

MONARCH LIBRARY SYSTEM DIRECTORS COUNCIL MINUTES

Juneau Public Library
250 North Fairfield Avenue
Juneau, WI 53039

Thursday, June 13, 2024

Called to Order: 9:33 am

Adjourned: 11:36 am

1. **Meeting called to order:** Grover, MLS Director, called the meeting to order at 9:33 am. She thanked Thrane for hosting the meeting. Grover also requested that when answering the roll call online for each one to come up on the screen.
2. **Roll Call:** Cournoyer – BD, Mielke – BR, Eastwood – CB, Anders – FL, Smith – GT, Kloppmann – GR, Taylir – HF, Harvancik – HC, Schwichtenberg – IR, Thrane – JU, Artin – LO, Stasinopoulos – MV, Muchin-Young – ME, Grover – MLS Director, Hoffman – MLS Staff, Fealy-Layer – MLS Staff, Federer – MLS Staff, Demmin – MLS Staff, Kondro – MLS Staff, Fischer – MLS Staff, Jorsch – MLS Staff.

Online: Lynaugh – CG, Mszal – HU, Kreis – KE, Coppersmith – KH, Kellner – LK, Rogers – OO, Jochman – PL, Carson – PT, Sullivan – RA, Laws - SK, Bodden - TH Jaeger – WA, Thiry – WB, Doane – MLS Board President.

Absent: Montes – EL, Kromm – RE, Erickson – SH, Rozmarynowski – SF, Schultz – SL

3. **Public Comment and Correspondence:** None
4. **Approval of the Agenda:** Kloppmann – GR motioned to approve the agenda for the meeting. Mielke – BR seconded. Motion carried.
5. **Approval of the May 9, 2024, Minutes:** Harvancik- HC motioned to approve the minutes for the May 9, 2024, meeting. Anders – FL seconded the motion. Motion carried.
6. **Monarch System Reports:** (Attachment)
 - a. **Monarch Staff:** Grover-MLS Director
 - i. County reimbursements for 2022 have been sent out to the libraries
 - ii. Discover catalog has received 65 feedbacks.
 1. Mielke – BR shared a patron was “super excited”.
 2. Stasinopoulos – MV shared a patron “loved” the new catalog.
 3. Taylir – HF shared the cookie choice pop-up came too frequently. It was suggested to bookmark your libraries’ instance.
 4. Hoffman - MLS can customize to bring up your libraries

materials first if logged in and your library is selected.

Adjustments can be made to have your materials displayed at the top. The guide will be resent with examples.

5. Eastwood - CB suggested view all locations be changed to view all libraries.
 - iii. LX Starter will provide for the sending of email notices with a modern customizable look and could be the answer to email bounce-backs. BD, CB, ME, SH, and WB have been chosen to be beta testers.
 - iv. 166,000 items have been purged from the system.
 - v. Coupon status for the Summer Reading Program can always be found in the MCS Youth Services area.
 - vi. 20 library websites were compromised within the shared platform. Backups were infected. The servers were impacted. This was the result of user libraries not keeping their sites updated to the latest versions of WordPress, including themes, and plug-ins.
 1. Themes and plug-ins that are outdated should be removed regularly. Many Word Press versions, themes and plug-ins were corrupted.
 2. MLS purchased additional individual containers to keep all sites separated.
 3. All websites were updated to the latest software versions and solid security was installed on all sites.
 4. MLS will retain historical backups of databases and monitor all sites' health.
 5. MLS will be checking all distribution lists to weed out unnecessary users.
 - vii. Vega videos can be downloaded via MCS to private blogs on individual websites.
 - viii. Carrie Hellestad, Route 1 driver, retired May 31.
 - ix. We have a new driver, Fred Gager, on Route 1.
 - x. Rachael Fealy-Layer is our new Cataloging and Database Assistant.
- b. Governance Committee:** Lynaugh – CG reported the committee did not meet last month.
- c. Circulation Committee:** Mielke – BR
- i. Committee met May 23rd.
 - ii. The committee would like feedback regarding the Checking Accuracy of Statistical Classes document attached.
 - iii. Hill – SH is working on a document explaining how Mead is handling bounce backs.
 - iv. There will be no meeting of the committee in June.
- d. ILS Committee:** Harvancik – HC
- i. Monarch2Go has been updated. Filtering to DVD or Blu-ray has been giving an error when connecting to the server. Report these instances to Hoffman – MLS.

- ii. InDemand materials have been moved to the floor at Mead to encourage browsing of the collection. Committee is exploring the options of making the collection “floating”.
- iii. Most new features in Polaris are related to Leap. This practice will continue in upcoming Polaris versions.
- iv. Circulation and Cataloging staff should survey their open tabs in Polaris or Leap. Others can’t access the information while those tabs are open. Hoffman – MLS will submit a ticket to verify saves do not occur when closed by timeout.
- e. Resource Workgroup:** Rachel Muchin-Young – ME
 - i. The committee did not meet in May.
- f. Technology Workgroup:** Leslie Jochman – PL
 - i. The committee will not meet in June or July.
- g. RFID Implementation Workgroup:** Nessman - SH
 - i. Nessman was not present. No report.
- h. Cooperative Cataloging Workgroup:** Harvancik – HC
 - i. Catalogers continue to identify items that will not roll-up correctly, i.e. Abridged,
 - ii. Board Books will soon have their own category.
 - iii. Graphic novels cleanup is being prioritized.
 - iv. June 26th will be the next meeting.

7. Old Business: Update on Youth Services Workgroup –

- i. The workgroup will be a core team to provide feedback, information, and coordination of services.
- ii. Seven libraries will provide the members of the workgroup: BD, FL, GR, HF, KO, LO, SH.

8. New Business:

- v. Let Grover – MLS know if you are interested in being a beta tester for LX Starter.
- vi. Hoffman – MLS will be sending surveys for beta testers and engaging the testers with training. This will have a 2 to 3-month timeline.

9. Announcements and Shout-Outs:

- a. Rogers – OO shared Oostburg will be going live June 20th with their new website.
- b. Kloppmann – GR advised the Town of Grafton voted to pull out of the library agreement with the Village of Grafton and gave their 1-year notice. Ozaukee County advised the town to not remove themselves from the agreement. This will be a potential \$55,000 budget downfall for the library.
- c. Smith – GT shared they had raised \$85,000 for a new patio and furnishings. They will have a Patio Party on June 28th. The funds were all from patron donations.

- d. Grover – MLS shared the Flexible Facilities Grant still has \$100 million available.
 - e. Carson – PT is working on their application for a Flexible Facilities Grant. He advised to be very specific about how the funds will be used to meet the guidelines. There must be a facilities assessment before application and to not worry about having internet at the specified speed.
 - f. Grover – MLS explained we are in the process of cleaning up the distribution list. Please complete the form we have placed on the sign-up table.
 - g. Grover – MLS thanked Thrane for her positivity and wished her the best in her upcoming endeavors.
 - h. Thrane – JU thanked everyone for all the good wishes. Connie Shuett will be the new Juneau Director and starts June 24th.
- 10.** The next Directors Council will be held at Sheboygan Falls Memorial Library, July 11, 2024, at 9:30 am.
- 11.** Motion to Adjourn: Thrane – JU motioned to adjourn the meeting. Anders – Fox Lake seconded. The meeting was adjourned.