

**From:** Steve Heser  
**Sent:** Tuesday, July 02, 2019 12:07 PM  
**To:** Michael Koszalka  
**Subject:** DPI Compliance Letter

Hi Mike,

We received a letter from DPI requesting that MCFLS create a plan to bring three libraries (Hales Corners, Milwaukee and West Allis) into compliance because they did not submit their annual reports before the statutory deadline of March 1<sup>st</sup> (see attached). In that letter they state that "the system board's plan shall address each library's specific actions to ensure the libraries submit future Public Library Annual Reports by the statutory deadline including addressing any hurdles to achieve compliance that are identified by the member libraries." I would like to help get that process started by asking (1) if there are any obstacles that we need to address at the system level regarding annual report information we provide (or do not provide) and (2) if you could start working with your board to put in place a plan to submit next year's annual report by the March 1<sup>st</sup> deadline. I will be addressing this issue formally with the MCFLS Board on July 15<sup>th</sup> so any input you have on this process would be helpful.

I realize there were extenuating circumstances this year and I do not want to single out any libraries as we address this as a system. I will be making a strong push for all member libraries to get these annual reports into DPI by March 1<sup>st</sup> of next year. If we do not follow through with the plan, there is a chance our state aid payments might be delayed or reduced and I want to avoid that if at all possible.

Thanks for your help. Let me know if you have any questions and have a great holiday.

Steve Heser  
System Director  
Milwaukee County Federated Library System  
414.286.8149  
[steve.heser@mcfls.org](mailto:steve.heser@mcfls.org)

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**From:** Michael Koszalka <Michael.Koszalka@mcfls.org>  
**Sent:** Wednesday, July 3, 2019 11:16 AM  
**To:** Steve Heser <Steve.Heser@mcfls.org>  
**Subject:** RE: DPI Compliance Letter

Steve,

To answer your questions,

1. No, I don't believe there are any obstacles at the system level that need to be addressed
2. The board is committed to getting the report completed earlier and steps have already been taken to address the one stumbling block – assistance from the City Finance Department. With a new Finance Director in place I feel that will go a long way in improving response time for some of the data we rely on. To that end, Mr. Ziehler himself has used his familiarity and experiences with the City of West Allis and personally contacted that department. Over a period of time, the only impediment with West Allis not submitting a timely annual report has been lack of response time from another City Department, and I feel that will be improved with the current

Finance Director as she has proven to be very responsive and aware of the time element involved.

Let me know if this does not adequately address your questions, or if I can assist further.

Thanks.

**Michael Koszalka**

Director | Library

City of West Allis

7421 W. National Ave. | West Allis, WI 53214

Office: 414-302-8534 |

[thatswhywestallis.com](http://thatswhywestallis.com)

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**From:** Steve Heser

**Sent:** Wednesday, July 03, 2019 11:39 AM

**To:** Michael Koszalka

**Subject:** RE: DPI Compliance Letter

Thanks, Mike. I appreciate your help. I think this is all I need for right now.

Steve Heser

System Director

Milwaukee County Federated Library System

414.286.8149

[steve.heser@mcfls.org](mailto:steve.heser@mcfls.org)



May 14, 2019

Paul Ziehler, President  
Milwaukee County Federated Library System  
709 N. 8th St.  
Milwaukee WI, 53233

Dear Mr. Ziehler:

I am pleased to notify you that Milwaukee County Federated Library System's second payment for operations in 2019 in the amount of \$713,830 has been electronically transmitted. This payment will allow you to continue to carry out this year's system plan as approved earlier by the Division for Libraries and Technology (DLT). Public library system funding is provided from the Universal Service Fund. A listing of this year's payments is enclosed, as well as a list of your system's mid-year duties and responsibilities.

Additionally, Milwaukee County Federated Library System shall submit a plan to DLT specifically addressing how the Milwaukee Public Library, Hales Corners Public Library, and West Allis Public Library will correct the library's non-compliance with Wis. Stats. § 43.58 (6) because of the delayed submission of the 2018 Wisconsin Public Library Annual Report. The system board's plan shall address each library's specific actions to ensure the libraries submit future Public Library Annual Reports by the statutory deadline including addressing any hurdles to achieve compliance that are identified by the member libraries. The plan shall be submitted electronically to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov) on or before the deadline for the Public Library System Plan and Certification of Intent to Comply for Calendar Year 2020. For questions about the compliance plan or the Wisconsin Public Library Annual Report, please contact Michael Dennison, public library consultant, at [michael.dennison@dpi.wi.gov](mailto:michael.dennison@dpi.wi.gov) or call (608) 266-5196.

I would like to take this opportunity to thank you and your fellow board members for all your efforts to bring excellence in public library service to the residents of the Milwaukee County Federated Library System area. The Department of Public Instruction looks forward to joining with your board and staff to ensure that adequate resources are provided to support the important services your system provides.

Sincerely,

Kurt J. Kiefer  
Assistant State Superintendent  
Division for Libraries and Technology

KJK/mjd

c: Steve Heser, System Director, Milwaukee County Federated Library System  
John DeBacher, Director, Public Library Development