

Monarch Library System Board of Trustees

Kewaskum Town Hall
9019 Kettle Moraine Drive
Kewaskum, WI 53040

Date: February 8, 2023

Call to Order: 6:00 pm

Adjourn: 7:00 pm

Called to Order: The meeting was Properly Noticed in accordance with Wisconsin Open Meetings Law. At 6:00 pm Tom Doane – Board President called the meeting to order.

Roll Call: Tom Doane, John Katzka, Craig Westfall, William Goehring, Wendy Sprenger, Kay Marose, Joyce Nelson, Barb Olsen, Deana Neis, and Daniel Lamb were present.

Online: Jeffrey Caine, Maeve Quinn

Also Present: Riti Grover, Alison Hoffman, and Trish Federer, MLS Staff.

Absent: Linda Gurath, Justin Strom

Public Comment and Correspondence: None

Approval of Agenda:

Marose moved to approve the agenda. Westfall seconded. Motion carried.

Approval of Minutes:

Goehring moved to approve the minutes of the meeting November 9, 2023. Sprenger seconded the motion. Motion carried.

Approval of Expenditures:

Katzka motioned to approve the expenditures of October, 113,587.34, and November, 69084.97, 2023. Westfall seconded the motion. Motion carried.

Monarch Library System Update: Grover reported the system updates.

Annual Reports 2023 are due for the libraries on February 29, 2024. The System Annual Report 2023 is due March 31, 2024.

Universal Class was renewed for the system for a period of 3 years for \$36,000.00. Libraries will be billed by Monarch each year for a total of \$12,000.00 per annum.

Monarch is setting up a message blasting system, ClickSend, that relies on Text or Email messages for system wide changes or outages.

Through the efforts of Hoffman – MLS Staff, the unaccounted fees in the E-Commerce reports have now been identified. These fees have been disbursed to the libraries.

Zoho Professional ticketing system is now fully active. This makes it possible to get statistics for the number of tickets presented, in progress, and closed.

We received our first allocation of state funding for 2024 of \$1,176,281.25. The remainder will be allocated after Annual Reports are completed.

We are on the verge of the implementation of Vega Discover, the catalog portion. Some of our members have worked with the program and raised tickets for those issues that were encountered. Vega programmers have worked on and corrected issues we found. We will go live for the first half of Monarch libraries on May 1st. For those that do go live, there will be a survey for patrons to make comments. Along with the new catalog there will be a tour accessible by a tab in the catalog. We will also have flyers and other marketing materials explaining the new catalog. There will also be a tab allowing the patron to return to the classic catalog. After a period of review by the patrons and staff of the 1st cohort, the program will be evaluated before the remainder of the system is made live.

Katzka raised a question regarding where the digital collection is housed and how it is purchased. Grover outlined that the Wisconsin library systems pool their funds with WPLC. Within the WPLC there is a digital collection steering committee which decides on purchases. Over the past year there were over one million more digital items circulated throughout the state. It is the funding that is not keeping up with demand. The Digital Executive committee is exploring other funding sources like grants and corporate funding.

Another aspect of the Vega system that is progressing is Program. This area concerns the calendar, meeting room reservations, social media, flyers and marketing materials. This is live in 3 of our libraries and 2 more will be joining this month. The length of the transition period is all up the member libraries.

We found that when the board approved the leasing of the new trucks it was motioned that Routes 2 and 3 were being replaced. However, the correct routes are 1 and 2. We will be putting that on the next agenda to correct the lease motion from the July 2023 meeting.

Beanstack, a software that allows patrons to enter their own information for reading programs of many types and their subsequent statistics, will continue to be available to Wisconsin libraries until April 2025. This gives the systems time to collaborate on this or another software to perform this function.

Executive Committee:

The Executive Committee held no meeting.

Finance Committee:

The Finance Committee held no meeting.

Operations Committee:

The Operations Committee held no meeting.

Marose requested for the next Operations Committee meeting agenda there be an item to officially appoint a subcommittee and a framing of their task.

Bookmobile Committee:

The Bookmobile Committee held no meeting.

Grover explained there have been several issues with the Bookmobile in the past year and there would be a meeting in March of the committee.

New Business:

Katzka announced this is Doane's birthday with congratulations.

As introduction to the new Board Trustee, Deana Neis, Doane suggested all present introduce themselves and give some of their background.

Next Meeting:

The next meeting will be held at Kewaskum Town Hall on March 14, 2023, at 6:00 pm.

Motion to Adjourn:

Westfall motioned to adjourn the meeting. Marose seconded. The meeting adjourned at 7:00 pm.