Talking Tech solution provides telephone notification for holds and dial-in option for patrons to renew materials, etc.
ILS Support Staff + Help Desk Support	\$40,628	5 full-time librarians and technicians provide documentation; system administration; regular training opportunities including user groups; new service evaluation and implementation; and software support; 20% of SCLS Technology Help Desk staff provide help desk support for LINKcat
Online credit card payment	Fees are removed from payments before distribution	Integration with Envisionware online credit card payment for LINKcat fines and fees; payments are distributed to libraries quarterly
Cataloging	\$46,752	Professional MARC cataloging contracted from Madison Public Library; OCLC cataloging records
Authority control	\$987	Currently use Backstage for cleanup of MARC records and as a source of authority control records
Database authentication	No cost. Included in SCLS services.	Patron authentication with library's third party products
Estimated ILS Annual Costs	\$105,037	

Startup Costs for LibLime	\$32,701
Migration costs	\$30,974
Total Startup (One time) costs	\$63,675

How to do a SWOT Analysis

A SWOT analysis is a strategic planning tool that helps organizations identify where they're doing well and where they can improve, both from an internal and external perspective. It is an acronym for "Strengths, Weaknesses, Opportunities, and Threats." Usually an organization focuses the analysis on itself; in this case we are looking at two potential vendors or suppliers of service.

The questions below are examples of the sorts of things to look at. Feel free to expand on these and add additional ones.

Step 1: Strengths (Internal positive factors)

Start by asking what each library system's strengths are. Where do they excel and where do their strengths match up with MCPL's needs?

- Have they earned a good reputation for service and support?
- Are their staff experienced and capable?
- Do they have solid relationships with member libraries.
- How responsive are their staff?
- How innovative are they?

Step 2: Weaknesses (Internal negative factors)

No matter their strengths, any system will have weaknesses. What are they less good at and where do their member libraries see need for improvement?

- Are staff able to predict and anticipate libraries' needs
- How long does it take them to implement new services, or to improve existing services?
- How attentive are they to quality control?

Step 3: Opportunities (External positive factors)

In addition to strengths, a good library system will bring with them extra opportunities to help your library.

- What services do they provide that would allow MCPL to reallocate resources to other projects and services?
- Do they have expertise that help MCPL enhance its services?
- How willing are they to improve their service?
- How professional are they in helping you enhance your services?
- How does the system support libraries' advocacy efforts with local officials?

Step 4: Threats (External negative factors)

Talking about threats in the SWOT analysis, you need to focus on both the current threats and the future ones. Are there factors that could hinder the system from providing good service to MCPL?

- How stable is the system? Does there seem to be a lot of internal discord? This could be between system staff, between member libraries, or between system staff and member libraries.
- Do libraries seem happy and satisfied with system services?
- Are there opportunities that MCPL might miss out on by choosing this system?
- Because of the effect of COVID-19 on the economy, municipalities will be facing financial difficulties over the next several years. How can the system help libraries deal with this?

SOUTH CENTRAL LIBRARY SYSTEM

Strengths

Weaknesses

Opportunities

Threats

WISCONSIN VALLEY LIBRARY SERVICE

Strengths

Weaknesses

Opportunities

Threats