

# MONARCH LIBRARY SYSTEM DIRECTORS COUNCIL MINUTES

Mead Public Library  
710 North 8<sup>th</sup> Street  
Sheboygan, WI 53081

**Thursday, May 9, 2024**

**Called to Order: 9:36 am**

**Adjourned: 11:36 am**

1. **Meeting called to order:** Grover, MLS Director, called the meeting to order at 9:30 am. She thanked Erickson for hosting the meeting. Grover also requested that when answering the roll call online each one to come up on the screen.
2. **Roll Call:** Mielke – BR, Lynaugh – CG, Montes – EL, Anders – FL, Smith – GT, Kloppmann – GR, Harvancik – HC, Mszal – HU, Thrane – JU, Coppersmith – KH, Kellner – LK, Stasinopoulos – MV, Muchin-Young – ME, Rogers – OO, Jochman – PL, Sullivan – RL, Laws – SK, Erickson – SH, Sigismondi – CB, Grover – MLS Director, Hoffman – MLS Staff, Federer – MLS Staff, Demmin – MLS Staff, Kondro – MLS Staff, Fischer – MLS Staff, Jorsch – MLS Staff.

**Online:** Cournoyer – BD, Taylir – HF, Schwichtenberg – IR, Kreis – KE, Artin – LO, Carson – PT, Kromm – RE, Rozmarynowski – SF, Schultz – SL, Jaeger – WA, Thiry – WB, Katzka – MLS Board.

**Absent:** Eastwood – CB, Bodden – TH

3. **Public Comment and Correspondence:** None
4. **Approval of the Agenda:** Sullivan – Random Lake motioned to approve the agenda for the meeting. Mielke – Brownsville seconded. Motion carried.
5. **Approval of the April 11, 2024, Minutes:** Anders – Fox Lake motioned to approve the minutes of the April 11, 2024, meeting. Mielke – Brownsville seconded the motion. Motion carried.
6. **Monarch System Reports:** (Attachment)
  - a. **Monarch Staff:** Grover-MLS Director
    - i. New & Enhanced Monarch Catalog
      1. April was filled with excitement and the final preparations before the soft launch of the much-awaited new Monarch Catalog from Vega Discover. We look forward to providing our member libraries with technology that creates a better library experience for their patrons by providing a much more convenient catalog searching tool.
      2. Our tentative timeline for April – August 2024, until the final Go-Live is as follows:

- a. April 16, 2024 – 1st Training webinar for member libraries by Innovative
  - b. April 17, 2024 – 2nd Training webinar for member libraries by Innovative
  - c. April 23, 2024 – Ship the samples of printable marketing and promotional material to all member libraries
  - d. April 24, 2024 – Member libraries to receive a link to access training videos (for staff and patrons), FAQs, and digital files of promotional materials on Monarch Connect & Share (MCS).
  - e. April 24, 2024 - All member library directors to receive access to an online survey to request more printed copies of the marketing and training material.
  - f. April 24, 2024 - The link to the New Monarch Catalog to appear on the current Classic Catalog home page.
  - g. April 26, 2024 – The new URL for Monarch Systemwide Catalog as well as individual library sites to go live.
  - h. May 1, 2024 - Systemwide Soft Launch of the new and enhanced catalog (from Vega Discover)
  - i. June 30, 2024 – Customization of individual library sites
  - j. July 15, 2024 – Vega ‘Discover’ to finish working on Solus and OverDrive enhancements
  - k. Aug 15, 2024 – Systemwide New Catalog Go-Live! The patron facing interface will now have the new catalog search home page. (Access to the current classic catalog will still continue via a link on the new home page)
- ii. DeVrou, as a part of the IT team, will be scheduled at each of the libraries to complete the whitelisting URL for the patron catalog kiosks.
  - iii. If you find any item that is not cataloged correctly, be it genre, format, or category, please let CCW know using the form link Alison will be sending to you.
  - iv. A link will be created to a page on Connect & Share where all the training and promotional material can be found.
  - v. Harvancik – Horicon pointed out that links that lead to the Monarch Connect & Share for instructional videos can not be accessed by patrons. Grover – Monarch related that there are instructions in the Marketing section of the Monarch Staff Report for downloading to the libraries’ website.
  - vi. WiLS subscription has been renewed for the next year. The total cost to Monarch for this annual subscription for 30 public libraries will be \$5,970.
  - vii. The new Route 3 truck is in service.

- viii. We will starting the Strategic Plan work.
  - ix. Transparent Language is not managing Universal Class. There is a link to the new Universal Class marketing kit in the packet.
  - x. Demmin-MO explained Windows 10 support will end October 14, 2025. Our Windows 11 upgrade to staff computers will be handled by the IT intern. Public pcs have Deep Freeze and an anti-virus program and should be safe with Windows 10 for now. Of the computers that are not hardware compatible with Windows 11, Microsoft is offering extended support for three years at \$1 for the first year, \$2 for the second year, and \$4 for the third year. That will allow the replacement of those computers in the coming budget years.
  - xi. Demmin - MO explained they will also have a temporary fix to upgrade some of the older computers by editing the files to overlook the TKM chip. But this is only temporary since delaying updates leaves the computers open to phishing, etc.
- b.** Governance Committee: Lynaugh – CG reported the committee did not meet last month.
- c.** Circulation Committee: Mielke – BR
- i. Best practice guidelines for registration and renewal are in the packet.
  - ii. Hill – SH put together a document explaining how Mead is handling bounce backs.
  - iii. Customers who had Sprint must have their carrier changed to T-Mobile.
  - iv. There is a issue with some libraries returning damaged materials to an owning library without having charged the patron. If an owning library requests the material to be charged to the patron, the returning library must charge that patron or cover the replacement cost themselves.
  - v. Next meeting is Thursday, May 23<sup>rd</sup> at 9:30 am.
- d.** ILS Committee: Harvancik – Horicon
- i. Implementation of the OverDrive magazine API integration into the bookshelf area should be completed in Quarter II.
  - ii. With the upgrade to Polaris 7.5 a number of features will not be turned on for our use because they don't work well in a consortium setting. They are implementing age related loan policies, extended loan periods, and increasing check out limits by branch. Since we don't all have the same policies, these decisions can only be made at the individual library level.
- e.** Resource Workgroup: Rachel Muchin-Young – ME
- i. They did not meet last month. But there are some issues they will need to address. It was suggested that they meet in August.
  - ii. Hoffman – MO was asked to set up a meeting for the workgroup on Teams for Wednesday, August 7, at 2:00 pm.
- f.** Technology Workgroup: Leslie Jochman – PL

- i. The workgroup passed over to the Resource Workgroup investigation of Message Bee. We understand they do have a Telephony feature. Our Telephony server is close to end of life. Message Bee will hopefully deal with the bounce back issues by keeping up with the changes that are made to the various email systems.
- g. RFID Implementation Workgroup:
  - i. Grover asked for Nessman to give a report.
  - ii. Erickson related that he was told the project has been completed.
  - iii. The list we have shows not all the original libraries have completed their implementations which were to take all of 2024. Grover – would like to meet with Erickson and Nessman to refine the timeline.
- h. Cooperative Cataloging Workgroup: Harvancik – Horicon
  - i. Catalogers who are interested in joining the workgroup and have the consent of their director, contact CCW. This commitment is not just for a meeting a month, it is for actual work in the catalog in order to improve the catalog for everyone.
  - ii. It is incumbent upon acquisition library catalogers to carefully look at all records both when an item is ordered and when it is actually received.
  - iii. The CCW workbook has a new tab for inputting questions.

**7. Old Business:** Update on ClickSend: Kondro – MO

- a. Testing went well when we encountered a real-life situation of a network outage.
- b. We will be going live on the 1<sup>st</sup> of June.
- c. We are not able to create sub-accounts without giving everyone access to all numbers and libraries. If you would like to use ClickSend in your library, you will have to subscribe for your own library.
- d. Kondro sent a test out. All directors were asked to check their phones for receipt of the test message.

**8 New Business:**

- i. Fischer – MO discussed the reasoning behind the decision to start a Youth Services Workgroup.
  - i. The workgroup would bring together Youth Services personnel more frequently than twice a year.
  - ii. This would broaden the information from all areas of the system and give a real-time need assessment from the libraries' point of view.
  - iii. Since there seems to be a consensus of the need for this workgroup, Fischer will be putting together a group and we will have the Who, What, And Where at the next meeting.
- j. Fischer – MO discussed the updated QR codes.
  - i. The updated OR codes have a butterfly in the center of the code.

**9. Announcements and Shout-Outs:**

- a. Grover – MO remarked it was awesome to see all that attended the WAPL Conference, but those that could not attend were missed.
- b. Thiry – WB felt the conference was very good. He shared there is some legislation in Washington regarding the differing rates that are charged for the same material across the country for digital materials. Libraries are being charged more than other consumers.
- c. Grover – MO mentioned the Executive Board of WPLC decided to take the \$40,000 saved by lower charges for the E-Magazine budget line and move it to the purchase of more e-books. Also, they are considering using some of the reserve funds from the Research and Development line item towards the purchase of e-materials, while developing a pattern to create more funds for future purchases.
- d. Stasinopoulos – MV related information regarding making a change in your shelving practice by using an eye-level shelf to face-out display books and prompting higher circs.
- e. Grover – MO asked the libraries to promote advertising for the driver applicants. And explained we have had a good response to the Cataloging and Database Librarian soon.
- f. Grover – MO announced that Thrane will be resigning as director for Juneau.
- g. Thrane – JU spoke briefly regarding the upcoming change and thanked everyone for all their support throughout her tenure as Juneau’s director.
- h. Erickson – SH announced Mead will be installing a locker system in the next month. This will be a part of the building so staff can load it from inside.
- i. Rogers – OO Shared they are having new carpet installed. Their original carpet was installed in 1989 when the library was built.

**10.** The next Directors Council will be held at Juneau Public Library, June 13, 2024, at 9:30 am.

**11.** Motion to Adjourn: Anders – Fox Lake motioned to adjourn the meeting. Muchin-Young seconded. Grover – adjourned the meeting.