Wisconsin Department of Public Instruction
PUBLIC LIBRARY SYSTEM PLAN AND CERTIFICATION OF INTENT TO COMPLY CALENDAR YEAR 2022
PI-2446 (Rev. 06-21)

INSTRUCTIONS: Complete and submit one copy of this Word document along with one signed, scanned copy in PDF format to the Division for Libraries and Technology (Division) by Friday, October 15, 2021. Submit completed Word and PDF documents to:

LibraryReport@dpi.wi.gov

Required by Wis. Stat. §§ 43.17(5) and 43.24(3)

	GENERAL INFORMATION	

Library System

Milwaukee County Federated Library System

Describe significant needs, opportunities, and challenges that influenced the development of this and other system plans.

The development of this system plan was influenced by a number of factors affecting the system and member libraries. Some are specific to our service area and others by events occuring both state and nation-wide.

Challenges

Although many of our libraries have reopened and have provided many of the same services offered before the pandemic, service to patrons and communities in Milwaukee County continues to be a tremendous challenge. Precautions are still being taken each day to provide a safe environment and staff continue to do amazing work, but there is legitimate concern that patrons will be fearful of returning or not embrace libraries as they once have. Libraries are looking for leadership from the state and system to help bring our communities back to the library.

Because of the system's small geographic area and dense population, MCFLS member libraries need to work together closely to meet the needs of residents that often don't notice or understand the differences between each library. This has affected the development of this plan and other plans, particularly the 2020-2024 MCFLS Strategic Plan.

As the DPI develops solutions to issues posed by the PLSR process, areas such as the possible revision to the state aid funding formula and system standards will pose additional challenges to the system. MCFLS will need to develop strategic responses to these possible changes and put the system and member libraries in a position to anticipate and meet those challenges.

Needs

As libraries recover from the pandemic, it's clear the system needs to assist them in bringing back patrons once services and doors have reopened. We have a distinct need for marketing services and celebrating our libraries, reminding people of the resources and community spaces that have been available to them. Although our marketing plan initially focuses on electronic resources available anytime and anywhere, we also recognize the need to bring people back through the front doors and reconnect with their libraries and staff.

The strategic plan had already identified the need for continued marketing of libraries and resources even prior to the pandemic. Yet another need is for improvement of the user experience. The system is putting significant time and resources to do an review of the ILS we currently employ and investigate the possibility of using a different product. MCFLS is also plannng significant changes to the current mobile app offering and implementing a new online registration product that will also assist the system and member libraries in patron engagement. The strategic plan has also led the system to collaborate and provide for better support for youth and inclusive services through establishment of liaison roles through the resource library contract.

Opportunities

The additional system aids available beginning in 2022 give MCFLS and member libraries a tremendous opportunity to meet the challenges and needs posed to the system, particularly by the pandemic. This, in addition to the availability of federal funding opportunities led by DPI, give us some sorely needed tools to serve our members effectively. We are typically not in this position, but all key stakeholders recognize the opportunities that additional funding gives us.

Although the pandemic has created challenges, one thing that has changed for the better is our connections with the state DPI staff and systems. We anticipate leveraging this momentum into more and better collaborations across the state. This should only help MCFLS and other systems as we tackle thorny issues such as the funding formula and system standards.

GENERAL INFORMATION (cont'd.)

Did the library system consult member libraries in the development of this plan?

☐ No, the library system did not include member libraries in the development of this plan.

☒ Yes, the library system included member libraries in the development of this plan.

If yes, describe the planning environment and process for this system plan. Include how member libraries are involved in plan development and review:

Member libraries were shown the plan in advance of the October 7th Library Directors Advisory Council (LDAC) meeting and invited to make comment and suggest changes either via email or at a weekly update meeting between October 7th and October 11th. The plan was brought to the MCFLS Board with library input in October 2021.

Does the library system have a formally appointed advisory committee under Wis. Stat. § 43.17(2m)?

☐ No, the library system does not have a formally appointed advisory committee.

☒ Yes, the library system has a formally appointed advisory committee.

If the system appoints an advisory committee under Wis. Stat. § 43.17(2m), describe how the system makes appointments, posts meetings, and how the advisory committee reports to the library system board. Include a list of any additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the Division:

The system has a designated advisory committee called the Library Directors Advisory Council, or LDAC. This committee reports directly to the MCFLS Board and has been in place for many years. Each MCFLS member library is granted one appointed member on the LDAC with voting rights; Milwaukee Public, by virtue of its role as resource library, is granted an additional position on the LDAC committee.

Members of the LDAC meet regularly each month to discuss matters of importance to the system and advise the MCFLS Board and system staff on any topics that come before it. While most informational subjects are sent to the LDAC group via an email distribution list maintained by the system, matters that require discussion or action are added to the regular agenda each month. The meetings are posted to a regular distribution list that includes the LDAC members as well as the MCFLS Board of Trustees. The agenda packets (which include minutes) are added to the system website as soon as they are sent via email. Additionally, the chair of LDAC attends regular MCFLS Board meetings, submits a written report and verbally delivers that report to the Trustees.

The 2020-2024 MCFLS Strategic Plan is available at https://mcfls.libguides.com/admin/system-agreements-planning. The plan includes four major strategic directions:

Technology: Ensure member libraries are supported with a high-quality and innovative technology infrastructure and flexible training to provide the best possible online and in-library technology user experience.

Communication: Provide voice and visibility for the system, its member libraries, and county-wide services and resources to broadly communicate the value and opportunities MCFLS libraries provide to our communities.

Member Library Management and Services Support: Connect members to each other and to information to encourage collaboration, sharing, and collective learning; improve and innovate library services; and provide tools for effective operational and strategic decision-making.

Organizational Support and Structure: Strengthen the core foundations for the delivery of system services to ensure MCFLS member libraries are supported and positioned to be successful.

Other planning documents include the Interlibrary Services Contract with the Milwaukee Public Library, the 2020-2024 Cataloging Contract, the MCFLS Membership Agreement, the 2020-2024 ILS, Resource Sharing, and Technology Agreement, and the 2020-2024 Resource Library Agreement. The Cataloging, Resource and ILS agreements are available at https://mcfls.libguides.com/admin/system-agreements-planning.

	ASSURANCES	

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2022**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

Membership Agreements

☒ Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.

☒ The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

If the system is providing the sample copy and list of members signing through a publicly available webpage, provide the URL here:

https://mcfls.libguides.com/admin/system-agreements-planning

Resource Library Agreement

☒ Wis. Stat. § 43.24(2)(b) 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.

☒ The system will provide a signed copy of the resource library agreement to the Division by January 15.

If the system is providing the resource library agreement through a publicly available webpage, provide the URL here:

https://mcfls.libguides.com/admin/system-agreements-planning

Reference Referral, Interlibrary Loan, and Technology

☒ Wis. Stat. § 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

List ongoing activities related to this requirement:

MCFLS contracts with the Milwaukee Public Library to provide this service to all member libraries. The Milwaukee Public Library also contracts with the Reference and Loan Library to meet an agreed upon number of requests from Wisconsin residents for interlibrary loan materials. Interlibrary loan requests within the system are handled through the shared ILS and system-provided delivery.

MCFLS contracts with the Milwaukee Public Library to provide back-up reference as the system resource library. As part of the 2020-2024 Resource Library contract, MPL also provides training, consulting, and other assistance to other member libraries and their staff. An annual report of resource library activities is shared with the MCFLS Board each February.

MCFLS provides:
*remote authentication services for reference databases that member libraries offer to the public;
*online forms for public requests for new materials;
*system-wide email through Outlook 365 and website hosting;
*coordination of the use of third-party products working with the ILS, including computer management software, RFID software, and enhanced content for the online catalog;
*regular lists of popular materials in the library catalog;
*and coordination of group purchasing of electronic databases.

*A major service program MCFLS supports is reciprocal borrowing across municipal borders. This ongoing activity supports net lender member libraries through the distribution of 37% of state aid and supports those libraries in their ability to offer quality service and collections for all users. This is an ongoing activity for 2022.

*MCFLS contracts with the Milwaukee Public Library to provide centralized cataloging for all materials in the system.

*MCFLS also contracts with the Milwaukee Public Library to act as a clearinghouse for all Interlibrary Loan (ILL) requests for member libraries. The MPL staff member managing ILL services communicates regularly with the system and DPI on matters relevant to ILL and resource sharing. In 2021, MPL began adding additional metrics for reporting ILL transactions for all member libraries to assist with data requirements on the state annual report.

*In late 2020, five suburban member libraries were upgraded to new Fortigate 60F routers that allow more control over routing and additional throughput. The rest of the suburban libraries will receive their Fortigate 60F routers in late 2021 or early 2022.

	ASSURANCES (cont'd)	

*At the suggestion of Wiscnet, the system purchased a replacement router serving all member libraries with internet service. The new router was installed in September 2021.

**Indicate new or priority activities relating to this requirement for the plan year (i*f none, indicate so):*

*The system is completing a year-long ILS Review initiative to identify if member libraries would benefit from a change in the ILS vendors. A ten member team made up of staff from across the system is evaluating three products. The process will be complete in 2022 and a recommendation made to our member libraries and MCFLS Board.

*Replacement gateway routers will be installed at member libraries in late 2021 or early 2022 using either system funds or ARPA money if available.

*MCFLS is planning to replace the CountyCat Mobile app with a more cost-effective version in 2022. The app is ILS-agnostic and can be switched to a new vendor if necessary.

*The system will hire a network security consultant that has familiarity with libraries in our service area to do intrusion scans and work with system staff to repair possible vulnerabilities on the network at the system and local library level.

*System staff are planning to use part of additional state aids on electronic resource products available to all county residents, such as Gale Courses. By covering all costs for the product, the system can ensure availability which is critical to our need to market these resources.

Inservice Training

☐ Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees.

The Division interprets inservice training to incorporate a range of in-person and virtual professional learning opportunities.

List ongoing activities related to this requirement.

MCFLS continues to participate as a member of the SEWI continuing education consortium, managed through the Bridges Library system. Through this partnership, MCFLS offers member libraries regular continuing education opportunities. The MCFLS Library Systems Administrator works with the MCFLS Director to coordinate continuing education planning, with MCFLS staff reviewing CE hours related to member library director certification. MCFLS also provides regular in-person, hands on training sessions through staff and vendor representatives on MCFLS-specific products and services. Regular training on ILS functionality is provided, as is training on digital streaming services and traditional databases. Additionally, MCFLS participates financially in statewide online training events, such as the Trustee Training Week, Tech Days and Wild Wisconsin Winter Webinar series. MCFLS and member library staff have also participated as speakers in these series.

Indicate new or priority activities relating to this requirement for the plan year (*if none, indicate so*):

MCFLS is working with Bridges staff to offer funding to SEWI member libraries through the LSTA grant focused on continuing education. As proposed, each member library would get a share of the joint funding allocated to systems to relieve financial burdens associated with CE, including attendance at professional development training events and local or statewide conferences.

The DPI is also assisting systems in providing a collaborative support model for library management and staff through a non-competitive ARPA grant subaward. The purpose of the category is to create a sustainable model to address and support the following needs of libraries:

•Mentorship for new public library directors
•Public library staff shortages
•Public library staff work/life balance needs
•Public library staff need for time for professional learning

MCFLS will work with our members and SEWI to provide these critical resources to library staff.

Identify the names and email addresses of professional learning staff employed by the system for professional learning services:

Laurie Freund, Bridges Library System. Email: ljfreund@bridgeslibrarysystem.org

If the system contracts with another system or entity to plan and conduct professional learning services, list that system or entity and provide a link to, or copy of, the current agreement:

Bridges Library System

https://mcfls.libguides.com/admin/system-agreements-planning

ASSURANCES (cont'd)

Delivery and Communication

☐ Wis. Stat. § 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement. *For physical delivery reference resources, personnel, and vendors.*

MCFLS administers system-wide daily (M-F) physical delivery to every library in the system through a contract with Action Logistics. MCFLS fully funds this service for member libraries. MCFLS also funds regular delivery to other systems through the South Central Library Delivery service. In 2017 MCFLS improved its ability to provide electronic delivery of information through an email upgrade to Office 365 for all member libraries. MCFLS manages the wide area network connecting member libraries to the catalog and out to the internet. MCFLS also manages and funds the library's internet connection through WiscNet. The system intranet page has been converted to a simpler, more easy to use format using LibGuides CMS. The MCFLS network administrator has completed a clean up of various email distribution lists maintained by the system and made it easier for member library directors to update these lists. In 2021, the system website was moved over from an older CMS to Wordpress, allowing easier updates and a better interface for the staff and public.

Indicate new or priority activities relating to this requirement for the plan year (*if none, indicate so*):

MCFLS will participate fully in PLSR efforts to revamp statewide and local delivery services starting in 2022. We anticipate eventually merging member library and academic institutions into the same routes, which will provide efficiencies and support better resource sharing among multi-type libraries.

The system has hired a part-time Public Information Coordinator whose role will include communication among staff and the public. Her duties will include services to member libraries and developing the system-wide marketing plan for implementation starting late 2021.

The system plans to upgrade the current next generation Fortigate firewall with an updated version sometime in 2022.

Service Agreements

☒ Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.

☒ The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

If the system is providing the service agreements through a publicly available webpage, provide the URL here:

https://mcfls.libguides.com/admin/system-agreements-planning

If the system is providing the service agreements through a publicly available webpage, provide a brief description of the types and number of agreements here:

- Bridges and MCFLS Intersystem Agreement
- Monarch and MCFLS Intersystem Agreement
- IFLS and MCFLS Intersystem Agreement
- Lakeshores and MCFLS Intersystem Agreement
- MCLS and MCFLS Intersystem Agreement
- NFLS and MCFLS Intersystem Agreement
- OWLS and MCFLS Intersystem Agreement
- WRLS and MCFLS Intersystem Agreement
- WVLS and MCFLS Intersystem Agreement

	ASSURANCES (cont'd)	

Other Types of Libraries

☒ Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.

☒ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. The system will provide a copy of the agreement with a list of all signing libraries to the Division by January 15.

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide the URL here:

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide a brief description of the types and number of agreements here:

Library Technology and Resource Sharing Plan

☒ Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

☒ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2022, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See the Library System Technology and Resource Sharing plan webpage for the most current version of the system library technology and resource sharing plan.

If the system is providing the current technology and resource sharing plan through a publicly available webpage, provide the URL here:

https://mcfls.libguides.com/admin/system-agreements-planning

Is the plan current and comprehensive for the technology and resource sharing services the system provides?

☒ Yes, the library system technology and resource sharing plan is current and comprehensive for the technology and resource sharing services the system provides.

☐ No, the library system technology and resource sharing plan is not current or comprehensive for the technology and resource sharing services the system provides or will provide.

If no, describe what the system has added, changed, or eliminated from the plan in effect (and describe how the changes were reviewed with member libraries and approved by the system board):

Indicate new or priority activities relating to this requirement for the plan year:

*The system is completing a year-long ILS Review initiative to identify if member libraries would benefit from a change in the ILS vendors. A ten member team made up of staff from across the system is evaluating three products. The process will be complete in 2022 and a recommendation made to our member libraries and MCFLS Board.

*Replacement gateway routers will be installed at member libraries in late 2021 or early 2022 using either system funds or ARPA money if available.

*MCFLS is planning to replace the CountyCat Mobile app with a more cost-effective version in 2022. The app is ILS-agnostic and can be switched to a new vendor if necessary.

*The system will hire a network security consultant that has familiarity with libraries in our service area to do intrusion scans and work with system staff to repair possible vulnerabilities on the network at the system and local library level.

*The system plans to upgrade the current next generation Fortigate firewall with an updated version sometime in 2022.

	ASSURANCES (cont'd)	

Professional Consultation

☒ Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.

Identify consultants, specific service areas, and related activities. If the consultant is employed by a member library, indicate the library and the consultant's title:

Steve Heser, Director: Statutory compliance, library administration, annual reports, technology.
Hieu Tran: Network architecture, technology and network equipment recommendations and purchasing.
Jen Schmidt: ILS configuration for libraries (authentication, loan rules, etc)
Judy Kaniasty: Delivery
Deb Marett: Public information and marketing

Indicate new or priority activities relating to this requirement for the plan year (if no change from current year, indicate *None*):

Deb Marett has recently joined our staff and part of her duties will be to provide consultation to member libraries regarding their own marketing needs and initiatives.

Inclusive Services

☒ Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.

The Division interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

Indicate new or priority activities relating to this requirement for the plan year:

Milwaukee Public Library has offered administrative staff to lead inclusive services efforts for the system as part of the resource library contract. Anne Rasmussen will be our Inclusive Services Liaison for the system and has plans to form a cohort of local member library staff. With additional funding from the system, she also plans to arrange for outside speakers to help our libraries practive inclusivity and serve all our residents.

The system also supports multiple member libraries with Memory Café programs including financial support for the South Shore Libraries Memory Café. MCFLS has participated in the LibraryNow project (Milwaukee Public Library) since its inception. This project puts access to library resources into the hands of all Milwaukee Public School students, including many underserved or marginalized young people.

Other Service Programs

Wis. Stat. § 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service program individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

Administration

☒ The system will not expend more than 20 percent of state aid received in the plan year for administration.

☒ The system will submit the 2021 system audit to the Division no later than September 30, 2022.

Budget

☒ The system completed and included the budget by service program category and fund source for the plan year (see guidelines).

COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2022 resource library contract.*

In 2021 MCFLS continues to lead a group of library systems including Bridges, Kenosha, South Central and Winnefox to provide cybersecurity training through a program called InfoSec IQ and paid through LSTA funding for three years. This on the heels of a very successful cybersecurity collaboration with many of the same systems in 2019/20. Staff are tested and trained regularly each month to be better aware of malicious threats through email. We hope that our group will act as a model for similar projects across the state.

Our ILS Review process has garnered attention from other systems across the state, particularly those who use the same Sierra ILS system. We anticipate additional systems will participate in demonstrations we will have scheduled for later in 2021 as part of the review process.

The system's participation in the Dell purchasing group statewide has saved our members a great deal of money on the purchase of new computers and hardware. We've seen more investment by libraries in technology as a result, improving their ability to serve patrons with up-to-date resources.

MCFLS continues to contribute to statewide projects through the WLA. The system funded multiple scholarships to the WLA Leadership Institute and offered continued financial support for WLA lobbying activities at the state level.

The system will continue to collaborate with other systems to provide support for Trustee Training Week which continues to grow in popularity. The system also offers financial support for the Wild Wisconsin Winter Web Conference. The collaboration with SEWI to provide high quality continuing education for our member libraries is extremely valuable and a model for the state. The system also collaborates and offers tech support and assistance for Tech Days each September.

Cost Benefit *For each activity above, list the activity name and estimated cost benefit realized.*
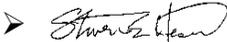
Activity	Amount
1. InfoSec IQ Cybersecurity training	$5,000
2. Statewide Dell purchasing	$15,000
3. Trustee training week	$1,500
4. Wild Wisconsin Winter Web Conference	$1,500
5. SEWI Continuing Education	$15,000
6. Tech Days	$2,500
7. WLA Projects	$10,000
8. ILS Review	$500

Cost Benefit *For each activity above, list the activity name and estimated cost benefit realized.*

Activity	Amount
9.	
10.	
Cost Benefit Total	$51,000

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WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2022**.

Name of System Director	Signature of System Director	Date Signed *Mo./Day/Yr.*
Steven Heser	➤ *Steven Heser*	10/11/2021
Name of System Board President	Signature of System Board President	Date Signed *Mo./Day/Yr.*
Paul M. Ziehler	➤ *Paul M. Ziehler*	10/11/2021

<table>
<tr><td colspan="3" align="center">FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL</td></tr>
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Pursuant to Wis. Statutes, the plan contained herein is: ☒ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	DLT Assistant Superintendent Signature ➤ *Jessa Michaelson Schmidt*	Date Signed *Mo./Day/Yr.* 11/12/2021

Comments

**PUBLIC LIBRARY SYSTEM 2022
ANNUAL PROGRAM BUDGET**

Program	2022 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference, and Interlibrary Loan*					
1. Technology	$735,741	$22,500	$36,014	$966,517	
2. Reference	$206,318				
3. ILL	$36,450				
4.					
5. Electronic Resources	$249,039			$342,334	
Program Total	$1,227,548	$22,500	$36,014	$1,308,851	$2,594,913
Professional Learning and Consulting Service*					
1. Professional Learning	$41,882				
2. Consulting	$81,564				
Program Total	$123,446	$0	$0	$0	$123,446
Delivery Services	$306,651				$306,651
Inclusive Services	$19,043				$19,043
Library Collection Development					$0
Direct Payment to Members for Nonresident Access	$1,104,612			$46,378	$1,150,990
Direct Nonresident Access Payments Across System Borders					$0
Youth Services	$14,068				$14,068
Public Information	$119,161				$119,161
Administration	$375,603				$375,603
Subtotal	$1,939,138	$0	$0	$46,378	$1,985,516
Other System Programs					
1. Multitype	$8,463				$8,463
2. Member Office	$2,500			$48,500	$51,000
Program Total	$10,963	$0	$0	$48,500	$59,463
Grand Totals	$3,301,095	$22,500	$36,014	$1,403,729	$4,763,338

*These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 5 is reserved for the amounts budgeted for electronic resources (see program budget guidelines).