

MONARCH LIBRARY SYSTEM BOARD OF TRUSTEES
Minutes

Kewaskum Town Hall
9019 Kettle Morane Drive
Kewaskum, WI 530404

Date: May 9, 2024

Call to Order: 6:00 pm

Adjourned: 7:09 pm

- 1. Call to Order:** The meeting was Properly Noticed in accordance with Wisconsin Open Meetings Law. At 6 pm Doane – Board President called the meeting to order.
- 2. Roll Call:** – Tom Doane, John Katzka, Bill Goehring, Jeff Caine, Daniel Lamb, Kay Marose, Deana Neis, Joyce Nelson, Barb Olsen, Wendy Sprenger, Craig Westfall were present.
Online: Maeve Quinn.
Also Present: Riti Grover – MLS, Alison Hoffman – MLS, and Trish Federer – MLS
Absent: Linda Gurath, Justin Strom
- 3. Presentation of the new Route 3 truck:** All went to the parking lot to see the new truck that driver Kent Voll had driven to the meeting. He explained all the attributes of the truck.
- 4. Public Comment or Correspondence:**
 - a. Monarch had a visit from the Deputy State Superintendent and the Deputy Director of DPI Library Services. We received a signed proclamation to all the libraries that were visited that day.
 - b. The Bookmobile received a check in the amount of \$100 as a donation from their patron.
- 5. Motion to Approve the Agenda:** *Caine moved to approve the agenda for this meeting. Marose seconded the motion. Motion passed.*
- 6. Motion to Approve the Minutes of the February 8, 2024, meeting:** *Goehring motioned to approve the minutes from the February 8, 2024, meeting. Katzka seconded. Motion carried.*
- 7. Approval the Expenditures for January, February, and March 2024:** *Westfall motioned to approve the Expenditures for January 2024 - \$133,314.62, February 2024 - \$212,052.03, and March 2024 - \$125,385.83. Wendy Sprenger seconded the motion. Motion carried.*
- 8. Monarch Library System updates:**
 - a. The Annual Reports were wrapped up for the libraries on February 29, 2024.
 - b. The Monarch Library System Annual Report was submitted on time. Grover received approval from DPI to postpone the board’s signing to this meeting.
 - c. The statistics in the Monarch 2023 Infographic were as follows: Circulation of physical items increased 3.4%, E-Audio books and E-Magazines increased 19.6% and 80.6%

respectively. The Digital Library of Wisconsin reports there has been a jump of 1 million circulations in 2023 for all the library systems. Total library visits increased 13.3%. Delivery of items via the trucks rose 3.6% for a total of 576,000 items. To be noted, the number of days the Summer Reading Programs offered decreased by 30% but the minutes read increased by 18%.

- d. Discussion regarding funding for digital content was held. Funding for digital materials is via a WPLC consortium where all the funds from all the systems for the purchase of digital materials is pooled. There is no competition for the vendors. The Digital Library of Wisconsin uses the OverDrive platform with Libby as the online app delivery. Hoopla is also an e-material vendor that includes streaming content unlike OverDrive which does not. Hoopla's pay-per-views are increasing and as that happens expenses to the libraries is becoming unsustainable. Hoopla offers no consortium discounts, or bulk purchase pricing. There is some discussion at WPLA about reapportioning the funds to better cover the costs of digital content. Also, there is conversation about a bill to be introduced which would regulate these companies.
- e. Monarch has renewed the MyWiLS account for all the member libraries for 2024-2025 for \$5970.00. This brings several resources offered at discounted prices and webinars on new products
- f. On March 17, 2024, our Polaris software was updated to version 7.5. Last year Deploy software was implemented to facilitate upgrades remotely. We found it worked well for those libraries to which it had been installed. This year after completing implementation of deploy to the entire system the upgrade was done in one single evening. This was a vast improvement from the time when staff spent their long weekends installing ILS updates.
- g. The Cooperative Catalog Workgroup's guidelines are almost completely finished. They have been meeting regularly and using Monarch Connect & Share to share information and questions for solutions to cataloging problems they encounter.
- h. Two of our drivers will be retiring May 31, 2024. We have positions for 2 drivers posted on Monarch's website and at all the libraries. We have received many resumes and will start arranging interviews shortly.
- i. We have also posted the Cataloging and Database Librarian Assistant position and have been receiving many resumes. Interviews will be scheduled next week.
- j. We went live with the soft launch of the new enhanced Monarch catalog through Discover on May 1st. Training was offered to member library staff through Vega and those videos are available for later reference. The marketing materials were distributed to the libraries. Marketing materials were presented to the Board.
- k. We tested ClickSend today at the Directors Council. This enables Monarch to send system wide messages to all member directors.

9. Approval of the Monarch Library System Annual Report 2023: *Goehring motioned to approve the 2023 Monarch Library System Annual Report. Craig Westfall seconded. Motion carried.*

10. Committee Reports:

- a. **Executive Committee:** Doane. Committee did not meet.

b. Finance Committee: Westfall

- i. The Finance Committee met just before this meeting and approved the expenditures from January, February, and March 2024. They also discussed the preliminary budget, the upcoming audit, the transfer of our Quickbooks accounting to Winnefox's new Quickbooks Cloud, and Federer – Monarch will be given access to the U S Bank account to monitor. We also were given information on the expenses incurred by the Bookmobile over the last several months.
- ii. The system's insurance policies were deemed it be inline, and an acceptance of the renewal was passed by the Finance Committee.
- iii. Grover explained a motion correction was needed to correct a truck route number.
 1. *Original motion - Caine motioned to accept the terms of the lease agreement with Penske to purchase new trucks for Routes 2 and 3. Wendy Sprenger seconded the motion. The motion passed unanimously.*
 2. *Amended motion - Caine motioned to amend the terms of the lease agreement with Penske to purchase new trucks for Routes 1 and 3. Goehring seconded the motion. The motion passed unanimously.*

c. Operations Committee: Katzka

- i. The Organizational Chart was presented by Grover, evaluation and annual review procedures were reviewed, and a draft of a letter thanking the Town of Kewaskum for the use of their community center was reviewed.
- ii. *The committee recommends the approval of the draft letter thanking the Town of Kewaskum for the use of their community center and the approval of a donation of \$350.00 to the town. Katzka motioned to approve the draft letter to Kewaskum and the creation of a \$350.00 donation. Marose seconded the motion. Motion carried.*
- iii. The board requested Federer – Monarch speak with the Town Clerk to ascertain whether they have a white board or projection screen for the hall. If not, we will donate one.
- iv. *Katzka motioned to adopt the WiLS Strategic Plan proposal for the Monarch Library System Strategic Plan. Marose seconded. Goehring raised questions regarding WiLS previous system strategic plan experience. Grover related that one was created recently for the Prairie Lake Library System and that she had attended the WiLS presentation at the WLA conference. Grover will request Prairie Lake share a copy of their plan. Doane suggested our contract with WiLS specifically request an expectation for county input. Katzka amended his motion to recommend we table this motion until further information is collected. Nelson seconded the motion.*

d. Bookmobile Committee: Goehring

- i. The committee met and approved the expenses.
- ii. There was a discussion regarding the major expenses for repair over the last several months.
- iii. The Sheboygan County Highway Shop has agreed to take a look at the bus and give us an assessment.

- e.** New Business: None
- f.** Next Meeting: The next meeting will be July 9, 2024, at 6 pm here at the Kewaskum Community Center.
- g.** Adjourned.