

1 2008-2011 MCFLS MEMBER AGREEMENT

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3 This agreement is by and between the Milwaukee County Federated Library System, a public  
4 library system organized in accordance with Chapter 43 of the Wisconsin Statutes, herein call  
5 “System” and the Milwaukee Public Library, a library organized under Wisconsin Statutes,  
6 (43.52) and (43.54), herein called “Member.” Both parties to this agreement recognize that each  
7 party is subject to fiscal constraints that will affect the level of service that each is able to  
8 provide.

- 9  
10 1.. SYSTEM REQUIREMENTS – As required by (43.24(2)) Wisconsin Statutes, “For a  
11 public library system to qualify for and maintain its eligibility for state aid under this  
12 section it shall ensure that all of the following are provided:”

13 STATUTORY REQUIREMENTS (43.24(2))

14 a. Same Service & Interagency Loans

15 “Written agreements to provide, to any resident of the system area, the same library  
16 services, on the same terms, that are provided to the residents of the municipality or  
17 county that established the member library, except for the group programming preference  
18 authorized under s. 43.15(4)(c), and to provide for the interlibrary loan of materials  
19 among all participating public libraries, as evidenced by agreements with those libraries.”

20 Wis. Stats. (43.24(2)(a))

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b. Backup Reference.

“Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.” Wis. Stats. (43.24(2)(b))

c. Interlibrary Loans.

“Referral and routing of reference questions and interlibrary loan requests from libraries within the system to libraries within and outside the system.” Wis. Stats. (43.24(2)(d))

d. In-Service Training.

“Provide In-service training for participating public library personnel and trustees.” Wis. Stats. (43.24(2)(e))

See Attachment IST - In-service Training.

e. Delivery Service.

“Electronic delivery of information and physical delivery of library materials to participating libraries.” Wis. Stats. (43.24(2)(fm))

In fulfilling the Delivery Service obligation, the System shall provide physical delivery of library materials via pickup and delivery five days per week exclusive of New Year’s Eve, New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day or a day when all libraries are closed. The System

1 shall provide pickup of outgoing materials on Martin Luther King Day, the Friday after  
2 Thanksgiving and Good Friday. The materials from the pickups on Martin Luther King  
3 Day, the Friday after Thanksgiving and Good Friday shall be stored by the MCFLS  
4 delivery vendor in a secure location until the next day (Monday-Friday) that the MCFLS  
5 Sorting Room is open. If the calendar placement of holidays results in the MCFLS  
6 Sorting Room being closed for four consecutive days, MCFLS will provide a pickup on  
7 one of the non-holiday days, if at least five member libraries served by the MCFLS  
8 delivery vendor are open.

9 f. Agreements with Adjacent Systems.

10 "Service agreements with all adjacent library systems." Wis. Stats. (43.24(2)(g))

11  
12 Note : As per Wis. Stats. 43.17(10)), the System is exempted from honoring valid  
13 borrowers' cards of a public library in an adjacent public library system.

14 "Borrowers' Cards: Except as provided in (43.17) sub. (11), all public libraries in a  
15 public library system shall honor the valid borrowers' cards of a public library in an  
16 adjacent public library system, other than Milwaukee County Federated Library System.

17 The requirement under this subsection does not apply to the Milwaukee County  
18 Federated Library System." Wis. Stats. (43.17(10))

19  
20 g. Consultant Service.

21 "Professional consultant services to participating public libraries." Wis. Stats.  
22 (43.24(2)(h))

23 See Attachment CS - Consultant Services.

1 h. Special Needs.

2 "Promotion and facilitation of library service to users with special needs."

3 Wis. Stats. (43.24(2)(k))

4  
5 i. Multitype Cooperation.

6 "Cooperation and continuous planning with other types of libraries in the system area,  
7 which results in agreements with those libraries for the appropriate sharing of library  
8 resources to benefit the clientele of all libraries in the system area." Wis. Stats.

9 (43.24(2)(l))

10  
11 In fulfilling the Multitype Cooperation obligation, contingent upon the participation of all  
12 Members, the System shall pay for Library Council of Southeastern Wisconsin (LCSW)  
13 membership for each member library.

14  
15 j. Automation.

16 "Planning with the division and with participating public libraries and other types of  
17 libraries in the area in regard to library technology and sharing of resources. By January  
18 1, 2000, and by every 5<sup>th</sup> January 1 thereafter, the public library system shall submit to  
19 the division a written plan for library technology and sharing of resources." Wis. Stats.

20 (43.24(2)(m))

21  
22 See Attachment AS – Automation Services.

1       k. New Services.

2       “Any other service programs designed to meet the needs of participating public libraries  
3       and the residents of the system area, as determined by the public library system board  
4       after consultation with participating public libraries.” Wis. Stats. 43.24(1)(l)

6  
7       2. SYSTEM ADMINISTRATION.

8       a.       System Board Powers.

9       “A federated public library system board shall have the powers of a public library board  
10       under s. 43.58 with respect to system-wide functions and services. The local library  
11       boards shall retain responsibility for their public libraries in all other areas.” Wis. Stats.  
12       (43.19(2)(b))

13  
14       b.       System Board Appointments.

15       “In a federated public library system whose territory lies within a single county the  
16       system board shall consist of 7 members nominated by the county executive, or by the  
17       county board chairperson in a county without a county executive, and approved by the  
18       county board. At least 3 members of the system board, at the time of their appointment,  
19       shall be active voting members of library boards governing public libraries of  
20       participating municipalities, and at least one of these shall be a member of the library  
21       board governing the resource library. At least one but not more than 2 members of the  
22       county board shall be members of the system board at any one time.” Wis. Stats.  
23       (43.19(1)(a))

1 c. Annual Report & Audit.

2 “Annually, at the time required by the division, each public library system shall report to  
3 the division on its operations, expenditures and territory served during the preceding year,  
4 shall submit a plan describing the program for library service to be carried out in the  
5 subsequent year and shall furnish such other information as the division requires.” Wis.  
6 Stats. 43.17(5)

7  
8 In fulfilling this obligation, the System agrees to engage an independent certified public  
9 accountant to conduct an annual fiscal audit and furnish copies of the report to the  
10 Member library boards as well as other pertinent jurisdictions on a timely basis and as  
11 may be required by state law and regulations.

12  
13 d. System Administrator.

14 “Notwithstanding ss. 59.17(2)(br) and 59.18(2)(b), responsibility for administration of a  
15 public library system shall vest in a head librarian who shall be appointed by and directly  
16 responsible to the public library system board.” Wis. Stats. 43.17(4)

17  
18 e. Court-ordered or Subpoenaed Data.

19 Because of the cross-jurisdictional nature of library use in Milwaukee County and  
20 because of the proprietary role that MCFLS has traditionally played in the retention and  
21 custody of borrower records and commitment to database integrity, the System shall be  
22 the sole point of contact for any court-ordered or subpoenaed compilation and/or  
23 surrender of user information or borrowing data. Such single point of contact shall



1 ensure consistency in the collection, preparation, and packaging of said information and  
2 data. In fulfilling this obligation, the System shall provide a mutually agreeable  
3 procedure that ensures that the retention and custody of all borrower records and system  
4 collection database integrity is maintained, and that statutory confidentiality requirements  
5 are observed.

6  
7 3.. MEMBER LIBRARY REQUIREMENTS.

8 "A municipal, county or joint public library may participate in a public library system if it  
9 meets all of the following requirements:

- 10 1. Organization: Is established under this chapter. Wis. Stats. 43.15(4)(c)(1)
- 11 2. Location: Is located in a county that participates in a public library system. Wis.  
12 Stats. (43.15(4)(c)(2))
- 13 3. Municipal Authorization: Is authorized by its municipal governing body or county  
14 board to participate in the public library system. Wis. Stats. 43.15(4)(c)(3))
- 15 4. Same Service: Enters into a written agreement with the public library system board to  
16 participate in the system and its activities, to participate in interlibrary loan of  
17 materials with other system libraries and to provide, to any resident of the system  
18 area, the same library services, on the same terms, that are provided to the residents of  
19 the municipality or county that established the member library. This subdivision does  
20 not prohibit a municipal, county or joint public library from giving preference to its  
21 residents in library group programs held for children or adults if the library limits the  
22 number of persons who may participate in the group program." Wis. Stats.  
23 43.15(4)(c)(4))

1 In providing for the interagency and interlibrary loan of library resources, Members will  
2 observe loan rule policies of the owning library (interagency) and the Interlibrary  
3 Services loan rule policies (interlibrary).

4  
5 5. Level of Funding: "Receives funding from the municipal or, for a consolidated  
6 county library or a county library service, from the county governing body at a level  
7 that is not lower than the average of such funding received for the previous 3-years.  
8 The following are not included as funding for purposes of computing the 3-year  
9 average:

- 10 a. Funding received from a state, federal or private source that has been designated as  
11 funding for library services.  
12 b. Unspent funding appropriated by a municipality or county for library services for a  
13 prior year.  
14 c. For a municipal or joint public library, funding received from a county."

15 Wis. Stats. 43.15(4)(c)(6))

16 Library Director: "Employs a head librarian holding current public library certification  
17 from the department of public instruction." Wis. Stats. 43.15(4)(c)(6))

18 6. Member Library Annual Report.

19 "Within 60 days after the conclusion of the fiscal year of the municipality or county in  
20 which the public library is located, the library board shall make a report to the division  
21 and to its governing body. The report shall state the condition of the library board's trust  
22 and the various sums of money received for the use of the public library during the year,  
23 specifying separately the amounts received from appropriations, from the income of trust



1 funds, from rentals and other revenues of the public library and from other sources. The  
2 report shall state separately the condition of the permanent trust funds in the library  
3 board's control, shall state in detail the disbursements on account of the public library  
4 during the fiscal year and shall contain an estimate of the needs of the public library for  
5 the next succeeding fiscal year.

6 The report to the division shall include data concerning library materials,  
7 facilities, personnel, operations and such other information as the division requests.

8 The report to the division shall contain a statement by the library board indicating  
9 whether the public library system in which the library participated during the year of the  
10 report did or did not provide effective leadership and adequately meet the needs of the  
11 library and an explanation of why the library board believes so. The division shall design  
12 the form of the statement so that it may be removed from the report and forwarded to the  
13 division before it is sent to the public library system." Wis. Stats. 43.58(6)(a,b,c))  
14

15 4. MUTUAL REQUIREMENTS – Both the System and Member Library agree:

16 A. Extension of Services

17 1. Member Service to Milwaukee County Non-Member Communities That Do Not  
18 Operate a Public Library.

19 "The plan of library service for a county, whether for a single county or a multi-  
20 county system, shall provide for library services to residents of those municipalities in the  
21 county not maintaining a public library under this chapter. The services shall include full  
22 access to public libraries participating in the public library system and the plan shall  
23 provide for reimbursement for that access." Wis. Stats. (43.11(3)(c))

1 In fulfilling this obligation, the System shall provide a procedure including  
2 reimbursement that will allow the residents of any Milwaukee County non-member  
3 community that do not operate a public library to use the library collections and services  
4 of Members. (See Attachment NMNL – Non- Member No Library). Based on procedural  
5 terms provided by the System, and service reimbursement payment provided by the  
6 System and agreed to by the Member, the Member shall provide the same library service  
7 to the residents of Milwaukee County non-member communities that do not operate a  
8 public library that sign an agreement for library services with the System Board.

9  
10 2. Member Service to Milwaukee County Non-Member Communities That Do Operate a  
11 Public Library. Neither System nor Member shall enter into agreements with Milwaukee  
12 County Non Member Communities that do operate a public library, which permit the  
13 extension of System services, without the approval of the Member Board and System  
14 Board. The Member may issue individual borrower cards, granting said borrowers use of  
15 only the Member library's resources and services.

16  
17 3. Member Services to Adjacent Systems. Neither party, System Board nor Member  
18 Board, will enter into any contracts with adjacent systems which obligates the other party  
19 to provide services, without the prior approval of the other party.

20  
21 4. Member Services to Non-Adjacent Systems. At its discretion, the System Board may  
22 enter into agreements with non-adjacent systems. However, if said agreement obligates  
23 the Member to provide services, the System assumes the financial obligation to

1 compensate the Member for those services, at a rate that is mutually agreed upon prior to  
2 the initiation of service provision. Also, if any compensation is owed to the non-adjacent  
3 system for services provided to Milwaukee County residents, the System assumes the  
4 financial obligation to compensate the non-adjacent systems for those services.  
5

6 B. Withdrawal or Expulsion from and Abolition of the System.  
7

8 “(1) Withdrawal. (ag) “In this subsection, “participating municipality” means a  
9 municipality that operates a public library and is a member of a public library system.”

10 (am) Not less than 3 years after affiliating with a public library system, a participating  
11 municipality or a county may withdraw from the system by adoption of a resolution by a  
12 two-thirds vote of its governing body under pars. (ar) and (b), if the resolution is adopted  
13 at least 6 months prior to the close of the system’s fiscal year. The resolution shall  
14 become effective at the close of the system’s fiscal year.

15 (ar) With the approval of the governing bodies of participating municipalities that  
16 contain, according to the most recent estimate prepared under s. 16.96, at least 80% of the  
17 population participating municipalities in the county, a county may withdraw from a  
18 federated public library system whose territory lies within 2 or more counties.

19 (b) A participating municipality may withdraw from a federated public library system.”  
20 Wis. Stats. 43.18(1))

21 “(2) Abolition. A county may abolish a public library system whose territory lies only  
22 within that county, except that a county containing 1<sup>st</sup> class city may abolish such a

1 public library system only with the consent of the municipalities within the system” Wis.  
2 Stats. 43.18(2))

3 “(2m) Expulsion. With the approval of the division, a public library system may expel,  
4 or reduce aids or services to, a municipality or county that fails to meet the requirements  
5 under s. 43.15(2) or (4).” Wis. Stats. (43.18(2m))

6 “(3) Procedure. (a) Prior to taking any action to abolish or withdraw under this section,  
7 the county board or other municipal governing body shall hold a public hearing on the  
8 proposed action and shall publish a class I notice, under ch. 985, of the hearing. Notice  
9 of the hearing also shall be given by registered mail not less than 30 days prior to the  
10 hearing to the governing body of every other municipality and county participating in the  
11 public library system, to the public library system board and to the division

12 (b) a municipality or county withdrawing or expelled under this section from public  
13 library system is responsible for its allocated share of the outstanding liabilities of the  
14 system on the effective date of its withdrawal or expulsion

15 (c) Upon taking final action under this section to withdraw from or abolish a public  
16 library system, the county board or other municipal governing body shall give notice, by  
17 registered mail, of the action taken to the governing body of every other municipality and  
18 county participating in the public library system, to the public library system board and to  
19 the division

20 (d) Prior to expelling a municipality or county from a public library system, the system  
21 board shall notify the municipality or county and the division, by registered mail, of the  
22 reason for the action under consideration and shall hold a public hearing concerning the  
23 action. The system board shall file a plan for alteration of the system territory under s.



1 43.13(2) by November 15 of the year preceding the year in which the expulsion will take  
2 effect under s. 43.13(3) and the division shall adjust state aid under 43.24 accordingly.

3 (e) A municipality or county that has withdrawn or that has been expelled from a public  
4 library system may participate in a public library system only by fulfilling the  
5 requirements for initial participation under s. 43.15(4)(b) or (c) and by adopting a new  
6 plan of library service for the county.” Wis. Stats. (43.18 (3))

7  
8 C. Disclaimer. Statutory citations made herein are for reference purposes. In the event that  
9 any provision of this agreement conflicts with any provision of law as it now exists or is  
10 hereafter amended such provision of law shall be controlling.

11  
12 D. Term of Agreement. The term of this Agreement shall be four years commencing on  
13 January 1, 2008 and ending on December 31, 2011. Prior to the end of the term, the  
14 Agreement may be modified at any time but only by the written agreement of both  
15 parties. Either party to this Agreement may at any time request amendment of the  
16 Agreement, based upon a substantial change in circumstances. In the event of such a  
17 request, the other party will in good faith consider the requested amendment.  
18 The System and the Member formally acknowledge that the provisions included in this  
19 Agreement, beyond those expressly stated in Wisconsin State Statute, Chapter 43,  
20 (designated by shadowed text), cannot be required as a condition of System Membership.  
21 Such additional provisions are entered into, and adhered to on a voluntary basis.  
22  
23



1 THESE PROVISIONS BEING HEREBY INDIVIDUALLY AND MUTUALLY  
2 ACCEPTABLE TO THE SYSTEM AND MEMBER LIBRARY, THEIR AUTHORIZED  
3 REPRESENTATIVES DO HEREBY APPROVE THIS AGREEMENT, effective this 1<sup>st</sup> day of  
4 January 2008.

5


6 FOR THE MILWAUKEE COUNTY  
7 FEDERATED LIBRARY SYSTEM

FOR THE MEMBER

8

9

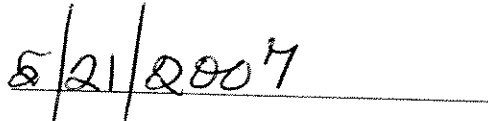
10 \_\_\_\_\_

  
Board President

11 Board President

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13 \_\_\_\_\_

  
Date

14 Date

IN THE PRESENCE OF:

MILWAUKEE PUBLIC LIBRARY

Crystal Lura

By Paula A. Kiely  
Paula A. Kiely, Secretary

Date 5/24/07

IN THE PRESENCE OF:

CITY OF MILWAUKEE

\_\_\_\_\_

By \_\_\_\_\_  
Thomas M. Barrett, Mayor

Date \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_  
Ronald D. Leonhardt, City Clerk

Date \_\_\_\_\_

COUNTERSIGNED

\_\_\_\_\_

By \_\_\_\_\_  
W. Martin Morics, Comptroller

Date \_\_\_\_\_

*Approved as to form  
and execution this \_\_\_\_ day  
of \_\_\_\_\_, 2007.*

\_\_\_\_\_  
Assistant City Attorney



1 ATTACHMENT GT

2 Glossary of Terms

3  
4 Circulation – The act of lending or renewing an item from the library’s collection for use outside  
5 the library. Includes all items from all library units administered by the library board.

6 Interlibrary and interagency loan items received by the library and circulated by the library  
7 should be reported as a circulation. Interlibrary loan items sent to other libraries outside  
8 Milwaukee County should not be counted as circulation.

9  
10 Interagency Loan – An item of library material provided by a MCFLS member library to another  
11 MCFLS member library. For the purposes of circulation statistics, this transaction is tallied only  
12 when the borrower is actually scanned.

13  
14 Interlibrary Loan – An item of library material provided by a MCFLS member library to a non-  
15 MCFLS member library.

16  
17 Member in Good Standing – A MCFLS member Library who is in compliance with statutory  
18 requirements of system membership, e.g. same service and interagency loans requirement.

19  
20 Non-Residents – Persons served by a library but who reside outside of that library’s  
21 municipality.

1 Resource Library – The member library, of which the governing body has agreed to meet all  
2 requirements as stipulated in Wisconsin State Statutes (43.16), and with which MCFLS has  
3 negotiated and executed a contract agreeing to reimbursement for services as noted in  
4 (43.24(2)(b)).



1 ATTACHMENT CS

2 Consultant Services

3  
4 Attachment CS will be open to revision, during the life of this Agreement, based upon  
5 recommendation by the Library Directors Advisory Council, approval by the member library  
6 boards and the System board.

7  
8 [Committee notes: MCFLS staff members provide Consultant Services. MCFLS staff would  
9 come out to an individual library to discuss the project or discussion may take place by  
10 telephone, email, in-person at the MCFLS office.]

11  
12 Technology

- 13 - Networking
- 14 - Firewalls
- 15 - Recommended Equipment – PCs and peripherals
- 16 - Wiring
- 17 - Remote user authentication
- 18 - NT (network technology)
- 19 - Domain Administration
- 20 - Wireless Implementation
- 21 - Web Hosting
- 22 - Technical Troubleshooting

- 1 - Recommendations concerning member needs for unique loan rules, Itypes, Material Types,
- 2 etc.
- 3 Long-Range Planning
- 4 Grant Writing
- 5 Special Needs
- 6 Book Talks
- 7 Administrative Process
- 8 - Boards
- 9 - Agendas
- 10 - Bylaws
- 11 - Public Records
- 12 Employee Issues, from the administrative and legal perspective
- 13 - Bargaining Unit – contract negotiations
- 14 - Writing job descriptions
- 15 Federated System
- 16 - History
- 17 - Issues
- 18 - Statute

1 ATTACHMENT IST

2 In-Service Training

3  
4 Attachment IST will be open to revision, during the life of this Agreement, based upon  
5 recommendations by the Library Directors Advisory Council, approved by the member library  
6 boards and System board.

7  
8 [Committee notes: In-service training is provided by the MCFLS staff, at the MCFLS office or  
9 at some other location where a group of individuals from member libraries could receive training  
10 at one time.]

- 11  
12 - Trustee, staff orientation  
13 - Library law update  
14 - INNOPAC/Millennium software modules  
15 - Email

1 ATTACHMENT NMNL

2 Non-member No Library

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4  
5 1. Non-Member Community That Does Not Operate a Public Library (West Milwaukee)  
6 – Borrowing. Each circulation transaction attributable to residents of a non-member  
7 community that does not operate a public library (West Milwaukee) shall be calculated as  
8 a net negative transaction. Reimbursement for these transactions shall be made to the  
9 System by the non-member community that does not operate a public library (West  
10 Milwaukee) under terms specified in a separate agreement between that community and  
11 the System. Said reimbursement at actual cost per transaction - Per Unit Circulation Rate  
12 Worksheet, section 2, below) shall be paid by the System to the relevant lending member  
13 libraries based upon the timeline noted in Section 3 -- Payment Schedule, below.

14  
15 2. Per Unit Circulation Rate Worksheet: For the purpose of calculating the actual cost  
16 of service rendered to citizens of a non-member community, each member library  
17 shall calculate its per-circulation rate. The per unit circulation rate is derived based  
18 upon the total expenditures by the member library for personnel and fringe benefits  
19 (exclusive of maintenance personnel), library materials (books, AV, and  
20 periodicals), supplies and circulation related postage divided by the total circulation  
21 of the member library. In the tabulation of the per unit circulation rate, the personnel  
22 and fringe benefits, as well as library materials expenditures associated with the  
23 reference services of the Resource Library, which is the Milwaukee Public Library's

1 Central Library, shall be excluded. No other expenditures shall be included. All  
2 expenditures shall be based upon the previous calendar year period. Per unit  
3 circulation rate shall be calculated annually.  
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- 5 3. Payment Schedule. Payment to member libraries shall be made by MCFLS no later  
6 than February 28.  
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1 ATTACHMENT RB - Reciprocal Borrowing

2 Milwaukee County Federated Library System Reciprocal Borrowing Payments

3  
4 1. Statutory Requirement

5 As required by Chapter 43 of the Wisconsin Statutes, a MCFLS library who is recipient of a  
6 reciprocal borrowing payment will have signed the 2008-2011 MCFLS Member Agreement by  
7 January 1, 2008, and the “member” is therefore bound to abide by section 43.24(2)(a), Wis.  
8 Stats., which requires: “Written agreements to provide, to any resident of the system area, the  
9 same library services, on the same terms, that are provided to the residents of the municipality or  
10 county that established the member library, except for the group programming preference  
11 authorized under sec. 43.15(4)(c)4., and to provide for the interlibrary loan of materials among  
12 all participating libraries, as evidenced by agreements with those libraries.

13  
14 2. Reciprocal Borrowing Payments – 40% of State Aid (Annually)

15 MCFLS will contribute an amount equal to 40% of total State Aid designated for the year 2008  
16 as the sum of all Reciprocal Borrowing payments for 2009 distribution, 40% of total State Aid  
17 designated for the year 2009 as the sum of all Reciprocal Borrowing payments for 2010  
18 distribution, 40% of total State Aid designated for the year 2010 as the sum of all Reciprocal  
19 Borrowing payments for 2011 distribution, and 40% of total State Aid designated for the year  
20 2011 as the sum of all Reciprocal Borrowing payments for 2012 distribution. Distribution  
21 schedule is based upon the timeline noted in Section 7 – Payment Schedule, below.

22

1 3. Reciprocal Borrowing Payments – Compensation for Net Lending Libraries Only

2 An annual payment will be distributed to net lending libraries only. The actual amount of the  
3 payment for each net lending library will be determined by the percentage (%) of positive  
4 transactions each of the net lenders accumulates as a percentage of 100% of net positive  
5 transactions distributed among all net lending libraries based on the circulation time periods in  
6 Section 4 below.

7  
8 4. Circulation Time Periods Used as Basis for Reciprocal Borrowing Payments

9 In order to allow advance time for local budget cycles, the annual determination of payment is  
10 based on the 12-month time periods listed below. This timeline is consistent with that established  
11 for the MCFLS Reciprocal Borrowing Equity Funding Grants paid in 2006, 2007, and 2008.  
12 The first payment of 2009 is based on transactions from the time period of October 1, 2006  
13 through September 30, 2007 ; the second payment of 2010 is based on transactions from  
14 October 1, 2007, through September 30, 2008 ; the third payment of 2011 is based on  
15 transactions from October 1, 2008, through September 30, 2009 ; and the fourth payment of  
16 2012 is based on transactions from October 1, 2009, through September 30, 2010. The integrated  
17 automation system’s report that calculates netted transactions, Innovative Interfaces “Owning  
18 Library/Home Library Net Circulation” report is the only source used in calculating net  
19 circulation among all member libraries.

20  
21 5. MCFLS payment obligations.

22 MCFLS’ payment obligations under Attachment RB hereto are contingent upon the negotiation  
23 and signing of a satisfactory 2008-2011 Resource Library Agreement.



1    6. Exception if Library Does Not Sign 2008-2011 Member Agreement by January 1, 2008.

2    If a member library(ies) does not sign the 2008-2011 MCFLS Member Agreement by January  
3    1, 2008, as stated in Section 1 above, said library(ies) forfeits any rights to the reciprocal  
4    borrowing payments beginning with year 1 distribution in 2009. The sum total of MCFLS  
5    reciprocal borrowing payments for all libraries who will have signed the MCFLS Member  
6    Agreement by January 1, 2008, would be decreased by 40% of any actual reduction in state aid  
7    that the System experiences due to the library(ies) non-signing of the MCFLS Member  
8    Agreement.

9

10   7. Payment Schedule.

11   Reciprocal borrowing payments shall be made by MCFLS no later than February 28 of the year  
12   of distribution as indicated in Section 2 – Reciprocal Borrowing Grants – 40% of State Aid  
13   (Annually), above.

14

1 ATTACHMENT SFP

2 Supplies, Forms and Postage Charges

3  
4 Attachment SFP will be open to revision, during the life of this Agreement, based upon  
5 recommendation by the Library Directors Advisory Council, approval by the member library  
6 boards and the System board. In no case will these changes exceed the vendor supplier invoice  
7 value of the items rendered to the member library by the System.

8  
9 Member libraries shall have the option of having the forms identified in Attachment SFP of this  
10 agreement printed locally using the System approved format. Upon Member request, the System  
11 agrees to provide a clean copy of any FL-form. The Member, in turn, agrees to make no  
12 alteration to the form or instruct a print vendor to make such alteration, including the insertion of  
13 its local library logo.

14  
15 In the event that the Member desires to cease purchasing any form/s (other than FL-21 –  
16 Borrower Cards) from MCFLS, it shall provide a minimum of three months written advance  
17 notice. In the event that the Member desires to cease purchasing FL-21 – Borrower Cards  
18 (which include a library-specific barcode and are unusable by any other library) from MCFLS,  
19 the Member shall provide either six months written advance notice, or reimbursement to MCFLS  
20 for 50% of the cost of the remaining unusable stock, whichever the Member prefers.

21  
22 In addition, MCFLS shall make all forms (except those containing barcodes) available in the  
23 MCFLS online Administrative Manual.



1 1. Postage and the following forms used by member libraries to support general functions  
2 shall be reimbursable to MCFLS by the member libraries. All charges will be billed quarterly on  
3 an actual use basis.

4

5 No Number Circulation Notice Forms, e.g., overdue, hold notification, statement of charges,  
6 etc.

7 FL-11 Borrower application

8 FL-21 Library Card

9 FL-28-2 Date Due Slip

10 FL-12 Business Application

11 FL-13-1 Organization Application

12 FL-22 Business Library Card

13 FL-35 Library Card Notification/Address Verification

14 FL-37 "We are Sorry..."

15 FL-47 Fee Card Application

16 FL-48 Fee Card

17 FL-63 Organization Card

18 No Number Book & Spine Labels

19 No Number Laser Barcodes

20 No Number All Circulation Related Postage and TNS Charges

21 No Number Cash Bags and Cards

22



1 2. The following non-computer supplies and forms used by member libraries to support  
2 system-related functions shall be provided by MCFLS to member libraries at no cost.

- 3 FL-2 Supply Order Forms
- 4 FL-5 Your MCFLS List of Libraries
- 5 FL-14 Temporary Receipts
- 6 FL-15 Materials Location Form
- 7 FL-24 Suburban Interlibrary Loan Request Form
- 8 FL-27 Hold Item Slip
- 9 FL-28 Damaged Materials Card
- 10 FL-34 Charge Recording Form

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1 ATTACHMENT AS

2 Automation Products and Services

3  
4 I. RECITALS

5 WHEREAS, the MCFLS integrated library system and telecommunications services are  
6 operated and maintained under the stewardship of MCFLS for the use and benefit of its  
7 MEMBER LIBRARIES; and

8 WHEREAS, the MEMBER LIBRARIES contribute funds toward relevant MCFLS  
9 integrated library system and telecommunications services and depend on those services for  
10 essential staff and end user functionality; and

11 WHEREAS, MCFLS and the MEMBER LIBRARIES are partners in automation and, as  
12 such, have a shared responsibility to maximize the effectiveness and integrity of the integrated  
13 library system and telecommunications services; and

14 WHEREAS, MCFLS and the MEMBER LIBRARIES should, at all times, consider the  
15 impact of individual technology initiatives on its/their partners; and

16 WHEREAS, neither MCFLS nor the MEMBER LIBRARIES shall intentionally  
17 implement or intentionally allow to be implemented any act which compromises the security and  
18 integrity of the integrated library system and telecommunications services,

19 NOW, THEREFORE, in consideration of the mutual covenants herein, IT IS AGREED  
20 THAT: In the provision of all services supplied by MCFLS, under the terms of this Attachment,  
21 ultimate priority will be given to MCFLS Members.

22

1 II. INTEGRATED LIBRARY SYSTEM – CATEGORIES.

2 MCFLS shall provide the following categories of integrated library system products : Basic;  
3 MCFLS Purchased ; and Add-On Software. Each category is distinguished by the agency of  
4 original purchase and who pays for ongoing maintenance charges.

5 A. Basic: Items in this category are products related to the basic functions of the  
6 integrated library system that are available to all members and used by most, if not all,  
7 members. Most products were purchased with funds from the initial county provided  
8 capital budget or shortly thereafter. Ongoing costs are prorated back to all members  
9 based on the percentage of overall MCFLS-wide circulation attributable to the residents  
10 of each member community. During the term of this Agreement, new items or items  
11 from other service categories may be moved into the Basic category only by agreement of  
12 MCFLS and of all members. A listing of all products and associated maintenance  
13 charges is distributed each year on or before May 15 as part of projected automation  
14 costs.

15 B. MCFLS Purchased: Items in this category are products related to additional  
16 functions of the integrated library system that are available to all members. Most were  
17 purchased with funds from MCFLS grants or the MCFLS operating budget. Ongoing  
18 support costs are paid entirely by MCFLS. (Examples are the Teleforms software, Email  
19 Circ Notices, WebBridge). A listing of ~~the~~ all products and associated maintenance  
20 charges is distributed each year on or before May 15 as part of projected automation  
21 costs.

22

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

8  
9 Note: New Services: In addition to the aforecited levels of integrated library system  
10 related services, MCFLS, in consultation with the members, may also assist members in  
11 providing new services and programs that the members may define as particularly needed  
12 to satisfy their communities and which cannot be as practicably satisfied by the members  
13 individually. Unless State regulations or provisions of the Wisconsin Statutes require  
14 these new services and programs, these programs are voluntary. Members that  
15 participate in "New Services" will enter into a mutual agreement for such services. Any  
16 member that subsequently agrees to participate in "New Services" must enter into the  
17 same agreement on the same terms. If a shared cost formula will be part of the agreement  
18 it likely will include reimbursement for original participants. An example of a New  
19 Service is the SAM-Comprise software.

20  
21 Note: User License Allocations: If at any time during the term of this Agreement  
22 utilization level of active user licenses results in a regular pattern of denied logins,  
23 members agree to voluntarily take MCFLS-recommended measures to try to lessen the

1 excess number of simultaneous licenses being used. If this fails to remedy the situation,  
2 MCFLS reserves the right to implement a fixed apportionment of user licenses to each  
3 member, as detailed in Exhibit Four – User License Allocation. The purchase of user  
4 licenses, beyond the fixed apportionment, will ultimately be the shared responsibility  
5 (financially) of the members. Ongoing maintenance charges for user licenses will be paid  
6 by the members under the “Basic” category.

7  
8 III. EQUIPMENT AND SERVICES – MAINTENANCE AND SUPPORT.

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

14 A. Central Site Equipment and Services :

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

- 18 1. Equipment: All equipment in the System’s Computer Room and offices,  
19 including:

- 20 a. Servers: The SUN Unix Server delivers the integrated library system  
21 (CountyCat) software application. A variety of Microsoft Windows  
22 servers deliver a number of other applications including, email, web  
23 hosting, etc.



- 1           b.    PIX Firewall: Protects the resources of MCFLS private network from
- 2                                   users from the Internet and other networks.
- 3           c.    Routers: Determines the next network point to which a packet should be
- 4                                   forwarded toward its destination, routing data from a member local area
- 5                                   network (LAN) to MCFLS wide area network (WAN) or the Internet and
- 6                                   vice versa.
- 7           d.    Switches: Provides a place of convergence where data arrives from one or
- 8                                   more directions and is forwarded out in one or more other directions,
- 9                                   connecting network and computing equipment in the MCFLS LAN.
- 10          e    Terminal Servers: Provides dumb terminals and printers with a common
- 11                                   connection point to the SUN Unix Server.
- 12          f.    Terminal Consoles: Provides remote administration to the SUN Unix
- 13                                   Server.
- 14          g.    Modem Pools: A group of modems provide dial-in access to
- 15                                   CountyCat.
- 16
- 17          2.    Microsoft Windows Server Services:
- 18                  a.    DHCP: Provided by MCFLS Primary Domain Controller -- assigns
- 19                                   dynamic IP addresses for all member workstations connected to the
- 20                                   System Wide Area Network (WAN).
- 21                  b.    DNS and WINS: Provided by MCFLS Primary Domain Controller –
- 22                                   provides Domain name resolution and Windows name resolution to



- 1 member workstations connected to the System Wide Area Network  
2 (WAN).
- 3 c. User Authentication: Provided by MCFLS Primary Domain Controller –  
4 authenticates login to all MCFLS Network services and shared resources  
5 from any member workstations connected to the System Wide Area  
6 Network (WAN).
- 7 d. Internet Information Service: Provided by MCFLS Web Server – Hosts  
8 MCFLS and, upon request, hosts any member web sites.
- 9 e. Exchange Service: Provided by MCFLS Mail Server – provide email  
10 usage to all member users connected to the System Wide Area Network  
11 (WAN).
- 12 B. Remote Site Network Equipment : MCFLS shall maintain and support, at no cost  
13 to the member, network equipment at the participating library site, including:  
14 Routers, Switches, and Terminal Servers. A list of MCFLS controlled network  
15 equipment, located at the participating library location, will be transmitted to the  
16 participating library no later than May 1 (annually).
- 17 Exclusion : Network equipment added to a remote site for a special project such  
18 as Wireless Access is the member’s sole responsibility via a member paid  
19 maintenance contract between member library and vendor.
- 20
- 21 C. Wide Area Network: Prior to the installation of a new physical network  
22 connection, to or from another network or computer not owned or controlled by  
23 the member, MCFLS staff will coordinate with the member library staff to ensure

1 that the new external connection does not compromise network integrity or  
2 performance. Members with currently existing physical connections to external  
3 networks will provide information to MCFLS staff on the evaluation points  
4 below, and will work with MCFLS staff to correct any security or performance  
5 problems identified with those connections. MCFLS evaluation of the proposed  
6 new or existing connection will be based on the following Information, to be  
7 supplied by the member.

- 8 1. Name of connecting network and purpose of the connection.  
9 Technical contact for the external network.
- 10 2. Description of the connection, including type of connection, end  
11 equipment used, and network diagrams of how the connection will be  
12 integrated into the existing network.
- 13 3. Anticipated traffic, protocols and volume.
- 14 4. Description of the member resources that will be allowed access by  
15 users on the network. Pass through traffic and access to resources  
16 provided by MCFLS or another member may not be enabled without  
17 express permission from MCFLS and any affected member.
- 18 5. Description of security and access limitation measures (i.e. filtering  
19 router or firewall) that will be implemented to ensure that MCFLS  
20 network and members will not be adversely affected, and to ensure  
21 only permissible access is granted.

22 Because networks can change over time, if a subsequent problem develops  
23 because of an external connection to the member's network, staff in that library



1 will work cooperatively with MCFLS and any MCFLS designated technical  
2 consultants to diagnose the problem and implement corrective action, up to and  
3 including temporary or permanent disconnection of the external network.

4 The physical connection means a “hardwire” link.

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

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

12  
13 IV. TELECOMMUNICATIONS.

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

19 B. Trouble Incident Technical Contact. For the purposes of data line trouble calls  
20 and in accordance with TEACH Wisconsin policy, the member shall designate MCFLS  
21 as the technical contact to its telecommunications vendor. The member agrees to follow  
22 the troubleshooting procedure, outlined by MCFLS in Administrative Manual Insert R-  
23 24, TEACH T1 Trouble Incident Procedure – Suburban Libraries. In all cases, MCFLS



1 will, as called upon, work cooperatively with the member and the telecommunications  
2 vendor to resolve difficulties and/or conflicts.

3 C. Bandwidth – Above T1. The member agrees to directly involve MCFLS in all  
4 plans related to its data transmission functionality. If, during the term of this Agreement,  
5 the member voluntarily elects to implement bandwidth beyond T1, or any form of  
6 evolving data delivery technology (e.g., ATM, wireless) that requires MCFLS to add  
7 central site hardware or software and/or reconfigure existing hardware or software, the  
8 member shall fully fund all such costs.

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1 EXHIBIT ONE

2 Automation Charges

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4 Payment terms included in this Attachment shall be inclusive of this contract.

5 A. Integrated Library System Costs. Members shall pay for the following costs associated  
6 with the integrated library system: software maintenance.

7 B. Calculation of Integrated Library System Costs: Members shall provide reimbursement  
8 to MCFLS for software maintenance to be calculated based upon the total number of circulation  
9 transactions attributable to the member's residents, regardless of the library in which said  
10 transactions occur, as a percentage of the total number of circulation transactions of members.

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

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

18 1. Basic Software Maintenance:

19 Invoiced in 2008 shall be calculated based upon each member's calendar year 2006

20 "circulations attributable to a member's residents, regardless of the library in which  
21 said transactions occur, as a percentage of the total number of circulation transactions  
22 of members" and applied to MCFLS calendar year 2006 actual costs.



1 Invoiced in 2009 shall be calculated based upon each member's calendar year 2007

2 "circulations attributable to a member's residents, regardless of the library in which  
3 said transactions occur, as a percentage of the total number of circulation transactions  
4 of members" and applied to MCFLS calendar year 2007 actual costs.

5 Invoiced in 2010 shall be calculated based upon each member's calendar year 2008

6 "circulations attributable to a member's residents, regardless of the library in which  
7 said transactions occur, as a percentage of the total number of circulation transactions  
8 of members" and applied to MCFLS calendar year 2008 actual costs.

9 Invoiced in 2011 shall be calculated based upon each member's calendar year 2009

10 "circulations attributable to a member's residents, regardless of the library in which  
11 said transactions occur, as a percentage of the total number of circulation transactions  
12 of members" and applied to MCFLS calendar year 2009 actual costs.

13 Under no circumstances will maintenance costs begin to accrue to a member prior to the  
14 actual date upon which the costs begin to accrue to MCFLS.

15  
16 2. Add-On Software Maintenance – Maintenance costs related to additional functions  
17 purchased by and available only to and used by one or more specific members.

18 Under no circumstances will maintenance costs begin to accrue to a member prior to the  
19 actual date upon which the costs begin to accrue to MCFLS.

20  
21 3. Telecommunications data line charges:

22 Invoiced in 2008, 2009, 2010, and 2011 shall be equal to the site-specific charges  
23 invoiced to MCFLS for each member for each of those years.

1 4. OCLC charges:

- 2 - Invoiced in 2008 shall be based on the “titles added” in 2006 by each member as a  
3 percentage of total titles added in 2006 by all members, and applied to MCFLS  
4 calendar year 2006 OCLC costs.
- 5 - Invoiced in 2009 shall be based on the “titles added” in 2007 by each member as a  
6 percentage of total titles added in 2007 by all members, and applied to MCFLS  
7 calendar year 2007 OCLC costs.
- 8 - Invoiced in 2010 shall be based on the “titles added” in 2008 by each member as a  
9 percentage of total titles added in 2008 by all members, and applied to MCFLS  
10 calendar year 2008 OCLC costs.
- 11 - Invoiced in 2011 shall be based on the “titles added” in 2009 by each member as a  
12 percentage of total titles added in 2009 by all members, and applied to MCFLS  
13 calendar year 2009 OCLC costs.

14  
15 5. Bibliographic Database Development and Maintenance Charges

16  
17 Members will pay any charges that exceed the MCFLS contribution (16.5% of State  
18 Aid) toward the contractual cost of this service. Each member’s individual cost will be  
19 determined the same way as OCLC charges (percentage of titles added)

- 20 - Invoiced in 2008 shall be based on the “titles added” in 2006 by each member as  
21 a percentage of total titles added in 2006 by all members, and applied to MCFLS  
22 calendar year 2006 Bibliographic Database Development and Maintenance  
23 charges.



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- Invoiced in 2009 shall be based on the “titles added” in 2007 by each member as a percentage of total titles added in 2007 by all members, and applied to MCFLS calendar year 2007 Bibliographic Database Development and Maintenance charges.
- Invoiced in 2010 shall be based on the “titles added” in 2008 by each member as a percentage of total titles added in 2008 by all members, and applied to MCFLS calendar year 2008 Bibliographic Database Development and Maintenance charges.
- Invoiced in 2011 shall be based on the “titles added” in 2009 by each member as a percentage of total titles added in 2009 by all members, and applied to MCFLS calendar year 2009 Bibliographic Database Development and Maintenance charges.

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

1 EXHIBIT TWO

2 Bibliographic Database Development and Maintenance

3  
4 Bibliographic Database Development and Maintenance shall be defined as including all activities  
5 and functions deemed to be essential to the creation and oversight of a clean and consistent  
6 MCFLS-wide collection of title level records.

7  
8 I. MCFLS shall provide directly or by contract with a single source vendor, for the  
9 following activities and functions:

10 The provision of accurate and complete MARC bibliographic records.

11 Full MARC cataloging will be provided for new titles

12 in the following materials formats:

13 All adult, children, and young adult fiction and non-fiction hardcover

14 books except, optionally, board books.

15 All large print books.

16 Fiction and non-fiction paperbacks.

17 Sound recordings except LPs and ephemeral CDs and cassettes.

18 All book and cassette kits.

19 All scores.

20 Maps except those designated Pamphlet File (PF) material.

21 Government documents except those designated PF

22 and except, optionally, local government documents such as minutes,

23 annual reports, etc.



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All software.

Video recordings except those designated ephemeral.

All serials.

As new formats become available and members add them to their collections cataloging records will be created as requested by the Member.

MARC records will be constructed according to national standards as outlined in Anglo American Cataloging Rules II (Revised), OCLC Format Guidelines and Bibliographic Input Standards, and Library of Congress Rules Interpretations.

MARC records will be downloaded into the local INNOPAC database from the OCLC Online Union Catalog by means of a bibliographic interface. MCFLS holdings will first be set on the OCLC record prior to downloading into the local INNOPAC database.

If an OCLC record is unavailable for any member-held title that requires a full MARC record, original cataloging on OCLC will be provided and the record exported in to the local INNOPAC.

MARC records added to the local INNOPAC will include appropriate and liberal use of access points.

Material types, which are mutually agreed upon to receive brief cataloging, will not be flagged for full MARC cataloging.

Full MARC records will be provided for short bibliographic entries, which have been entered into MCFLS and flagged for full MARC cataloging by the member.





1            Bibliographic Database Maintenance. Ongoing maintenance will be provided to records  
2            in MCFLS INNOPAC database including:  
3            Merging of duplicate bibliographic.  
4            Moving copies inappropriately placed on a bibliographic record to an appropriate  
5            bibliographic record.  
6            Acting upon requests for additional access points and bibliographic information;  
7            e.g., uniform titles, added author entries, added title or serials tracings, added  
8            subject headings, contents notes, etc.  
9            Acting upon requests for corrections of errors or discrepancies of a bibliographic  
10           nature.  
11           Generating periodic reports of bibliographic records with no item holdings and  
12           evaluating the records for suppression or deletion.  
13           Performing delete transactions on both the SYSTEM INNOPAC and OCLC in  
14           order to remove those items marked for deletion.

15  
16           Authority Control Services. Establish and maintain the database of Library of Congress  
17           controlled headings with related cross references for personal/corporate names;  
18           uniform titles; subject headings (name, topical, and geographic); and series  
19           headings.  
20           Process daily the INNOPAC system reports of new headings and heading  
21           conflicts and take appropriate action to effectively maintain the authority control  
22           module of the System INNOPAC database.

1 As new headings are added to the System INNOPAC database during the  
2 cataloging procedure, the Library of Congress authority files on OCLC will be  
3 searched in order to locate an established authority record and then download the  
4 authority record into the System INNOPAC database.

5 Act upon requests for needed additional cross reference.

6 As headings change notifications are received from the Library of Congress  
7 Cataloging Distribution Service or an authority vendor, make appropriate changes  
8 to bibliographic headings and the authority records, either by global replace or  
9 individual record review.

10  
11 Retrospective Conversion Services. Systematically upgrade in full MARC records from  
12 the pool of those bibliographic records, which were imported into the database  
13 from the prior shelflist and flagged as brief, incomplete records by Library  
14 Technologies, Inc.

15  
16 Bibliographic Database Vendor. Provide access to an online bibliographic database  
17 vendor for the contract period. Online transaction charges relative to  
18 bibliographic database development and maintenance to be calculated based on  
19 the total number of titles added by a member as calculated annually by the System  
20 computer, as a percentage of the total number of said titles added System-wide.  
21 Notwithstanding the foregoing statement, under no circumstances will costs begin  
22 to accrue to a member prior to the actual date upon which the costs begin to  
23 accrue to the System.



1 II. Bibliographic Database Development and Maintenance Charges Reimbursable to  
2 MCFLS by the Member :

3

4 A. MCFLS shall bill the members for the following charges directly related to OCLC  
5 charges and Marcive related to bibliographic database and development..

6 Online Bibliographic Database Vendor Services.

7 100%

8

9 B. MCFLS shall bill the members for the following charges directly related to the  
10 Bibliographic Development and Maintenance Contract

11 Sole Source Bibliographic Database Development and Maintenance Services

12 100% of charges that exceed the annual MCFLS contribution (16.5% of  
13 State Aid.)

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1 EXHIBIT THREE

2 Circulation Policies

3 Borrower's Card: It is recommended that a library card include the MCFLS logo and  
4 the words Milwaukee County Federated Library System.

5  
6 Loan Period: Member libraries are encouraged to strive for commonality in circulation  
7 policies. The majority of libraries currently use the following circulation loan periods:

- 8 a) General Collection 3 Weeks
- 9 b) New Books/Non-Fiction 3 Weeks
- 10 c) New Books/Fiction 7 Days
- 11 d) Music CD's 3 Weeks
- 12 e) DVDs or Videos/Entertainment 3 Days or 7 Days
- 13 f) DVDs or Videos/Educational 7 Days
- 14 g) Periodicals 7 Days
- 15 h) Audio Books (CD or Cassette) 3 Weeks
- 16 i) Pamphlets/Vertical File 3 Weeks
- 17 j) Kits 3 Weeks
- 18 k) CD-ROM & Computer Software 7 Days

19 Loan periods are determined at the discretion of the member. MCFLS shall implement  
20 loan rules as determined by the member. The borrowing library shall observe the loan  
21 period of the owning library. See CountyCat Insert C-17 (Loan Periods – Fines Chart)  
22 for an updated list of loan periods and fines.

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

4  
5        Fines: Members cannot waive fines for material from other member libraries. Under  
6        extenuating circumstances, libraries can call the owning libraries to seek the waiving of a  
7        fine for a patron. Member libraries act as agents for the rest of the member libraries and  
8        library policies should be defended.

9  
10       Grace Period: The standard three (3) day grace period will not apply to the following:

- 11            a) Reference Materials  
12            b) Equipment  
13            c) Interloans (outside MCFLS)  
14            d) Rental Books

15  
16       New Borrower Limit: A member may establish a New Borrower Limit of his or her own  
17       material.

18  
19       Renewals:

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



EXHIBIT FOUR

User License Allocation

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|----|---------------|-----|
| 1  |               |     |
| 2  |               |     |
| 3  |               |     |
| 4  | Brown Deer    | 22  |
| 5  | Cudahy        | 18  |
| 6  | Franklin      | 15  |
| 7  | Greendale     | 18  |
| 8  | Greenfield    | 33  |
| 9  | Hales Corners | 15  |
| 10 | Atkinson      | 15  |
| 11 | Bay View      | 19  |
| 12 | Capitol       | 31  |
| 13 | Central       | 134 |
| 14 | Center St.    | 15  |
| 15 | East          | 19  |
| 16 | Washington Pk | 15  |
| 17 | Forest Home   | 17  |
| 18 | King          | 15  |
| 19 | Mill Road     | 21  |
| 20 | Tippecanoe    | 21  |
| 21 | Villard Ave.  | 15  |
| 22 | Zablocki      | 31  |
| 23 | North Shore   | 22  |



|    |               |    |
|----|---------------|----|
| 1  | Oak Creek     | 18 |
| 2  | St. Francis   | 15 |
| 3  | Shorewood     | 18 |
| 4  | S. Milwaukee  | 22 |
| 5  | Wauwatosa     | 55 |
| 6  | West Allis    | 55 |
| 7  | Whitefish Bay | 18 |
| 8  | Remote Access | 34 |
| 9  | MCFLS         | 18 |
| 10 |               |    |
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